

Trade Show Participation Confirmation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming [Trade Show Name] scheduled to take place on [Dates] at [Location].

Event Details:

- **Booth Number:** [Booth Number]
- **Setup Date:** [Setup Date]
- **Exhibition Hours:** [Exhibition Hours]

Please ensure that all necessary arrangements are completed by the setup date. We are looking forward to your participation and hope to make this event a success together.

Thank you for being part of [Trade Show Name]!

Best Regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]