

Booth Assignment Notification

Dear [Exhibitor Name],

We are pleased to inform you that your booth assignment for the upcoming [Trade Show Name] has been finalized.

Your assigned booth details are as follows:

- **Booth Number:** [Booth Number]
- **Booth Size:** [Booth Size]
- **Location:** [Booth Location]

The trade show will take place on [Date] at [Venue Name]. Please ensure that you complete your booth setup by [Setup Deadline].

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

Thank you for participating, and we look forward to seeing you at the [Trade Show Name]!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]