

# Trade Show Participation Agreement

Date: [Insert Date]

Dear [Exhibitor Name],

We are pleased to inform you that your application for participation in the [Name of Trade Show] on [Date(s) of Show] has been approved.

## Terms and Conditions

1. **Exhibit Space:** You will be allocated a booth space of [Dimensions] at [Location].
2. **Fees:** The total participation fee is [Amount], which includes [list what's included].
3. **Payment Terms:** A deposit of [Deposit Amount] is required by [Deposit Due Date]. The remaining balance is due by [Final Payment Due Date].
4. **Cancellation Policy:** Cancellations must be received in writing by [Cancellation Date]. A fee of [Cancellation Fee] will apply.
5. **Exhibit Hours:** Exhibitors must be present during the following hours: [Insert Hours].

## Agreement

By signing below, you agree to the terms and conditions outlined in this agreement:

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[Exhibitor Name]

[Title]

[Date]

Thank you for your participation. We look forward to a successful trade show!

Sincerely,

[Your Name]

[Your Company]

[Contact Information]