

## 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: \_\_\_\_\_