

Exhibitor Support and Assistance Resources

Dear [Exhibitor Name],

We are excited to welcome you to the upcoming [Event Name] taking place on [Event Dates]. As part of our commitment to providing exceptional support to our exhibitors, we have compiled a list of resources to assist you in preparing for and participating in the event.

Support Resources

- **Exhibitor Manual:** Access the complete exhibitor manual [link] for detailed information on setup, logistics, and venue guidelines.
- **Customer Service:** For immediate questions, please contact our customer service team at [phone number] or [email address].
- **Logistics Support:** Our logistics partners can assist with shipping and handling; contact them at [logistics partner contact].
- **Technical Assistance:** Should you need any technical support during the event, please reach out to [technical support contact].
- **On-site Help Desk:** Our help desk will be open daily during the event from [hours] at [location].

We understand that your success at the event is important, and we are here to ensure you have a seamless experience. Please do not hesitate to reach out if you need any additional information or assistance.

Thank you for being a valued exhibitor, and we look forward to seeing you at [Event Name]!

Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]