

- Company Info Change
- Increase Booth
- Cancellation

- Contact Name Change
- Decrease Booth
- ID Sign Copy Change

- Booth # Change
- Rebill
- Other

## **CHANGE FORM**

Date: \_\_\_\_\_

Exhibitor	Exhibitor ID#	Show
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Salesperson \_\_\_\_\_

New Address \_\_\_\_\_

New City/Province/Postal Code/Country \_\_\_\_\_

New Phone	New Fax
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New Contact Name	New Title
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- Cancel:      Fee \$\_\_0\_\_      Refund \$\_\_0\_\_
- Booth #:      From \_\_\_\_\_      To \_\_\_\_\_
- Increase:      From \_\_X\_\_      To \_\_X\_\_ @ \_\_\_\_\_ sq. ft. =    \$\_\_\_\_\_ Total Invoice Due
- Decrease:      From \_\_X\_\_      To \_\_X\_\_ @ \_\_\_\_\_ sq. ft. =    \$\_\_\_\_\_ Total Invoice Due
- Rebill:       Please send new invoice       Please charge credit card below

Other Changes/Comments: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Sales Manager Review: \_\_\_\_\_

**PAYMENT:**

**CREDIT CARD ONLY**      PLEASE CHARGE TO MY:      **VISA    MASTERCARD    AMEX    DISCOVER**

CREDIT CARD ACCOUNT NUMBER:      EXP DATE

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CARD HOLDER'S NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PLEASE DO NOT PROCESS WITHOUT SIGNATURE FROM SALES MANAGER**