

Booth Allocation Confirmation

Dear [Exhibitor Name],

We are pleased to inform you that your booth allocation for the upcoming [Trade Exhibition Name] has been finalized. Below are the details of your allocated booth:

Booth Details

- **Booth Number:** [Booth Number]
- **Booth Size:** [Booth Size]
- **Location:** [Hall/Area Name]
- **Exhibition Dates:** [Start Date] - [End Date]
- **Setup Date:** [Setup Date]
- **Teardown Date:** [Teardown Date]

Please ensure that you adhere to the guidelines provided in the exhibitor manual attached to this email. If you have any questions regarding your booth or the event, feel free to contact us.

We look forward to your participation in [Trade Exhibition Name]!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]