

# Round Table Exhibitor Fact Sheet

- **Expo Move-in time:**
  - Sunday, June 21, 2026 from noon to 5:00 PM
- **Expo Break-down**
  - starts at end of PM break on Tuesday afternoon – June 23, 2026
  - RE is not responsible for freight left in the ballroom
- **Address to ship booth to Veal Convention Services**

Veal Convention Services, Inc. (VCS)  
3016 Reverend Abraham Woods Jr. Blvd.  
Birmingham, AL 35203  
Phone: 205.328.1010  
Toll Free: 800.844.8325  
Email: [orders@vealco.com](mailto:orders@vealco.com)

**Please Note: Even if you are not shipping your materials directly to the VCS warehouse, please read through the Pipe and Drape Packet for information on what is included with your booth. Any freight of any size left at the hotel receiving area is not the responsibility of Reinhold Environmental. Please contact VCS or the Hotel to arrange to move your freight from the receiving area to the expo hall.**

- **On the RE website a month before the conference you can find:**
  - Veal Convention Services Packet (shipping labels)
  - Hotel Electrical Form
  - Floor Plan

Please note that the Sonesta Nashville Airport Hotel is not set up to receive trade show freight shipments. If you have selected to use an independent freighter you must make arrangements to have the freight brought from the loading dock to the ballroom. If you want Veal Convention Services to do this you need to make those arrangements before the show.

**There is a \$500 penalty for early teardown without prior approval from Reinhold Environmental.**