

Dear [Sponsor Name],

We are excited to have you as a sponsor for the upcoming [Event Name] on [Event Date]. Below are the setup instructions for your booth:

Booth Setup Instructions

1. **Booth Location:** Your booth is located at [Booth Location/Number].
2. **Setup Time:** Please arrive for setup between [Start Time] and [End Time] on [Setup Date].
3. **Booth Dimensions:** Your booth measures [Width] x [Height] x [Depth].
4. **Equipment:** Ensure to bring all necessary materials, including banners, promotional items, and technology you may need.
5. **Electrical Needs:** If you require electricity, please confirm your power needs by [Deadline Date].
6. **Parking:** Parking passes are available at [Parking Information].

Contact Information

If you have any questions or need assistance during setup, please contact:

- Name: [Contact Person]
- Phone: [Contact Phone]
- Email: [Contact Email]

Thank you for being a valued sponsor. We look forward to an incredible event!

Best Regards,

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