

# Procedure for Arranging Conference Exhibits

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company/Organization:** [Recipient's Company]

**Address:** [Recipient's Address]

Dear [Recipient's Name],

We are excited to announce that the upcoming [Conference Name] will take place on [Date] at [Location]. As part of this event, we invite you to participate as an exhibitor.

## Exhibit Arrangement Procedure

1. **Exhibit Registration:** Please complete the enclosed registration form by [Registration Deadline].
2. **Payment:** Submit the payment of [Amount] to confirm your exhibit space by [Payment Deadline].
3. **Space Allocation:** Exhibit spaces will be allocated on a first-come, first-served basis. You will be notified of your location by [Notification Date].
4. **Setup and Dismantling:** Exhibitors can set up their booths on [Setup Date] between [Setup Time]. Dismantling should be completed by [Dismantling Time] on [Dismantling Date].
5. **Exhibit Guidelines:** Please refer to the attached guidelines for design rules and restrictions.
6. **Questions:** For any inquiries, contact us at [Contact Information].

We look forward to your participation and believe that your presence will contribute significantly to the success of the conference.

Thank you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]