



OFFICE USE ONLY

Date & Time Received

Ticket Exchange Form

CenterTix can exchange tickets for most events. To determine if your tickets can be exchanged, or if you have questions, call CenterTix¹ at 907-263-ARTS (877-ARTS-TIX outside Anchorage), or visit our Box Office². All exchanges are charged a per ticket exchange fee (\$1 to \$5 depending on the nature of the exchange). You may also be charged an UPGRADE FEE if the new tickets are more expensive than the original tickets. If the NEW tickets are less expensive than the original tickets, NO refund will be given.

Name: _____ Phone: _____

Address: _____

Credit Card Number: _____ Exp: _____ MM/YY

Visa MasterCard AmericanExpress

Email: _____

How do you want to get your tickets? Print@ Home Mail³ Will Call

NEW TICKET INFORMATION

NEW Event Name: _____ NEW Date & Time _____

Seating Preference⁴: _____

Number of NEW Tickets: REG⁵: _____ Senior: _____ Youth: _____

Notes:

Exchanges can be done via fax, email or in person at the CenterTix Box Office window.

- FAX: (1) Cut your tickets in half down the center, separating the two halves. (2) Photocopy your destroyed tickets to prevent your fax machine from jamming. (3) Fax both these items to 907-263-2716.
- EMAIL: (1) Cut your tickets in half down the center, separating the two halves. (2) Scan your destroyed tickets. (3) Attach both items to an email sent to centerix@alaskapac.org.
- IN PERSON: (1) Submit this completed form along with your current tickets to the Ticket Seller at the Box Office window. (2) If you drop this form off on a night you are at The Center for a performance, your exchange may be processed during the show, so check back with the Box Office during intermission to see if your tickets are available.

Tickets will be delivered per your instructions on the form.

¹ The Call Center hours are 9:00am to 5:00pm Monday through Friday, and 12:00pm to 5:00pm on Saturday.

² The Box Office will always be open the same hours as the Call Center, AND 90 minutes prior to ACPA event curtain times and will remain open through intermission (or 30 minutes after curtain time when there is no intermission).

³ Performance date must be at least ten (10) days away to mail tickets.

⁴ We cannot guarantee which seats will be available when we process your exchange. In some cases, we must assign the next best available seats at your price level. We will call you if seats in your price level are unavailable or if the performance is sold out. WE DO NOT HOLD SEATS FOR PATRONS.

⁵ For most events, REG is an individual older than 18 and younger than 62 years; Seniors are 62 years and older; Youth are 18 years and younger.