



### **Box Office Hours:**

Monday & Tuesday: Closed  
Wed-Fri: 10:00 am - 2:00 pm  
Sat-Sun: Closed

800 Corporate Circle, Suite 101  
Harrisburg, PA 17110

### **TICKET EXCHANGE FORM**

Please complete & mail this form with any ticket exchanges. Please enclose the original tickets.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please exchange my enclosed tickets for comparable seating for the following concert date:

- All tickets expire on the concert date for which they apply.
- Tickets may not be returned for exchange or tax credit after they expire.

**EXCHANGE COSTS:** Ticket prices may vary. If you're exchanging into a more expensive performance, the increase will be charged. A \$3 per ticket exchange fee will also be assessed on all exchanges. Credit card payment required for all mail-in exchanges involving POPS tickets.

### **AUTHORIZATION**

I authorize the Harrisburg Symphony Orchestra to charge my credit card listed below for any pricing increase associated with this ticket exchange and the standard \$3 per ticket exchange handling fee.

\_\_\_\_\_  
signature

\_\_\_\_\_  
Card #

\_\_\_\_\_  
Exp Date / CVV#

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Signature

## **2016/17 TICKET EXCHANGE FORM**

### **TICKET EXCHANGE BENEFITS**

A major benefit of being a subscriber is the ability to exchange tickets for another concert. All exchanges are based on availability. Same seats are not guaranteed. Some restrictions may apply.

### **HOW TO EXCHANGE YOUR TICKETS:**

**BY MAIL:** *(preferred method)*

Print, complete, and mail this form to:

*Harrisburg Symphony Association  
Attn. Box Office, 800 Corporate Circle, Suite 101  
Harrisburg PA 17110.*

Include the original tickets and a self-addressed stamped envelope. Ticket exchanges must be received at least one week prior to the concert date.

### **IN PERSON:**

Tickets may be exchanged in person by visiting the Harrisburg Symphony office during regular box office hours and no later than 12 Noon the Friday prior to the concert date.

**Tickets cannot be exchanged at the Forum Box Office.**

### **PHONE:**

Tickets may not be exchanged over the phone. We must have the original tickets in our possession to process the exchange.

### **RETURNING TICKETS FOR TAX CREDIT:**

You may return your tickets for resale and receive credit in writing for a tax-deductible contribution based on the cost of the ticket. The tickets may be returned by mail or in person no later than 12 Noon the Friday prior to the concert date.