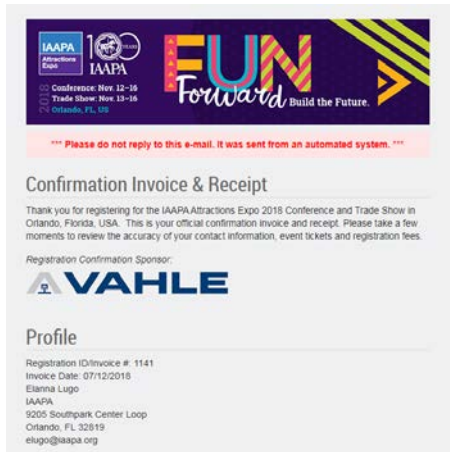


Requesting a Name Badge Substitution

Elanna has registered for IAAPA Attractions Expo 2018 but is no longer able to attend and would like to transfer his registration to a colleague.

Step #1:

Locate your original confirmation e-mail



Step #2:

Send an email to convention@IAAPA.org requesting to transfer their registration and name badge and includes:

A: Registration ID Number

B: Colleague's name with full contact details & title

EL Elanna Lugo | IAAPA - Convention
RE: IAAPA Registration Substitution

Please transfer my IAAPA Attractions Expo2018 registration (Registration ID 1141) to my colleague:

Molly Hamill
Manager, Exhibit Sales
(Same mailing address and telephone as me)
mhamill@iaapa.org

Please let me know if you have any questions.

Thanks!

Step #3:

You will receive e-mail confirmation from convention@IAAPA.org and in 3-5 business days, you will receive an updated confirmation e-mail with the new name.



Confirmation Invoice & Receipt

Thank you for registering for the IAAPA Attractions Expo 2018 Conference and Trade Show in Orlando, Florida, USA. This is your official confirmation invoice and receipt. Please take a few moments to review the accuracy of your contact information, event tickets and registration fees.

Registration Confirmation Sponsor:



Profile

Registration ID/Invoice #: 1141
Invoice Date: 07/12/2018
Molly Hamill
IAAPA Global Headquarters
9205 Southpark Center Loop
Suite 300
Orlando, FL 32819
mhamill@iaapa.org

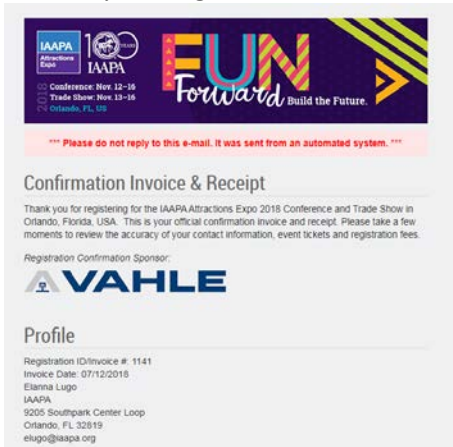
For questions, e-mail:
convention@IAAPA.org

Transferring Special Event Tickets

Elanna has purchased a special event ticket but can no longer attend that event. He still will go to the expo but cannot attend the ticketed event and would like to transfer the ticketed event to a colleague.

Step #1:

Locate your original confirmation email and refer to your Registration Detail section.

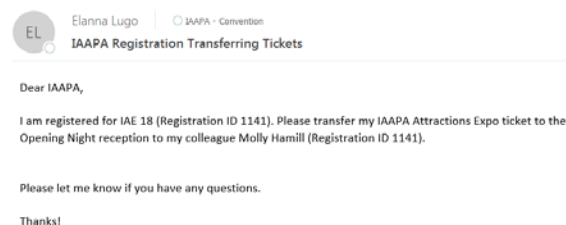


Registration Details	
Elanna Lugo	
Registration Type: Buyer, Super Saver, Non-Member	
Description	Item Total
Lunch and Learn (Qty: 1) NOV 12 2018 12:00PM	\$0.00
Registration (Qty: 1)	\$0.00
IAAPA Institute for Attractions Managers (Day 1 of 3) (Qty: 1) NOV 11 2018 8:30AM	\$860.00
IAAPA Safety Institute (Qty: 1) NOV 11 2018 10:00AM	\$155.00
Opening Reception (Qty: 1) NOV 13 2018 6:00PM	\$99.00
GM and Owners' Breakfast (Qty: 1) NOV 14 2018 8:30AM	\$145.00
Total Registration Fees:	\$1,249.00
Total Registration Paid:	(\$1,249.00)
Current Balance:	\$0.00

Step #2:

Send an email to convention@IAAPA.org requesting to transfer your event tickets and include:

- A: Your Registration ID Number
- B: Your Colleague's name and Registration ID
- C: The name of the event you would like to transfer



Step #3:

You will receive e-mail confirmation from convention@IAAPA.org and in 3-5 business days, you will receive an updated confirmation e-mail with the new ticket totals reflected.

Registration Details	
Elanna Lugo	
Registration Type: Buyer, Super Saver, Non-Member	
Description	Item Total
Lunch and Learn (Qty: 1) NOV 12 2018 12:00PM	\$0.00
Registration (Qty: 1)	\$0.00
IAAPA Institute for Attractions Managers (Day 1 of 3) (Qty: 1) NOV 11 2018 8:30AM	\$860.00
IAAPA Safety Institute (Qty: 1) NOV 11 2018 10:00AM	\$155.00
Opening Reception (Qty: 1) NOV 13 2018 6:00PM	\$99.00
GM and Owners' Breakfast (Qty: 1) NOV 14 2018 8:30AM	\$145.00
Total Registration Fees:	\$1,249.00
Total Registration Paid:	(\$1,249.00)
Current Balance:	\$0.00

Registration Details

Registration Details	
Molly Hamill	
Registration Type: Buyer, Super saver, Non-Member	
Description	Item Total
Registration (Qty: 1)	\$0.00
Opening Reception (Qty: 1) Nov 13, 2018 8:00 PM	\$99.00
Total Registration Fees:	\$99.00
Total Registration Paid:	(\$99.00)
Current Balance:	\$0.00

