

## CHANGES, SUBSTITUTIONS & TRANSFER REQUESTS

### CHANGES DEADLINE: SEPTEMBER 27

Changes include substitutions,  
transfers and downgrades

**ALL change requests require written notification.** Changes include profile updates, substitutions, transfers, and exhibitor downgrades. Send all written notifications to [registrations@trucking.org](mailto:registrations@trucking.org).

**CHANGES: September 27** is the deadline for change/substitution/transfer requests. Change requests received after September 27 **will not** be processed prior to arriving on-site. Beginning Saturday, October 12, changes will be accepted on-site at the ATA registration desk.

**EXHIBITOR DOWNGRADES: September 27** is the deadline to **downgrade** from an (exhibitor) Upgraded Full Event registration to a Complimentary Partial registration and receive a refund. Exhibitor Downgrades will not be accepted after September 27 or on-site at the registration desk.

**CANCELLATIONS: September 13** is the deadline to cancel a registration and receive a refund less a \$200 per person cancellation fee.

**No refunds** for registration fees will be processed for cancellations received after September 13. Cancellations **will not** be accepted on-site at the registration desk.

#### Exhibit booth questions?

Email [ataexhibits@trucking.org](mailto:ataexhibits@trucking.org)

#### Conference registration questions?

Email [registrations@trucking.org](mailto:registrations@trucking.org)

#### Hotel reservation assistance/ changes/cancellations?

Email [mce@conferencedirect.com](mailto:mce@conferencedirect.com)

COMPANY NAME: \_\_\_\_\_

By providing the information below, you are indicating you are authorized to make these personnel changes. All fields are REQUIRED.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

\*Confirmation email can only be sent to one email address.

Send confirmation to the email listed above OR to the registrant email listed below.

\*Registrant Email is a REQUIRED field. Please allow 3-4 business days for Registration processing and receipt of confirmation email containing the hotel reservation link.

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

**Replace with**

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

\*Registrant Email: \_\_\_\_\_

Title: \_\_\_\_\_

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

**Replace with**

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

\*Registrant Email: \_\_\_\_\_

Title: \_\_\_\_\_

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

**Replace with**

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

\*Registrant Email: \_\_\_\_\_

Title: \_\_\_\_\_

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

**Replace with**

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

\*Registrant Email: \_\_\_\_\_

Title: \_\_\_\_\_