

Exhibitor Badge and Access Information

Dear [Exhibitor Name],

Thank you for your participation in the [Event Name] scheduled for [Event Dates]. This letter serves as confirmation of your exhibitor badge and access information.

Exhibitor Badge

Your exhibitor badge will be available for pick-up at the registration desk starting from [Date/Time]. Please ensure to bring a form of identification to collect your badge.

Exhibition Access

Exhibitors will have access to the exhibition hall during the following times:

- Move-in: [Date/Time]
- Event Days: [Date/Time]
- Move-out: [Date/Time]

Additional Information

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

We look forward to seeing you at the event!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]