

# Exhibitor Schedule Overview

Dear [Exhibitor Name],

We are excited to have you on board for the upcoming [Event Name] taking place on [Event Dates] at [Event Location]. Below is a brief overview of your schedule during the event:

## Exhibitor Schedule

Date	Activity	Time
[Date 1]	Booth Setup	[Time]
[Date 2]	Event Opening	[Time]
[Date 3]	Networking Event	[Time]
[Date 4]	Exhibitor Dismantle	[Time]

We recommend arriving at least [X hours] before your scheduled activities to ensure everything runs smoothly. If you have any questions regarding your participation, please do not hesitate to reach out to us.

Thank you for being a part of [Event Name]. We look forward to an amazing event!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]