

Event Logistics Information for Sponsors

Date: [Insert Date]

Dear [Sponsor Name],

Thank you for your generous sponsorship of our upcoming event, [Event Name], scheduled for [Event Date]. This letter provides you with important logistical details to ensure a successful experience.

Event Details

- **Location:** [Event Venue Address]
- **Time:** [Start Time] to [End Time]
- **Setup Time:** [Setup Start Time] to [Setup End Time]

Logistics Information

As a sponsor, please find below the logistics information pertinent to your participation:

- **Booth Information:** [Booth Number/Location]
- **Electrical Requirements:** [Specify any needs]
- **Shipping Instructions:** [Details on shipping materials]

Contact Information

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

- **Event Coordinator:** [Name]
- **Phone:** [Phone Number]
- **Email:** [Email Address]

We look forward to your participation and appreciate your support!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]