

Logistics Coordination for Trade Show Setup

Date: [Insert Date]

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

To: [Recipient Name]
[Recipient Position]
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming trade show, I would like to outline the logistics coordination regarding our setup to ensure a smooth and efficient process.

Event Details:

Event Name: [Insert Event Name]
Dates: [Insert Dates]
Location: [Insert Location]
Booth Number: [Insert Booth Number]

Setup Schedule:

- Arrival Date: [Insert Arrival Date]
- Setup Time: [Insert Setup Start Time] to [Insert Setup End Time]
- Breakdown Time: [Insert Breakdown Start Time] to [Insert Breakdown End Time]

Logistics Team:

- [Logistics Coordinator Name & Contact]
- [Additional Team Members & Contacts]

Transportation Arrangements:

All materials will be shipped to the venue and expected to arrive by [Insert Arrival Date]. Please confirm the shipping method and tracking details.

On-Site Coordination:

Please ensure that all team members are aware of their roles and responsibilities during the setup. A briefing session will be held on [Insert Date & Time] at the site.

Communication Plan:

We will use [Insert Communication Tool/Platform] for real-time updates and coordination. Please share any additional contact points.

Thank you for your attention to these details. I look forward to a successful trade show together. Should you have any questions or require further clarification, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Your Company]