

# Exhibitor Participation Confirmation

Date: [Insert Date]

To: [Exhibitor's Name]

Company: [Exhibitor's Company Name]

Address: [Exhibitor's Address]

Dear [Exhibitor's Name],

We are pleased to confirm your participation as an exhibitor at the upcoming Logistics Industry Conference 2023, scheduled to take place on [Insert Conference Dates] at [Insert Venue Name, Location]. Your involvement will provide a valuable opportunity to showcase your products and services to a diverse audience of industry professionals.

Enclosed, please find the following important information:

- Booth Assignment: [Insert Booth Number or Area]
- Exhibitor Kit: [Insert Link or Attachment]
- Setup Schedule: [Insert Setup Times]
- Registration Details: [Insert Link to Registration Form]

Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information]. We look forward to your participation and an engaging conference.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]