

# Exhibitor Inquiry for Trade Fair

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Trade Fair Organizer's Name]

[Trade Fair Organizer's Company]

[Organizer's Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Exhibitor Opportunities at [Trade Fair Name]**

Dear [Organizer's Name],

I hope this message finds you well. My name is [Your Name] and I represent [Your Company Name]. We are interested in participating as exhibitors in the upcoming [Trade Fair Name] scheduled for [Trade Fair Dates].

Could you please provide us with the following information:

- Exhibitor registration process and deadlines
- Cost of booth space and any additional fees
- Available booth sizes and layout options
- Any special sponsorship opportunities
- Exhibitor benefits and amenities

Thank you for your assistance. We are looking forward to the possibility of being part of this exciting event.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]