

Participation Confirmation

Dear [Exhibitor Name],

We are thrilled to confirm your participation in the upcoming [Event Name], scheduled to take place on [Event Date] at [Event Location].

Your booth number is [Booth Number]. Please find the event details below:

- **Event Date:** [Event Date]
- **Location:** [Event Location]
- **Booth Size:** [Booth Size]
- **Setup Time:** [Setup Time]
- **Breakdown Time:** [Breakdown Time]

As an exhibitor, you will have the opportunity to showcase your products and connect with potential customers. We encourage you to prepare engaging materials to maximize your impact at the event.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued part of [Event Name]. We look forward to seeing you there!

Best regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]