



TERMS AND CONDITIONS

By applying and participating you agree to unconditional acceptance of these Terms and Conditions.

The organisers reserve the right to change the Terms and Conditions or processes at any time.

1. Project selection:

The selection committee decision is final, and no correspondence will be entered regarding the outcome. Due to the quantity of applications received individual feedback is not guaranteed if your application is unsuccessful.

The organisers will not take rights or liabilities in projects selected.

2. Meeting schedule:

The scheduling of meetings is at the discretion of the organisers.

3. Press, Marketing and Publication:

3.1. If your project is selected to take part in the MeetMarket, the organisers reserve the right to use the information provided in your project submission for press, publication and marketing purposes, **online and in print**. If your project is selected to take part in the MeetMarket, it will be listed in Sheffield Doc/Fest catalogue, which will be available to all delegates attending the festival. The following information about each selected MeetMarket project will be published in Sheffield Doc/Fest's catalogue:

- Project title
- Short Synopsis
- Genres
- Production Company/ies
- Country/ies of Production
- Contact Name
- Contact Email
- Final Length
- Slots (for MeetMarket projects)
- Project Status
- Estimated Completion Date
- Total Budget in GBP, EUR, and USD
- Total in Place in GBP, EUR, and USD
- Financiers
- Project Team Members' full names and roles
- Still image

3.2. The organisers accept no liability in the event that their publications reproduce inaccuracies that you provide in submitted materials.

3.3. Sheffield Doc/Fest retains the right to use your submitted still images for marketing purposes **in perpetuity** and to request still images and finished trailers in the future for marketing purposes.

3.4. The organisers may use details of the selected projects to compose a press release that will present the selected MeetMarket projects, in their own words, and in order to promote and put forward the projects in question.

3.5. **Submission of confidential and/or sensitive material:**

If you are selected for the MeetMarket and your project application contains sensitive and/or confidential material that you do not want published, you must inform the marketplace team **immediately** upon receiving the formal letter of acceptance to the MeetMarket. You must let the marketplace team know exactly what specific information cannot be made public **in writing, via email**. You are responsible for modifying any information/material submitted that you consider to be of a sensitive and/or confidential nature and do not want published, **within the time frame** decided by the organisers, at their discretion.

If you fail to let the organisers know about the sensitive and/or confidential nature of the material submitted and if you fail to make the necessary amendments within the given time frame, the organisers will not be liable for using submitted material as it is and as they see fit.

3.6. **If your project is not selected, the organisers reserve the right to use the information you submitted for internal use only, for statistics and reporting purpose, and in accordance with Sheffield Doc/Fest Privacy Policy. After submissions close, the submitted information will be stored for a period of 12 months. Passed this period, all personal information will be erased and only statistics will be retained indefinitely.** You can read more about Sheffield Doc/Fest's Privacy Notice on our website: www.sheffdocfest.com/view/privacy.

4. Submission Fees and Deadlines

The early submission fee to apply to the MeetMarket is £21 excluding VAT per project and the late submission fee is £26 excluding VAT. The fee is non-refundable.

Early submission deadline:

Opens: Monday 5 November 2018 17:00 GMT

Deadline: Friday 18 January 2019 12:00 midnight GMT

Late submission deadline:

Closes Monday 18 February 2019 12:00 midnight GMT

5. Payment and Fee

By submitting your project to a UK-based organisation, you agree to the following:

- UK VAT is due on all submissions made by individuals or businesses based in the UK, and on all international submissions made by individuals;
- If you are a business based in an EU country, this is a reverse charge supply and you do not need to pay UK VAT;
- If you are a business based outside the EU, you do not need to pay UK VAT; however you may be required to account for local VAT in your own country.

The entry fee is non-refundable. All prices are in pounds sterling. All payments are accepted in pounds sterling only. We reserve the right to change the submission rates. Please refer to payment methods via the submission form. **We do not accept payments outside of the formal process such as cheques or bank transfers.**

Student productions, film and media schools and tertiary institutions entering more than one project are eligible for discounted entry, as are citizens of DAC listed countries. A representative of the educational institution must contact marketplace@sheffdocfest.com to request a group discount. Students cannot negotiate submission discounts individually.

6. Attendance

If your application is successful, you agree to attend Sheffield Doc/Fest 2019 for the duration of the MeetMarket on Monday 10th and Tuesday 11th June. Failure to do so may result in your project being withdrawn.

If your application is successful you must register to attend Sheffield Doc/Fest. You or your project representative will need to purchase a festival pass which you must register for ahead of the festival. If you do not register for Doc/Fest, you will not be able to participate in the MeetMarket. Subsequent project team members must also register for additional passes if they wish to participate in Market meetings. The festival pass gives you full access to the Film programme, Alternate Realities programme, Talks & Sessions, Marketplace & Talent, Doc/Player and all social events and networking.

Project participants are responsible for their own transport and accommodation. In order to make our festival as accessible as possible, Doc/Fest offers concessions passes and budget accommodation passes to attend the festival, as well as Doc/Host, a connecting service to pair emerging filmmakers with Sheffield locals who are able to offer accommodation during the festival. For more information about passes and accommodation, go to <https://sheffdocfest.com/view/accommodation>. Please note that support may also be available via your embassy.