

# Exhibitor Confirmation for Renewable Energy Fair

Date: [Insert Date]

Dear [Exhibitor's Name],

We are pleased to confirm your participation as an exhibitor at the upcoming Renewable Energy Fair, which will take place from [Start Date] to [End Date] at [Venue].

Your booth number is [Booth Number], and it will be ready for setup on [Setup Date]. Please find the attached exhibitor manual that outlines important details regarding logistics, setup, guidelines, and promotional opportunities.

We appreciate your commitment to promoting renewable energy solutions and look forward to your valuable contribution to the event.

For any queries or further assistance, please do not hesitate to contact us at [Contact Email] or [Contact Phone Number].

Thank you and see you at the fair!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Phone Number]

[Organization Email]