

SUBSTITUTING REGISTRATIONS – GBTA CONVENTION 2017

1. After logging in to the Exhibitor Registration site, click on, 'VIEW/MODIFY REGISTRANTS/SEND CONFIRMATIONS AND RECEIPTS'

Register Booth Personnel

Please provide the information below

First Name

Last Name

ADD NEW REGISTRATION

Click here

Existing Exhibitor Registrations

VIEW/MODIFY REGISTRANTS/SEND CONFIRMATIONS AND RECEIPTS

VIEW EXHIBITOR PERSONNEL LIST

REVIEW EXHIBITOR BADGES

Email Confirmation to Badge Contact

SEND EMAIL

Exit/Log out

EXIT/LOG-OUT

- Find the registrant to be replaced, and click on the box next to their name that says, "REPLACE EXHIBITOR"

| | | | |
|---------------------------------|---|---------------------|---|
| 800022 | DOE, JOHN | Active | JOHN DOE SPARGO, INC. FAIRFAX, VA |
| MAKE CHANGES TO REGISTRANT INFO | Complimentary Exhibitor Registration | Balance Due: \$0.00 | |
| CANCEL REGISTRATION | Send confirmation email to JOHNDOE@MSN.COM | Paid: \$0.00 | |
| REPLACE EXHIBITOR | | | |

- Select a reason for the cancellation of the original registrant. Then read and agree to the Change/Cancellation Policy. Lastly, click on 'SUBSTITUTE REGISTRATION'

Registration Cancellation Request

- You have requested cancellation of your entire registration, Please note cancelling your registration does not additionally cancel the booth for your company. To cancel a booth please contact Heather Brown at hbrown@gbta.org
- If you wish to continue you must provide a reason for cancellation, read and agree to the cancellation policy by checking the box below, and select "Submit Cancellation Request"
- If you do not wish to cancel this registration [select here](#)
- If you do not agree to the 2016 Annual Meeting cancellation policy and do not select "Submit Cancellation Request" your registration will not be cancelled
- Cancellation fees will be calculated within 2 business days. You will receive an updated cancellation confirmation at that time with the refund due amount, if any is due.

Choose one or more reasons for registration cancellation:

Select from below

After selecting a reason for registration cancellation of the original record, read the Change/Cancellation Policy and check box indicating you have read and agree to the policy. Then click on 'SUBSTITUTE REGISTRATION'

Change / Cancellation Policy

There will be a \$395 fee for cancellations received on or before May 23, 2017. There will be a \$395 fee plus 50% of the paid registration fee for cancellations received between May 23, 2017 and June 20, 2017. No refunds for cancellation will be issued on or after June 20, 2017. If you have a serious reason for being unable to attend, you are welcome to petition for an exception to this policy. To do so, please email gbtaregistration@spargoinc.com to explain your situation, and include any documentation to support your case (documentation is optional but recommended). These petitions must be submitted by August 4, 2017 by 5:00 p.m. Central time, 15 days post meeting, to be considered, and the decision regarding your petition may take up to one month after the event. There are no refunds for Fast Pass, Opening or Closing event cancellations, service project donations, GBTA Foundation Annual Prize Drawing tickets, or memberships. There is a \$50 cancellation fee for Convention Kick-Start events.

Cancellations must be made online. Cancelling your registration will not automatically cancel your housing reservation; however, GBTA reserves the right to cancel the room(s). Room(s) will be cancelled within 7 days if the room cancellation has not occurred. To cancel your hotel room(s), please contact gbtahousing@spargoinc.com. GBTA will not reimburse cancellation or no show fees charged by the hotel.

All cancellations and refunds will be processed in the same manner as original payment: if paid by credit card the refund will be issued to the card on record, generally within 5-7 business days of the request. Payments made by check will be refunded as a check within 45 days of the close of the convention.

*Substitution Policy: A GBTA attendee may transfer his/her registration to another eligible party if he/she is unable to attend GBTA Convention 2017 until July 7, 2017. The substitute is responsible for any and all financial arrangements between the original registrant and the substitute. A request for substitution (including the name of the substitute) must be submitting in writing by 5:00 p.m. Central Time on July 7, 2017. Original registrant's registration will be refunded and the substitute must register as a new attendee to complete a new registration and secure housing. The substitute must be named in the written notification and register before the original registrant is refunded. If a Direct Member is replaced by a New Direct category member, there will be a price difference for the New Direct category member as membership is included in the price. A processing fee of \$99 will be applied for all substitutions made from May 24, 2017 - July 7, 2017. To make a substitution, please contact gbtaregistration@spargoinc.com.

After July 7, 2017 substitutions will not be permitted. The cancellation policy will be in effect and the party interested in substituting will be charged the current onsite registration rate.

I have read and agree to the GBTA Convention 2017 Change/Cancellation Policy

CANCEL REGISTRATION

SUBSTITUTE REGISTRATION

4. Register the replacement registrant:

Cancellation for RegID: 800022 is successful. Please replace exhibitor by registering a new booth personnel.

*Substitution Policy: A GBTA attendee may transfer his/her registration to another eligible party if he/she is unable to attend. The substitute is responsible for any and all financial arrangements between the original registrant and the substitute. The substitute must be submitting in writing by 5:00 p.m. Central Time on July 7, 2017. Original registrant's registration is void. The substitute must register as a new attendee to complete a new registration and secure housing. The substitute must be named in writing. Original registrant is refunded. If a Direct Member is replaced by a New Direct category member, there will be a price difference. Membership is included in the price. A processing fee of \$99 will be applied for all substitutions made from May 1, 2017 to July 7, 2017. For more information, contact gbtaregistration@spargoinc.com.

After July 7, 2017 substitutions will not be permitted. The cancellation policy will be in effect, and the party interested in the registration rate.

Register Booth Personnel

Please provide the information below

First Name

Last Name

ADD NEW REGISTRATION

Begin new registration for person that is replacing the canceled record.

Add Onsite Contact

If available, please provide onsite contact information. If not, please provide contact information for the exhibitor.

Contact Name

Cell Phone Number

Email Address

SAVE ONSITE CONTACT INFORMATION

Existing Exhibitor Registrations

VIEW/MODIFY REGISTRANTS/SEND CONFIRMATIONS AND RECEIPTS

VIEW EXHIBITOR PERSONNEL LIST

REVIEW EXHIBITOR BADGES

Exhibitor Registrations

Total Fees Due: ~~(\$1,046.00)~~

There is no payment due

PRE PAY REGISTRATIONS

PRINT COMPANY INVOICE