



Ticket Exchange Form

Subscriber Information:

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone - Day: _____ Evening: _____

Email: _____

Please mail me my tickets. Please hold my tickets at will call.

Ticket Information:

Returned Performance	Date/Time	Quantity	Price	Total
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
Total Returned				\$ _____

Requested Performance	Date/Time	Quantity	Price	Total
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
Total Requested				\$ _____

Online Credit/Total Due (Circle One) \$ _____

Payment Information:

Enclosed is my check payable to: Celebrity Series of Boston

Name(s) on check(s) _____

Please charge my order to: MC VISA AMEX DISCOVER

Cardholder Name: _____

Account #: _____ Exp. Date: _____

Signature: _____

See reverse for exchange, online credit and mailing information.

Convenient Ticket Exchange (for subscribers only)

When your plans change, you may exchange your tickets for another event in the 2010-2011 season. Please return your tickets to the subscription office by mail, in person, fax, phone, or e-mail.

Exchanges by Mail

We recommend at least ten days for exchanges by mail. (please note exchange deadlines below). Be sure to enclose:

- the original tickets
- a written exchange request with the subscriber's name (if different from you own)
- your daytime telephone number
- a self-addressed, stamped envelope
- any additional payment in price (if applicable).

MAIL TO:

Ticket Exchange
Celebrity Series of Boston
20 Park Plaza, Suite 1032
Boston, MA 02116-4303

Your new tickets will be mailed to you, or will be held at the box office if the performance is to take place in less than seven days.

Exchanges in Person, by Telephone, Fax, or email

Our subscription office is located at 20 Park Plaza, Suite 1032, Boston MA, 02116. For directions, call (617) 482-2595. Hours are Monday through Friday, 9:30 a.m. to 4:30 p.m. You may bring your tickets during those hours (please note deadlines). We will make every attempt to complete your exchange while you wait; however, you may need to pick up your new tickets at the box office on the evening of the new performance. You may also exchange by telephone by calling (617) 482-2595 ext. 213 or 222 or by fax at (617) 482-3208. For ticket exchange via e-mail, send an attached .pdf image of tickets marked "VOID" to boxoffice@celebrityseries.org

Deadline for Returning Tickets

The following deadlines apply to the first performance affected by the exchange:

- for weekday performances, by noon the business day prior to the date on the tickets you are exchanging.
- for Saturday or Sunday performances, by noon on the Friday before the date on the tickets you are exchanging.

Important note: Subscribers may not exchange tickets for performances that have already taken place. Tickets cannot be exchanged at the venue or on the day of the performance.

If There is a Difference in Price

If prices vary between the events you exchange, you will receive credit for future ticket purchases within the 2010-2011 performance season or a request to remit the difference. To determine the difference, compare the price marked on your tickets with the price for the new event you wish to attend. The balance of your ticket credit must be used during the current season. **Any ticket credit not used by May 20, 2011 will be considered a tax-deductible contribution to the Celebrity Series of Boston.**

Tax-deductible Ticket Donations

Subscribers who are unable to use tickets for a particular performance, and do not wish to exchange to another performance, may choose to donate the value of the tickets to the Celebrity Series. It is important to note that the same deadlines apply as for regular ticket exchanges. Donation requests must be faxed or phoned in by noon, one business day before the performance. Subscribers who donate tickets will receive a receipt noting the value of the donation. Tax-deductible ticket donations cannot be made at the venue or on the day of the performance.

Refund Policy

Celebrity Series of Boston operates on a no-refund policy at all times, even in the case of inclement weather (unless a performance is canceled).