

Exhibit Space Rental Agreement

Date: _____

To: [Exhibitor's Name]

Address: [Exhibitor's Address]

Dear [Exhibitor's Name],

Thank you for your interest in renting exhibit space at [Event Name], scheduled for [Event Date] at [Location]. Please find below the terms and conditions for the rental of exhibit space:

1. Exhibit Space Details

Size of Space: _____ (e.g., 10x10 ft)

Location: _____

2. Rental Fees

Total Rental Fee: \$_____

Deposit Required: \$_____ (due by [Deposit Due Date])

3. Payment Terms

Full payment must be received by [Final Payment Due Date]. Accepted methods of payment include [Payment Methods].

4. Cancellation Policy

In the event of cancellation, please notify us in writing at least [Cancellation Notice Period] prior to the event for a refund of [Refund Policy].

5. Liability

The exhibitor agrees to assume full responsibility for any loss or damage to their exhibit materials and intends to secure appropriate insurance.

6. Agreement Acceptance

By signing below, you agree to the terms outlined in this exhibit space rental agreement.

Exhibitor Signature

Date: _____

Contact Information

If you have any questions, please contact:

[Your Name]

[Your Position]

[Your Company]

Phone: [Your Phone Number]

Email: [Your Email Address]

We look forward to your participation!

Sincerely,

[Your Company Name]