

Request for Trade Show Exhibitor Guidelines

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Trade Show Organizer's Name]

[Organizer's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the exhibitor guidelines for the upcoming [Trade Show Name] scheduled for [Trade Show Dates]. As an interested exhibitor, I would like to ensure that we adhere to all necessary regulations and requirements.

Could you please provide the guidelines regarding booth setup, space allocation, and any important deadlines? Additionally, if there are any forms or fees associated with our participation, I would appreciate that information as well.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]