

[Current Date]

[Vendor Name]

[Vendor Point of Contact]

[Vendor Address]

[City, State, Zip Code]

Subject: Official Event Policies and Procedures for [Trade Show Name]

Dear [Contact Name],

We are pleased to have [Vendor Name] participating in the upcoming [Trade Show Name], held on [Dates] at [Venue/Location].

To ensure a safe and successful event for all participants, please find the enclosed Event Policy Manual. This document outlines the rules and regulations regarding:

- Booth setup and dismantling schedules
- Safety and fire code compliance
- Shipping, receiving, and drayage instructions
- Security and insurance requirements
- On-site code of conduct

Please review these documents carefully. All vendors are required to sign and return the Policy Acknowledgment Form by [Deadline Date]. Failure to comply with these policies may result in delays during move-in or loss of exhibit privileges.

If you have any questions regarding these policies, please contact our exhibits team at [Email Address] or [Phone Number].

We look forward to working with you to make this a productive event.

Best regards,

[Your Name]

[Your Title]

[Organization Name]