

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Vendor/Participant Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Delivery of Short-Term Event Policies and Guidelines

Dear [Contact Name],

We are pleased to have you join us for the upcoming [Event Name] scheduled from [Start Date] to [End Date] at [Location].

Attached to this letter, you will find the formal Retail Pop-Up Short-Term Event Policy. This document outlines the required standards and operational procedures to ensure a successful event for all participants. Please review the following sections carefully:

- Setup and Breakdown Schedules
- Booth Maintenance and Display Requirements
- Health, Safety, and Insurance Regulations
- Code of Conduct and Staffing Guidelines
- Permitted and Prohibited Items

Please sign and return the enclosed acknowledgement form by [Deadline Date] to confirm your compliance with these policies. Failure to adhere to these guidelines may result in the termination of your participation in the event.

If you have any questions regarding these policies, please contact [Coordinator Name] at [Email/Phone Number].

We look forward to a productive and successful event.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]