

# Exhibitor Participation Agreement

Date: [Insert Date]

To: [Exhibitor's Name]

[Exhibitor's Company]

[Exhibitor's Address]

Dear [Exhibitor's Name],

We are pleased to confirm your participation in the upcoming Product Launch Event scheduled for [Event Date] at [Event Venue]. As an exhibitor, you will have the opportunity to showcase your products to a targeted audience.

## Event Details

- **Event Name:** Product Launch Event
- **Date:** [Event Date]
- **Location:** [Event Venue]
- **Exhibit Space Details:** [Details of Space]

## Participation Fees

The total fee for your participation is [Participation Fee]. Please ensure that payment is received by [Payment Due Date].

## Terms and Conditions

- All exhibitors must comply with event guidelines.
- Installation of exhibits must be completed by [Installation Deadline].
- Exhibitors are responsible for the security of their items.

Please sign and return this agreement by [Return Deadline]. We look forward to your participation and to a successful event.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]

## **Acceptance**

By signing below, you confirm your participation in the event.

\_\_\_\_\_  
[Exhibitor's Name] (Signature)

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