

Trade Fair Exhibitor Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Trade Fair Organizer's Name]

[Organizer Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a space as an exhibitor at the upcoming [Trade Fair Name] scheduled for [Event Dates] at [Event Location]. Our company, [Your Company Name], specializes in [brief description of your product/service], and we believe that our presence at this event would greatly benefit both our company and the attendees.

We are interested in [specify booth size, location preferences, or any specific requirements]. Additionally, we would like to request information on the logistics and fees associated with the exhibition.

Thank you for considering our application. We are looking forward to the opportunity to showcase our offerings and contribute to the success of [Trade Fair Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]