

Conference Attendance Confirmation

Dear [Exhibitor Name],

We are pleased to confirm your attendance as an exhibitor at the [Conference Name], scheduled to take place on [Date] at [Venue Name].

Your booth number is [Booth Number], and the exhibition hours will be from [Start Time] to [End Time]. We are excited to see your innovative displays and presentations.

Please find attached the conference agenda and additional information to help you prepare for the event.

Should you have any questions or need further assistance, please feel free to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you for participating, and we look forward to welcoming you at the conference!

Sincerely,
[Your Name]
[Your Position]
[Organization Name]