

# Exhibitor Participation Agreement

Date: [Insert Date]

To: [Exhibitor Name]

[Exhibitor Address]

Dear [Exhibitor Contact Name],

We are pleased to confirm your participation in the upcoming Virtual Exhibition, scheduled for [Insert Date of Exhibition]. This letter serves as an official agreement between [Your Company Name] and [Exhibitor Name].

## Terms of Participation:

1. **Exhibition Details:** The exhibition will be held virtually on [Platform Name].
2. **Exhibitor Booth:** Each exhibitor will receive a virtual booth with the following features: [List Features].
3. **Exhibition Fee:** The fee for participating is [Insert Amount], which includes [List Inclusions].
4. **Payment Terms:** Payment is due by [Insert Due Date].
5. **Cancellation Policy:** Cancellations must be notified in writing at least [Insert Notice Period] before the event.

Please sign and return a copy of this agreement to confirm your participation. Should you have any questions, do not hesitate to reach out to us at [Your Contact Information].

We look forward to your participation!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

## Acceptance:

I, [Exhibitor Contact Name], hereby agree to the terms and conditions outlined in this Exhibitor Participation Agreement.

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