

Dear Exhibitor,

We have received a complaint from an exhibitor in relation to the practices of the following company [...]

The complainant claims that this company has been contacting them on a regular basis (at irregular times throughout the day) regarding booking hotel accommodation. The complainant claims that this company is stating that they are working officially on behalf of **[show name]**.

**We would like to make it plainly clear that we have absolutely no formal business relationship or agreement in place with [...].** They are not an official supplier of **[show name]**, nor of any exhibition organised by **[your company name]**.

If you are contacted by this company and if they claim to be working with any of our shows, we would suggest that you do not progress the conversation any further, and that you contact us immediately to inform us of the approach.

Should you have any further questions, please don't hesitate to get in touch.

Kind regards,