



Info for Artists & Associates

Campus Activities Business Hall

The Campus Activities Business Hall (Biz Hall), is COCA's trade show which takes place in the Bristol Ballroom of the Four Points Sheraton Hotel on Thursday, June 24th and Friday, June 25th. The Biz Hall will be open on Thursday from 6-7 pm, and on Friday from 10-11:30 am and 1:15-2:15 pm. Registered Associate Members receive an 8 x 8 ft. booth with a 6 ft. table and chair. Exhibitors will be allowed access to the Biz Hall areas to set up their booths on Thursday afternoon from 3-5pm. We encourage you to arrive on or before 3 pm, Thursday, June 14th to register and receive your name badge, meal tickets, and delegate kit well in advance.

Associate Member Meals

All registered Associate Member delegates receive a meal voucher for the Biz Hall Lunch on Friday, June 25th. While the lunch is being served from 11:30 to 12:30 pm, the Biz Hall will be closed. For other conference meals, you must order your tickets on page 2 of the Associate Member Conference Registration form. Please note that the Awards Banquet will start with cocktails at 6 pm on Friday, June 25th which is the final night of the Conference. If you are bringing additional staff (to work your booth), who are NOT registered conference delegates, you must order tickets for the Biz Hall Lunch for them – see page 2 of the Conference Registration form.

Associate Member Annual Meeting & Reception

The Associate Members Annual Meeting and Election starts at 2:15 pm on Friday, June 25th, right after the Biz Hall closes. This meeting provides an opportunity for Associates to give feedback on the 2010 National Conference and to elect one of their members to serve on the COCA Board of Directors for the 2010-11 year. Immediately following the meeting, there will be a Reception for Associate Members starting at 3pm. Associate Members who are registered conference delegates are welcome to attend.

Sweatshirt and Silent Auction

All schools and associate members are encouraged to donate a campus or company sweatshirt, service, or any other suitable silent auction item to benefit COCA's Education Foundation. This program will follow a silent auction format. All of the donated items will be on display and you may register a bid on the corresponding sheet in \$1.00 increments. The highest bid wins the item when the auction closes at 2pm on Friday, June 25th.

Associate Delegates Welcome at All Conference Events

When you register for the Conference, you receive 2 delegate passes if you booked a full trade show booth. Self-represented artists that chose a "shared" booth, receive only 1 delegate pass. If you have more delegates than the number of passes that come with the basic registration, you may register "Additional Delegates" on your Conference Registration form. You may also order an additional booth should you require a larger space for the trade show.

Your delegate pass allows you access to ALL non-banquet conference events and we encourage Associate Members to stay for and participate in as much of the Conference as you have time for.

By attending Education Sessions, Showcases and the Hospitality Suites, you increase your opportunities to meet and network with as many delegates as possible. We also welcome Associate Members to attend the Banquets that are another opportunity to meet people. Aside from the Biz Hall Lunch that is included for all Associates, you must order tickets on your Registration form, for the other meals.

Marketing Your Company through Sponsorship

Associate Members who wish to become COCA Sponsors are asked to contact Earle Taylor at the COCA Office to receive a Sponsorship Program package (Tel: 519-690-0207, Email: www.coca.org, click "Contact"). Or, you may view the program on-line: www.coca.org and click on "Marketing" in the side menu. There are a variety of sponsorship levels available to best suit your profiling requirements and to enhance your company's image to COCA members.

Hotel

This year's conference will be held at the **Four Points by Sheraton Hotel** in London, Ontario. The hotel address is:

Four Points by Sheraton London

1150 Wellington Road, London, ON N63 1ME

Tel: 519-681-0600 **Fax:** 519-681-8222

When registering, please be sure to call the hotel's direct line – not the Sheraton Hotels central reservations line. Be sure to mention "**COCA**" to receive the preferred COCA rate of \$135 per night, single or double occupancy – see "Hotel Room Rates" and "Hotel Brochure" – PDF's under "General Info" on this web page for more details. COCA's block of rooms is being held until Thursday, May 20th. Be sure to reserve your room well in advance so you are not disappointed. If you miss the cut-off date, the hotel should still honour the COCA rate as long as space is still available.

The Hotel has two restaurants and a lounge on the Main Lobby Level. These are: Tuscany's Ristorante (hot breakfast buffet & omelet bar every morning, a luncheon buffet and pasta bar Monday–Friday), and Bentley's Lounge (light-fare cuisine which is more for socializing over drinks).

Travel

The Sheraton Hotel London is located 5 minutes North of Highway 401 at the Wellington Road exit. Please refer to the "Tourism & Transportation" PDF under "General Info" on this web page for more information on airlines serving London International Airport, as well as other modes of transportation.

Pre-Conference Activities

These are optional events for delegates who arrive on Sunday, June 20th and are a good opportunity to reconnect with old friends and meet some of our new delegates. Be sure to register for these events on Page 2 of your Conference Registration Form. Selections from London's Fringe Festival include:

- a) *Datebook* – *A hilarious musical focusing on the search for true love.* Comedy. 5:30 pm, Spriet Family Theatre, Covent Garden Market Mezzanine, 130 King Street.
- b) *39* – *A space traveler returns home after 39 years of near light-speed travel.* Drama. 5:30 pm, McManus Studio, 471 Richmond Street.
- c) *The Good Game Good Time Old Time Pavilion Show* – *Sketch comedy showcasing wonders from across the globe.* Comedy. 5:30 pm, Fanshawe College Theatre, Citi Plaza, downtown London.