

**1. Fill out information completely including
name and account number**

2. Three easy ways to send us this information:

a) Fax: 800-329-8587

**b) Email: Upgrades@BroadwayAcrossAmerica.com
Upgrades@BroadwayAcrossAmerica.com**

**c) Mail: Broadway Across America
PO Box 28048
New York, NY 10087-8048**

Name:

Account #:

PLEASE READ CAREFULLY

Important Information Regarding Season Tickets/ Change Requests

- **Upgrading your season tickets.** Changes to your account must be submitted in writing. Upgrades are considered only for renewed accounts paid in full or with payment plan. Upgrades are possible only when seats become available through cancellations and are processed on a date-received basis beginning with Season Subscribers sitting in the Premium Seating area. All upgrade requests will be reviewed following the renewal deadline. Upgrades may not be available in a particular section or for select performances. If an upgrade is available, we will mail a confirmation to advise you of your seat locations for the upcoming season. **Additional charges incurred by the change request will be charged to your credit card upon processing of the request.**
- **Purchasing additional season tickets.** Please check the box listed below and include payment for additional orders with this renewal invoice. We will place these additional seats as close as possible to your existing locations, but please keep in mind that the seats directly next to you probably belong to another Season Subscriber.
- **Changing Account Holder Name.** If requesting to split seats or change Account Holders name your request must be submitted in writing. In fairness to other renewing Season Subscribers, we may not be able to honor all account transfer requests.

Please select from the following options:

SEAT LOCATION

- Change my seats to Price Level _____ and charge my credit card the difference in price.**

Your credit card will automatically be billed at the time of upgrade. Upgrades are based on availability. Please note that Price Level 1 is the Premium Section. Premium subscriptions (Orchestra Rows A-S and First Balcony Rows A-N at Bass Concert Hall; Orchestra, Parterre Center, Parterre Sides AA-DD and Boxes at the Long Center) include a \$75 fee for each seat purchased.

- Change my seats and stay within my current price level.**

- Move closer to the center. Yes, I am willing to move back to be more center.
 Move closer to the stage. Yes, I am willing to move to the side to be closer to the stage
 I am willing to move to the following performance day for better seats.

1st choice _____ 2nd choice _____

- Add seats to my current subscription:** For a total of _____ season tickets.

- Keep my current seats. The new seats can be best available locations.
 Move all of my seats together to the best available seating. (Your current seats will be released.)

- Please contact me regarding wheelchair accessible seating. Phone # _____

To keep our records up to date, please inform us if you sit with other Season Subscribers who have their own accounts.

PERFORMANCE DAY/TIME

- Change my seats* to a new Performance Day/Time.** _____

I understand I may not receive comparable seating to the locations I currently hold and there may be a price difference. If you attend with other Season Subscribers and are requesting this change, please list account numbers of those individuals so that we may continue to seat your entire party together. Please remember, if you are requesting an upgrade in seating or change of performance with another Season Subscriber, please be aware that all Season Subscribers requesting a change must submit the same request in writing. When changing multiple accounts we recommend sending them in together.

**This is for the entire season. If you need to make an exchange to one performance you will be sent a letter when exchanges will begin. Individual exchange requests listed on here will not be processed.*

BREAKING OUT SEATS INTO SEPARATE ACCOUNTS

If you handle multiple seats in your account for various patrons we recommend you separate out accounts so each person will receive important mailings. Please fill out the following information.

- Split my existing account**

I would like transfer _____ (#) of seats. Locations: _____ to:

Name: _____ Address: _____

Phone (Day): _____ Phone (Eve): _____

Email: _____

Anything else we should know? _____

Thank you for your continued support of Broadway Across America. We appreciate you and look forward to sharing another season with you!

- In planning a season, care is taken to avoid scheduling conflicts or changes of any kind. However, prices, shows, dates, schedules, venues and artists are subject to change without notice. Depending on production requirements, seating may occasionally become available in the orchestra pit without notice.
- Exact renewals are processed first. Change requests are processed after the renewal deadline and in the order in which they are received beginning with Season Subscribers sitting in the Premier Seating Section. All sales are final. No Refunds.
- These tickets are purchased under Broadway Across America season ticket privileges and are subject to the terms and conditions of that relationship. We do not support the reselling of these tickets beyond face value through any means other than through authorized reselling programs of Broadway Across America. Doing so will constitute a breach of this season ticket privilege and the account holder will be subject to revocation of their purchasing status and seats.
- Accessible Seating Tickets: Broadway Across America strives to make it easy to purchase accessible seating tickets for all productions. To purchase visit us on online at BroadwayAcrossAmerica.com/Austin or call a representative at 800.731.7469 and we will be happy to assist. Accessible seating areas are solely for people with disabilities and their companions.

By signing, I acknowledge that I have read and understand the above information: _____