

Book Fair Exhibitor Confirmation

Date: [Insert Date]

To: [Exhibitor Name]

[Exhibitor Address]

Dear [Exhibitor Name],

We are pleased to confirm your participation as an exhibitor at the upcoming Book Fair scheduled for [Insert Dates] at [Insert Venue]. Your booth will be located at [Insert Booth Number or Location].

Please find below the details of your exhibitor registration:

- **Booth Size:** [Insert Size]
- **Exhibitor Fee:** [Insert Fee]
- **Setup Date:** [Insert Setup Date]
- **Event Hours:** [Insert Hours]

We kindly ask you to review the attached exhibitor guidelines and ensure that you adhere to all safety and setup requirements.

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your participation, and we look forward to a successful event!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]