

Sponsor Booth Setup and Breakdown Instructions

Dear [Sponsor Name],

Setup Instructions

1. Booth Location: [Insert Booth Number/Location]
2. Setup Date: [Insert Setup Date]
3. Setup Time: [Insert Setup Time]
4. Booth Dimensions: [Insert Dimensions]
5. Please ensure all materials are ready for setup, including banners and promotional items.

Contact During Setup

If you have any questions during setup, please contact [Contact Name] at [Contact Phone Number].

Breakdown Instructions

1. Breakdown Date: [Insert Breakdown Date]
2. Breakdown Time: [Insert Breakdown Time]
3. Ensure all personal items are removed from the booth.
4. Package your materials for removal.
5. Return any rented equipment to the designated area.

Contact During Breakdown

If you encounter any issues during breakdown, please contact [Contact Name] at [Contact Phone Number].

Thank you for your participation, and we look forward to a successful event!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]