

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## ENTRY GUIDELINES

---

Dear Filmmaker,

Welcome to Movie Extra Tropfest 2009! The world's largest short film festival is bouncing up and down in anticipation for its 17th festival! We once again ask filmmakers of all backgrounds and levels of experience to get out there and start shooting short films for the festival. Films can be about anything but must include the annual Tropfest Signature Item (TSI), which for 2009 is **'SPRING'**.

Movie Extra Tropfest was established to encourage production, not just exhibition. Our event is not just about 'showing' films – it's about 'making' them. We aim to provide you with the opportunity to showcase your work to as wide an audience as possible, not only with the fantastic premiere your film will receive if selected for the Movie Extra Tropfest 2009, but also by utilising a variety of distribution outlets following the festival.

Over 150,000 people will come together on **Sunday 22 February 2009** to view 16 Finalist Films, selected from what we anticipate will be more than 700 entries at venues in Sydney, Melbourne, Brisbane, Perth, Canberra, Hobart and Adelaide.

**Entry to Movie Extra Tropfest close Thursday 15 January 2009 at 6pm.**

Please read these guidelines carefully. Should you require further information please visit [www.tropfest.com](http://www.tropfest.com) or email [mail@tropfest.com.au](mailto:mail@tropfest.com.au) – we are here to help!

Good Luck!

THE MOVIE EXTRA TROPFEST TEAM

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## ENTRY GUIDELINES

---

### ALL FILMMAKERS MUST ADHERE TO THE FOLLOWING GUIDELINES:

- + Your film must be made specifically for Movie Extra Tropfest 2009
- + Movie Extra Tropfest 2009 must be your film's first public screening
- + Your film must be no longer than 7 minutes (including titles and credits)
- + Your film must contain the 2009 Tropfest Signature Item (TSI) "SPRING"

### SUBMITTING YOUR ENTRY ONLINE:

ALL MOVIE EXTRA TROPFEST ENTRIES ARE SUBMITTED ONLINE AT WITHOUTABOX.COM

If you do not already have a membership with WAB, you will need to register as a user. Registration is free of charge.

Submitting your entry online is easy! Just follow these six simple steps:

1. Click on the following link <http://www.withoutabox.com/login/6358>
2. If you are already a member, enter your username and password in the "Withoutabox Express" section to begin submitting your entry. If you are not already a member, simply enter in all your details in the "First Time Users section."
3. You will then be prompted to enter in details of your Movie Extra Tropfest 2009 entry. Simply click through each form page and fill out all the required information. Real easy – you're nearly there!
4. You will need to agree to Terms and Conditions of Entry during this online entry process.
5. You will also need to pay the **\$45AUD** (including GST) entry fee during your WAB application (credit card only). Note: We only accept payment through WAB, you will not receive a Tracking Number unless you have completed this step.
6. After you have filled out the last page, a confirmation page will appear which will inform you of your Tracking Number (eg 09-0001). **PLEASE KEEP A RECORD OF THIS NUMBER.** You must write this Tracking Number on each DVD of your film that you submit (on the cover and on the actual DVD), that way we can match your entry number with your DVD. Also, if you have any questions regarding your entry after you have received confirmation, you will need to quote this number to us in order for us to look up your film in the database.

It's very straight forward! If you have any questions or are having trouble submitting your film online please email [mail@tropfest.com.au](mailto:mail@tropfest.com.au) or call us on +61 2 9368 0434 - we are here to help!

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## ENTRY GUIDELINES

---

### ENTRY MATERIALS & CHECKLIST

#### 1. Complete our Withoutabox Online Entry Form

Please ensure you have completed our Withoutabox online entry form **BEFORE** sending your two DVDs to us. Information on how to submit your entry online is listed above. Remember, entry into the festival is not complete until you have received a Tracking Number at the end of the online entry form eg 09-0001.

#### 2. Two DVD Copies of Your Film (at 16:9 widescreen ratio)

- + Please supply each DVD in a separate case; both copies must be clearly marked with the film title and Tracking Number issued by WAB (eg 09-0001).
- + DVD should be in PAL TV format
- + DVD Regional code should be set to ALL REGIONS
- + You can record on any DVD disc that you like EXCEPT DVD-RAM
- + Please check that the DVDs playback in your DVD player before you submit them
- + If your DVD doesn't work your entry will be disqualified
- + Finalist films will be screened at 16:9 widescreen. Please refer to following pages for more information

#### 3. AUD\$45.00 (inc GST) Non-Refundable Entry Fee

Payment must be made during your WAB application - credit card only

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## ENTRY GUIDELINES

---

### ENTRY DISQUALIFICATION:

Your entry will NOT be accepted if:

- + Any of the above items are not included (including entry fee).
- + Your film is over the 7 minute time limit (including titles and credits).
- + Your entry arrives any time after 6pm on the final day for submissions, being Thursday 15 January 2009 (including posted entries).
- + You have not completed or only partially completed our online WAB Entry Form
- + You have not agreed to the Terms and Conditions

### SUBMISSIONS & ENTRY DEADLINE:

After you have completed our WAB entry form, please post or hand deliver your two DVDs clearly marked with your WAB Tracking Number (eg 09-001) to:

Tropfest HQ  
62 - 64 Riley St  
East Sydney NSW 2010  
Australia

Hand delivered entries must be delivered by 6pm Thursday 15 January 2009.

Posted entries must be:

- + Postmarked **NO LATER THAN** Wednesday 14 January 2009
- + Received anytime before but **NO LATER THAN** Thursday 15 January 2009

**Entries close on 6pm on Thursday 15 January 2009.**

**Late entries will not be accepted under any circumstances.**

**We will notify you via WAB when your DVDs are received.**

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## ENTRY GUIDELINES

---

### SHORT LISTED FILMMAKERS:

If your film is short listed or selected as a finalist for Movie Extra Tropfest 2009, you will be required to supply the following:

#### Digi Beta (PAL)

A Digi Beta (PAL) tape of your film by Thursday 22 January 2009. Digi Betas of finalist films will not be returned and will be used for distribution purposes following the Festival. Digi Betas of shortlisted films, which are not chosen as finalist films, will also not be returned but Tropfest will make the Digi Betas available for collection for a 30 day period after notification.

#### Two Electronic Colour Production Stills

These should be two different images of direct action from the film rather than behind-the-scenes photos. These must be horizontal files (jpg 300dpi).

#### A Completed Music Cue Sheet

We will email you the form when you are short listed which you must complete for all music used in your film. This should detail each piece of music used in your film (title of composition, copyright owner, duration used). If you need help with this form we can assist you; the information you will need to have on hand is a clear knowledge of who owns the copyright in each piece of music used, proof you have the permission to use each piece of music, and the duration of each piece of music used.

#### Script

A full dialogue script of your film. If your film does not have dialogue, we do not require a script.

#### Release Forms

Signed Release Forms for all works in which copyright exists. This includes literary (i.e. if your film is based on a novel), dramatic (actors), artistic (paintings etc) or musical works (composers), or films, sound recordings, broadcasts and published editions. For a typical short film, all writers, actors and composers (of original music) must sign a Release Form. You can download Release Form templates from our website [www.tropfest.com](http://www.tropfest.com).

#### Written Permission for All Music in Your Film

If you choose to use published (i.e. existing music, for example by a famous band), you will need permission in the form of a license agreement to do so. Tropfest strongly recommends you use original or "copyright free" music in your film to avoid paying license fees which can be quite pricey for popular pieces of music. To obtain the necessary clearances to use existing music, you will need to contact the copyright owner/s of your chosen track and request a license agreement to use their music in "all media" and in "all territories". If you are having trouble with this process, please contact AMCOS ([www.amcos.com.au](http://www.amcos.com.au)) on 1300 852 388 and they can assist you in tracking down copyright owners and requesting license agreements.

### FINALIST FILMMAKERS:

The 16 Movie Extra Tropfest 2009 Finalists will be notified in early February. No additional materials will be required at that point, however filmmakers will be asked to participate in a photo call and possible media interviews as well as promotion in the lead-up to the Festival.

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## TERMS & CONDITIONS OF ENTRY

THE "PLAIN ENGLISH GUIDE" TO MOVIE EXTRA TROPFEST 2009 TERMS & CONDITIONS  
– A VERY WORTHWHILE READ!

---

Most of the application process is pretty self-explanatory – at the end of the day all you need to do is make sure you complete our online Withoutabox entry form (located at [www.withoutabox.com](http://www.withoutabox.com)) and deliver your DVDs to Tropfest HQ in Sydney before 6:00pm on Thursday 15 January 2009 or, if you can't hand deliver it, post your submission materials to Tropfest HQ in Sydney postmarked no later than Wednesday 14 January 2009. But make sure if you mail your entry that it is received at Tropfest HQ no later than Thursday 15 January 2009 – otherwise it won't be accepted...EASY REALLY!

BUT... before you complete our entry process, it is important you understand the terms and conditions of entry. It is also important that you realise Movie Extra Tropfest is all about showcasing your work to as wide an audience as possible, both within Australia and overseas, above and beyond the Festival night. In order for us to do this, there are some legal requirements that need to be understood. Tropfest is more than happy to explain its activities in further detail, so if at any time there is something you don't understand, just call or email us for further information. Now, to make things easier for you we have done a bit of a breakdown of the terms and conditions of entry, with a focus on all the major points, particularly those that impact on rights in your film that Tropfest requires you to obtain from contributors in your film and rights you grant to Tropfest when entering the Festival.

Your film has to meet ALL of the terms and conditions. The terms and conditions comprise of the document headed 'Terms and Conditions of Entry', but also include any information contained on the Withoutabox entry form, and in the Entry Guidelines (including the 'Your Questions Answered' sheet) (Ts & Cs). When you complete and submit the entry form you are 'signing' a legal contract that tells us your film complies with all the Ts & Cs see Point 4(b) of the Ts & Cs. This is why you MUST understand them. The Ts & Cs may seem a little confusing, but by spending a little time getting to know them, you will save yourself grief later! And remember, don't just read this guide, read the Ts & Cs too, this is only a guide.

### Now to the specific points in the Ts & Cs:

1. It is imperative that you, the Producer, must have made your film specifically for the Tropfest 2009 (Festival) and it **MUST NOT HAVE BEEN MADE AVAILABLE TO OR BEEN VIEWED BY ANY MEMBERS OF THE PUBLIC** (this includes online viewing), before the Festival night, Sunday 22 February 2009. You also must not have given or give permission for anyone else to use your film in any way before the Festival (see points 4 (a), (c) and (d) of the Ts & Cs).

2. Points 4 (e) - (j) of the Ts & Cs means you MUST have the written permission from each of the contributors who worked on your film or who contributed to works included in your film even if existing before your film (eg music) to do what you like with their contribution or performance

- that means, the performers, musicians, composers, director (if not you), etc. The reason you need this permission is so you (and Tropfest) can edit or change their contribution or performance as you see fit AND that you (and Tropfest) can sell or show your film anywhere without restriction and use each contributor's name or picture for publicity connected with your film. This is very important because Tropfest is a very high profile film festival and we can't afford to run into hassles with your film at the last moment: e.g. if your film is selected as a finalist, we need to know that all of the contributions which make up your film can be included in our Festival program. We have release forms available from our office or you can download them from our website. You can adapt these forms for use by ALL contributors in your film. You should always try and have cast and crew (and other contributors) sign release forms prior to the start of production – it is easier since most contributors will be in the one place and you don't have delays tracking them down later on.

3. We also have a few requests to make of you, to ensure the continued success and growth of Tropfest as well as the continued success of our filmmakers following the Festival. It is important to us that your film is seen as widely as possible following the Festival. As you may have read on our website, Tropfest acts as a sales agent to represent your film exclusively in Australia and in the overseas markets if it is selected as a finalist (16 films) (Selected). This will give your film maximum exposure and will hopefully create some financial return for you. We split any cash received with filmmakers just like a commercial distributor, and if your film is Selected, we will give you notification of these financial arrangements in writing.

4. Point 5 in the Ts & Cs initially gives Tropfest exclusive rights to your film (i.e. an exclusive licence) regardless of whether your film is Pre-Selected or Selected. This licence allows Tropfest to, amongst other things, show your Film in any film festival conducted by or participated in by Tropfest, to show your film in any media such as on the internet or on commercial television, to include your film in a compilation of films, or to otherwise communicate your film to the general public. These are examples only. This licence will, after a certain date (see below), either:

- + terminate if your film is not Pre-Selected or Selected, or
- + change to a non-exclusive licence after the Festival night if your film is short-listed for the Festival (Pre-Selected) but not Selected, or
- + remain an exclusive licence for a period of 12 months and then change to a non-exclusive licence if your film is Selected.

### Read on!

You're probably asking what an exclusive licence to Tropfest means for your film. That is a really good question and it basically means that neither you nor any other distributor, acting on your behalf, will be able to either use or sell your film and that Tropfest solely represents your

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## TERMS & CONDITIONS OF ENTRY

THE "PLAIN ENGLISH GUIDE" TO MOVIE EXTRA TROPFEST 2009 TERMS & CONDITIONS  
– A VERY WORTHWHILE READ!

---

film in Australia and around the world. This allows Tropfest to, for example, grant rights in (license) your film to other film festivals in a package of finalists, in a compilation of films to screen at another film festival, or individually for exhibition on the Internet, cable, satellite, television etc without anyone else also granting the same rights in your film.

5. Point 6 of the Ts & Cs - If we let you know that your film has not been Pre-Selected or Selected, the exclusive licence you have granted to Tropfest in Point 5 of the Ts & Cs automatically terminates and all the rights in your film revert to you, and Tropfest will no longer have any rights (including copyright) in your film, and it is yours to do with what you will!

6. Point 8 of the Ts & Cs - If your film is Selected, Tropfest will hold exclusive rights to your film until 22 April 2010, after which time the licence will automatically change to a non-exclusive licence. The exclusive licence is so we can act as the exclusive distributor for your film in Australia and overseas, as described above.

7. If we have a non-exclusive licence to your film (as above), you can write to us at any time after 22 April 2011 if your film was Pre-Selected but not Selected, or after 22 April 2013 if your film was Selected, to request that Tropfest terminate the non-exclusive licence to your film and, if you do so, we will terminate our non-exclusive licence. Terminating the non-exclusive licence means that all the rights in your film come back to you, and Tropfest will no longer have any rights, (including copyright), in your film.

8. Point 10(a) of the Ts & Cs (about the possibility of editing or altering your film) may cause alarm – please don't panic! This clause is there because there are practical considerations that have to be made when broadcasting a short film on commercial television or downloading a short film to a mobile telephone for example. Tropfest is mindful of the way your film is represented and we do our best to ensure the integrity and continuity of your film is preserved. However, exploitation of your film in various media may mean your film could be 'edited' or 'altered', for example, by removing the film's credits and running them at the end of a television broadcast instead of at the end of your film. This is one practical compromise that may have to be made to get your film out there! We're sure you understand.

That's basically it – see, it's not all that bad! Please remember we are always available to go through all the above info with you and answer questions you may have.

**FOR UPDATES ON TROPFEST ACTIVITIES,  
REGISTER YOUR DETAILS ON OUR WEBSITE  
[WWW.TROPFEST.COM](http://WWW.TROPFEST.COM)**

## TERMS & CONDITIONS OF ENTRY

AS THE PRODUCER OF THE FILM YOU (PRODUCER) MUST UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF ENTRY OUTLINED BELOW.

1. By correctly completing the entry form located at [www.withoutabox.com](http://www.withoutabox.com) (**Entry Form**) and delivering two (2) copies of the Producer's film (Film) in the form set out in the 'Entry Guidelines' to Tropfest Events Pty Limited (ABN 37 097 572 186) at 62 - 64 Riley St, East Sydney NSW 2010 (**Tropfest**) by no later than 6pm on Thursday 15 January 2009 or, if submitting a Film by mail, posting it to the Sydney office, postmarked no later than Wednesday 14 January 2009 and received by Tropfest no later than Thursday 15 January 2009 (Tropfest accepts no responsibility for any Entry Form or Film that is late, lost, or damaged), the Producer has applied to enter the Film in Movie Extra Tropfest 2009 (**Festival**) and related competitions and accepts that the conditions contained in the Entry Form, the 'Entry Guidelines' (which includes the 'Your Questions Answered' sheet), and these terms and conditions (together, the **Terms and Conditions**) create a legally-binding agreement between Tropfest and the Producer.

2. Tropfest may, in its absolute discretion and without giving reasons, short-list the Film for the last judging round for selection of the finalists for the Festival (**Pre-Selected**) and/or select the Film from the Pre-Selected films as a finalist for viewing and judging on the night of Sunday 22 February 2009 (**Selected**) or such other date as Tropfest may nominate (**Judgement Night**). Any prizes awarded are not transferable, exchangeable or redeemable for cash. If the Film is Pre-Selected, Tropfest will require the Producer to provide certain additional materials, as set out in the 'Entry Guidelines'. If these materials are not supplied on or before 22 January 2009, at Tropfest's discretion the Film will be deemed ineligible as a Pre-Selected film and a replacement film may be Pre-Selected in its place.

3. If the Film is not Pre-Selected for the Festival, Tropfest will, on or before 6 February 2009 (**Notification Date**), notify the Producer of the Film's non-selection and make the Film available for collection by the Producer on or after 2 March 2009 until 31 May 2009, after which time the Film may be disposed of by Tropfest at its discretion. If the Film is not Selected for the Festival, Tropfest will, on or before the Judgement Night, notify the Producer of the Film's non-selection.

4. The Producer makes the following guarantees to Tropfest:

- a) the Film was made by the Producer specifically for the Festival;
- b) the Film complies with the Terms and Conditions;
- c) the Film has not been, and will not be prior to the Festival, available to be viewed by the public by any means, including by way of the internet;
- d) the rights (including the intellectual property rights) in the Film have not been, and will not be prior to the Festival, assigned or licensed or otherwise granted, in whole or in part, to any person other than Tropfest;
- e) the Producer is entitled to reproduce and exploit all of the underlying works in the Film by including these in the Film\*;
- f) without limiting clause 4(e), the Producer is the owner, or has permission from the owner, of the copyright in the sound recordings comprising the soundtrack to the Film and the

music and lyrics reproduced in those sound recordings\*;

- g) all the performers in the Film have consented in writing to the use of their performances in the Film\*;
- h) the Producer has obtained from each contributor to the Film, including to the underlying works in the Film (**Contributor**), a written consent to their work being edited, altered and/or reproduced, in any manner or context, by the Producer, and any person authorised by the Producer to do so (including Tropfest), and such consents have been obtained to the full extent permitted under the Copyright Act, 1968 (**Moral Rights Consents**)\*;
- i) the Producer has obtained from each Contributor authorisation for Tropfest to use the Contributor's name and likeness in connection with any publicity for the Festival and related competitions, and an undertaking that the Contributor will perform publicity appearances for the Festival and related competitions if reasonably requested by the Producer or Tropfest\*;
- j) the Producer is entitled to grant to Tropfest permission to make use of each and every right referred to in clauses 5, 6, 7 and 8 (as applicable) and the use or exploitation of the Film as contemplated by the Terms and Conditions will not violate the rights (including copyright) of any third party;
- k) the Producer will pay all fees and other charges related to entry of the Film in the Festival; and
- l) all details in the Entry Form are true and correct, and the Producer indemnifies Tropfest from and against any and all claims and demands made against Tropfest, or any assignee or licensee of Tropfest, in relation to the guarantees provided by the Producer in this clause 4.

\*Copies of a release form for the purposes of complying with clause 4 (e), (f), (g), (h) and (i) above can be obtained from the Tropfest offices (see clause 1 of this Entry Form).

5. Subject to clauses 6, 7 and 8, in consideration of Tropfest reviewing the Film for the purpose of the Film being Pre-Selected and/or Selected for the Festival, the Producer grants an exclusive licence throughout the world, in all media now existing or subsequently devised, in all languages, in perpetuity to Tropfest (whether or not the Film is Pre-Selected or Selected for the Festival) to do any and all of the acts now or subsequently comprising the copyright in the Film, or any part of the Film, including any production stills.

6. Notwithstanding clause 5, if Tropfest notifies the Producer that the Film is not Pre-Selected for the Festival, the exclusive licence granted by the Producer to Tropfest under clause 5 will, on the Notification Date, automatically terminate and all rights granted to Tropfest by the Producer will automatically revert to the Producer, and neither Tropfest, nor any assignee or licensee of Tropfest, will have any rights, including copyright, in the Film.

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## TERMS & CONDITIONS OF ENTRY

AS THE PRODUCER OF THE FILM YOU (PRODUCER) MUST UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF ENTRY OUTLINED BELOW.

7. Notwithstanding clause 5, if the Film is Pre-Selected but is not Selected for the Festival, the exclusive licence granted by the Producer to Tropfest under clause 5 will, on the day after the Judgement Night, automatically terminate, and a new non-exclusive licence throughout the world, in all media now existing or subsequently devised, in all languages, in perpetuity to do any and all of the acts now or subsequently comprising the copyright in the Film, or any part of the Film, including any production stills, is automatically and immediately granted by the Producer to Tropfest (and the Producer acknowledges that completion of these terms and conditions are effective to grant such licence). The Producer may write to Tropfest after 22 April 2011 to request the termination of the non-exclusive licence granted to Tropfest under this clause 7. Tropfest will make the Film available for collection by the Producer for a period of 30 days following Tropfest's receipt and acknowledgment of the Producer's notification of termination of the non-exclusive licence in accordance with this clause 7, after which time the Film may be disposed of by Tropfest at its discretion.

8. Notwithstanding clause 5, if the Film is Selected for the Festival, the exclusive licence granted by the Producer to Tropfest under clause 5 will, on 22 April 2010, automatically terminate, and a new non-exclusive licence throughout the world, in all media now existing or subsequently devised, in all languages, in perpetuity to do any and all of the acts now or subsequently comprising the copyright in the Film, or any part of the Film, including any production stills, is automatically and immediately granted by the Producer to Tropfest (and the Producer acknowledges that these terms and conditions are effective to grant such licence). The Producer may write to Tropfest after 22 April 2013 to request the termination of the non-exclusive licence granted to Tropfest under this clause 8. Tropfest will make the Film available for collection by the Producer for a period of 30 days following Tropfest's receipt and acknowledgment of the Producer's notification of termination of the non-exclusive licence in accordance with this clause 8, after which time the Film may be disposed of by Tropfest at its discretion.

9. Notwithstanding anything contained in the Terms and Conditions, the Producer must not grant any rights in the Film to any person:

- a) prior to the Festival; or
- b) ) where the grant of such rights would put Tropfest in breach of any agreement or arrangement made known to the Producer by Tropfest or of which the Producer ought to be aware

10. The Producer:

- a) acknowledges that Tropfest, and assignees or licensees of Tropfest, may need to edit, alter and/or reproduce the Film and the Producer consents to these actions by Tropfest, and any assignees or licensees of Tropfest, in any manner or context, in perpetuity throughout the world, and such consent is given to the full extent permitted under the Copyright Act, 1968; and

- b) without limiting clause 10(a), authorises Tropfest and its assignees and licensees to do any and all acts comprised in the Moral Rights Consents.

11. The Producer authorises Tropfest to use the Producer's name and likeness in connection with any publicity for the Festival and related competitions, and the Producer agrees to undertake publicity appearances for the Festival and related competitions as reasonably requested by Tropfest.

12. The agreement created by the Terms and Conditions is made in New South Wales and is governed by the jurisdiction of the courts of New South Wales. The Producer will do such acts and sign, or cause to be signed, such instruments as Tropfest may reasonably request for the purposes of this agreement. Tropfest may assign or license its interest under this agreement. The Producer must not assign or license its interest under this agreement. A reference to a person includes a body corporate. The singular includes the plural and vice versa. Includes and including are not words of limitation. The words and expressions used in this agreement have the meanings given to them in the Copyright Act, 1968 unless expressly stated to the contrary in this agreement. A reference to a "film" is a reference to a "cinematograph film". In the case of any inconsistency between the terms and conditions set out above and any other language contained in the Terms and Conditions (as defined in clause 1), the terms and conditions set out above prevail.

**I, the Producer, understand and agree to the Terms and Conditions of Entry as outlined above.**

Name of Film submitted (PLEASE PRINT) \_\_\_\_\_

Producer/s Name (PLEASE PRINT) \_\_\_\_\_

Producer/s Signature \_\_\_\_\_

Signed on \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## YOUR QUESTIONS ANSWERED

GOT SOME QUESTIONS ABOUT MOVIE EXTRA TROPFEST AND CREATING A SHORT FILM FOR THE FESTIVAL? WE HAVE COMPILED A LIST OF FREQUENTLY ASKED QUESTIONS TO HELP YOU ON YOUR WAY.

---

### What is the deadline for Movie Extra Tropfest 2009?

The deadline for entries for the Movie Extra Tropfest 2009 (Festival) is 6:00pm Thursday 15 January 2009.

### When is the Festival held?

In 2009 the Festival is scheduled for Sunday 22 February.

### What is the Tropfest Signature Item (TSI) for 2009?

The TSI for 2009 is SPRING. Filmmakers are invited to represent the TSI in any way they choose - we strongly encourage a creative interpretation of the word!

### Why does my film have to feature the TSI & how can I use it?

The TSI is meant to show that your film was made specifically for the Festival - as Movie Extra Tropfest is about encouraging production, not just exhibition. Try to make a film that stands on its own feet and include the TSI as part of the background somewhere. This will also enable your film to have a life after the Festival. Very occasionally a film based around the TSI is brilliant so don't let us stop you if yours is one of these!

### What have the past TSIs been?

2008 – 8, 2007 – Sneeze, 2006 – Bubble, 2005 – Umbrella, 2004 – Hook, 2003 – Rock, 2002 – Match, 2001 – Horn, 2000 – Bug, 1999 – Chopsticks, 1998 – Kiss, 1997 – Pickle, 1996 – Teaspoon, 1995 – Coffee Bean, 1994 – Muffin, 1993 – No TSI.

### What is the maximum length for Movie Extra Tropfest films?

7 minutes including titles and credits.

### Is there a minimum length?

No.

### Can I submit more than one film for the competition?

Yes - there is no restriction on the number of entries.

### Does Movie Extra Tropfest accept international entries?

Yes.

### Does Movie Extra Tropfest accept animations?

Yes.

### Does Movie Extra Tropfest accept documentaries?

Yes.

### Are there other important restrictions?

Movie Extra Tropfest must be your film's first public screening. This means that the film must not have been screened at any other film festival, or made available on free to air or pay TV, in cinemas, on the Internet or any other public arena. This restriction does not include cast and crew screenings.

### Can I re-edit a film that has already screened so it fits the Movie Extra Tropfest guidelines?

No! We consider this a different version of the same film, therefore if it has screened previously or otherwise made publicly available, it is not eligible for Movie Extra Tropfest.

### What format do I have to shoot on?

You can shoot on any format you like (or can afford) – HD, DVD, 35mm, 16mm, Mini DV. Whatever format is available to you.

### What format do you accept for entry?

You must supply two DVD copies of your film, each in a separate case. Both copies must be clearly marked with the film title and Tracking Number issued by Withoutabox (eg 09-0001).

- + DVD should be in PAL TV format
- + DVD Regional code should be set to ALL REGIONS
- + You can record on any DVD disc that you like EXCEPT DVD-RAM
- + Please check that the DVDs playback in your DVD player before you submit them; if your DVD doesn't work your entry will be disqualified
- + Finalist films will be screened at 16:9 widescreen. Please refer to following pages for more information

Short listed filmmakers must supply a 16:9 Digi Beta (PAL) tape by Thursday 22 January 2009.

### Does Movie Extra Tropfest place restrictions on swearing or sexual/violent content?

Movie Extra Tropfest receives a classification exemption which is the equivalent of an MA 15+ classification rating from the Office of Film and Literature Classification (OFLC). We recommend that you follow the guidelines of the MA 15+ (strong) classification rating from the OFLC. For a complete rundown of the classification guidelines please visit [www.oflc.gov.au](http://www.oflc.gov.au). If in doubt, check out 2008 Finalist Films on the Trop Online Video Portal [www.ninemsn.com/tropfest](http://www.ninemsn.com/tropfest) and use past finalist films as a guideline.

### Does it cost anything to enter?

Yes, it costs AUD \$45.00 (including GST). You must submit payment to us online as part of your WAB entry process (credit card). This is the only form of payment we accept; we do NOT accept cash, cheque or money orders. NOTE: You will not receive a Tracking Number if you do not complete this step during your WAB application.

### Do I need to apply for an ABN number/register for the GST?

If you are making your film for Movie Extra Tropfest as a hobbyist - i.e. you are not a professional filmmaker, then it is not a necessity to register for an ABN/GST. If your film makes it to the finals, a staff member will discuss your options with you at this time. This is due to the fact that we distribute the finalist and short listed films following the Festival. This distribution activity attracts a financial return (however limited!). To obtain professional advice with regard to ABN/GST registration we recommend you contact your accountant or the Australian Taxation Office on 13 24 78.

### Do I have to obtain copyright clearance for the music?

YES! You must own all copyright for or have written permission to use all underlying works included in the film including music, performance and script. Arts Law has a great website [www.artslaw.com.au](http://www.artslaw.com.au) with lots of information and advice about copyright. We suggest you a read through their articles on copyright as well as their short film guide for producers. Otherwise, If you would like further advice on copyright and clearances consult our Filmmaker Representative on + 61 2 9368 0434 or email [mail@tropfest.com.au](mailto:mail@tropfest.com.au).

# MOVIE EXTRA TROPFEST

THE WORLD'S LARGEST SHORT FILM FESTIVAL

## YOUR QUESTIONS ANSWERED

GOT SOME QUESTIONS ABOUT MOVIE EXTRA TROPFEST AND CREATING A SHORT FILM FOR THE FESTIVAL? WE HAVE COMPILED A LIST OF FREQUENTLY ASKED QUESTIONS TO HELP YOU ON YOUR WAY.

---

### Can I use any piece of music as long as I have permission?

You can use most pieces of music provided you have received the necessary permissions from the copyright owner(s). Well known/published music can become very expensive to use. You will need to have cleared rights to use the piece of music in "all media" and in "all territories" (please see [Terms and Conditions](#)). Movie Extra Tropfest has a network broadcast of the event and acts as a distributor for finalist and short listed films following the Festival. You must have cleared all music in order to participate in such activities and, indeed, such clearance is a condition of entering your film in the Festival. It is important to note that you are not just asking for a "festival clearance" of the music. AMCOS administers the rights for production music libraries and it does have a special festival rate for production music. However, this does not apply to Movie Extra Tropfest films because the films may be screened after the festival via our many distribution channels which means you would need additional rights and clearances. Try to use copyright or royalty-free music in your film. Don't limit the life of your film by making rushed music choices or leaving this until the last minute. Music should be one of the first things you must consider when planning your production. Call us on +61 2 9368 0434 for clarification on any of the above.

### Can I use music that I download from a website?

Just because you are able to download music from a website does not mean you can use it in your film. In most cases, music made available to download is for "private use" only (i.e. not a festival screening in front of thousands of people!). If you plan on using downloaded music, please make sure ensure that it clearly states it is "copyright or royalty free" – i.e. there is no copyright owner or royalties that need to be paid, or that it clearly states you are able to do so. Having said this, there still may be limitations on how you use the music so we strongly suggest you read the fine print and contact the owner/s of the website just to be sure. Remember, you will need clearance in "all media" and "all territories" to be eligible for Movie Extra Tropfest.

### What is a music cue sheet?

If you are short listed, we will email you a music cue sheet to fill out. It is basically a form detailing all the music used in your film (title of composition, copyright owner, duration used). We will also email you a completed example to help you with this process.

### Do I need written permission from cast etc?

Yes, you must request all actors, writers and composers of your film sign a Release Form, which can be downloaded from our website [www.tropfest.com](http://www.tropfest.com). You will need to supply these to us if you are short listed. If you are having difficulty in filling the form out, please contact us on +61 2 9368 0434 or [mail@tropfest.com.au](mailto:mail@tropfest.com.au). We suggest you print out a few of these forms and bring with you to your shoot, that way you don't have to chase them later.

### What will the production stills be used for?

If your film makes it to the finals, the stills you provide will be used in publicity materials produced by Movie Extra Tropfest and in our Festival catalogue.

### What ratio will my film be screened at?

This year Movie Extra Tropfest will screen all films at 16:9 ratio. This means if you shoot your film at 4:3 you need convert it to 16:9 in post-production. There are two methods in which you can convert your film from 4:3 to 16:9:

1. The picture is simply transferred from 4:3 to 16:9 leaving black bars on both sides of the image (this method is known as Pillerbox).
2. The picture is enlarged to fit horizontally on the screen. Note that this method means that the top and bottom of your picture is cropped to fit the 16:9 ratio.

There are pros and cons for both aspect ratio conversion methods. We suggest that you look into each method further and choose which best suits the look and feel of your film.

Please be aware that not all digital cameras (particularly older cameras) have the option to shoot 16:9 so if you are planning on shooting at this ratio, make sure check your camera's features well before your shoot date.

If you are short listed you must provide a Digi Beta master of your film in 16:9 by Thursday 22 January 2009.

For more information on shooting your film at 16:9 please email [mail@tropfest.com.au](mailto:mail@tropfest.com.au) or call us on +61 2 9368 0434. Also, be sure to check out our 16:9 Shooting Guide (PDF) on our website [www.tropfest.com](http://www.tropfest.com).

### What if my film contains subtitles?

This is fine, however please consider that the film is screened in a very large environment, with many audience members a great distance away from the screen. You should double the size of subtitling and avoid yellow shades. White on black is best in terms of visibility.