

# Confirmation of Exhibition Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming [Exhibition Name] scheduled to take place from [Start Date] to [End Date] at [Venue Location].

Your booth details are as follows:

- Booth Number: [Booth Number]
- Booth Size: [Booth Size]

Please find attached the participant guide with important information about the event, including setup times, parking arrangements, and additional promotional opportunities.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

We look forward to your participation and are excited to see your contributions to the event!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Company Phone Number]

[Company Email Address]