

Exhibitor Guidelines and Requirements

Date: [Insert Date]

To: [Exhibitor's Name]

[Exhibitor's Company Name]

[Exhibitor's Address]

Dear [Exhibitor's Name],

We are excited to have you as an exhibitor at the [Event Name] taking place on [Event Dates] at [Event Location]. To ensure a successful experience for all participants, please review the following guidelines and requirements:

1. Booth Setup and Breakdown

Booth setup will be available from [Setup Start Date] to [Setup End Date]. All exhibitors must complete their setup by [Setup Deadline]. Breakdown must occur after [Event End Time] on [Event End Date].

2. Booth Specifications

Your booth space is [Booth Size]. Please ensure that your display does not exceed these dimensions and adheres to any height restrictions.

3. Electrical and Internet Requirements

If you require electricity or internet services, please submit your request form by [Request Deadline]. Additional fees may apply.

4. Liability and Insurance

Exhibitors are required to obtain insurance coverage for their merchandise and liability. A certificate of insurance must be submitted by [Insurance Submission Deadline].

5. Conduct Guidelines

All exhibitors are expected to maintain professional conduct during the event. Promotion of conflicting events or behaviors that disrupt other exhibitors may result in removal from the event.

Contact Information

If you have any questions or require further information, please do not hesitate to contact us at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation. We look forward to a successful event together!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]