

# EXHIBITOR INFORMATION PACKAGE and CONTRACT



**Creating a Culture of Excellence**  
*Guiding with Purpose*

November 8-9, 2026  
Hilton Mississauga, Meadowvale

**Sarah Wells**  
Olympian  
Expert on Individual and Organizational Excellence



OSCA / ACOSO

## [OSCA/ACOSO Website](#)

### [Hilton Mississauga Meadowvale Hotel](#)

6750 Mississauga Road  
Mississauga, ON L5N 2L3

# Conference Contacts


**Planner:** Cathy Chapman, Conference Planner [cathylhou@gmail.com](mailto:cathylhou@gmail.com)


**Financial:** Jennifer Boston, Office Administration Coordinator [oscadesk@gmail.com](mailto:oscadesk@gmail.com)  
(519)800-0872

## Exhibitor Benefits

**Network with over 400 Guidance and Career Educators across Ontario and connect with an additional 800 members online!**

We invite you to be part of this year's OSCA/ACOSO Conference, themed **“Cultivating a Culture of Excellence: Guiding with Purpose.”** Join us at the Hilton Mississauga/Meadowvale on:

 **Sunday, November 8** | 10:30 a.m. – 5:30 p.m.

 **Monday, November 9** | 7:30 a.m. – 2:45 p.m.

This dynamic event brings together a diverse network of **Guidance Counsellors and Career Educators** committed to supporting students in their academic, emotional, and social growth. As educators, we are passionate about preparing students for evolving industries and career opportunities while fostering wellness and resilience in every aspect of their lives.

At OSCA/ACOSO, we prioritize **high-quality, relevant, and engaging professional development**—and to achieve this, we need YOU! Conferences like this rely on the invaluable contributions of **exhibitors**, whose support ensures that educators can access innovative programs, resources, and tools to enrich student success.

By becoming a **conference exhibitor**, you directly contribute to advancing education in Ontario. Your organization will have the opportunity to showcase your **products, services, and resources**, helping educators navigate ongoing changes in curriculum and career pathway planning.

We anticipate a strong turnout again this year, including many new Guidance Counsellors eager to learn and grow. Their enthusiasm for discovering new programs is overwhelming—and **being an exhibitor plays a vital role in meeting that demand.**

Join us and make a lasting impact. Let's inspire change and empower the next generation together!

Elevate your organization's visibility and make meaningful connections at Ontario's premier event for Guidance and Career Educators!

- ✓ **In-Person Marketing** – Engage with 400+ Guidance Counsellors and Career Educators face-to-face
- ✓ **Brand Visibility** – Your organization featured in multiple conference materials:
  - *Our official website (for one year)*
  - *Post-conference digital newsletter OSCA News*
  - *Post-conference print magazine OSCA Today*
- ✓ **Online Promotion** – Reach 800+ members as a 2025 Conference Exhibitor
- ✓ **One Complimentary Exhibitor Booth Attendee** – Participate fully in conference
- ✓ **Attendee Passport Challenge** – Exhibitors will be included in our “Sponsor / Exhibitor Passport” challenge, encouraging attendees to visit all booths for a chance to win exciting prizes!

## OTHER ENGAGEMENT OPPORTUNITY

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### Become a Sponsor & Maximize Your Impact...

Explore our Sponsor Package and find the Application Link on our website to secure one of our premium Sponsor exhibitor booths.

Additional benefits await our valued sponsors—don't miss out!

### [2026 Sponsor Package](#)

For more details: **Contact:** [cathylhou@gmail.com](mailto:cathylhou@gmail.com)

## How Do I Become an Exhibitor?

***Organizations are encouraged to apply early as EXHIBITOR spots are limited and we SOLD OUT early in 2025.*** Details and instructions are found below.

**Deadline:** October 23, 2026 (space permitting)

**Exhibitor Registration Link:** [OSCA/ACOSO Website](#)

**Payment:** \$1300 plus HST  
Pay on the website or email us for an invoice

**Hotel Accommodation Link:** [2026 OSCA ACOSO Conference Hotel Booking Link](#)  
(not included in the registration fee)  
**Conference rate expires October 16, 2026.**

# Conference Details

## CONFERENCE SCHEDULE

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### Sunday, November 8th

Time	Event	Location
9:00am-10:30am	<b>Set-up Sponsor / Exhibitor Booths</b>	Graydon Ballroom/Foyer/Hallway & Hazel McCallion Ballroom
10:30am-11:30am	Registration & <b>Sponsor / Exhibitor Showcase</b>	Graydon Ballroom/Foyer/Hallway and Hazel McCallion Ballroom
11:30am-12:30pm	Networking Lunch and <b>Sponsor / Exhibitor Showcase</b>	Graydon Ballroom/Foyer/Hallway
12:30pm-1:00pm	Sunday Conference Opening ( <b>SPONSOR slides and acknowledgement</b> ) and <b>GOLD SPONSORS remarks (5 minutes each)</b>	Graydon Ballroom
1:00pm-2:00pm	Session A Workshops, <b>Gold Sponsor Acknowledgement &amp; Sponsor / Exhibitor Showcase</b>	North Tower Rooms 1, 2,3, South Tower 1,2,3, Graydon Foyer/Hallway & Hazel McCallion Ballroom
2:00pm-3:00pm	<b>Sponsor/Exhibitor Showcase</b>	Graydon Foyer/Hallway & Hazel McCallion Ballroom
3:00pm-4:00pm	Session B Workshops, <b>Bronze Sponsor Acknowledgement &amp; Sponsor / Exhibitor Showcase</b>	North Tower Rooms 1, 2,3, South Tower Rooms 1,2,3, Graydon Foyer/Hallway & Hazel McCallion Ballroom
4:00pm-4:10pm	Travel Time	
4:10pm-5:30pm	Celebrating our <b>Award Winners:</b> Refreshments and Conference Closing (First Grand Prize Draw)	Graydon Ballroom
5:30pm	Dinner on your own	

## Monday, November 9th

Time	Event	Location
7:30am-8:30am	Registration, Hot Buffet Breakfast & <b>Sponsor/Exhibitor Showcase</b>	Graydon Ballroom/Foyer/Hallway & Hazel McCallion Ballroom
8:30am-9:00am	Monday Conference Opening <b>(SPONSOR slides and acknowledgement, PLATINUM SPONSORS speak 7 minutes each)</b>	Graydon Ballroom
9:00am-10:00am	Keynote Speaker: <b>Sarah Wells - ALL BOOTHS CLOSED</b>	Graydon Ballroom
10:00am-11:00am	<b>Sponsor / Exhibitor Showcase</b>	Graydon Foyer/Hallway, Hazel McCallion Ballroom
11:00am-11:10am	Travel Time	
11:10am-12:10pm	Session C Workshops, <b>Platinum Sponsor Acknowledgment &amp; Sponsor / Exhibitor Showcase</b>	North Tower Rooms 1, 2,3, South Tower Rooms 1,2,3, Patio Studio 1, Graydon Foyer/Hallway & Hazel McCallion Ballroom
12:10pm-1:10pm	<b>Networking Lunch &amp; Sponsor / Exhibitor Showcase</b>	Graydon Foyer/Hallway/Ballroom & Hazel McCallion Ballroom
1:10pm-2:10pm	Session D Workshops, <b>Silver Sponsor Acknowledgment &amp; Sponsor / Exhibitor Showcase</b>	North Tower Rooms 1, 2,3, South Tower Rooms 1,2,3, Patio Studio 1, Graydon Foyer/Hallway & Hazel McCallion Ballroom
2:10pm-2:20pm	Travel Time	
2:20pm-2:35pm	Monday Conference Closing and Second Grand Prize <b>(SPONSOR slides &amp; acknowledgement)</b>	Graydon Ballroom

## WORKSHOPS and DESCRIPTIONS

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*To be released in May 2026*

## EXHIBITOR CONTRACT DETAILS

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The following regulations become binding between the applicant (hereinafter known as the **“Exhibitor”**), their employees, and the Ontario School Counsellors’ Association (hereinafter known as

the “**Association**”) upon approval of the application by the **Association**. Additions or amendments that are not covered will be at the discretion of the **Association**.

## General Information

The **Exhibitor** agrees to abide by all the rules and regulations adopted by the Association and **Hilton Mississauga/Meadowvale** in the best interests of the Conference and agrees that the **Association** shall have the final decision in adopting any rule or regulation deemed necessary prior to, during or after the Conference. The **Association** maintains a **fragrance-free environment**.

## Exhibitor Attendees

**Exhibitors** are provided with **ONE attendee included in the exhibitor booth fee**. This person receives all the benefits of other attendees - complimentary meals, keynote, workshops, parking, and social. **Exhibitors may purchase additional spots (if available)** for the same price as for our subscribers, \$450+HST per person.

**Exhibitors** must register all the details of their attendees when purchasing their booth. If changes or additions need to be made later, please contact the Conference Planner, Cathy Chapman at [cathylhou@gmail.com](mailto:cathylhou@gmail.com).

## Payment, Cancellation and Refunds

Payment for **Exhibitors** is due in full upon registration. No refunds shall be given should cancellation be necessary, unless the conference is canceled by the **Association**, unless the **Association** finds and approves a replacement **Exhibitor**, or unless the **Association** believes that the **Exhibitor** is not appropriate for the conference. All communication regarding registration changes must be made by email to the Conference Planner, Cathy Chapman ([cathylhou@gmail.com](mailto:cathylhou@gmail.com)), and the Administration Coordinator, Jennifer Boston ([oscadesk@gmail.com](mailto:oscadesk@gmail.com)).

## Media Release

The OSCA/ACOSO Conference is taking place in a public facility at which photos are allowed to be taken. This event is too large for us to be able to ensure that attendees are not included in photos. By registering for this conference, you acknowledge that you will be in a public place and that your photo may be taken and used for marketing purposes.

## Keynote Address

**Exhibitors** are encouraged to attend the keynote session in the plenary. Join Olympian, Sarah Wells, as she inspires us to create cultures of excellence every day! **ABSOLUTELY NO EXHIBITOR BOOTHS ARE TO BE OPEN FOR BUSINESS DURING THE KEYNOTE ADDRESS - NO EXCEPTIONS.**

## Travel, Accommodation, Parking and Meals

**Travel and accommodation** expenses and arrangements are the sole responsibility of the **Exhibitor**. **Exhibitors** can access the discount conference accommodation rates at the hotel by pasting the following link into your browser: [2026 OSCA ACOSO Conference Hotel Booking Link](#)

**DEADLINE** for the hotel conference discount rate is **OCTOBER 16, 2026**.

The Association room block is limited and **Exhibitors** are encouraged to arrange for accommodation early to have access to the special rate associated with this room block.

- **Parking** is complimentary for all conference participants (approximate value of \$16)
- **All meals and refreshments** are included in the **Exhibitor** registration fee.

## Door Prize Donations

Door prize donations are **GREATLY APPRECIATED** as they add to the celebratory mood of the conference. **Exhibitors** who are contributing door prizes must **hand these in to the registration desk by 10 a.m. on Sunday, November 8th**.

## Exhibitor Booth Location and Terms

### Location and Visibility

Once the **Exhibitor** has completed payment through the website, they will be contacted by the Conference Planner, [cathylhou@gmail.com](mailto:cathylhou@gmail.com) to confirm the booth location. **Exhibitor** booths will be assigned in the Hazel McCallion Ballroom on a first come, first approved basis.

### Booth Size, Chairs and Skirting

All booths will be provided with one (1) six-foot table and up to two (2) chairs. Please email the Conference Planner ([cathylhou@gmail.com](mailto:cathylhou@gmail.com)) if you require only one chair or require special accommodations before October 23, 2026. The hotel will provide table skirting/tablecloths and if an **Exhibitor** prefers to provide their own table skirting, it **MUST** be fire retardant and have a fire-resistance rating in accordance with the Ontario Fire Code.

### Outside Contractors

Should the **Exhibitor** wish to utilize outside contractors on Hotel premises during the conference, the **Exhibitor** must notify the Hotel at least thirty (30) days in advance of the conference. The Hotel may require that the **Exhibitor's** outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to the Hotel (amounts and types of insurance to be determined in Hotel's sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on the Hotel's Hotel premises. In some instances, despite the **Exhibitor's** use of an outside contractor, Hotel may be required, pursuant to obligations imposed on the Hotel by labor unions or collective bargaining agreements, to utilize the Hotel labor to provide certain services, and **Exhibitor** agrees to pay the fees and/or charges associated with these services. Upon request by the **Exhibitor**, the Hotel will disclose prior to the Event those services that are required to be performed by Hotel labor (if any) as well as the potential fees and charges associated with such Hotel labor usage.

## **Maintenance & Security**

**Exhibitors** agree to confine their presentation within the assigned space allocated and to always maintain staff at their booth during the **Sponsor / Exhibitor Showcase** hours. **Hilton Mississauga/Meadowvale** is NOT guaranteed to be secured at night. The **Exhibitor** is responsible for all loss or damages to personal property and equipment. Avoid leaving valuables in your exhibit area.

**Exhibitors** agree to adhere to the policies and procedures required by **Hilton Mississauga/Meadowvale**, as outlined in this contract, for delivery, set-up, maintenance and dismantling of their exhibitor booth. **Exhibitors** are responsible for maintaining their own material within their exhibitor booth.

## **Displays and Decorations**

**Exhibitor's Property:** The **Exhibitor** may, at the **Exhibitor's** option, purchase insurance to cover the **Exhibitor's** personal property, including decorations, special objects and other property. To the fullest extent permitted by law, the Hotel is not responsible for any loss or damage to property belonging to the **Exhibitor** or **Exhibitor's** attendees, and the Hotel does not maintain insurance covering such personal property. All displays and/or decorations will be subject to Hotel's prior written approval and Hotel reserves the right to contract and charge the **Exhibitor** for Hotel staff to provide the labor for any installations or removals of such. The hotel can advise the **Exhibitor** of such potential charges upon request.

The **Association** reserves the right to alter or remove exhibits or part thereof, and to expel **Exhibitor** or their personnel if, in the **Association's** opinion, their conduct or presentation is objectionable to the Conference participants.

## **Safety**

The **Exhibitor** assumes responsibility for compliance with local and provincial ordinances and regulations covering fire, safety and health with respect to their exhibitor booth and material

## **Booth Installation and Removal**

**Exhibitors** agree to be entirely responsible for the moving in, assembly, maintenance, disassembly, and removal of their exhibits, equipment, and appurtenances to and from the **Sponsor / Exhibitor** area, or in the event of failure to do so, the **Exhibitor** agrees to pay for such additional costs as may be incurred.

**Exhibitors** may SET-UP their booths the morning of the start of the conference between 9:00 a.m. and 10:30 a.m. on Sunday, November 8, 2026. Neither the **Hilton Mississauga/Meadowvale** nor the **Association** will be responsible for the safety and security of materials/booths left unattended. You may wish to remove your materials Sunday night and then set up your booth again Monday morning. If you choose to leave your booth set up, neither the Hilton nor OSCA/ACOSO will be responsible for any lost or damaged materials. In addition, **Exhibitors** may set up their booths between 7:00 a.m. and 7:30 a.m. on Monday, November 9, 2026. **ALL BOOTHS MUST BE READY BY SUNDAY, November 8th at 10:30 am and again on MONDAY, November 9th at 7:30 a.m.**

**Exhibitors** may REMOVE booth materials starting at 2:20 p.m. on Monday, November 9, 2026. **Exhibitors** are responsible for all the removal of all booth materials from the **Hilton Mississauga/Meadowvale by 3:00 p.m. on Monday, November 9, 2026.**

### **Booth Materials / Shipping / Handling**

**Exhibitors** are encouraged to bring all of their materials to use in their booths on the day of the conference. Transportation and storage of these materials, including promotional materials, is the responsibility of the **Exhibitors**.

If an Exhibitor chooses to ship items to the hotel, all packages arriving at the hotel should be clearly marked with the following information, for example:

Name of Your Company	XYZ Company
Name of Client	Hold for: Cathy Chapman, OSCA/ACOSO
Date of Meeting	Sunday, November 8, 2026
Name of Meeting Room	Graydon Hall
Number of Boxes	Box 1 of 1 or Box 1 of 3, Box 2 of 3, etc....
Name of Hotel Contact	Irish Balingit, Catering & Events Manager
Hotel Receiving office is open:	Monday – Friday - 7:00 a.m. – 5:30 p.m

**All material shipped to the hotel by Exhibitors MUST BE RECEIVED BY THE HOTEL BETWEEN WEDNESDAY, NOVEMBER 4 and FRIDAY, NOVEMBER 6, 2026 during these hours.**

**Freight Elevator / Loading Dock / Truck Deliveries** – The hotel has 1 large freight elevator, which is located behind/under Graydon Hall. The size of the freight elevator is 22' 9" long by 9' 4" wide and 9' 6" high. The freight elevator is ground level. All heavy equipment needs to be delivered on trucks which have a lift gate or come with a forklift. The maximum weight our freight elevator can carry is 4,545 kg. Access it from our underground parking lot (Century Avenue entrance). Please make sure the elevator is booked during your load-in and load-out times. For move in and out, we require notice so that the freight elevator can be made available to **Exhibitors** with one of our designated operators. A charge of \$25.00 per hour will apply, minimum 4 hours. Ideally, trucks should be cube vans or delivery size vans. Transport trucks will find it difficult to maneuver in our underground parking lot. **NOTE:** 53', or longer, transport trucks cannot be accommodated. Please note that the hotel does not supply a lift, trolley or dolly for client's use.

**Storage / Handling / Fees for Boxes** – Please note that the hotel has limited storage space for boxes and materials. Local **Exhibitors** who are physically bringing their own boxes are responsible for unloading and transporting their materials to the designated meeting room: North Studio 7 located on the 2nd Floor, North Tower. **Exhibitors** must bring their own trolley or dolly, as hotel equipment will not be available for this purpose. To coordinate the drop-off of materials and boxes, please notify Conference Planner: Cathy Lihou (cathylihou@gmail.com) and Hilton Catering & Events Manager: Irish Balingit (irish.balingit@hilton.com). Advance notice is required to ensure a smooth delivery process.

### **Charges for box handling:**

- (1) Conference packages requiring hotel services to move boxes to the function room are charged to the individual exhibitor at **\$5.00 per box, \$8.00 per oversized box, or \$25.00 per hour, minimum 4 hours for skids.**
- (2) Outgoing packages – The guest needs to have their own courier company and account number for a waybill which they need to complete.
- (3) The hotel charges \$5.00 per box, or \$8.00 per oversized box to deliver said boxes to our loading dock for courier pickup.

**Outside Food and Beverage:** Due to applicable law, **Exhibitors** may not bring alcoholic beverages into the Hotel for this event. **Exhibitors** must obtain Hotel's prior approval before **Exhibitors** bring any food or non-alcoholic beverages from outside sources into the hotel. If approval is granted by Hotel, **Exhibitors** may be required to sign a hold harmless and indemnification agreement in the form currently in use at the hotel if the food or beverage products are not purchased by Hotel but served by Hotel staff are brought in for consumption by **Exhibitor's** attendees. Service fees will apply to any outside food or beverage served in Hotel's function space, regardless whether hotel labor is required.

### **Electrical, Internet, and Technological Needs**

The **Association** is paying for WiFi for all attendees, **Sponsors**, and **Exhibitors** (5 Mbps per device) but if this is not sufficient speed, you will need to make arrangements and pay for this with **Encore Global**. The hotel provides complimentary WiFi in hotel rooms and the lobby only, and the speed is slow.

**Exhibitors will not be allowed to use their own power cords or power sources, nor will they be allowed to plug into any outlets you find in the spaces we use.** **Exhibitors** must arrange for their electrical and technological needs with Ashley Caesar at **Encore Global** ([Ashley.Caesar@encoreglobal.com](mailto:Ashley.Caesar@encoreglobal.com)), as required by **Hilton Mississauga/Meadowvale**. The **Association** strongly encourages **Exhibitors** to download any material they need onto the hard drive of their electronic device.

### **Liability and Insurance**

The **Exhibitor** agrees to adhere to the policies, contracts, and procedures required by **Hilton Mississauga/Meadowvale** and the **Association**.

### **Hilton Mississauga/Meadowvale Exhibitor Responsibility Clause**

To the fullest extent permitted by law, the person/legal entity described as "**Exhibitor**" in this clause and in this **Exhibitor** contract (regardless whether such person/legal entity is also described as "**Exhibitor**" in this contract) hereby assumes full responsibility and agrees to indemnify, defend and hold harmless **Hilton Mississauga/Meadowvale** ("Hotel") and Hotel's owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Hotel Parties"), as well as **Ontario School Counsellors' Association** ("Group"), from and against any and all claims or expenses arising out of **Exhibitor's** use of the Hotel's exhibition premises. **Exhibitor** agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering the **Exhibitor's** indemnity obligations in this clause. Such insurance shall be in the amount of not less

than \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and **Exhibitors** shall be named as additional insureds on such policy, and the **Exhibitor** shall supply the Hotel with a Certificate of Insurance at least 30 days prior to the use of the exhibition premises. The **Exhibitor** understands that neither OSCA/ACOSO nor the Hotel Parties maintain insurance covering the **Exhibitor's** property and it is the sole responsibility of the **Exhibitor** to obtain such insurance.

### **Association Liability Clause**

The **Association** reserves the right, as its sole discretion, with reasonable grounds, to change the date or dates upon which the Conference is to be held and shall not be liable in damages or otherwise by reason of any such change. In addition, the **Association** shall not be liable in damages or otherwise for failure to carry out the terms of the agreement in whole or in part where caused directly or indirectly by or in consequence of fire, flood, storm, war, rebellion, insurrection, civil commotion, strike, or any cause whatever beyond the control of the **Association**, whether similar or dissimilar for the causes enumerated herein.

***Thank you for your application to be an Exhibitor!***