

Exhibit Layout Details

Date: [Date]

To: [Sponsor Name]

Address: [Sponsor Address]

Dear [Sponsor Name],

We are pleased to provide you with the layout details for your exhibit at the upcoming [Conference Name] scheduled for [Conference Dates] at [Conference Venue]. Below are the specifics you will need to plan your exhibit space:

Exhibit Space Details

- **Booth Number:** [Booth Number]
- **Size:** [Booth Dimensions]
- **Location:** [Booth Location in Venue]

Setup and Dismantle Schedule

- **Setup Date:** [Setup Date & Time]
- **Dismantle Date:** [Dismantle Date & Time]

Additional Information

Please find attached the venue map and other pertinent details. Should you have any questions or require further assistance, feel free to contact us.

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

Best Regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]