

# Exhibitor Participation Agreement

Date: [Insert Date]

To: [Exhibitor's Name]  
[Exhibitor's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Exhibitor's Name],

We are pleased to confirm your participation as an exhibitor at the [Conference Name] scheduled to take place on [Conference Dates] at [Venue Name, Location].

## Exhibitor Details:

Booth Number: [Insert Booth Number]  
Exhibit Space Size: [Insert Dimensions]  
Cost: [Insert Cost]  
Payment Due By: [Insert Payment Due Date]

## Terms and Conditions:

- Exhibitor must comply with all venue regulations.
- Exhibitor must provide a certificate of insurance to cover any liabilities.
- Setup will begin on [Setup Date] and must be completed by [Completion Time].
- Cleanup must be finalized by [Cleanup Date].
- All sales and promotional materials must be pre-approved by conference organizers.

Please sign and return this agreement by [Return Date] to secure your spot.

We look forward to your participation!

Sincerely,  
[Your Name]  
[Your Title]  
[Conference Name]  
[Contact Information]

Accepted by: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Date: \_\_\_\_\_