

Evacuation Guidelines for Trade Shows

Date: [Insert Date]

To: All Participants, Exhibitors, and Staff

Subject: Evacuation Guidelines for the Upcoming Trade Show

Dear Participants,

As we prepare for the upcoming trade show, safety remains our top priority. In order to ensure a smooth evacuation process in case of an emergency, please familiarize yourself with the following guidelines:

Evacuation Procedures

1. Remain calm and listen for announcements.
2. Know the nearest exit route and emergency exits within the venue.
3. Do not use elevators during an evacuation.
4. Assist individuals who may need help, including those with disabilities.
5. Once outside, proceed to the designated assembly area located at [Insert Location].

Emergency Contacts

For any emergencies, please contact:

- Security: [Insert Phone Number]
- Emergency Services: [Insert Phone Number]

Thank you for your cooperation and attention to these important safety measures. Together, we can ensure a safe and successful trade show.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]