

Event Entry Authorization for Exhibitors

Date: [Insert Date]

To Whom It May Concern,

This letter serves as an official authorization for [Exhibitor Name] to enter the exhibition area during the [Event Name] held on [Event Date] at [Event Location].

The details are as follows:

- **Exhibitor Name:** [Exhibitor Name]
- **Booth Number:** [Booth Number]
- **Authorized Representative:** [Representative Name]
- **Contact Information:** [Contact Information]

We request that this authorization be honored, and security assistance be provided for the authorized representative and their team members entering the venue during the set-up and event days.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[Contact Information]