

Authorization Letter for Exhibition Space Design

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person/Company Name] to design and manage the exhibition space for [Event Name] scheduled on [Event Dates] at [Event Venue].

This authorization includes the following responsibilities:

- Designing the exhibition layout
- Coordination with vendors
- Managing the installation and dismantling of the exhibition space
- Ensuring compliance with all relevant regulations

Please allow [Authorized Person/Company Name] full access to the exhibition area as necessary for the completion of this task.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]