

Sponsor Booth Allocation Agreement

Date: [Insert Date]

To: [Sponsor Name]

Address: [Sponsor Address]

Dear [Sponsor Contact Name],

We are pleased to confirm your participation as a sponsor for [Event Name] scheduled to take place on [Event Date] at [Event Location]. This letter serves as a formal agreement regarding the allocation of your sponsor booth.

Booth Details

- Booth Number: [Insert Booth Number]
- Booth Size: [Insert Dimensions]
- Booth Location: [Insert Specific Location]

Sponsorship Benefits

- [List Sponsorship Benefits]

Terms and Conditions

[Insert any relevant terms and conditions regarding the booth allocation, setup, and other responsibilities.]

By signing this agreement, you acknowledge and accept the terms outlined herein.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Accepted by:

[Sponsor Contact Name]

[Title]

Date: _____