

Event Terms and Conditions Agreement

Dear [Participant's Name],

Thank you for your interest in participating in [Event Name] scheduled on [Event Date]. This letter outlines the terms and conditions that govern your participation in the event.

1. Registration

All participants must register by [Registration Deadline]. Failure to register may result in the inability to participate.

2. Fees

The registration fee is [Fee Amount]. Payment must be completed by [Payment Deadline].

3. Cancellation Policy

Cancellation requests must be submitted in writing by [Cancellation Deadline]. A refund of [Refund Percentage]% will be issued for cancellations received before this date.

4. Liability Waiver

Participants agree to release and hold harmless [Organizer's Name] from any liability related to injuries or damages incurred during the event.

5. Code of Conduct

All participants are expected to conduct themselves in a professional manner. Any behavior deemed inappropriate may result in removal from the event.

Please sign and return a copy of this agreement by [Return Deadline] to confirm your acceptance of these terms.

Sincerely,

[Your Name]
[Your Title]
[Organizer's Name]
[Contact Information]

Participant's Signature

Date: _____