

Booth Allocation Acknowledgment for Trade Show Participants

Date: [Date]

To: [Participant Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Participant Name],

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

- **Booth Number:** [Booth Number]
- **Booth Size:** [Booth Size]
- **Location:** [Location within Trade Show]

Please find attached the exhibitor manual which includes important information regarding the setup, exhibiting guidelines, and contact details. Make sure to review this document thoroughly.

If you have any questions or require further assistance, do not hesitate to reach out to us at [Contact Information] or [Email Address].

We look forward to seeing you at [Trade Show Name]!

Best regards,

[Your Name]

[Your Position]

[Trade Show Organizer Company]

[Contact Information]