

# Logistics Instructions for Technology Conference Exhibition

Dear [Exhibitor's Name],

We are excited to have you participate in the upcoming Technology Conference scheduled for [dates] at [venue]. Below are the logistics instructions to ensure a smooth experience for you and your team:

## Exhibition Setup

- **Setup Date and Time:** [Date and Time]
- **Booth Location:** [Booth Number and Location]
- **Setup Personnel:** Please limit your setup crew to [Number] people.

## Shipping Instructions

All materials should be sent to the following address:

[Shipping Address]

Please ensure all packages are labeled with your booth number and company name.

## Exhibition Hours

The exhibition will be open on the following dates:

- [Date]: [Opening Time] - [Closing Time]
- [Date]: [Opening Time] - [Closing Time]

## Security and Insurance

We recommend that you arrange insurance for your exhibits. The venue will have security personnel on-site, but we advise you to take precautions with valuable items.

## Contact Information

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

[Contact Person's Name]

[Contact Email]

[Contact Phone Number]

Thank you for your cooperation. We look forward to a successful exhibition!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]