



**EXHIBITOR-ONLY BADGE CHANGE, SUBSTITUTION & TRANSFER FORM**

**ALL change and cancellation requests require written notification and will not be processed by phone.** Send all written notifications to [registrations@trucking.org](mailto:registrations@trucking.org). ALL Exhibitor-Only Badges will display the exhibiting company name. There are no exceptions to this policy.

**CHANGES: Friday, February 21 is the deadline** for all change requests. Beginning Sunday, March 9 change requests can be made onsite at the TMC Registration Desk.

The Exhibitor Registration Portal will shut down at COB, February 28.

Confirmation emails can only be sent to **ONE** email address. Choose **ONE** box below.

Allow 3-4 business days for processing and receipt of confirmation email containing the hotel booking link.

Send ALL email confirmations to the email of the person submitting the form **OR**  Send email confirmation to the registrant's Email

	First Name	Last Name	Title
<b>ORIGINAL</b>			
<b>REPLACE WITH</b>			
	Nickname	Email	

	First Name	Last Name	Title
<b>ORIGINAL</b>			
<b>REPLACE WITH</b>			
	Nickname	Email	

	First Name	Last Name	Title
<b>ORIGINAL</b>			
<b>REPLACE WITH</b>			
	Nickname	Email	

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

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

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

**If you require assistance or need to make changes to your hotel reservation** (arrival/departure/cancellation), please contact ConferenceDirect at (833) 638-6496 or [tmc@conferencedirect.com](mailto:tmc@conferencedirect.com), Monday – Friday, 10 am - 6 pm (ET). **ConferenceDirect will charge a \$30 cancellation fee** for any reservation cancellation made at any time. **TMC/ATA cannot assist with hotel reservations.**