



Suffolk
**Mystery
Authors**
FESTIVAL

March 5, 2022

at the Suffolk Center for Cultural Arts



2022 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 at the Suffolk Center for Cultural Arts that features 40 nationally recognized authors, book signings, fan meet & greets, moderated author panels, and multiple workshops. With the exception of an optional VIP Luncheon from 11am-1 pm that costs attendees \$30, all of the day's events are free and open to the public.

The Suffolk Mystery Authors Festival is a partnership between Suffolk Tourism and the Suffolk Center for Cultural Arts.

HOW IS AN AUTHOR CONSIDERED?

We are very pleased to grow and expand the festival, featuring 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 three 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, 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, 2022. 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:

October 1, 2021: Applications open

December 1, 2021: Deadline for submission of applications

December 15, 2021: Featured Author invitations issued

January 15, 2022: Deadline for acceptance by invited Featured Authors

February 5, 2022: Deadline for cancellation of participation by contracted Featured Authors

March 5, 2022: 8th Annual Suffolk Mystery Authors Festival

RULES AND REGULATIONS

Authors will be assigned two to a signing table; a black 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 Suffolk Center. 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, due to the Center being a historical venue. Authors may not use nails or any other materials that may damage the Suffolk Center. 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.

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 the Suffolk Center for Cultural Arts. This is to include all landscaped areas surrounding the Suffolk Center.

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.

FACILITY

There is an accessible and free parking lot behind the facility, and there is off-street parking surrounding the facility. Signs will be posted for easy access. The Center is equipped with wheelchair ramps, elevators and designated wheelchair seating in the theater. The restrooms offer disabled access as well. The Center offers sound enhancement devices; please contact them directly at 757.923.0003 to make arrangements if this is needed.



2022 AUTHOR APPLICATION

Please return this application by December 1, 2021, 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):* _____

Any other name under which you write: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ **Email:** _____

Website: _____

Facebook Page: _____

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

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www.Facebook.com/SuffolkMysteryAuthorsFestival

What genres have you published *(please check all that apply):*

- Cozy Traditional Mystery Suspense Paranormal Horror Romance
 Women's Fiction Historical Mystery Multicultural Other _____

Have you been nominated for/won any Mystery Industry Awards *(please check all that apply):*

- Agatha Anthony Arthur Ellis Barry Dilys Edgar Hammett
 Lefty Macavity Shamus Dagger Other _____

IF SELECTED to participate, please list the books you would want stocked at the Festival, and a quantity for each. TOTAL of books allowed per author is 20*.

For short stories, list anthology/magazine.

Title	ISBN	Publisher	Publication Date	Self-Published?	*Quantity

****Please note: works of Non-Fiction and/or Poetry will NOT be accepted at the Festival.***

Depending on space, would you like to be on a panel? Yes No

If selected, are you willing to provide 75 complimentary promotional items for the VIP Luncheon Swag Bags?

Items will need to be mailed to the Festival Office by February 1, 2022. Yes No

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524 N. Main Street Suffolk, VA 23434
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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.
- Upon acceptance of their application by the Festival Committee, Featured Authors will be invited to attend and must indicate acceptance or refusal by January 15, 2022.
- 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, 2022. 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 5, 2022). 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 black 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 Suffolk Center. 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.

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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

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