



## What is the Contact Room?

The Contact Room is the trade show element of ONTARIO CONTACT. It is a very active, exciting venue serving as the business centre of the conference where presenters meet artists, agents and managers to discuss artists and talk about possible bookings. Generally the Contact Room is open for two hours daily over the 3 afternoons of Contact. To accommodate those artists showcasing Saturday evening, there will be a mini-Contact room set up in the lobby of the theatre following the showcase. All showcasing artists/groups must attend or be represented during all the times in the contact room.

### *Is there an early bird registration?*

Yes, early registration begins August 8, 2008 and runs to September 15, 2008. There are significant savings to be gained by registering early.

### *What does my registration for the conference include?*

Your registration includes access to all showcases, in-conference workshops, information and networking sessions, the Contact Room and hospitality suite. As an Exhibitor your registration also includes a table in the Contact Room. About two weeks prior to Ontario Contact you will receive a list of delegates. Your fee includes one registration for one individual of your organization. You can register additional members of your group at a reduced fee. You also have the option of registering an individual as a Booth Monitor. This individual would only have access to the Contact Room.

### *If I don't want a booth in the Contact Room, what fee do I pay to attend?*

Artists, agents, or other industry professionals who want to attend, but do not require a booth, should register as a Presenter delegate. One-day registrations are also available.

### *Is there a deadline to register in the Contact Room?*

There is no official deadline to register for a booth in the Contact Room; however, registration is on a first-come, first-serve basis. It is not uncommon to have a full Contact Room and since you must pre-register for a booth, we urge you to do so as soon as you can. If you wish to take advantage of a Pitch Session, you will want to register prior to October 1 to quality.

### *Where do I go when I arrive to set up in the Contact Room?*

Registration for Exhibitors will be at the Ontario Contact hotel. Registration is open at 8 am on Thursday, October 23, 2008:

Holiday Inn Hotel & Suites Toronto-Markham  
7095 Woodbine Avenue  
Markham, ON

Your conference package and badge will be available there. There will be a schedule in your package confirming set up time for the Contact Room. This schedule will also be posted on the Ontario Contact website the beginning of October.

*Is there a deadline for refunds in case I register and am unable to attend?*

Yes, October 15, 2008 is the deadline for a refund (Ontario Contact reserves the right to charge an administrative fee on all cancellations).

*What season are presenters booking at Ontario Contact?*

Presenters who attend Ontario Contact are generally looking to book artists in the following season generally 12 to 24 months later.

Many delegates who attend Ontario Contact are from volunteer organizations. Generally they will return to their communities to meet with their committees before making a firm decision on what they want to book.

*Can I get a list of presenters who have registered prior to the conference?*

Ontario Contact will make a pre-conference delegates list available approximately two weeks before the conference.

*What other events are going on at the same time the Contact Room is open?*

There are no other events happening at the same time the Contact Room is open.

*When is the Contact Room set-up and strike time?*

Set-up is usually on the first day of the conference and strike is on the last day. There are pre-determined times for set-up and strike.

*When is the Contact Room open during the conference?*

The contact room is open for two and a half hours over the three days of the conference. Contact room delegates are required to attend all the contact room sessions. Artists showcasing on Saturday evening will have an additional mini-Contact room in the theatre lobby following the Showcase. It is a requirement that there be a representative available for these artists for a minimum of a half hour following the close of the showcase.

*Where is the Contact Room located?*

The Contact Room is the Melville Room located in the Lower Level Lobby within the Holiday Inn – Markham.

*Can I access the Contact Room throughout the conference?*

The Contact Room is secured when not in use and entrance in and out may not be possible at times during the conference. Delegates must be wearing delegate badges in order to gain access. Volunteers and staff will monitor the doors and check for badges when the room is open.

*Is the Contact Room secured when not in use?*

All measures will be taken to ensure that the Contact Room is secured when not in use however, we recommend that you take all valuables with you when you leave. Ontario Contact will not be responsible for lost or stolen items.

*How will delegates find my booth in the Contact Room?*

The booths at Ontario Contact are numbered and delegates are provided with a map and booth list in their conference package.

*Can I play DVD's or CD's at my booth?*

You can play DVD's and CD's at your booth provided that no noise is openly transmitted in the Contact Room. If you wish to have delegates listen to your audio/visual materials, please bring headphones they can use. You are responsible for renting your own equipment. We recommend that computers, iPods and other equipment not be left at your booth unattended.

**Tips for displays in the Contact Room:**

- Use inexpensive materials such as foam core and colourful fabrics
- Try setting up your booth at home first so you know that it fits in the space you've booked
- Clear, clean and large images work best
- Keep your display uncluttered
- Store extra materials under your booth
- Use lighting to enhance your booth display (bring extension cords)
- Bring promo materials including business cards, sales sheets, brochures and other material that presenters can take with them

*What material should I give to presenters at my booth?*

We recommend that you bring business cards, postcards, brochures, posters, press kits and any other promotional material you have available. We recommend you bring 100 copies of each except for press kits which you may want to hand out only to those who have expressed a real interest in booking your show.

You will also want to hand out CD's, DVD's or Electronic Press Kits to interested buyers.