

2027 REINHOLD Round Table Expo

Booth Setup and Tear Down

Setup Times for the REINHOLD Round Table Expo are as follows:

Sunday, June 27, 2:00 to 5:00 pm and

Monday, June 28, 6:00 to 7:00 am

All setup must be completed by 7:00 am on Monday

Tear Down Time for the REINHOLD Round Table Expo is as follows:

Tuesday, June 29, 3:30 to 7:00 pm

Please note: You may NOT begin dismantling your booth before 3:30 pm and all freight must be picked up by 7 pm.

Early Booth Dismantling Penalty

Exhibitors who dismantle their booth(s) prior to the posted tear down time will incur a \$500 penalty.

Exceptions will include:

- 1-Extreme personal hardship, such as sudden illness
- 2-Prior arrangements made with and agreed upon by Reinhold Environmental in writing

Exceptions will NOT include the need to catch an early flight. All travel arrangements should be made in accordance with conference hours. As the official tear down time for the conference is 3:30 pm on Tuesday, return airline reservations should be scheduled to allow adequate time to comply with this dismantle policy.

How to Ship Your Booth to the REINHOLD Round Table

- **Ship to Embassy Suites Hotel** (Arrangements must be made directly with the hotel.)
- **Ship to Veal Convention Services (VCS)** location to be determined. The information labeled “Veal Convention Services Packet” contains all the instructions for shipping your booth material to Veal and will be on the website a month before the conference. You can reach VCS at 1 (800) 844-8325 or 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.

How to Order Electrical/Phone/Internet Service for Your Booth

Use the Hotel Order Form for electrical or internet service needed at your booth found on the website a month before the conference. This form includes all the services provided by the hotel.

For further information contact Susan Reinhold at 847.452-3632 or sreinhold@reinholdenvironmental.com