



March 16, 2024
Suffolk, Virginia



2024 SUFFOLK MYSTERY AUTHORS FESTIVAL POLICIES AND INFORMATION

*Please read all of the following information before submitting
your application to the Suffolk Mystery Authors Festival.*

FESTIVAL INTRODUCTION

Launched in 2014, the Suffolk Mystery Authors Festival is a day-long festival that features 50 nationally recognized authors, book signings, fan meet & greets, and moderated author panels. With the exception of an optional VIP Reception from 11:45am-12:30 pm that costs attendees \$30, all of the day's events are free and open to the public.

HOW IS AN AUTHOR CONSIDERED?

The Suffolk Mystery Authors Festival features a variety of genres and authors. To assist with Festival management, we have policies in place to ensure continued quality and success. Space assignment will be determined by the Suffolk Mystery Authors Festival Committee. **Previous participants must reapply each year; no one is guaranteed a Festival slot, even if they have been a Featured Author in the past.** *It is important to note that meeting the criteria for consideration does not guarantee an invitation to participate.*

The following policy defining author eligibility has been adopted:

FIRST PRIORITY will be given to: traditionally published authors who have published a book within 12 months prior to the start of the Festival, and/or those who have been nominated for established mystery industry awards, including the Agatha, Anthony, Arthur Ellis, Barry, Dilys, Edgar, Hammett, Lefty, Macavity, Shamus, and the Dagger awards.

SECOND PRIORITY will be given to: self-published authors with a minimum of 3 titles available.

THIRD PRIORITY will be given to: self-published authors with 1-2 titles available.

WHAT TYPES OF BOOKS ARE CONSIDERED?

The goal of the Suffolk Mystery Authors Festival Committee is to create a festival with a roster of authors that blends genres, audiences, age ranges, and interests. Authors will be chosen based on applications. The committee reserves the right to accept or reject any applications, at its sole discretion. All decisions are final. The following genres are encouraged: Cozy Mystery, Traditional Mystery, Suspense, Thriller, Horror, Paranormal, Science Fiction, Historical, Women's Fiction, and Romance.

Submitted titles (for stock at the festival) MUST be in publication and available to order as of January 15, 2024. If copies will not be available until after that deadline, you MUST note that in the application and let us know when available. Upon occasion, authors will need to provide their own books for stock due to inventory issues, and we will notify individual authors when that is necessary; please note that authors will be reimbursed for any out-of-pocket costs. If this occurs, those books will need to be shipped to the Festival Office no later than one week prior to the festival. **No books will be allowed to be brought on the festival day to be sold.**

Agents and author representatives are encouraged to submit if they have the authors' consent. Please let the authors know that their names have been submitted for consideration.

ARE AUTHORS PAID?

Due to limited funds, the Suffolk Mystery Authors Festival will not cover any travel expenses or hotel accommodations, and will not pay honoraria to any presenter. By submitting an application, you are indicating that you or your publisher will pay for your festival-related expenses.

WHAT HAPPENS IF AN AUTHOR CANNOT ATTEND ONCE ACCEPTED?

Cancellations must be sent in writing to the coordinator no later than one month prior to the event date. Any cancellations after that time will incur an additional \$25 fee.

BOOK SALES

The Festival will furnish 20 books for each author, working with your publisher to order the books. The Festival arranges **ALL** book sales, with all profits returning to the Festival; authors are not allowed to handle any money during the Festival.

IMPORTANT DATES:

August 21, 2023: Applications open

October 2, 2023: Deadline for submission of applications

October 15, 2023: Featured Author list announced

February 16, 2024: Deadline for cancellation of participation by contracted Featured Authors

March 16, 2024: 10th Annual Suffolk Mystery Authors Festival

RULES AND REGULATIONS

Authors will be assigned two to a signing table; a display tablecloth and chairs will be provided. Authors may provide their own marketing/display materials, but may not use nails or any other materials that may damage the venue walls. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic. Any display or practice that is judged by the Festival staff to be a safety hazard must be discontinued immediately. Festival staff has the discretion to disapprove any signage considered inappropriate.

All exhibiting authors will be allowed to set up their spaces starting at 10am. The Festival staff will provide a map of assigned spaces before the start of the Festival.

Authors will be solely responsible at all times for the cleanliness within their area. Each author is required to leave the space clean at the end of the Festival, including the collection of all refuse generated from their space. The burning of incense, candles, etc. is prohibited.

Solicitation for products, services or charitable contributions not specifically identified as a Festival commodity is not permitted without prior permission of the Festival Coordinator.

Filming and photography will be conducted at the Suffolk Mystery Authors Festival for advertising, news reporting, public relations, or other purposes promoting the Festival. Attendance at this event constitutes your consent to be filmed or photographed by the Suffolk Mystery Authors Festival without payment, inspection, or review.

Smoking is prohibited inside and around festival venue. This is to include all landscaped areas surrounding the venue.

Failure by an author to comply with any of these regulations will result in the forfeiture of the right to participate in future SMAF events.

VENUE

There is an accessible and free parking lot adjacent to the venue; parking is also available across the street at the Suffolk Visitor Center. Signs will be posted for easy access. The festival venue is fully accessible.



2024 AUTHOR APPLICATION

Please return this application by October 2, 2023, to:

Suffolk Mystery Authors Festival
c/o City of Suffolk Division of Tourism (Attn: Katie Kelley)
524 North Main Street, Suffolk, Virginia 23434
Fax: 757.514.4145 / Email: kkelley@suffolkva.us

Author Name *(please put the name you'll be marketing at the Festival):* _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Website (or Facebook Page): _____

Author Bio *(attach separate sheet if necessary):*

Suffolk Mystery Authors Festival
524 N. Main Street Suffolk, VA 23434
Phone: 757.514.4130 • www.SuffolkMysteryAuthorsFestival.com
www.Facebook.com/SuffolkMysteryAuthorsFestival

Acknowledgement of Rules and Regulations

Please check each box, identifying that you have read and understood the corresponding information.

- Space assignment will be determined by the Suffolk Mystery Authors Festival Committee. No one participant is guaranteed a Festival slot, even if they have previously been a Featured Author. First priority will be given to: traditionally published authors and/or those who have been nominated for established mystery industry awards.
- The Festival will furnish 20 books and ALL book sales for each of these authors; author will not receive any profit from sales. Submitted books (for stock at the festival) must be in publication and available to order as of January 15, 2024. If copies will not be available until after that deadline, author must let coordinator know when it will be available. In some instances, authors may need to provide their own books for stock due to inventory issues, but the Festival will reimburse that cost. If this occurs, all books will need to be shipped to the Festival office no later than one week prior to the festival.
- The Festival will not cover any travel expenses or hotel accommodations, and will not pay honoraria to any presenter.
- Cancellations (for Featured Author participation) must be sent in writing to the coordinator no later than one month prior to the event date (February 15, 2024). Any cancellations after that time will incur an additional \$25 fee.
- In the event of a health-related change (i.e., Covid-19), the event will switch to a Virtual format. Authors understand that if they are selected for the festival, they will be expected to participate in this virtual format.
- Authors will be assigned two to a signing table; a display tablecloth and chairs will be provided. Authors may provide their own marketing/display materials, but may not use nails or any other materials that may damage the venue. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic. Any display or practice that is judged by the Festival staff to be a safety hazard must be discontinued immediately. Festival staff has the discretion to disapprove any signage considered inappropriate.
- The Festival staff will provide a map of assigned spaces before the start of the Festival.
- Authors will be solely responsible at all times for the cleanliness within their area. Each author is required to leave the space clean at the end of the Festival, including the collection of all refuse generated from their space.
- Solicitation for products, services or charitable contributions not specifically identified as a Festival commodity is not permitted without prior permission of the Festival Coordinator.
- Filming and photography will be conducted at the Suffolk Mystery Authors Festival for advertising, news reporting, public relations, or other purposes promoting the Festival. Attendance at this event constitutes your consent to be filmed or photographed by the Suffolk Mystery Authors Festival without payment, inspection, or review.
- Failure by an author to comply with any of these regulations will result in the forfeiture of the right to participate in future SMAF events.

Suffolk Mystery Authors Festival

524 N. Main Street Suffolk, VA 23434

Phone: 757.514.4130 • www.SuffolkMysteryAuthorsFestival.com

www.Facebook.com/SuffolkMysteryAuthorsFestival

Waiver of Liability and Hold Harmless Agreement

In consideration for receiving permission to participate in the Suffolk Mystery Authors Festival, the Author hereby releases, waives, discharges and covenants not to sue the City of Suffolk, its agents, employees or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Author, or any of the property belonging to the Author whether caused by the negligence of the Author, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the Suffolk Mystery Authors Festival, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of Author or otherwise.

I further hereby agree to indemnify and hold harmless the City of Suffolk, its agents, representatives, employees and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Author or otherwise.

I understand that the City of Suffolk does not provide any insurance coverage for author participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-named Author. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with laws of the Commonwealth of Virginia and City of Suffolk ordinances.

In signing this agreement, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Printed Name

Date

Suffolk Mystery Authors Festival
524 N. Main Street Suffolk, VA 23434
Phone: 757.514.4130 • www.SuffolkMysteryAuthorsFestival.com
www.Facebook.com/SuffolkMysteryAuthorsFestival