

Exhibition Space Reservation Confirmation

Date: [Insert Date]

Dear [Vendor Name],

We are pleased to inform you that your reservation for exhibition space at [Event Name] has been successfully confirmed.

Details of your reservation:

- **Exhibition Space Number:** [Space Number]
- **Event Date:** [Event Date]
- **Location:** [Event Location]
- **Booth Size:** [Booth Size]
- **Setup Time:** [Setup Time]
- **Contact Person:** [Contact Name]
- **Email:** [Contact Email]
- **Phone:** [Contact Phone]

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Email] or [Contact Phone].

Thank you for your participation. We look forward to a successful event!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]