

Exhibitor Participation Agreement

Date: [Insert Date]

[Exhibitor Name]

[Exhibitor Address]

[City, State, Zip Code]

Dear [Exhibitor Contact Name],

We are pleased to confirm your participation as an exhibitor at the upcoming [Trade Show Name] scheduled for [Event Dates] at [Venue Name] in [Location]. This letter serves as an agreement between [Your Company Name], the Organizer, and your company regarding your participation in the trade show.

Exhibitor Information

Booth Number: [Insert Booth Number]

Exhibitor Space: [Dimensions of Booth Space]

Exhibit Hours: [Include Exhibit Hours]

Fees

Total Exhibit Fee: [Insert Total Amount]

Payment Due Date: [Insert Due Date]

Terms and Conditions

1. Your booth must be set up by [Setup Deadline].
2. Exhibitors are responsible for their own materials and display setup.
3. Insurance coverage is recommended for all exhibited materials.

Please sign and return a copy of this agreement by [Return Date] to confirm your participation.

Acceptance

By signing below, you agree to the terms of this exhibitor participation agreement.

[Exhibitor Representative Name]

[Title]

[Company Name]

Date: _____

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]