



# COCA SHOWCASE POLICIES

**COCA Showcase Policies** – approved November 30, 2009

**1. Membership**

Any act selected to showcase must be or become an Associate Member of COCA or be represented at the conference by a company that is or will become an Associate Member of COCA. Memberships must be in good standing during the conference. Self-represented acts will be offered a discount on the annual associate membership fee as determined by the COCA Board.

**2. Campus Activities Business Hall (aka Biz Hall)**

Any act selected to showcase must be represented in the conference trade show either by the company that books the act or by the act him, her or itself. Self-represented acts will be permitted to share a trade show booth with another artist at a rate determined by the COCA Board.

**3. Showcase Performance Times**

Each showcasing act is allowed 20 minutes of performance time except comedy artists who receive 15 minutes of performance time. Stage and equipment set-up time is not included in the performance time.

**4. Showcase Selection Committee**

The showcase selection committee has the sole authority to select showcasing acts..

**5. Production Manager**

The conference chair or host will appoint a showcase production or stage manager.

**6. Showcase Agreement**

All acts selected to showcase must sign an agreement regarding their showcase appearance and pay a showcase fee as determined by the COCA Board.

**7. Deadlines**

The showcase selection committee has the following deadlines to meet for national (or regional) conferences: the application deadline will not be less than 10 (regional 5) weeks prior to the date of the conference. Notification of the decision of the showcase selection committee shall be sent to each applicant not less than 7 (regional 4) weeks prior to the date of the conference.

**8. Cancellations & Representation**

No substitutions will be allowed on the showcase. If the act is unable to appear, the company or act submitting the application loses its fee and forfeits its time slot. If the showcase act severs its business relationship with a representing company prior to the showcase, the act may still appear as scheduled only if the act becomes an associate member and pays the appropriate fees (showcase, conference/trade show, membership).

**9. Booking Contact**

An associate member that has an act selected to showcase must be the only booking contact for the act during the conference.

**10. Refunds**

In the event that the act is not accepted for a showcase, the showcase fee, if paid in advance, will be refunded, save for a showcase application fee set by the Board. The associate member then has two weeks to cancel in order to receive a full refund on conference registration, if paid in advance. In the event that an alternate performing artist is selected to showcase, that act may cancel with full refund of any fees paid in advance, save the showcase application fee, within one week of notification.

**11. Illegal Showcase**

Any live performance during the conference, promoted or advertised directly to conference delegates, that occurs outside the officially scheduled program of the conference may be considered an illegal showcase. The Board may exercise disciplinary hearings and impose any penalty provided for in the grievance procedure policy.

**12. Production**

Professional production will be provided for all showcases. Details will be communicated to all showcase acts in advance of the conference. If COCA determines that backline will be provided at any conference, all music showcase acts are required to use the backline equipment provided and will not be permitted to use their own stage gear.

**13. Personnel**

The conference chair or host will provide necessary technicians and stagehands.

**14. 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 or Stage Manager.

**15. Stage Set-Up and Special Effects**

Each act must provide a stage plot with their showcase application. Stage plots will include a scaled diagram of the position of all equipment, and a complete list of equipment arriving. Technicians are required to operate: sound, lights, and monitors. 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.

**16. 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.

**17. Regulations and Guests**

Representatives of showcasing acts 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. Guest passes must be requested at least 5 days prior to the start of the conference by contacting the COCA office or the Host School.

**18. Showcase Duration & Penalty for exceeding Time Limit**

Because of the very tight showcase schedule, each act must not exceed the maximum of twenty (20) minutes performance time; 15 minutes for comedy acts. When 18 minutes has elapsed, a yellow warning light will be lit. At 20 minutes a red light will be turned on. Once 22 minutes has elapsed, the lights and sound will be turned off. Avoid embarrassing your act. **DO NOT EXCEED THE TIME LIMIT.** For comedy acts, the corresponding times are 13 minutes, 15 minutes, and 17 minutes.

**19. Other Regulations**

All regulations and schedules outlined on the Showcase Information sheet, Showcase Application form, Load-In Times sheet and Showcase Order & Sound Check Time sheet will be strictly adhered to. These will be sent with notification of acceptance of showcase applications.

**20. Singer/Songwriter Circle**

The Singer/Songwriter Circle will be classified as a showcase, but the following special provisions may apply: The showcase selection committee, in conjunction with the board, may appoint a singer/songwriter showcase chair. This person can participate in the selection of the singer/songwriter showcase acts, and can work closely with the conference chair, and the education sessions committee chair to seek out, and fund when needed, a high profile artist to emcee and/or participate in the showcase. This position will be exempt from the 3-year maximum selection committee member rule.