

Travel Expo 2023 - Exhibitor Information

Dear [Exhibitor Name],

We are excited to welcome you as an exhibitor at the upcoming Travel Expo 2023, taking place on [Date] at [Venue]. Below are the details and guidelines to ensure a successful participation:

Exhibitor Booth Information

- **Booth Number:** [Booth Number]
- **Booth Size:** [Booth Size]
- **Setup Time:** [Setup Date & Time]
- **Exhibition Hours:** [Exhibition Start Time] to [Exhibition End Time]

Important Guidelines

1. All exhibits must be set up before the opening time.
2. Ensure your booth is staffed during all exhibition hours.
3. Follow all safety regulations outlined in the exhibitor manual.

Contact Information

If you have any questions or require assistance, please reach out to our team:

- **Email:** [Contact Email]
- **Phone:** [Contact Phone]

We look forward to seeing you at the Travel Expo 2023!

Best Regards,
[Your Name]
[Your Title]
[Company Name]