

**Exhibitor Sign-Up Confirmation**

**Email Template**

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

Hello Exhibitors!

Thank you for your interest in supporting EVENT NAME on EVENT DATE. We have received your exhibitor request form with details regarding your booth needs. Should your needs change prior to the event, please keep us updated.

Here are a few additional event details for your reference:

**Location:** EVENT LOCATION ADDRESS

**Directions:** DRIVING DIRECTIONS

**Additional Info:**

* We request that you stay for the entire duration of the event so that our participants get the maximum benefit from your exhibit.
* While you may display brochures, pamphlets and business cards promoting your company’s services, no product sales are permitted at this event.
* Final details will be sent one week prior to the event date.

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

YOUR NAME

YOUR EMAIL SIGNATURE