

Trade Show Attendance Agreement

Date: [Insert Date]

To: [Recipient Name]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your participation in the [Name of Trade Show] scheduled to take place from [Start Date] to [End Date] at [Venue/Location]. This letter serves as a formal agreement for your attendance.

Event Details:

Event Name: [Name of Trade Show]
Location: [Venue/Location]
Dates: [Start Date] to [End Date]

Participation Terms:

- Booth Number: [Assigned Booth Number]
- Setup Date: [Setup Date]
- Dismantle Date: [Dismantle Date]
- Cost: [Amount, if applicable]

Please confirm your acceptance of this agreement by signing below and returning a copy to us by [Due Date]. If you have any questions or require further information, do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

Agreed and Accepted by:

[Recipient Name]
[Position]
[Date]