

# Booth Reservation Confirmation

Dear [Sponsor Name],

Thank you for your sponsorship and for reserving a booth at [Event Name]. We are excited to have you on board!

## Reservation Details:

**Booth Number:** [Booth Number]

**Event Date:** [Event Date]

**Location:** [Event Location]

**Setup Time:** [Setup Time]

**Teardown Time:** [Teardown Time]

## Contact Information:

If you have any questions regarding your booth, please contact us at:

**Email:** [Contact Email]

**Phone:** [Contact Phone]

We look forward to seeing you at [Event Name]!

Best regards,

[Your Name]

[Your Position]

[Your Organization]