

Request for Booth Setup Requirements

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the setup requirements for our booth at the upcoming [Event Name], scheduled to take place on [Event Dates].

To ensure a smooth setup process, we would appreciate if you could provide the following information:

- Booth dimensions and layout
- Power supply availability and specifications
- Internet connectivity options
- Access to loading areas and setup times
- Restrictions on decorations or signage

Thank you for your assistance. We look forward to your prompt response.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Phone Number]
[Your Email Address]