

Suggested Letter for Hold Harmless Letter and Agreement for Exhibitors

<Date>

<Name>

<Title>

<Institution>

<Address>

<City, State, Zip>

Dear Dr. <Name>,

The Northwestern's University's Feinberg School of Medicine and the <Department> invites you to join us in <Location> for the <Conference Title> and Exhibition.

The target audience for this conference is <Target Audience> in the <Geographic Information>. Both the Exhibition and Educational Program will be held at <Location> allowing for a constant flow of traffic throughout the exhibition area. The number of exhibits continue to increase each year and space will sell out quickly. Therefore, we encourage you to submit your application and reserve your company's space as soon as possible.

Please complete and return the attached hold harmless agreement and exhibitor form by fax to the <Coordinator> no later than <Date>.

We look forward to your company's participation at the <Conference Title>. If you have any questions, please feel free to contact me at <Coordinator's Phone Number> or e-mail: <Coordinator's e-mail address>. I look forward to working with you on this conference.

Sincerely,

<Coordinator>

<Title>

<Institution>