



## GENERAL SHOWCASE POLICIES

1. Only COCA associate members, who have paid the applicable exhibit hall and associate membership fees, are eligible to showcase performing artists.
2. A showcase act must have a booth, or be represented, at the conference Business Hall.
3. Most showcase acts are allowed twenty (20) minutes of performance time except for artists performing in the comedy showcase. Performance time in the comedy showcase is set at fifteen (15) minutes. Stage and equipment set-up time are not included in this time limit.
4. The showcase selection committee has the sole authority to select showcase acts.
5. The host school will appoint a showcase production manager.
6. All showcasing artists selected to showcase must sign a contract regarding their appearance on the showcase and pay a showcase fee.
7. The showcase committee has the following deadlines to meet for the Regional Conference: the application deadline will not be less than 3 weeks prior to the date of the conference. Notification of the decision of the showcase selection committee shall be communicated by phone and/or email not less than 3 weeks prior to the date of the conference.
8. NO substitutions will be allowed on the showcase. If a selected act is unable to appear, the associate member representing the act loses its showcase fee and forfeits its time slot.
9. If a "represented" act severs its business relationship with the associate member that was to represent it at conference, the act can still showcase as scheduled but only if it becomes an associate member and pays the appropriate fees (membership, showcase, exhibit).
10. A ranked alternate showcase act list is maintained for each conference. In case of cancellation, an alternate showcase act will be named to appear on the showcase.
11. An associate member that has an act selected to showcase must be the only booking contact for the act during the conference.
12. In the event that an act is not selected to showcase and they have paid their showcase fee up front, the Showcase Fee (\$200 + GST) will be refunded (or uncashed cheque returned). The Showcase Application Fee (\$35 + GST) is NOT refundable. The act (or representing company) may still choose to have a booth at the business hall, but should they not, the act or company then has two weeks to cancel their conference registration (booth at the Biz Hall) in order to receive a full refund (or uncashed cheque returned). The same applies for the Associate Membership fee.
13. In the event that alternate acts are selected to showcase, an act may cancel with full refund within one week of being notified that it was selected to showcase.

#### 14. HOW TO APPLY

All **music acts** MUST apply on-line through Sonicbids at this URL: [www.SonicBids.com/cocacentral](http://www.SonicBids.com/cocacentral)

**Non-music acts** (comedy, variety, lecture) have 2 choices: (1) Apply online through Sonicbids OR (2) submit a hard copy application by mail or courier using the Showcase Application form. Hard copy applicants must have a website for COCA's selection committee to visit to view video. If no on-line video is available, the act MUST apply through Sonicbids. Do NOT send CD's or DVD's of your performance with hard copy applications. No one will see them.

15. All correspondence advising applicants of showcase selection committee decisions shall be communicated by phone, e-mail or mail.

16. **ILLEGAL SHOWCASE** Any live performance promoted to conference delegates that occur outside the officially scheduled program of the conference is considered an illegal showcase.

#### 17. SOUND & LIGHTS

A standard sound and light system appropriate for the showcase venue will be provided with suitable monitor system and standard effects and processors.

18. **PERSONNEL:** The Conference Host will provide a minimum of 3 technicians and all necessary stagehands.

19. **CONTROL OF SOUND & LIGHTS:** Acts may have their own personnel operate the sound and lights provided these individuals are qualified to do so. The main volume control and the power supply for the lights will be under final and absolute control of the Production Manager.

20. **STAGE SET-UP AND SPECIAL EFFECTS:** Each act must provide a stage plot with showcase applications. Stage plots will include scaled diagram of position of all equipment, and complete list of equipment arriving. Technicians are required to operate: sound, lights, monitors and follow spots. The Production Manager may, at his discretion, refuse any prop or special effect. Requests for special effects or special set ups must be made in advance.

21. **INFORMATION MEETINGS:** Representatives for all showcase acts may be required to attend an information meeting on the day of their showcase: time and place to be announced. Failure to comply with this requirement may forfeit the act's right to appear.

22. **REGULATIONS AND GUESTS:** Representatives who submit showcase applications are responsible for making their acts fully aware of all conference regulations. In particular, conference ID's may not be transferred. Unauthorized use of artist ID's or passes issued to guests of artists will result in individuals involved being asked to leave the conference area. They will not be permitted to re-enter under any circumstances.

23. **SHOWCASE DURATION & PENALTY FOR EXCEEDING TIME LIMIT:** Because of the very tight showcase schedule, each act must not exceed the maximum performance time. With 5 minutes remaining, a yellow warning light will be lit. With 2 minutes remaining, a red light will be turned on. Once time has elapsed, the lights and sound will be turned off. Avoid embarrassing your act. **DO NOT EXCEED THE TIME LIMIT.**

24. **OTHER REGULATIONS:** All regulations and schedules outlined on the showcase information sheet, showcase application form, load in times sheet, and showcase order & sound check times sheet will be strictly adhered to. These will be sent with notification of acceptance of showcase applications.

**Note:** All Conference Forms are available at: [www.coca.org](http://www.coca.org)  
Click on: Conferences & Meetings – Central Regional