

# Exhibitor Booth Assignment Notification

Dear [Exhibitor Name],

We are pleased to inform you that your booth assignment for the upcoming [Event Name] has been finalized. Please find the details of your assigned booth below:

## Booth Assignment Details

- **Booth Number:** [Booth Number]
- **Exhibit Space Size:** [Dimensions]
- **Location:** [Venue/Area]
- **Setup Date:** [Setup Date]
- **Event Dates:** [Event Dates]

Please make sure to review the attached materials for further details regarding setup guidelines, logistics, and contact information for support.

We look forward to your participation and hope you have a successful event!

Best Regards,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]