

EXHIBITOR INFORMATION PACKAGE and CONTRACT



EMBRACE THE CHANGE
**THE FUTURE
IS NOW**
IN-PERSON CONFERENCE

Sunday, Nov. 3 - Monday, Nov. 4, 2024
Hilton - Mississauga/Meadowvale

CELEBRATING 60 YEARS OF EXCELLENCE AND LEADERSHIP IN GUIDANCE AND CAREER EDUCATION



Apply on our website

[OSCA/ACOSO Website](#)

[Hilton Mississauga Meadowvale Hotel](#)

***6750 Mississauga Road
Mississauga, ON L5N 2L3***



Conference Contacts

Planner: Cathy Chapman, Conference Planner
cathylhou@gmail.com

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

Exhibitor Details

Why should you be involved as an EXHIBITOR?

Would you benefit from networking and marketing your organization to 400+ Guidance and Career Education workers, IN-PERSON at our conference, and over 900 members ONLINE?

Guidance Counsellors and Career Educators from across the province will be attending our conference this year, **"The Future is Now - Embrace the Change"** at the *Hilton: Mississauga/Meadowvale on Sunday, November 3rd from 12:00 p.m. until 10:00 p.m. and Monday, November 4th from 7:30 a.m. to 3:30 p.m.* This diverse group of colleagues support students as they grow both emotionally and socially as they plan their future pathways. We are passionate about preparing students for an ever-changing employment market, along with helping them achieve wellness in all areas of their lives. At OSCA/ACOSO, we are committed to offering high quality, relevant and engaging professional development. To accomplish this, we need YOU!

Our members are excited to network, learn, and grow together. We anticipate many **new** Guidance Counsellors and Career educators to attend, as the turnover in this field of education has been immense due to the pandemic. Their thirst to learn about programs and resources is overwhelming and this is where **Exhibitors** can help.

We hope you will consider joining us to share your products and services, to educate our members about what you can offer them to support them in their work. As an **Exhibitor**, you are directly contributing to the advancement of education in Ontario.

Summary of Benefits to Exhibitors

- In-Person Networking opportunity with an anticipated **400+** Guidance and Career Educators
- Organization Exposure to over **900** members as a 2023 Conference Exhibitor
- **MORE** Networking Time (TWO DAYS of Sponsor/Exhibitor Showcases)
- **COMPLIMENTARY Wine and Cheese Social** on Sunday Night
- **60th ANNIVERSARY GALA and AWARDS CELEBRATION** Sunday Night (**tickets sold separately**)
- your logo on our website for one year
- your logo in our post-conference digital "OSCA News"
- your logo in our post-conference print magazine and digital "OSCA Today"
- your logo in our Conference App and/or Conference Guide
- **ONE** complimentary conference registration
- Option to purchase additional conference registrations

In addition, delegates will be given an "Sponsor/Exhibitor Passport" to encourage them to visit all booths for an opportunity to win robust prizes!

Check out our SPONSOR PACKAGE and APPLICATION LINK in case you would like to apply for one of our *premium* SPONSOR exhibitor booths!

[Insert new link Here](#)

MANY ADDITIONAL BENEFITS ARE OFFERED TO SPONSORS!

For more details:

Contact: cathylhou@gmail.com

Conference Schedule

Exhibitor Booths will be open during registration, dedicated time, and during workshop times (offered as a workshop option to delegates).

Sunday, November 3, 2024

| | |
|---------------|--|
| 9:00 - 12:00 | Set-up Sponsor/Exhibitor Booths |
| 12:00 - 12:45 | Registration and <i>Sponsor/Exhibitor Showcase</i> |
| 12:45 - 1:15 | Sunday Conference Opening (<i>SPONSOR PowerPoint Slides - SPONSOR Acknowledgement, GOLD SPONSORS Speak 5 min each</i>) |
| 1:15 - 2:15 | Keynote Address SPONSOR/EXHIBITOR BOOTHS CLOSED |
| 2:15 - 3:00 | <i>Sponsor/Exhibitor Showcase/Nutrition Break</i> |
| 3:00 - 3:10 | Travel Time |
| 3:10 - 4:10 | Session A Workshops and <i>Sponsor/Exhibitor Showcase</i> |
| 4:10 - 4:20 | Travel Time |
| 4:20 - 4:30 | Sunday Conference Closing and Grand Prize #1 (<i>SPONSOR PowerPoint Slides - SPONSOR Acknowledgement</i>) |
| 4:30 - 5:30 | Annual General Meeting |
| 6:15 - 7:00 | 60th Anniversary Wine and Cheese Social |
| 7:00 - 11:00 | 60th Anniversary Banquet Gala and Awards Celebration (Entertainment TBA) |

Monday, November 4, 2024

| | |
|---------------|--|
| 7:00 - 7:30 | Set-up Sponsor/Exhibitor Booths (optional) |
| 7:30 - 8:30 | Registration, Continental Breakfast, <i>Sponsor/Exhibitor Showcase</i> |
| 8:30 - 9:00 | Conference Opens (<i>SPONSOR PowerPoint Slides, SPONSOR Acknowledgement, PLATINUM SPONSORS Speak 7 min each</i>) |
| 9:00 - 10:00 | Keynote Address SPONSOR/EXHIBITOR BOOTHS CLOSED |
| 10:00 - 10:45 | <i>Sponsor/Exhibitor Showcase</i> |
| 10:45 - 10:55 | Travel Time |
| 10:55 - 11:55 | Session B Workshops and <i>Sponsor/Exhibitor Showcase</i> |
| 11:55 - 12:55 | Networking Lunch and Prizes (<i>SPONSOR PowerPoint Slides - SPONSOR Acknowledgement</i>) |
| 12:55 - 1:55 | Session C Workshops and <i>Sponsor/Exhibitor Showcase</i> |
| 1:55 - 2:05 | Travel Time |
| 2:05 - 3:05 | Session D Workshops and <i>Sponsor/Exhibitor Showcase</i> |
| 3:05 - 3:15 | Travel Time and start to take down Sponsor/Exhibitor Booths |
| 3:15 - 3:30 | Conference Closing and Grand Prize #2 (<i>SPONSOR PowerPoint Slides - SPONSOR Acknowledgement</i>) |

How Do I Become an EXHIBITOR?

Organizations are encouraged to apply early as EXHIBITOR BOOTHS are limited. Details and instructions are found below.

Deadline: September 30, 2024 (space permitting)
Registration Link: [OSCA/ACOSO Website Link](#)
Payment: \$1,000+HST (Pay by credit card or mail in payment through website)

EXHIBITOR Contract

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 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 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 to confirm booth location. Exhibitor booths will be assigned to the **Exhibitor** on an approved and first come basis. **There are limited Exhibitor booths available and Exhibitors are encouraged to apply early to avoid disappointment.**

Booth Size, Chairs and Skirting

All booths will be provided with one(1) six foot table and two (2) chairs. The hotel will provide tablecloth and if an **Exhibitor** prefers to provide their own table covering, it MUST be fire retardant and have a fire resistance rating in accordance with the Ontario Fire Code.

Maintenance & Security

Exhibitors agree to confine their presentation within the assigned space allocated and to always maintain staff at their booth during the **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 – Meadowvale/Mississauga**, 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.

The **Association** reserves the right to alter or remove exhibits or part thereof, and to expel **Exhibitors** 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 materials.

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 **Exhibitor** area, or in the event of failure to do so, the **Exhibitors** 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 am and 12:00 pm on Sunday, November 3, 2024. Neither the **Hilton – Meadowvale/Mississauga** or 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 or OSCA/ACOSO will be responsible for any lost or damaged materials. In addition, **Sponsors** may set up their booths between 7:00 a.m. to 7:30 a.m. on Monday, November 4, 2023. **ALL BOOTHS MUST BE READY BY SUNDAY, November 3rd at noon and again on MONDAY, November 4th at 7:30 a.m.**

Exhibitors may REMOVE booth materials starting at 3:05 p.m. on Monday, November 4, 2024. Exhibitors are responsible for all the removal of all booth materials from the **Hilton – Meadowvale/Mississauga by 5:00 p.m. on Monday, November 4, 2024.**

Exhibitor Booth Materials, Shipping and Handling

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

Shipping

If an **Exhibitor** chooses to ship items to the hotel, all packages arriving into 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 3, 2024 |
| Name of Meeting Room | Graydon Hall |
| Number of Boxes | 1 of 3, etc. |
| Name of Hotel Contact | Trelyn King |
| Hotel Receiving office is open: | |
| Monday–Friday | 7:00 a.m. – 5:30 p.m. |
| Saturdays | 8:00 a.m. – 4:30 p.m. |

All material shipped to the hotel by Exhibitors MUST BE RECEIVED BY THE HOTEL BETWEEN WEDNESDAY, OCTOBER 30 and FRIDAY, NOVEMBER 1, 2024 during these hours.

Freight Elevator / Loading Dock / Truck Deliveries – The hotel has 1 large freight elevator, which is located behind/under Graydon Ballroom. The size of the freight elevator is 22' 9" long by 9' 4" wide and 9' 6" high. The freight elevator is ground level. Access it from our underground parking lot (Century Avenue entrance). Please make sure the elevator is booked with the hotel during your load-in and load-out times if you need it. For move in and out, we require notice so that the elevator can be made available to your group 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. Please note that the hotel does not supply a lift, trolley or dolly for client's use.

Storage / Handling:

Note that the hotel has limited storage facilities for boxes. For **Exhibitors** physically bringing their own boxes, they will be responsible for unloading and transporting their boxes to the designated exhibitor booth. They will need to bring their own trolley or dolly.

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) Hotel charges \$5.00 per box, or \$8.00 per oversized box to deliver said boxes to our loading dock for courier pickup.

Keynote

Exhibitors are encouraged to attend the keynote session in the plenary. **ABSOLUTELY NO EXHIBITOR BOOTHS ARE TO BE OPEN FOR BUSINESS DURING THE KEYNOTE ADDRESS - NO EXCEPTIONS.**

Electrical, Internet and Technological Needs

The **Association** is paying for WiFi for all attendees, Sponsors and Exhibitors (40 Mps) but if this is not sufficient speed, you will need to make arrangements and pay for this with **Encore Global**. **Exhibitors** must arrange for their electrical and technological services with Ashley Caesar at **ashley.caesar2@encoreglobal.com**. The hotel provides complimentary WiFi in hotel rooms and the lobby only, and the speed is slow. The Association strongly encourages **Exhibitors** to download any material you need onto the hard drive of your electronic device. **Exhibitors will not be allowed to use their own power cords or power sources.**

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 on Sunday, November 3rd by 12:00 noon.**

Travel, Accommodation, Parking and Meals

Travel and accommodation expenses and arrangements are the sole responsibility of the **Exhibitors**. **Exhibitors** can access the discount conference accommodation rates at the hotel by clicking the following link:

<https://book.passkey.com/go/OSCA2024>

*The Association room block is limited to 85 rooms and **Exhibitors** are encouraged to arrange for accommodation early to have access to the special rate associated with this room block.*

- **Parking** is provided complimentary for all conference participants (approximate value of \$15 per day).
- **Sunday Afternoon nutrition break and Monday continental breakfast and buffet lunch** are included in the **Sponsor** fee.
- **Sunday Wine and Cheese** - complimentary for Exhibitors
- **Sunday OSCA/ACOSO 60th Anniversary Gala and Awards Celebration** - tickets sold separately (\$120)

Complimentary Conference Registration

Exhibitors are provided with **ONE (1) complimentary** conference registration. Additional registrations are available for the same price as for our members, \$350+HST, per person. Please visit the OSCA website to sign-up additional registrants as delegates.

Conference registration includes: meals and snacks (**EXCEPT the GALA/BANQUET - tickets will be sold separately for this event**), Keynote speakers, all workshops without pre-registration, and one delegate bag for the organization.

Payment, Cancellation and Refunds

Payment in **FULL** for **Exhibitors** is due upon submission of the application by the **Association**. No refunds shall be given should cancellation be necessary, unless the conference is cancelled by the **Association**, or unless the **Association** finds and approves a replacement **Exhibitor**.

Liability and Insurance

Hilton Mississauga/Meadowvale Group Responsibility Clause

Exhibitors agree to adhere to the policies, contracts, and procedures required by **Hilton – Meadowvale/Mississauga**.

To the fullest extent permitted by law, the person/legal entity described as “**Exhibitor**” in this clause and in the **Exhibitor** contract (regardless whether such person/legal entity is also describe 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 the **Ontario School Counsellors’ Association** (“Group”), from and against any and all claims or expenses arising out of the **Exhibitor’s** use of the Hotel’s exhibition premises. The **Exhibitor** agrees to obtain and maintain during the use of the exhibition premises, Comprehensive General Liability Insurance, including \$1,000,000 combined single limit for personal injury and property damage. The Hotel Parties and Group shall be named as additional insured 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 the Group nor the Hotel Parties maintain insurance overing the Sponsor’s property and it is the sole responsibility of the **Exhibitor** to obtain such insurance

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 register!