

# Exhibit Space Assignment Notification

Dear [Attendee's Name],

We are pleased to inform you that your application for exhibit space at the [Event Name] has been approved. Below are the details of your assigned exhibit space:

- **Exhibitor Name:** [Exhibitor Name]
- **Booth Number:** [Booth Number]
- **Location:** [Venue Name, Address]
- **Exhibit Dates:** [Start Date] to [End Date]
- **Setup Time:** [Setup Date and Time]
- **Breakdown Time:** [Breakdown Date and Time]

Please ensure that you adhere to the guidelines outlined in the exhibitor manual attached to this email. If you have any questions or require further information, do not hesitate to contact us.

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

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]