

Entertainment Act Booking Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the booking of [Entertainment Act Name] for the upcoming trade show, scheduled to take place on [Event Date] at [Event Location]. We are excited to have [Entertainment Act Name] as part of this event.

Event Details:

- **Performance Date:** [Performance Date]
- **Performance Time:** [Performance Start Time] to [Performance End Time]
- **Location:** [Booth/Stage Number]
- **Sound and Lighting Requirements:** [Specify Any Requirements]

Payment Information:

The total fee for the performance is [Total Fee], payable by [Payment Due Date]. Please make the payment to [Payment Instructions].

If you have any questions or require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company Name]. We look forward to an exciting performance at the trade show!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]