

# Exhibit Area Guidelines

Date: [Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to assign you an exhibit area for the upcoming [Event Name] scheduled on [Event Date]. Below are the guidelines you will need to follow to ensure a successful presentation of your business:

## Exhibit Area Assignment

Your assigned booth number is: [Booth Number].

## Setup and Dismantle Schedule

Setup Date: [Setup Date]

Dismantle Date: [Dismantle Date]

## Exhibit Specifications

- Dimensions: [Booth Dimensions]
- Allowed Materials: [List of Allowed Materials]
- Electrical Requirements: [Details on Electrical Access]

## Additional Guidelines

1. All exhibits must be completed by [Completion Time].
2. No items may be affixed to the walls or ceilings.
3. Each exhibit must have a designated representative present at all times during the event hours.

## Contact Information

If you have any questions or require further assistance, please contact [Contact Name] at [Contact Email] or [Contact Phone Number].

We look forward to your participation and wish you a successful event!

Sincerely,

[Your Name]

[Your Title]

[Your Company]