

Date: [Insert Date]

To,

[Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the [Festival Name] scheduled to take place on [Festival Dates] at [Festival Location]. This letter serves as a formal agreement outlining the terms of your participation.

### **Agreement Terms:**

1. **Participation Fee:** The fee for participating in the festival is [amount]. This fee is due by [payment deadline].
2. **Booth/Space Allocation:** You will be allocated booth number [booth number] for the duration of the festival.
3. **Supply Requirements:** You are responsible for supplying your own materials and equipment necessary for your participation.
4. **Insurance:** It is advised that you carry your own liability insurance during the event.
5. **Cancellation Policy:** In the event of cancellation by the participant, a request for refund must be submitted by [cancellation deadline].

By signing below, you agree to the terms and conditions outlined above:

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[Participant's Name]

[Date]

We look forward to your participation and an exciting festival experience!

Best Regards,

[Organizer's Name]

[Festival Name]

[Organizer's Contact Information]