



CONFERENCE: MARCH 18-21 | EXPO: MARCH 18-20
GAYLORD PALMS, ORLANDO, FL

REGISTRATION UPDATE FORM
Event Registration Services Group

Please complete this form with your updates and fax it to (218) 740-6883.
If changes are needed while an event is taking place, please bring this form on-site to the Customer Service desk.

Date: Confirmation #: (Located on receipt or invoice)

Registrants First Name: Last Name:

Conference:

Requested Change: (Please note that all changes are subject to conference terms and conditions. Deadlines for cancellations or downgrades will be enforced, please refer to your confirmation receipt for specific cancellation dates.)

UPGRADE: Change current pass to:
Please include credit card payment details below to pay for the cost difference

DOWNGRADE: Change current pass to:
If a refund is due, the cost difference will be refunded via the same method as the original payment

CANCELATION: Please note that all cancellations are subject to a fee. Please refer to your original receipt for details.

SUBSTITUTION: Enter new registrant information below and provide signature of original registrant who is making the request:

New registrants first and last name:

Email:

Job Title: Company:

Address: Phone:

City, State, Zip/Postal Code/Country:

I request and authorize the above substitution to be made to my registration.

Signed:

Printed Name:

Other Request:

CREDIT CARD PAYMENT INFORMATION

For your privacy and safety, a Customer Support agent will contact you regarding your payment with 48 hours, or you can call Customer Support at (866) 203-8169 / (415) 947-6858 from 7:00 AM - 4:00 PM Pacific Time, Monday - Friday.

Office Use Only:

Date Processed: Initials: New Conf #: