

Temporary Structure Policy

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you about our Temporary Structure Policy for the upcoming trade shows. This policy outlines the guidelines and requirements for the setup and operation of temporary structures at our events.

Policy Overview

All exhibitors must adhere to the following conditions:

- All temporary structures must be approved by the event management.
- Structures must comply with safety regulations and local building codes.
- Insurance documentation must be provided prior to setup.
- Setup and dismantle times must be strictly followed as per the event schedule.

Submission Requirements

Exhibitors must submit their plans along with the following:

- Design blueprints or drawings of the proposed structure.
- List of materials to be used.
- Details of the installation team.

Deadline for Submissions

All submissions must be received by [Insert Deadline Date]. Late submissions may not be considered.

We appreciate your cooperation in ensuring a safe and successful trade show. If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]