

Booth Location and Setup Instructions

Dear [Exhibitor Name],

Thank you for participating in [Event Name]! Below are your booth location and setup instructions:

Booth Information

Your booth number is: **[Booth Number]**

Booth Dimensions: **[Dimensions]**

Location: **[Location Description]**

Setup Instructions

1. Please arrive at the venue on [Setup Date] between [Setup Start Time] and [Setup End Time].
2. Check in at the Exhibitor Registration Desk to obtain your exhibitor badge and booth assignment.
3. All setup materials must be removed from the aisles by [Deadline Time].
4. Ensure your booth is clean and all materials are in place by [Final Setup Time].

Contact Information

If you have any questions or require additional assistance, please contact:

[Contact Name]

Phone: [Contact Phone Number]

Email: [Contact Email]

We look forward to seeing you at [Event Name]!

Best regards,

[Your Organization Name]