

## REGISTRATION UPDATE FORM

**Please complete this form with your updates and email to [armregistration@ubm.com](mailto:armregistration@ubm.com) or fax it to 310.996.9499.**

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:** \_\_\_\_\_

**Pass Type:** \_\_\_\_\_

**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:** \_\_\_\_\_

**PAYMENT INFORMATION:** (Check credit card choice)  VISA  MASTERCARD  AMERICAN EXPRESS

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_ **Amount To Charge:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Cardholder Billing Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

Office Use Only: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_