

SUBSTITUTING REGISTRATIONS – GBTA CONVENTION 2018

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

By using this system you agree to the [terms & conditions of GBTA Convention 2018](#)

Exhibitor Personnel Registration and Information

Click here → Register Booth Personnel **Manage Existing Registrations** → Onsite Exhibitor Contact Information

View/Modify Registrants/Send Confirmations and Receipts
Export Exhibitor Personnel List
Review Exhibitor Badges

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

<p>900708</p> <p>MAKE CHANGES TO REGISTRANT INFO</p> <p>CANCEL REGISTRATION</p> <p>REPLACE EXHIBITOR</p>	<p>doe, jane</p> <p>Complimentary Sponsor Registration</p> <p>Send confirmation email to janedoe@msn.com</p>	<p>Active</p> <p>Balance Due: \$0.00</p> <p>Paid: \$0.00</p>	<p>jane jane doe stafford, AP</p>
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3. 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 "Cancel Registration".
- If you do not wish to cancel this registration [select here](#).
- If you do not agree to the GBTA Convention 2018 cancellation policy and do not select "Cancel Registration" 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:

After selecting a reason for registration cancellation, read the Cancellation/Substitution Policy"

Cancellation/Substitution Policy

*Substitution Policy: Substitutions are allowed at no charge until June 18, 2018.

A processing fee of \$195 will be applied for all attendee substitutions beginning on June 19, 2018 through August 3, 2018. The processing fee is waived for complimentary registrations.

Beginning August 4, 2018 all substitutions are subject to a \$495 processing fee. The processing fee is waived for complimentary registrations.

The substitute is responsible for any and all financial arrangements between the original registrant and the substitute. 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 register before the original registrant is refunded. In some cases, the original registrant's registration category may differ from the substitute's registration category and may result in a price difference.

Attendees are responsible for securing their own travel and accommodations and making payment for such. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each individual.

GBTA is not responsible for errors or omissions. Schedules, speakers, and program content are subject to change.

I have read and agree to the GBTA Convention 2018 Cancellation/Substitution Policy

Check the box indicating you have read and agree to the policy. Then click on "SUBSTITUTE REGISTRATION"

CANCEL REGISTRATION

SUBSTITUTE REGISTRATION

4. Register the replacement registrant:

By using this system you agree to the [terms & conditions of GBTA Convention 2018](#)

Exhibitor Personnel Registration and Information

Your exhibitor registration for has been successfully cancelled. Please replace exhibitor by registering a new booth personnel.

[← Register Booth Personnel](#) [← Manage Existing Registrations](#) [← Onsite Exhibitor Contact Information](#)

Please provide the following information

First Name

Last Name

[ADD NEW REGISTRATION](#)

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

Exhibitor Registration Fees

Total Fees Due: **\$20,529.00**

[Make a Credit Card Payment Now](#)

Exhibitor Contact Management Options

[Request A Room Block](#)

[Download Import Spreadsheet](#)

[Upload Registration Import Spreadsheet](#)

[Contact the Customer Service Center](#)

[Order Lead Retrieval](#)

[View Exhibitor Registration Substitution Policy](#)

[Resend Exhibitor Group Confirmation Email](#)

[Exit/Log-Out](#)

Standard Booth Company Calculation

The purchase of a booth on the GBTA Expo floor entitles each company to one (1) complimentary registration per 10' x 10' space allotment with a maximum of six (6) complimentary registrations for 20' x 30' or larger sized booths with the exception of 30' x 50' booths where the maximum is nine (9) complimentary registrations. Additional registrations can be purchased. If you have any booth related questions please contact Heather Brown, hbrown@gbta.org.