

Trade Show Booth Assignment Notification

Date: [Insert Date]

Dear [Exhibitor's Name],

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

- **Booth Number:** [Insert Booth Number]
- **Location:** [Insert Location]
- **Exhibition Dates:** [Insert Exhibition Dates]
- **Setup Time:** [Insert Setup Time]
- **Tear Down Time:** [Insert Tear Down Time]

Please ensure that you adhere to the exhibition guidelines provided in your exhibitor manual. If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

We look forward to seeing you at the event!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]