

CECA Convention Registration Guidelines (how to register online)

Broken down by different membership Delegates with individual ticket information at the end.

CONTRACTOR MEMBER Delegates

Start: Go to Registration and sign into your CECA account with your email address and password (press "Need a Password" to get a new password if you forget yours).

Step 1: DELEGATE PASS. Register yourself and any company members by selecting this ticket: CECA Member Contractor & Dual Member Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and the <last night fun event> tickets).

Step 2: SPOUSE PASS. Are you bringing your spouse? If so, select this ticket:

CECA Member Spouse/Companion Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and the <last night fun event> tickets).

COMPANION TOUR. This is included in your delegate pass but must be ordered in advance. **AT THE END of the tickets (after the price) you will be asked as follows:**

Please select the appropriate response.

The companion tour is included in your ticket price but advance sign up is necessary. Are you going on the companion tour? Please indicate if you are coming.

Step 3: THE LAST NIGHT FUN EVENT. Do you want to go on the fun event planned for the last night? If so, **AT THE END of the tickets (after the price) you will be asked:**

Select a discounted <last night fun event> ticket (available with your delegate sign-up).

Select the ticket that says:

Named <last night fun event> ticket discounted from \$\$ full price when bought with delegate pass.

Step 4: GOLF Are you golfing? If so, select this ticket:

CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes.

AT THE END of the tickets (after the price) you will be asked the following. This is your opportunity to order GOLF CLUBS and the SHUTTLE:

If you require golf clubs, please select Yes and select from the options below.

If you ordered golf clubs above, please select which type you require

Do you require a shuttle bus to and from the golf course?

Would you like to donate a prize for the golf?

Step 5: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 6: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 group.

Step 7: PAYMENT To pay by credit card enter your information OR Click below to pay by preferred EFT/ACH.

Step 8: COMPLETION Press Register and you are done. You will receive a receipt via email with your order and hotel information. Tickets can be picked up at the registration desk. **See you there!**

SUBSCRIPTION/INSTITUTIONAL MEMBER Delegate

Start: Go to Registration and sign into your CECA account with your email address and password (press “Need a Password” to get a new password if you forget yours).

Step 1: DELEGATE PASS. Register yourself and any company members by selecting this ticket: CECA Member Subscription & Institutional Delegate early rate until March 31. Delegate Packages include everything except the optional tickets (golf and the last night fun event).

Step 2: SPOUSE PASS. Are you bringing your spouse? If so, select this ticket:

CECA Member Spouse/Companion Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and the <last night fun event> tickets).

COMPANION TOUR. This is included in your delegate pass but must be ordered in advance. **AT THE END of the tickets (after the price) you will be asked as follows:**

Please select the appropriate response.

The companion tour is included in your ticket price but advance sign up is necessary. Are you going on the companion tour? Please indicate if you are coming.

Step 3: THE LAST NIGHT FUN EVENT. Do you want to go on the fun event planned for the last night? If so, **AT THE END of the tickets (after the price) you will be asked:**

Select a discounted <last night fun event > ticket (available with your delegate sign-up).

Select the ticket that says:

Named <last night fun event> ticket discounted from \$\$ full price when bought with delegate pass.

Step 4: GOLF Are you golfing? If so, select this ticket:

CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes.

AT THE END of the tickets (after the price) you will be asked the following. This is your opportunity to order GOLF CLUBS and the SHUTTLE:

If you require golf clubs, please select Yes and select from the options below.

If you ordered golf clubs above, please select which type you require

Do you require a shuttle bus to and from the golf course?

Would you like to donate a prize for the golf?

Step 5: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 6: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 club.

Step 7: PAYMENT To pay by credit card enter your information OR Click below to pay by preferred EFT/ACH.

Step 8: COMPLETION Press Register and you are done. You will receive a receipt via email with your order and hotel information. Tickets can be picked up at the registration desk. **See you there!**

HONORARY/SPECIAL MEMBER Delegate (BY SPECIAL INVITE)

Start: Go to Registration and sign into your CECA account with your email address and password (press “Need a Password” to get a new password if you forget yours).

Step 1: DELEGATE PASS. Register yourself and any company members by selecting this ticket: CECA Honorary/Special Member Delegate. Delegate Packages include everything except the optional tickets (golf and the last night fun event tickets).

Step 2: SPOUSE PASS. Are you bringing your spouse? If so, select **ANOTHER HONORARY/SPECIAL MEMBER DELEGATE PASS, COMPANION TOUR.** This is included in your delegate pass but must be ordered in advance. **AT THE END of the tickets (after the price) you will be asked as follows: Please select the appropriate response.**
The companion tour is included in your ticket price but advance sign up is necessary. Are you going on the companion tour? Please indicate if you are coming.

Step 3: THE LAST NIGHT FUN EVENT. Do you want to go on the fun event planned for the last night? If so, **AT THE END of the tickets (after the price) you will be asked:** Select a discounted <last night fun event> ticket (available with your delegate sign-up). **Select the ticket that says:**
Named <last night fun event> ticket discounted from \$\$ full price when bought with delegate pass.

Step 4: GOLF Are you golfing? If so, select this ticket: CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes.
AT THE END of the tickets (after the price) you will be asked the following. This is your opportunity to order GOLF CLUBS and the SHUTTLE:
If you require golf clubs, please select Yes and select from the options below.
If you ordered golf clubs above, please select which type you require
Do you require a shuttle bus to and from the golf course?
Would you like to donate a prize for the golf?

Step 5: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 6: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 club.

Step 7: PAYMENT To pay by credit card enter your information OR Click below to pay by preferred EFT/ACH.

Step 8: COMPLETION Press Register and you are done. You will receive a receipt via email with your order and hotel information. Tickets can be picked up at the registration desk. **See you there!**

SUPPLIER DELEGATES

EXHIBITING SUPPLIER MEMBER Delegate.

Start: Go to Registration and sign into your CECA account with your email address and password (press “Need a Password” to get a new password if you forget yours).

Step 1: BOOTH PACKAGE. Register for a booth – it INCLUDES ONE DELEGATE PASS:
Choose between Canadian or Non-Canadian as per your company location (difference is the taxes)

CECA Member Booth (10'x10') Package (also includes 1 delegate pass). Early discount rate until March 31. Delegate Packages include everything except the optional tickets (golf and <last night fun event> tickets). You can select a special discounted delegate last night ticket in the questions at the end of registration. Taxes extra

Step 2: ADDITIONAL DELEGATE PASS. Register any other members by selecting this ticket:
CECA Member Exhibiting Supplier ADDITIONAL Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and <last night fun event> tickets). You can select a special discounted delegate last night ticket in the questions at the end of registration. Taxes extra

Step 3: SPOUSE PASS. Are you bringing your spouse? If so, select this ticket:
CECA Member Spouse/Companion Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and <last night fun event> tickets).

COMPANION TOUR. This is included in your delegate pass but must be ordered in advance. **AT THE END of the tickets (after the price) you will be asked as follows:**

Please select the appropriate response.

The companion tour is included in your ticket price but advance sign up is necessary. Are you going on the companion tour? Please indicate if you are coming.

Step 4: THE LAST NIGHT FUN EVENT. Do you want to go on the fun event planned for the last night? If so, **AT THE END of the tickets (after the price) you will be asked:**

Select a discounted <last night fun event> ticket (available with your delegate sign-up).

Select the ticket that says:

Named <last night fun event> ticket discounted from \$\$ full price when bought with delegate pass.

Step 5: GOLF Are you golfing? If so, select this ticket:

CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes.

AT THE END of the tickets (after the price) you will be asked the following. This is your opportunity to order GOLF CLUBS and the SHUTTLE:

If you require golf clubs, please select Yes and select from the options below.

If you ordered golf clubs above, please select which type you require

Do you require a shuttle bus to and from the golf course?

Would you like to donate a prize for the golf?

Step 6: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 7: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 club.

Step 8: PAYMENT To pay by credit card enter your information OR Click below to pay by preferred EFT/ACH.

Step 9: COMPLETION Press Register and you are done. You will receive a receipt via email with your order and hotel information. Tickets can be picked up at the registration desk. **See you there!**

NON-EXHIBITING SUPPLIER MEMBER Delegate. Note all non-exhibiting Supplier members MUST attend as a full delegate.

Start: Go to Registration and sign into your CECA account with your email address and password (press “Need a Password” to get a new password if you forget yours).

Step 1: DELEGATE PASS. Register yourself and any company members by select this ticket: CECA Member Non-Exhibiting Supplier Delegate early rate until March 31. Delegate Packages include everything except the optional tickets (golf and boat cruise tickets). You can select a special discounted delegate Friday night ticket in the questions at the end of registration. Taxes extra

Step 2: SPOUSE PASS. Are you bringing your spouse? If so, select this ticket: CECA Member Spouse/Companion Delegate early registration rate until March 31. Delegate Packages include everything except the optional tickets (golf and boat cruise tickets).

COMPANION TOUR. This is included in your delegate pass but must be ordered in advance. **AT THE END of the tickets (after the price) you will be asked as follows:**

Please select the appropriate response.

The companion tour is included in your ticket price but advance sign up is necessary. Are you going on the companion tour around Halifax? Please indicate if you are coming and if you would like to take part in the walking tour portion of the tour or require transportation. (see events tab for full details).

Step 3: BOAT CRUISE. Do you want to go on the Boat Cruise? If so, **AT THE END of the tickets (after the price) you will be asked:**

Select a discounted Friday Night Harbour Dinner Cruise ticket (available with your delegate sign-up). **Select the ticket that says:**

Friday Night Harbour Dinner Cruise discounted from \$140 when bought with delegate pass.

Step 4: GOLF Are you golfing? If so, select this ticket:

CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes.

AT THE END of the tickets (after the price) you will be asked the following. This is your opportunity to order GOLF CLUBS and the SHUTTLE:

If you require golf clubs, please select Yes and select from the options below.

If you ordered golf clubs above, please select which type you require

Do you require a shuttle bus to and from the golf course?

Would you like to donate a prize for the golf?

Step 5: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 6: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 club.

Step 7: PAYMENT To pay by credit card enter your information OR Click below to pay by cheque or EFT/ACH.

Step 8: COMPLETION Press Register and you are done. You will receive a receipt via email with your order. Tickets can be picked up at registration in Halifax. See you there!

INDIVIDUAL TICKETS

The following tickets are available for members who cannot attend the entire event or require just an extra ticket to this or that. **EXCEPT FOR THE OPTIONAL TICKET OF GOLF THESE ARE NOT AVAILABLE FOR NON-EXHIBITING SUPPLIER MEMBERS.** It is more cost effective to by the delegate pass.

Step 1: TICKET SELECTION. Choose from the following individual tickets. **NOTE – there are no hospitality passes available this year.**

- CECA Member Golf Tournament Optional Ticket early rate discount until March 31. Plus Taxes. (Select clubs at the end of registration)
- Additional Ticket: CECA Member (except non-Exhibiting Supplier Members) Advanced (until March 31) Exhibit Floor Pass - price per day. Taxes extra.
- Additional Ticket: CECA Member President's Reception. Taxes extra.
- Additional Ticket: CECA Member Kick-Off Breakfast. Taxes extra.
- Additional Ticket: CECA Member Exhibit Lunch. Taxes extra.
- Additional Ticket: CECA Member Companion Tour - Halifax Adventure. Taxes extra.
- Additional Ticket: CECA Member Lobster Dinner Kitchen Party. Taxes extra.
- Additional Ticket: CECA Member Supplier's Breakfast. Taxes extra.
- Additional Ticket : CECA Member Contractor Breakfast. Taxes extra.
- Optional Ticket: CECA Member NON-DELEGATE Friday Fun Night Boat Cruise. (Those signing up for a Delegate package should select the ticket in the question at the end of signup to get delegate prices available when registering initially). Early rate until March 31. All members taxed.

Step 2: SPONSORSHIP Would you like to sponsor an event? If so, please select a ticket for the sponsorship you are interested in. Thank you.

Step 3: QUESTIONS Finish answering the required questions regarding allergies and if you are eligible for the 1939 club.

Step 4: PAYMENT To pay by credit cart enter your information OR Click below to pay by cheque or EFT/ACH.

Step 5: COMPLETION Press Register and you are done. You will receive a receipt via email with your order. Tickets can be picked up at registration in Halifax. See you there!