ICMI ™ CONTACT CENTER **EXPO**

REGISTRATION CHANGE REQUEST   *Questions?*
(866)535-8988 or (415)947-6907

REGISTRANT INFO

Date: _____

Registration Reference Number:
(Listed on Registration Receipt**)** _____

First Name: _____

Last Name: _____

CHANGE REQUEST

All changes are subject to conference terms & conditions
For paid upgrades, a Customer Support agent will contact you regarding your payment, or you can call Customer Support at 866-535-8988

☐ **UPGRADE**   Change current pass type to: _____   *Note there may be a change in cost*

☐ **WORKSHOPS & LOCAL TOURS:** Change/ Add to: _____   *Note it is based on availability*

_____

☐ **CANCEL**   *All cancellations are subject to a $150 fee through April 3, 2020. No refunds will be issued after April 3, 2020.*

☐ **SUBSTITUTE**   Enter new registrant's information below; signature of the original registrant must be provided.

First Name: _____   **Last Name:** _____

Job Title: _____   **Company:** _____

Email Address: _____

Address: _____

City: _____   **State:** _____

Zip/Postal Code: _____   **Country:** _____

Phone: _____

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

Signed: _____

Printed Name: _____

Other request:

_____

_____

Office Use Only:

Date Processed: _____   **Agent Initials:** _____

REGISTRATION & EVENT POLICIES

1. If you need to cancel, you may do so until Friday, April 3, 2020. A non refundable $150 cancellation fee will be charged.
2. Cancellations must be in writing. No-shows and cancellations after Friday April 3, 2020 will be charged the full conference rate.
3. Cancellation policies apply to all conference packages. Attendees who register prior to or after the deadline date who do not cancel in writing by the deadline date are liable for the package cost and will be charged for the full registration fee.
3. The program is subject to change without notice. ICMI reserves the right to alter venue, speakers, and/or content.
4. Substitutions are allowed only with the written permission of the original registrant. Please note that downgrades are not permissible.
5. Email registration cancellation requests to icmiexporeg@ubm.com.

Admission Policy:
1. Admission to the expositions is strictly enforced to protect the interests of their exhibitors.
2. The expositions are open to the trade only, and not open to the public. Individuals who cannot document their direct, professional affiliation to the expositions and their associated industries are not qualified to attend the expositions.
3. Solicitation of, or marketing to, exhibitors is strictly prohibited and will result in removal from the expositions and eviction from the venue. This includes oral sales pitches, leaflet distribution, demonstrations, objectionable behavior, or any other activity which may disrupt the expositions.
4. Show Management reserves the right to charge an admission fee or refuse registration, to anyone.
5. Only registered visitors who are badge holders and exhibitors who are badge holders will be permitted to attend the expositions.
6. Badge holders must not allow their badges to be worn by anyone else. Any failure is likely to lead to the badge holder and the person wearing the badge being evicted from the expositions.
7. Anyone obtaining a visitor or exhibitor badge by theft, deception, or other illegal means may be asked to leave the expositions.
8. Anyone attending the conferences or expositions should carry some form of photo identification (e.g. passport, driver's license) which is acceptable to Show Management and which Show Management may ask to see.
9. No one under the age of 18 is permitted in the conference rooms or exposition halls.
10. Photography and videotaping are prohibited without prior authorization from the exhibitor or Show Management.
11. All badge holders must adhere to the ICMI Code of Conduct for events.
12. Show Management reserves the right to exclude or remove anyone from the expositions and the venue who does not comply with these policies or who they reasonably consider is likely to break these rules. The above policies may be revised at any time.