

Exhibit Space Reservation Confirmation

Date: [Insert Date]

Exhibitor Name: [Insert Exhibitor Name]

Company Name: [Insert Company Name]

Booth Number: [Insert Booth Number]

Event Name: [Insert Event Name]

Event Date(s): [Insert Event Date(s)]

Location: [Insert Event Location]

Dear [Insert Exhibitor Name],

We are pleased to confirm your reservation for an exhibit space at [Insert Event Name] scheduled on [Insert Event Date(s)] at [Insert Event Location]. Your assigned booth number is [Insert Booth Number].

Please review the following details:

- Exhibit Space Size: [Insert Size]
- Exhibit Space Fee: [Insert Fee]
- Payment Status: [Insert Payment Status]

If you have any special requirements or further questions, please do not hesitate to contact us.

Thank you for your participation. We look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]