



FLEMING COLLEGE  
STUDENT ADMINISTRATIVE COUNCIL  
**2016 COCA CENTRAL REGIONAL CONFERENCE**

Thursday to Saturday, November 10–12, 2016

**Associate (artist or company) Conference Registration Form - Page 1**

Return this application with cheque payable to: **Fleming SAC.**

(**Note:** credit card payments will be made to COCA – see page 2)

c/o Whitney Piper, COCA Central / Fleming SAC / 190 - 599 Brealey Dr, Peterborough, ON K9J 7B1

Phone: 705-749-5530, x1580 / Fax: 705-743-1013 / whitney.piper@flemingcollege.ca

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/Sate: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Delegate: First & Last Name	First or Nickname for Top of Badge	Title/Position	E-mail Address
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1. _____	_____	_____	_____
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Additional Delegates (see page 2 for additional delegate fees):

2. _____	_____	_____	_____
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3. _____	_____	_____	_____
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4. _____	_____	_____	_____
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5. _____	_____	_____	_____
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N.B. Please note any special dietary needs (e.g. vegetarian, vegan, kosher, halal, etc.)

Type of Company or Act: \_\_\_\_\_

**Campus Activities Biz Hall (trade show) – Saturday, Nov. 12, 2016**  
**KTTC Wing, Kawartha Trades & Technology Centre, Fleming College**  
**599 Brealey Dr, Peterborough, ON K9J 7B1 – Tel: 705-749-5530 – <http://flemingsac.ca/>**

**Please Complete the Following:**

Number of 8' x 8' booth spaces required for Biz Hall (trade show): \_\_\_\_\_

If more than one booth space requested, should these spaces be adjacent?  **Yes**  **No**

State number of 15 Amp, 110-volt duplex outlets required (**\$20 per outlet**) \_\_\_\_\_

Will food or beverage samples be provided at your booth?  **Yes**  **No**

Will you be bringing your own audio/video equipment?  **Yes**  **No**

Please list any special requests: \_\_\_\_\_

**Note.** Please also complete Page 2 of this form and keep a copy of both pages for your records.

**Cheques:** If paying by cheque, payment must be received by Fleming SAC **BEFORE** arrival in order to confirm conference registration for your company or act. **Credit Cards:** payments will be made to COCA.

**Refund Policy:** In the event of cancellation, these fees are fully refundable until October 14, 50% refundable until October 28, and not refundable after October 28.



# 2016 COCA Central Regional Conference

## Associate (artist or company) Conf. Registration Form – Page 2

(all fees are subject to Ontario HST tax)

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

### 1. MANDATORY SECTION – Choose ONE (1) of the following:

**Full Booth Fee** (1 delegate pass) @ \$250 \$ \_\_\_\_\_

Includes: 3-day Associate Conference pass, delegate kit with conference manual, one 8'x8' Booth w/ 6' table & chair at Biz Hall on Saturday, and Sat. lunch (Nov. 12).

OR \$ \_\_\_\_\_

**Shared Booth Fee** (1 delegate pass) @ \$210 \$ \_\_\_\_\_

(N.B. This option is available ONLY to self-represented artists or speakers)

Includes: 3-day Associate Conference pass, delegate kit with conference manual, shared 8'x8' Booth, 6' table & chair at Biz Hall on Saturday, and Sat. lunch (Nov. 12).

### 2. OPTIONAL SECTION – Additional Delegates, Meals, and Booth – Booth Power

**Additional Delegate Fees** (Pass to entire Conf.) @ \$100 (\_\_\_\_ x \$100/person) = \$ \_\_\_\_\_

(N.B. Only available with 1 of the above mandatory Booth Fees. Includes 1 Full Associate Conference Pass, 1 Conf. Manual, and Saturday lunch (Nov. 12).

#### Additional Conference Meals

Please verify meals included in Booth / Delegate fees – e.g. Saturday lunch – before ordering extra meals.

Friday, Nov. 11 Light Breakfast – Holiday Inn Waterfront (\_\_\_\_ x \$15) = \$ \_\_\_\_\_

Friday, Nov. 11 Lunch w/keynote – Holiday Inn Waterfront (\_\_\_\_ x \$20) = \$ \_\_\_\_\_

Friday, Nov. 11 Dinner Banquet – Fleming College (\_\_\_\_ x \$30) = \$ \_\_\_\_\_

Saturday, Nov. 12 Light Breakfast – Holiday Inn Waterfront (\_\_\_\_ x \$15) = \$ \_\_\_\_\_

Saturday, Nov. 12 Lunch – Holiday Inn Waterfront (\_\_\_\_ x \$20) = \$ \_\_\_\_\_

**Additional Booth(s)** to create double or triple @ \$75 (\_\_\_\_ x \$75) = \$ \_\_\_\_\_

**110 Volt Electrical Outlet** at your Booth @ \$20 (\_\_\_\_ x \$20) = \$ \_\_\_\_\_

### 3. IF APPLICABLE, ADD: Membership, Showcase Fees, Advertising Fees

#### COCA Associate Membership Fees

(Mandatory Fee if: - New Associate or if NOT yet renewed in 2016 – pls. attach Assoc. Appln. OR Renewal form)

(Take pre-tax subtotal from Associate - Companies form) (Minimum: \$335.) \$ \_\_\_\_\_ ) OR

OR (Take pre-tax subtotal from Associate - Artists form) (Minimum: \$175.) \$ \_\_\_\_\_ )

**Showcase Application Fees** (If applicable – \$25/act) (\_\_\_\_ x \$25) = \$ \_\_\_\_\_

**Showcase Fees** - Artist Name(s): \_\_\_\_\_ (\_\_\_\_ x \$200) = \$ \_\_\_\_\_

**Conference Manual Advertising** (Take pre-tax subtotal from Advert. Order Form) \$ \_\_\_\_\_ +

### 4. MANDATORY – ADD TAX:

**SUB-TOTAL** (ALL Mandatory & Optional Fees above) **SUBTOTAL** \$ \_\_\_\_\_ =

**Add: Ontario HST tax @ 13%** (SAC HST #87583 6678 RT0001) **+ 13% HST** \$ \_\_\_\_\_ +

**TOTAL PAYABLE** **TOTAL** \$ \_\_\_\_\_ =

To be Paid by:  Cheque payable to "Fleming SAC" **OR**  Visa  MasterCard  Amex (paid to COCA)

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

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

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

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

**Security Note:** If returning this form by email, you may leave credit card numbers blank and send separately by fax or phone.

**Send completed form plus payment in full to:** Whitney Piper, COCA Central / Fleming SAC / 190 - 599 Brealey Dr, Peterborough, ON K9J 7B1 / Tel: 705-749-5530, x1580 / Fax: 705-743-1013 / whitney.piper@flamingcollege.ca

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