

# Exhibitor Confirmation

Date: [Insert Date]

Dear [Exhibitor's Name],

We are pleased to inform you that your application to secure your place as an exhibitor at the [Conference Name] has been successfully confirmed. The conference will take place on [Conference Dates] at [Venue Name].

Your booth number is [Booth Number], and we are excited to have you showcase your products and services to all attendees. Please find attached the exhibitor guidelines and important information to help you prepare for the event.

If you have any questions or need further assistance, feel free to reach out to us at [Contact Information].

Thank you for being a part of [Conference Name]. We look forward to seeing you there!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]