

Exhibitor Participation Agreement

Date: [Insert Date]

[Exhibitor Name]

[Exhibitor Address]

[City, State, Zip Code]

Dear [Exhibitor Name],

We are pleased to confirm your participation in the [Name of Industry Convention] scheduled to take place on [Dates] at [Venue/Location]. Below are the details of the exhibitor participation agreement:

1. Booth Information

Booth Number: [Insert Booth Number]

Booth Size: [Insert Size]

2. Fees

The total fee for the booth is [Insert Amount]. Payment is due by [Insert Payment Deadline].

3. Cancellation Policy

Cancellations must be made in writing to [Contact Information]. Refunds will be issued according to the following schedule:

- Before [Date]: Full refund
- Between [Date] and [Date]: 50% refund
- After [Date]: No refund

4. Responsibilities

The exhibitor agrees to adhere to all event regulations and guidelines specified by the event organizers.

5. Contact Information

For any inquiries, please contact:

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

We look forward to your participation and making this convention a great success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]