



# COCA 2016 Central Regional Conference Manual ADVERTISING

Name of Company or Act: \_\_\_\_\_

Name of Person Filling in this Form: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail \_\_\_\_\_

<b>Ad</b>	<b>Size (no bleed)</b>	<b>Price</b>	<b>Reserve Space</b>	<b>Submission Deadline</b>
Full Page	8 w x 10½ h	\$250 )		
½ Page Horizontal	8 w x 5½ h	\$150 )	<u>Wed, Oct. 12</u>	<u>Wed, Oct. 19</u>
¼ Page Vertical	3¾ w x 5½ h	\$100 )		

**FINAL FINISHED AD** (submit on Disc or via Hightail.com):

- Artwork should be full-colour, print quality (300 dpi) JPEG, PDF, PSD, AI, EPS, or TIFF file. Do NOT submit web-quality images (72 dpi). They are NOT suitable for printing!
- If completed ads are supplied on Disk, please include a "Printout" of finished ad to ensure the "e" version opens correctly and you get the ad you want.
- If completed ads are sent online, DO NOT send as an email attachment. Rather, use the HighTail.com system or similar file sharing site. Go to the file-share site, enter these 2 email addresses: <whitney.piper@flemingcollege.ca>, <cocaoffice@coca.org> and attach your ad file.

Be sure "Central16" and "company or artist" name: (1) are part of the file name and (2) appear in the subject line when you send the file. (Using the HighTail.com system avoids possible bounce backs of large files.) After sending via HighTail.com, please send a regular email message to the same 2 email addresses to confirm your ad was received. Thanks.

Ad #1 – _____	\$ _____
Ad #2 – _____	_____
<b>Subtotal</b>	<b>\$ _____</b>
Add HST 13% (Ontario HST tax) (HST # #87583 6678 RT0001)	+ _____
<b>Total Payable</b>	<b>CAD \$ _____</b>

**N.B. If you are submitting this form along with a conference registration form**, please transfer "Sub Total" (before HST), to the "Conference Manual Advertising" line near bottom of Page 2 of the COCA Associates Conference Registration form.

**Payment method:**

Add "Subtotal" above (before tax) to the "Conf. Manual Advertising" line on the Associate Conf. Reg'n form

**OR**

Cheque payable to "**Fleming SAC**" **OR**  Visa  MasterCard  Amex (credit cards paid to COCA)

Card #: \_\_\_\_\_ Expiry: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorization: \_\_\_\_\_

(N.B. Your signature authorizes COCA to charge "TOTAL" above to your credit card.)

Advertising space reserved by Wed., Oct. 12. Ad submitted by Wed., Oct. 19.

**For Further Info**, contact: **Whitney Piper, Fleming College SAC**

**Mail:** Whitney Piper, COCA Central / Fleming SAC / 190 - 599 Brealey Dr, Peterborough, ON K9J 7B1

**Tel:** 705-749-5530, x1580 **Fax:** 705-743-1013 **E-mail:** whitney.piper@flemingcollege.ca