



Private Showcase Application Form

24th Annual OCFF Conference Oct. 14 – 17, 2010, Crowne Plaza Hotel, Ottawa ON

Formulaires disponibles en français en ligne - www.ocff.ca

Please read all information carefully. All prices listed in CANADIAN dollars.

To Apply: Send a fully completed form with payment in Canadian funds to:
508-B Gladstone Ave., Ottawa, ON K1R 5P1 OR by fax with credit card info to: 613-560-2001
Website: www.ocff.ca **Email:** admin@ocff.ca **Phone:** 613-560-5997 or 1-866-292-6233
DEADLINE: August 16, 2010 (subject to availability)

By completing this form, I and any of my guests agree to abide by and to be bound by the Conference rules of the OCFF (found at www.ocff.ca/documents/conf_rules2010.pdf) presently and which may be reasonably amended from time to time to address any issues of concern.

NOTE: Presenters must be registered for the 2010 OCFF Conference before submitting this application form.
OCFF membership can be purchased with Conference registration.

HOW TO APPLY FOR A PRIVATE SHOWCASE ROOM

1. **Register at least ONE presenter for full conference** (details at www.ocff.ca/services/conference/index.html).
2. **Complete and return Private Showcase Application** (this form) **with payment of \$80.00 per night.**
3. **Complete and return Hotel Reservation Request form with credit card information.**
4. Once payment of your Private Showcase fee has been processed, your request will be noted and you will be allotted a room on a first-come, first-served basis. Preference will be given to presenters who are members of the OCFF and who are applying to present music on BOTH Friday and Saturday night of the conference.
5. Room assignments will be made by the OCFF and confirmed by e-mail on or before **September 1, 2010.**

Presenter's Name (please print) _____

Name of Private Showcase (i.e. Harry's Hootenanny) _____

Night(s) Requested: ___ BOTH nights ___ Friday, Oct. 15, 2010 ONLY ___ Saturday, Oct. 16, 2010 ONLY

Floor Requested: ___ Acoustic ONLY (21 rooms available) ___ Semi-acoustic (21 rooms available)

Presenter's Address _____

City _____ Prov/State _____ Country _____ Postal/Zip _____

Phone () _____ Alternate Phone () _____

Email _____ Website _____

Method of Payment (circle one) **Cash Money order Cheque VISA MasterCard**

Credit Card Number _____ Expiry date _____

Name on Card _____ Signature _____

A Private Showcase is defined as a performance or series of performances in a hotel room on the Music Floors of the host hotel. It is part of the official activities of the OCFF conference.

An \$80.00 (HST included) per-night application fee will be charged by the OCFF, over and above the cost of the Hotel room, to cover the administrative costs of providing support to the Private Showcases. Such support will include the production of a Private Showcase schedule, the provision of security services on the Music Floors and a 10% discount on the charge for one ad space in the Conference Program.

If the OCFF is unable to accommodate your request for a Private Showcase room, the full amount of your application fee will be refunded. *Please note that room numbers are subject to change up to check-in time at the hotel. Rooms may be unavailable due to circumstances beyond the control of the OCFF and the host Hotel. Where possible, alternate arrangements will be attempted.*

The OCFF, either by itself or through the Hotel, will make best efforts to provide the following amenities and courtesies:

- a) Certain floor(s) in the Hotel will be designated as music floors for Private Showcases.
- b) Advertising space and marketing opportunities will be available for purchase by Private Showcase Presenters in the program book, showcase directory, and at the exhibit hall.

The OCFF will have no influence on or responsibility for the booking selection for Private Showcases.

Presenter: I confirm that I have read and understand all of the rules and conditions set out above.

Presenter Name (please print) _____

Presenter Signature _____

Witness Name (please print) _____

Witness Signature _____

Date _____

Refund Policy: Refunds available until September 1st (minus a \$30.00 processing fee). Sorry, no refunds after September 1st. \$30.00 charge on all NSF cheques. Business# 899573653RT0001 Forms received without payment cannot be processed.

Private Showcase Application Fee: **\$80.00 PER NIGHT** (HST included)

TOTAL ENCLOSED \$ _____