

Reminder: Upcoming Book Fair

Dear [Exhibitor Name],

We hope this message finds you well. This is a friendly reminder about the upcoming Book Fair scheduled for [Date] at [Location].

As an esteemed exhibitor, we want to ensure you are fully prepared for the event. Here are a few important details:

- **Setup Date:** [Setup Date]
- **Event Hours:** [Event Hours]
- **Booth Number:** [Booth Number]

Please confirm your attendance and let us know if you require any special arrangements. We are looking forward to your participation and wish you a successful event!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]