

Company Logo

Date: [Insert Date]

To: [Partner Organization Name]

Attn: [Recipient Name & Position]

Invitation to Participate in [Trade Fair Name]

Dear [Partner's Name/Title],

We are pleased to invite you and your esteemed organization to participate alongside us in the upcoming **[Trade Fair Name]**, to be held on **[Event Dates]** at **[Venue]**. Your involvement is important to us, and this event presents an excellent opportunity to showcase your innovative offerings and engage with industry leaders, potential clients, and partners.

Booth Design & Branding Specifications

- **Booth Size:** [Dimensions - e.g., 3m x 3m]
- **Location:** [Booth Number/Section]
- **Design Elements:** The booth should reflect your brand identity, including logo placement, company colors, and tagline. Custom banners and digital displays are encouraged.
- **Branding Guidelines:** All visual materials must comply with our joint event branding guidelines (see attached document or link). This ensures a unified and professional presence that highlights your unique value.
- **Materials:** Please provide your promotional materials, business cards, and any interactive elements by **[Submission Deadline]** for review and setup coordination.

Benefits of Participation

- Enhanced visibility among a targeted audience
- Opportunity to demonstrate products and services
- Networking with potential clients and industry experts
- Strengthen collaborative partnerships

We are excited about the prospect of your participation and look forward to creating an impactful presence together. Kindly confirm your attendance and booth design preferences by **[RSVP Date]**.

For any questions or assistance with booth setup and branding requirements, please contact [Contact Person Name, Position, Email, Phone].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Email Address] | [Phone Number]