



EXHIBITOR NAME CHANGE & SUBSTITUTION

ALL change and cancellation requests require written notification and will not be processed by phone. Send all written notifications to Registrations@trucking.org.

CHANGES: February 14, is the deadline for all name change and substitution requests. Beginning February 26, changes can be requested on-site at the MSC Registration Desk.

CANCELLATIONS: January 30, is the deadline to cancel an Exhibitor Upgrade to Full Meeting Registration and receive a refund less a \$200 per person administrative fee.

No refunds for paid fees will be processed for cancellations postmarked after January 30.

Exhibiting Company Name: _____

All Exhibitor-Only Badges will display the exhibiting company name, there are no exceptions to this policy.
Confirmation emails can only be sent to one email address. Select one

Send ALL email confirmations to the Email submitting the form OR Send email confirmation to the Registrant's Email

	First Name	Last Name	Title
ORIGINAL			
REPLACE WITH			
	Nickname	Email	

	First Name	Last Name	Title
ORIGINAL			
REPLACE WITH			
	Nickname	Email	

	First Name	Last Name	Title
ORIGINAL			
REPLACE WITH			
	Nickname	Email	

	First Name	Last Name	Title
ORIGINAL			
REPLACE WITH			
	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 MSC@conferencedirect.com, Monday – Friday, 9am - 7pm (EST). ConferenceDirect will charge a \$30 cancellation fee for any reservation cancellation made at any time.