

Exhibitor Booth Confirmation and Guidelines

Date: [Insert Date]

Dear [Exhibitor Name],

We are pleased to confirm your participation as an exhibitor at [Event Name] taking place on [Event Dates] at [Event Venue]. Your booth details are as follows:

Booth Information

- Booth Number: [Insert Booth Number]
- Booth Size: [Insert Booth Size]
- Special Requirements: [Insert Requirements, if any]

Event Schedule

Setup: [Insert Setup Dates and Times]

Event Open: [Insert Opening Times]

Teardown: [Insert Teardown Dates and Times]

Guidelines

1. Please ensure your booth is set up by the schedule specified.
2. All exhibits must adhere to the [Event Name] guidelines.
3. Promotional materials must not obstruct neighboring booths.
4. Exhibitors are responsible for the security of their displays.

Contact Information

If you have any questions or need further assistance, please do not hesitate to contact us at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Thank you for being a valued exhibitor. We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Your Company]