

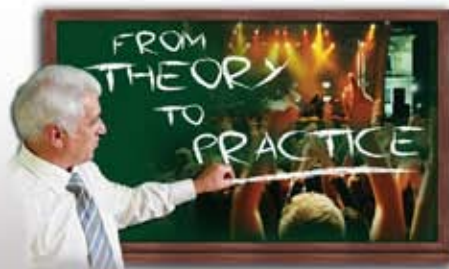
Spring into 2012

APCA 2012 Spring Events



REGISTRATION

www.APCA.com 800.681.5031



January 5-7 Las Vegas, NV



March 14-18 Jacksonville, FL



March 30 - April 1 Hershey, PA

2012 APCA Associate Membership Packages

To be eligible for conferences you must be a current member. APCA Membership is a requirement to register for and attend any conference or workshop. Registrations and membership renewals may be faxed or e-mailed to Phil@APCA.com or submitted online at www.APCA.com

APCA Associate Membership: \$299

- The newest version of the APCA Buyers Guide and Directory (an informative listing of campus activities buyers throughout the country accessible only to APCA members at www.apca.com)
- A pdf of shipping labels of all schools in the country (accessible through the Members Only section of www.apca.com)
- Access to the Student Activities Journal online
- Post tour schedules online
- Request artist report cards from schools that can be shared
- Receive early conference registration notifications
- Access to APCA marketing resources and grievance procedures

Make sure to refer new members who have not been a member in the last 2 years. For each referral that becomes a member you receive a \$100 APCA credit.

Platinum Package: \$999

(If Platinum benefits purchased separately they would cost over \$2,500)

- Basic Package plus:
- Banner on the "Campus Activities Market Place" at www.apca.com and also randomly generated on our home page
- Full Page ad in a regional program of your choice.
- Full Page ad in the online version of the Student Activities Journal
- Full Page ad in the online version of the Buyers Guide and Directory

The FREE APCA Associate Training Seminar

MAXIMIZE YOUR PROFITS in the College Market with APCA Associate Training

Members and non-members are invited to join us for the FREE 2 hour APCA Associate Training Seminar where you will find out how to work in the college market and how APCA can launch your career.

**For more information please contact
the APCA at 800-681-5031**



**PERFECT
FOR NEW
ASSOCIATES**



APCA AD PRICES & SPECS

Online Student Activities Journal

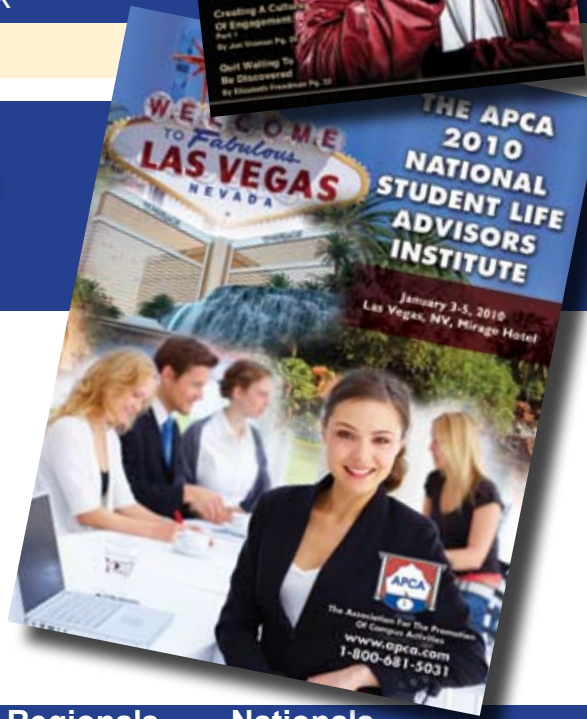
The APCA Student Activities Journal is published 4 times annually and is a full-color publication which features news, educational articles and spotlights on campus activity programming and entertainment written by school advisors and associates alike. Articles contained within the Student Activities Journal contain professional development and programming information for school & associate members. The magazine is published online and can be viewed by thousands of visitors that check our site each month. It is a very effective marketing tool and an efficient use of resources in our efforts to go green!



Ad Size	1 Issue	4 Issues Annually
1/4 Page 4.25W by 5.5H	\$95	\$300
1/2 Page 8.5W by 5.5H	\$195	\$580
Full Page 8.5W by 11H	\$345	\$1,180
Spread (includes embedded video up to 4 min.)	\$595	\$1,980
Full Page (inside front or inside back cover) 8.5W by 11H	\$495	\$1,780
Back Cover 8.5W by 11H	\$595	\$1,995
Add Link (Add link in your ad to website or email)	\$25 per link	\$75 per link
Add Video (Add embedded video up to 4 min.- Full Page Only)	\$95	\$295

Conference & Workshop Programs

The APCA is currently divided into 5 regions, the southeast, northeast, mid-west, south central and western region. This provides associates with an additional avenue for exposure as we travel throughout the United States attracting colleges, universities, and military installations. In addition to regional conferences, the APCA holds a national conference once a year where schools book conferences and programs on campus. APCA also offers Leadership Workshops & Advisor Institutes. Students and advisors come to these workshops for leadership training and education on the markets most current trends. What better way to increase your exposure than to advertise in these programs, whether you attend or not!



Ad Size	Workshops	Regionals	Nationals
1/4 Page (b/w) 3.875W by 5.25H	\$75	\$195	\$295
1/2 Page (b/w) 7.75W by 5.25H	\$150	\$295	\$395
Full Page (b/w) 7.75W by 10.5H	\$225	\$395	\$495
Spread (b/w)	\$350	\$645	\$845
Tab Page (Call for Availability)		Call	\$695
Back Cover 8.5W by 11H <small>Bleed size 8.75W by 11.25H Live area 8W by 10.5H</small>	\$895	\$1,395	\$1,895
Distribution Item	\$295	\$495	\$595



APCA Website Advertising

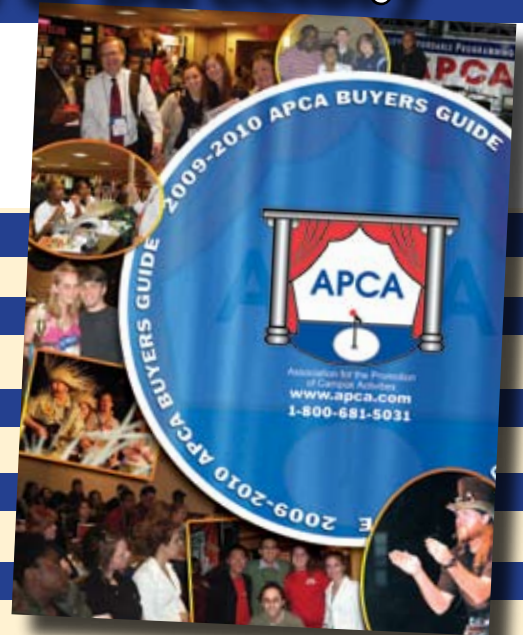


There are many different ways to advertise your products and services to the college and military markets. Looking for ongoing, increased exposure? Then advertising on the APCA website is for you! With hits averaging 180,000 a month, the APCA website is a great online resource for programming and campus booking tools. Our members enjoy the convenience of online registration for APCA conferences & workshops, downloadable up to date listings of talent buyers, viewing and posting artist tour schedules, utilizing performance report cards, and so much more... The APCA has an advertising opportunity for everyone! Check out the different options below. **Options will be available upon the release of the new website.**

	Size	Monthly Per Month	Bi-Annually July-Dec.	Bi-Annually Jan.-June	Annually From Selected Start Month.
Carousel (8 max.)	250px by 250px	\$150	\$800	\$800	\$1,500
Online Calendar Banner		\$100	\$500	\$500	\$900

APCA Online Buyers Guide & Directory

This is an indispensable tool for anyone booking talent in the college market. Phone, Fax, Address, and contact listings of the schools and various APCA talent vendors and speakers throughout the country are listed in this directory. This catalog is produced only once during an annual period, is viewable online, and utilized throughout the year.

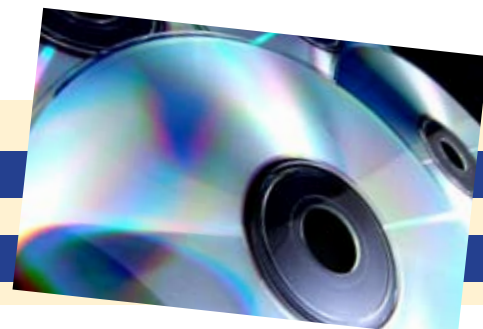


Ad Size	Cost Annually
Bold Listing	\$50
Bold Listing with Logo	\$95
Bold Listing w/ Logo & Outline	\$125
1/4 page 4.25W by 5.5H	\$195
1/2 page 8.5W by 5.5H	\$295
Full Page 8.5W by 11H	\$450
Spread (includes embedded video up to 4 min.)	\$795
Inside front or back cover 8.5W by 11H	\$595
Back Cover 8.5W by 11H	\$695
Add Link in your ad to website or email	\$25 per link

Marketing Material Distribution

The APCA has an exciting advertising service. Give APCA your promotional materials and we will distribute them in the conference programs and welcome packets at registration. Be unique and stand out with a key chain, CD, DVD, etc. with your logo or information on it already waiting for every school delegate when they check in. The possibilities are endless! (As long as your materials are small enough to fit in the packet)

Conference	Cost
Nationals	\$595
Regionals	\$495
Workshops	\$295





About APCA Conferences:

You've probably already heard about college events and how profitable college shows can be. The campus market is fun and lucrative, but remember that like any new market, it takes time, investment and patience to make the connections necessary to become successful. Becoming successful in the market is a long term goal, and attending an APCA event is a great start to that success!

APCA schools attend programming conferences looking for all forms of entertainment. Comedians, jugglers, bands acoustic acts, speakers, mentalists, magic acts, dancers, novelties, products and services are used every day by schools that come to APCA conferences to fill their schedules. We charge no showcase submission fees and limit our exhibit hall size to increase exposure for our attending associates. **REMEMBER: to attend any APCA event you must purchase at least one booth and one delegate pass.**

COOPERATIVE BUYING

The APCA programming conferences feature showcases to campus buyers, exhibit halls and most importantly, cooperative buying. Booking shows through APCA cooperative buying is a great way to book your acts on a college tour. APCA conferences bring schools from around the country together to book acts in the same time frame and location. This provides more effective routing and logistics for both parties.

APCA EXHIBIT HALLS

An exhibit hall is an event held in a large trade show set up with rows of tables sectioned off into individual booths. As an attending vendor, you will be assigned to one or more of these booths to display your promotional materials at the conferences. Conference exhibit halls are held after most showcases where associates and buyers can meet and discuss booking attractions. The exhibit hall features many opportunities for novelty vendors to book their attractions as well.

All associates wishing to attend the APCA conference must retain one booth in the exhibit hall per showcasing artist. Our restricted number of exhibit booths in APCA exhibit halls give associates access to more schools per booth, increasing their chances of making contact with school buyers during exhibit hall hours.

No fees will be refunded to applicants specifically requesting to attend without a showcase assigned to their exhibit hall booth. \$299 APCA membership fee is non-refundable. Must have one delegate fee paid to attend.

DELEGATE FEES

APCA conference delegate fees include conference meals, cooperative buying registration, and admission to all showcases and exhibit halls. Meals at workshops are on your own.



Become a part of this great opportunity by filling out the forms in this packet and returning them with your showcase submissions today!



NATIONAL ADVISORS INSTITUTE & WORKSHOP

JANUARY 5-7, 2012 LAS VEGAS, NV, MIRAGE HOTEL

CONFERENCE PRICING

- APCA Associate Training SeminarFREE**
(APCAATS)
- Table Fee (No Electrical)\$489**
- Early Delegate Fee\$149**
- Late Delegate Fee.....\$179**
(After 12/3/10)
- Day Pass.....\$40**
- Spouse Pass.....\$109**
- Showcase Fee \$599**
(Check for Availability)

Ad Rates & Specs

- 1/4 pg Verticle only 3.75W x 5.25H \$75**
- 1/2 pg Horizontal only 7.75W x 5.25H ... \$150**
- Full pg Verticle only 7.75W x 10.5H..... \$225**
- Spread..... \$350**
- Back Cover Verticle only \$895**
Trim size 8.5x11
Bleed size 8.75x11.25
Live area 7.75x10.5
- Bag Drop \$295**

**To register for APCAATS
complete pages 9 & 13**

**To register as a presenter or exhibitor
complete pages 9, 10 & 13**

**To apply for a showcase
complete pages 9-13**

**Register at
www.APCA.com
or call
800-681-5031**

Conference Location & Hotel Information

January 5-7, 2012

The Mirage
3400 S. Las Vegas Blvd.
Las Vegas, NV 89109
(800) 499-6311
www.Mirage.com



Hotel Registration Deadline:

December 3, 2011 or until block sells out. After that, all reservations taken will be based on a space and rate available basis, the room prices may go up substantially. All associate delegates and showcasing artists must be registered guests of the hotel, per the APCA showcase policy agreement.

Rates: \$105.00 plus \$5 resort fee and 12% tax a night

Airport: Las Vegas, NV (LAS)

NATIONAL CAMPUS ACTIVITIES PROGRAMMING CONFERENCE

Jacksonville, FL
March 14-18, 2012



CONFERENCE PRICING

Early Delegate Fee	\$249
Late Delegate Fee.....	\$289
(After 2/23/11)	
Day Pass.....	\$40
(Includes meal pass for that day)	
Spouse Pass.....	\$199
(Cannot represent organization)	
Booth Fee Main Hall.....	\$789
Booth Fee Hallway (4'x8')	\$689
Showcase Fee	\$799
(Add \$100 for meal showcase)	
Booth Demo Fee.....	\$199
Roving Artist.....	\$799

Ad Rates & Specs

1/4 pg Verticle only 3.75W x 5.25H	\$295
1/2 pg Horizontal only 7.75W x 5.25H ...	\$395
Full pg Verticle only 7.75W x 10.5H.....	\$495
Tab	\$895
Spread.....	\$850
Back Cover Verticle only	\$1,895
Trim size 8.5x11	
Bleed size 8.75x11.25	
Live area 7.75x10.5	
Bag Drop	\$595

To register as a presenter or exhibitor
complete pages 9, 10 & 13

To apply for a showcase
complete pages 9-13

Register at
www.APCA.com
or Call
800-681-5031

Conference Location & Hotel Information

March 14-18, 2012

Hyatt Regency Jacksonville Riverfront
225 East Coastline Drive ,
Jacksonville, Florida, USA 32202
(904) 588 1234

<http://www.jacksonville.hyatt.com/hyatt/hotels/index.jsp?null>



Hotel Registration Deadline:

The cut-off date is 2/1/12. After that, all reservations taken will be based on space and rate available basis, the room prices may go up substantially. Be sure to mention you are with the APCA to receive the special rate. Reservations for rooms are the responsibility of the school. We recommend you arrive on March 13th. Early registration will be open from 6pm – 9pm on March 13th. All associate delegates and showcasing artists must be registered guests of the hotel, per the APCA showcase policy agreement.

Rates:

Flat rate of \$169 + tax per night (up to 4 per room). All associates and artists attending conference must be registered guests at the Hyatt.

Parking:

Discounted self parking is \$10 a day and valet parking is \$14 a day.

Airport:

Contact Checker Cab Shuttle for group rates (904) 345-3333.
Jacksonville, FL airport code JAX

APCA Cadastra

**SPRING NORTHEAST
PROGRAMMING
CONFERENCE**
Hershey, PA
March 30 - April 1, 2012

CONFERENCE PRICING

Early Delegate Fee	\$199
Late Delegate Fee.....	\$229
(After 2/18/11)	
Day Pass.....	\$40
(Includes meal pass for that day)	
Spouse Pass.....	\$169
(Cannot represent organization)	
Booth Fee.....	\$689
Showcase Fee	\$699
(Add \$100 for meal showcase)	
Booth Demo Fee.....	\$199
Roving Artist.....	\$699

Ad Rates & Specs

1/4 pg Verticle only 3.75W x 5.25H	\$195
1/2 pg Horizontal only 7.75W x 5.25H ...	\$295
Full pg Verticle only 7.75W x 10.5H.....	\$395
Spread.....	\$645
Back Cover Verticle only	\$1,395
Trim size 8.5x11	
Bleed size 8.75x11.25	
Live area 7.75x10.5	
Bag Drop	\$495

To register as a presenter or exhibitor
complete pages 9, 10 & 13

To apply for a showcase
complete pages 9-13

Register at
www.APCA.com
or Call
800-681-5031

Conference Location & Hotel Information

March 30 - April 1, 2012
Hershey Lodge, 325 University Dr., Hershey, PA 17033
(717) 533-3311 • www.hershey lodge.com

Hotel Registration Deadline:

March 4, 2011 or until block sells out. After that, all reservations taken will be based on a space and rate available basis, the room prices may go up substantially. All associate delegates and showcasing artists must be registered guests of the hotel, per the APCA showcase policy agreement.

Rates:

\$149.00 a night + tax single/double
\$159.00 a night + tax triple/quad

Parking:

FREE



APCA Delegate Membership Registration



Must be a current member to register for conferences.

Associate Member: _____

Principal contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ E-mail: _____ www: _____

Membership Status:

_____ I am already a member

_____ I am enclosing membership fees of \$_____ I was referred by: _____

Please e-mail your roster of artists to phil@apca.com.

Check any of the following that you are interested in or would like more information about:

- APCA Associate Training Seminar (APCAATS) Showcasing at a conference
 Booth space / exhibiting at a conference Conducting educational sessions (Ed Sessions)

Conference you are registering for:

Workshop - Las Vegas, NV **APCAATS** (Recommended for artists/agents who are new to APCA or college programming)

Northeast Regional Programming Conference - Hershey, PA

National Programming Conference - Jacksonville, FL

I would like to offer the following discounts at the conference:

- FTE Discount (Less than 3,000 students is 7% off; 3,000-5,000 students is 5% off; 5,000-10,000 students is 3% off)
 Onsite Discount (10% discount for booking onsite)

Delegate application section:

Name: _____ Special meal: Vegetarian

Name: _____ Special meal: Vegetarian

Name: _____ Special meal: Vegetarian

Name: _____ Special meal: Vegetarian

Total # of delegates: _____ Total delegate fees: \$ _____

Total membership fees (if beginning or renewing APCA membership): _____

List these fees on the Conference Checklist page.

Signature of Associate Representative

Print Name

Date

Applicant signing this form warrants that the information included is complete and correct to the best of his / her knowledge, has the ability to represent the listed attractions, and agrees to abide by all APCA membership, exhibit hall, and showcase policies. **All delegates and showcasing artists must be registered guests at the APCA conference hotel.** Please refer to www.apca.com for your hotel information. Applicant agrees at any legal disputes or civil actions arising from the application process, showcasing, exhibiting, or any other aspect of their involvement with the APCA must be brought forth in a court of competent jurisdiction in the state of Tennessee, and that any such matters would be construed by the laws of the state of Tennessee. **Membership and delegate fees are non-refundable.**

APCA Exhibit Hall Booth Application Form, Policies & Hall Layout

All delegates and showcasing artists must be registered
guests at the conference venue



- Workshop - Las Vegas, NV (\$489.00 per table)**
- Northeast Regional Programming Conference - Hershey, PA (\$689.00)**
- National Programming Conference - Jacksonville, FL (Main Hall \$789.00)**
- National Programming Conference - Jacksonville, FL (Hallway 4'x8' \$689.00)**

Associate Member: _____

1. Indicate below the number of booths desired and enclose appropriate booth fee amount.
2. Booths will be assigned on a first come, first served basis. This does not assure you that your particular choices will be available, but the best available booth(s) will be assigned to you or you. Booths must be set-up by 1:00 pm on the first day of the event and must be manned for all scheduled exhibit halls. Failure to set up or occupy booth may result in booth closure and resale of booth with no refund to previous purchaser. All booths are granted on a first come first served basis.

Number of booths desired (minimum of one per showcase): _____ **Total Booth fees enclosed: \$** _____

(Note: Booths and showcases are separate fees!)

All applications must submit payment for membership, booth and delegate fees or they will not be reviewed. If accepted for showcase, showcase fees must be forwarded within 10 business days to APCA office or showcase will be forfeited and other conference fees may be lost.

Booths will be assigned in the order that they were received and accepted to exhibit. Booths will not be assigned under any circumstances without payment of booth fees. Applicant must be an APCA member in good standing to apply. Booths are 6' x 8' pipe and drape, include one 6' covered table, 1 chair, a wastebasket, an electrical outlet (110v, 5 amp) and an identification sign. The applicant agrees to hold the APCA, it's employees, volunteers, agents and assigns harmless for the enforcement of any membership or showcase policies outlined in this registration booklet. Applicant has read, understands and agrees to abide by the membership and showcase policies of the APCA. Booths fees are non-refundable after notification of showcase acceptance. Applicant agrees that the APCA has no liability for any items of value left in the exhibit hall by the applicant. Applicant understands and agrees that all valuables placed in the exhibit area must be removed at the end of each exhibit hall, or left at the applicant's own risk. Applicant agrees at any legal disputes arising from the application process, showcasing, exhibiting, or any other aspect of their involvement with the APCA must be brought forth in a court of competent jurisdiction in the state of Tennessee, and that any such matters would be construed by the laws of the state of Tennessee.

Associate Member

Phone number

Authorized Signature

Date

**Exhibit Hall
Layout TBD**

APCA Showcase Application

Make copies of this page, fill out one for each attraction submitted to showcase, enclose demo, & fax to (865) 908-7104 or mail to APCA, P.O. Box 4340, Sevierville, TN 37864.



Artist or Attraction: _____

Associate Member (must be authorized to represent the attraction): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Type of demo enclosed (DVD, Web Video, EPK, etc.): _____

Link to website demo: _____

Authorized to book attraction? _____ Who else books attraction? _____

Conference you are applying for:

Workshop - Las Vegas, NV

Northeast Regional Programming Conference - Hershey, PA

CAST Submission (Penn St. Cultural/Diversity Programming, Submissions close 11/1/12)

Standard Submission

National Programming Conference - Jacksonville, FL

(Complete APCA Conference Stage Plot form along with APCA Showcase Application)

Type of showcase you are applying for (You may apply for more than one):

Meal _____ Non-meal _____ Roving _____

All showcase spots are 10 minutes in length. By being accepting for the showcase(s) you would like to apply for, you agree to the time limitations and pricing associated with them. **E-mail a bio of 150 words or less, a headshot, online video link to phil@apca.com.** Bio may not exceed 150 words or it will be cut to length at the APCA's discretion. If no bio, headshot, or video link is submitted APCA will select this information from its own resources.

Booking prices: Isolated: \$ _____ 2 of 3: \$ _____ 3 of 5: \$ _____ 5 of 7: \$ _____

Is price all inclusive? _____ Is travel and / or lodging additional? _____ (if yes, see below)

Please list any additional requirements for your show here (travel, lodging, lights, sound, etc.):

If pre-approved by the APCA for a showcase spot, please enter total of showcase fees enclosed: \$ _____

All showcase spots are open based upon availability. There are a limited number of showcase spots available, when those spots are filled, applications will be rejected or have the option to be put on an alternate showcase list. If not approved for a showcase, applicant must choose between a full refund of the delegate and exhibit hall booth fees or exhibit without a showcase. Associate and their showcasing artists agree to abide by APCA showcase policies outlined in the brochure. Refund of fees or acceptance of booth without showcase assigned to it voids guarantee of showcase. If payment of fees is not made within 10 days of acceptance notification, your showcase will be removed and no refund for ANY fees will be made. Member agrees to abide by APCA membership policies and sensitivity guidelines. Exhibitor warrants that all information is true and correct. Showcase fees are non-refundable upon notification of showcase acceptance. Applicant agrees that any legal disputes or civil actions arising from the application process, showcasing, exhibiting, or any other aspect of their involvement with the APCA must be brought forth in a court of competent jurisdiction in the state of Tennessee, and that any such matters would be construed by the laws of the state of Tennessee. **All delegates and showcasing artists must be registered guests at the APCA conference hotel.** Please refer to www.apca.com for your hotel information.

Signature of Associate Representative

Print Name

Date

APCA Programming Conference Stage Plot

Please place all artist staging requirements on this page.



Artist or Attraction: _____ Type of act: _____

Associate Member: _____ Contact: _____

E-mail: _____ Cell # (REQUIRED): _____

Conference you are applying for:

Workshop - Las Vegas, NV Northeast Regional Programming Conference - Hershey, PA

National Programming Conference - Jacksonville, FL

If accepted for showcase, showcase fees must be forwarded within 10 business days to APCA office or showcase will be forfeit and all conference fees associated with showcase will be lost.

BACKSTAGE

**STAGE
RIGHT**

**STAGE
LEFT**

Please indicate any technical requirements on this page, other than basic lighting. (See stage legend below.)

Total instrumental mic's: _____ Total # of direct inputs: _____

Total # electrical outlets: _____ Total # of vocal mic's: _____

Please list all equipment to be brought by attraction (instruments, props, sound equipment, etc.). **Any show requirements not outlined on the stage plot may not be allowed.**

Sorry, no data projectors, DVD players, or screens guaranteed. If desired, note them on the stage plot.

Applicant agrees at any legal disputes or civil actions arising from the application process, showcasing, exhibiting, or any other aspect of their involvement with the APCA must be brought forth in a court of competent jurisdiction in the state of Tennessee, and that any such matters would be construed by the laws of the state of Tennessee. Whatever is on the stage plot and/or showcased on stage must be offered in its totality for the price listed in the conference program. (ie. If a band is on stage then the price listed must be for the band and not part of the band)

Stage Legend:

Please place following symbols in the appropriate areas for your set-up:

M - microphone (vocal)
st - straight stand
ST - stool
Mn - monitor
dl - direct line
bm - boom mic stand
im - instrumental mic
E - electrical outlet (110v)

Signature: _____ Date: _____

APCA Membership Policies



ARTICLE I. PURPOSE AND SENSITIVITY

The purpose of the Association for the Promotion of Campus Activities is to enhance, promote, and reinforce the experience of students and professionals in the field of campus activities programming. To that end, we have formed that association to further the education of students working within this field of academic experience and facilitate the campus activities promotional process. We further state that

APCA is an equal opportunity employer and that all members of APCA shall be expected to act in a nondiscriminatory manner with all persons involved in and all matters pertaining to this association. This includes but is not limited to discrimination as it pertains to sex, race, creed, sexual orientation, physical challenges, national origin, or any other socially insensitive behavior. Members are expected to adhere to these tenets in all APCA dealings.

ARTICLE II. MEMBERSHIP

Membership applicants must submit a membership application form along with all membership fees. This form must be signed by an authorized representative of the university or organization seeking membership. APCA accepts no liability for any misrepresentation by any organization member or other persons wrongfully claiming to be representatives of applying organization. Membership in APCA allows participants to attend all APCA sponsored functions (with payment of appropriate fees), subscriptions to all APCA publications, access to all APCA services, and eligibility to serve on APCA committees and receive APCA appointments. Membership fees are non-refundable. Basic annual membership fees are currently \$299 and APCA membership begins on date of acceptance and ends on the next occurrence of July 1st. Any adjustments to this schedule of membership terms must be made by the APCA executive director. APCA reserves the right to accept or refuse membership to any individual or organization based on APCA evaluation of the applicant. APCA also reserves the right to terminate any membership if it feels that the members continued association with APCA would be detrimental to the achievement of APCA goals and furthering of association principles. APCA executive director will have jurisdiction in all such membership matters. Applicant agrees to forever indemnify and hold APCA, APCA executive director & advisory committee, or any other APCA representatives harmless for rejection of application or termination of membership by executive director and from any other such claims and damages arising from any such termination or rejection of membership by APCA representatives. From time to time, the APCA will, in the normal course of the administration of APCA, make revisions and additions to APCA membership policies, grievance procedures, prices, exhibiting policies, showcase policies, or other policies in response to changing membership needs and input. Upon ratification by APCA executive director, final drafts of these policies will be binding upon all APCA members.

ARTICLE III. NOMINATIONS, ELECTIONS, & APPOINTMENTS

Executive advisory committee nominations may be made by APCA members only at any APCA conference by submission of nomination form to APCA executive director. Executive advisory committee elections shall take place at a designated national APCA conference by vote of APCA school members in the case of school committee representatives, and by business associates in the case of business associate member committee representatives. All executive advisory committee members are limited to two consecutive terms of one year each, with the exception of executive director, which shall be a position appointed by APCA. The executive advisory committee shall consist of twelve (12) members, 8 academic members, 4 business associate members, and the APCA executive director (non-voting). Any offices opened by retirement, resignation, creation of new positions or replacement by executive advisory committee vote will be appointed by the executive director until such time as elections according to APCA policies can be arranged. In case of a tie in any vote, executive director shall hold tie-breaking vote. APCA reserves the right to replace any executive advisory committee members by a two thirds majority vote of the committee.

Exhibit Hall Policies

Tables must be set up by 12:00pm on 1st day of conference and manned for all scheduled exhibit halls. Failure to set up or occupy table may result in table or booth may closure and resale of table with no refund to previous purchaser. Booths WILL NOT be assigned under any circumstances without payment of booths fees. Applicant must be an APCA member in good standing to apply. Tables are 6', skirted and include 2 chairs, a wastebasket and an identification sign. Exhibit hall booths will be assigned by APCA. The applicant agrees to hold the APCA, its employees, volunteers, agents, and assigns harmless for the enforcement of any membership or ed session policies. Configuration of exhibit hall is subject to change w/o notice.



APCA Showcase Policies

Fee for showcase spot is due within 10 days of showcase notification. Failure to forward showcase fees may result in loss of showcase spot assigned to that booth and all corresponding guarantees of showcase for exhibitor. All delegates and showcasing artists must be registered guests at the official conference hotel. See travel & lodging area of registration for details.

I. TYPES OF SHOWCASES AVAILABLE

Note: FOR ANY SHOWCASES IMMEDIATELY FOLLOWING A MEAL ADD \$100 TO PRICE. ALL SHOWCASES ARE 10 MINUTES IN LENGTH.

Mainstage: A Mainstage showcase features musicians, comedians and other artists may apply for this showcase. There is no price limitation on this category. Mainstage showcases are priced according to the conference you're attending.

Lecture: Showcase for speakers on various topics of interest to the campus market. Priced according to the conference you're attending.

Novelty: Inflatables, virtual reality machines, large sports games, etc. fall in this category. These showcases are held during exhibit hall hours for one full day. Priced according to the conference you're attending.

Roving Artist: Acts in this showcase category include magicians, jugglers, mimes, and other acts capable of performing in a "no frills" (ie- no lighting, sound or staging) environment. Typically, these acts are given a designated area to showcase in during ed session breaks, registration, entrances to meals, exhibit halls, etc. A roving artist may also perform a booth demo during all exhibit hall hours. Priced according to the conference you're attending.

Emcee: Emcee generally does his or her full showcase spot as an opening and time as required for setup in between each act. Price is same as as type of showcase emceed. Priced according to the conference you're attending.

Coffee House, Club, & Value: These showcases features musicians, comedians and other artists. Price limitation for club is \$1600 plus travel. Price limitation for value is \$1300 plus travel. There are no price limits on Coffeehouse showcases. Coffeehouse, Value, and Club showcases priced according to the conference you're attending.

Booth Demo: May only be sketching artists, mentalists, slight of hand, or some other non musical entity that would not interfere with the operations of surrounding booths. If sound or traffic from a booth demo continuously effects the normal operation of the surrounding booths, it will be closed without a refund of any fees. Booth demos may be performed only during exhibit hall hours inside the booth of the act chosen for a booth demo. Priced according to the conference you're attending.

II. SHOWCASE OPTIONS

All associates wishing to showcase acts, products or services must submit demonstrations of different showcase options for whom they request showcase spots. These demonstrations, be they video, streaming internet, DVD, tape, or physical samples of products, must be sent with showcase application or a link to the appropriate website must be included w/ your online submission. APCA will notify exhibitors within 10 days of receipt of booth applications/showcase options as to which showcase options are accepted. Which showcase option is selected will be determined by APCA. All showcase fees are non-refundable upon notification of showcase acceptance. APCA reserves the right to reject any showcase option. If any or all options are unacceptable to APCA, business associate will only be charged for accepted showcases and corresponding booth fees per showcase. Exhibit booth and/or showcase acceptance will be at the sole discretion of APCA, with due regard to APCA sensitivity statements and category availability. Only current APCA members or their submitted artists may be considered for showcase selection.



III. RESUBMISSION OF OPTIONS

Associates denied a showcase shall have the option to resubmit different artist options within a 7 working day period, providing exhibit booth and/or showcase spots are still available. If no resubmission is filed or all resubmitted acts are denied, booths will be resold and assigned to other showcase exhibitors. All refunds will be forwarded to exhibitor within 30 days after a showcase denial.

APCA Showcase Policies



IV. SHOWCASE PROCEDURES

Specific showcase time slot requests honored in order of conference booth registration, first enrolled, first awarded. Sound check will be held on day of performance. Time to be announced by operations coordinator. Acts failing to appear for sound check forfeit right to sound check, and may, at operations coordinators discretion, be replaced by alternate and have fees forfeited. Any changes to stage plot submitted must be approved by showcase coordinator at sound check. Live showcases will be 10 minutes in length for all showcase spots. Acts going over time slots will have sound and lights cut off. Show call time is 30 minutes before performance. Any acts not present at this time will be replaced with an alternate act, all fees being forfeited. Agent representing act must be present with artist at show time and during showcase. Act may not leave the showcasing area until authorized by showcase coordinator or the end of showcase. Failure to adhere to this may result in loss of showcase. All controls of stage lighting and sound will be under APCA supervision. No acts or their representatives may run sound and/or lights without APCA authorization. Acts are responsible for setup and take down of any additional staging. Additional staging must be cleared by APCA in advance. All decisions of showcase coordinator in any of these matters are final. Firms showcasing acts warrant they have the right to represent act, have no legal barriers to acts representation, are authorized by act to represent them, are current APCA members, and are exhibiting conference attendees. Firm representing act must man their booth during all exhibit hall hours. If

these requirements are not met, showcase may be forfeited. Showcasing artists will receive one day pass that does not include meals. Meal tickets for showcasing acts may be purchased for \$25 each on the day of their showcase from the APCA registration desk. Artists not showcasing will require a day pass (see price list) to attend the conference, which includes one meal.



**If you have any questions call
800-681-5031**

