

**Final Event Details Email Template**

***Please update the following and copy/paste into an email message to your exhibitors:***

Hello Exhibitors!

The EVENT NAME is just around the corner! We are excited to see all of you and extremely grateful for your participation in this annual event – it would not be successful without you! As you prepare for the day, please keep the following information in mind:

**Location:** EVENT LOCATION ADDRESS

**Directions:** DRIVING DIRECTIONS, PARKING INSTRUCTIONS, DIRECTIONS ONCE ON PROPERTY

**Exhibitors:** included are LIST PARTNERS!

**Reminders:**

* We ask that you arrive by SETUP TIME for setup; the event is scheduled from EVENT TIME.
* We will provide one table and two chairs for each vendor, unless other arrangements have been made with us. Outdoor vendors will also have tents over their booths to provide shade.
* We request that you stay for the entire duration of the event so that our participants get the maximum benefit from your exhibit.
* No product sales permitted at this event.
* Coffee, water and breakfast will be available at the event.
* We anticipate more than NUMBER OF EXPECTED EVENT ATTENDEES attendees! Please plan appropriately for giveaways/information you have to hand out.
* If you need to any assistance the morning of the event you can reach EVENT CONTACT NAME at CONTACT PHONE

**Event Passport information:**

* To encourage attendees to visit each booth, we will be distributing a "passport" to children.
* We ask each vendor to simply initial your spot on the passport. If you are not listed, feel free to use one of the empty spaces.
* Fair attendees should return completed passports to the information booth. At the conclusion of the event, passports will be put into a drawing for a chance to win various prizes.
* If you have a raffle prize to donate, please bring it the day of the event.

Please remember to thank our sponsors. They make this event possible and free for everyone! LIST SPONSORS!

Thank you for collaborating with Immunize Nevada and YOUR ORGANIZATION NAME to provide this valuable resource for our community!

YOUR NAME

YOUR EMAIL SIGNATURE