

Vendor Placement Confirmation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Name],

We are pleased to inform you that your application for vendor placement at the [Event Name] trade fair has been approved. The trade fair will take place on [Event Dates] at [Venue Name, Address].

Your booth number will be [Booth Number]. Please note the following details:

- Setup Date: [Insert Setup Date]
- Event Hours: [Insert Event Hours]
- Breakdown Date: [Insert Breakdown Date]

We look forward to your participation and believe that this event will be a great opportunity for showcasing your products/services to a wider audience.

If you have any questions, please feel free to contact us at [Contact Information].

Thank you, and see you at the trade fair!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]