

Conference Exhibit Timelines and Logistics

Dear [Sponsor Name],

We are excited to have you as a sponsor for the upcoming [Conference Name], scheduled for [Dates] at [Location]. Below you will find important timelines and logistics to ensure a successful exhibit experience.

Important Dates

- **Registration Deadline:** [Date]
- **Exhibit Setup:** [Date and Time]
- **Conference Dates:** [Start Date] to [End Date]
- **Exhibit Teardown:** [Date and Time]

Logistics Information

As a sponsor, you will receive:

- Exhibit space size: [Size]
- Power and internet access: [Details]
- Badges for your team: [Number of Badges]
- Shipping instructions: [Details]

Please confirm your attendance and any special requirements by [Confirmation Deadline].

Thank you for your support!

Best regards,
[Your Name]
[Your Position]
[Conference Organizer Name]
[Contact Information]