

# Equipment Check Scheduling for Conference Exhibitors

Dear [Exhibitor Name],

We are excited to have you as an exhibitor at the upcoming [Conference Name] scheduled on [Date] at [Venue]. To ensure a smooth setup and operation of your equipment during the event, we would like to schedule a check for your equipment.

Please select a preferred time slot for your equipment check from the following options:

- [Date, Time Slot 1]
- [Date, Time Slot 2]
- [Date, Time Slot 3]

Kindly respond by [Response Deadline] with your preferred time slot. If you have any specific equipment needs or concerns, please feel free to include them in your response.

Thank you for your attention, and we look forward to assisting you with your setup!

Best regards,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]