



RV/MH HERITAGE FOUNDATION

Museum...Library...Hall of Fame...Event Center

HALL OF FAME SUPPLIERS SHOW INFORMATION SHEET

WELCOME all of you to the 4th annual Hall of Fame Supplier's show taking place in 2024! Provided below is important information for all exhibitors.

INSURANCE REQUIRED:

Please provide a copy of insurance by August 31st, 2024. Exhibitors, at its sole cost and expense, must obtain and maintain in effect at all times during the Show, and during all activities related to the Show, including, but not limited to, during move-in and move-out, its own property and public liability insurance policy with minimum policy limits of \$2,000,000 per occurrence. Exhibitor must add Hall of Fame name and address as additional insureds on the insurance policy and provide Hall of Fame with a Certificate of Insurance evidencing said coverage, for September 15 thru the 30th, agents and contractors are not responsible for loss, theft or damage to any property or merchandise while in transit to or from the Show site or while at the Show site.

SETUP DAYS:

Friday & Saturday before the show starts for suppliers with 2 or more booths. 8am to 6 pm EST.

Sunday is set-up for suppliers with a single booth. 8am to 6 pm EST.

(Single booth suppliers may also set up on Friday and Sat if it is more convenient)

TEAR DOWN:

Tear down will begin at 5 pm on Wed the last day of the show and go until 8:00 PM. You may tear down Thursday and Friday as well between 9 am and 5 pm EST.

SHIPPING INFORMATION:

Shipping Address:
RVMH Hall of Fame
21565 Executive Parkway
Elkhart, Indiana 46514

When shipping your booth make sure all shipped material has your booth number clearly marked so we can be sure it gets to your booth. Please bring a physical copy of your bill of lading for return shipping. The Hall will provide a lift truck driver to unload and re-load shipments with your carrier, we DO NOT handle your shipping arrangements. After the show, please leave your bill of lading in a clearly visible location on your materials being shipped.

In-bound shipments must be scheduled to arrive between Monday and Thursday before the show.

Out-Bound shipments must be scheduled to depart between Monday and Thursday the Week after the show.

BOOTH SIZE:

Standard single booth sizes are 10 foot wide by 8 foot deep.

FLOORING:

Flooring not available for your booth at the Hall please feel free to bring your own floor covering. The floor is polished concrete at this time.

DRAYAGE:

We will be installing pipe & drape at all the booths except connected multiple booths will be pipe and drape at each end. We will be printing your company name and booth number on a sign that will be hanging in your booth. (See show layout for booth location). We also provide a small waste basket which will be emptied daily.

INTERNET:

WI-FI will be available in your booth at no charge.

LODGING:

We recommend the following hotels on our website:

<https://www.rvmhhalloffame.org/northern-indiana-events-center/lodging/>

CASH GIVE AWAYS:

We will be doing our cash drawings again this year every hour on the hour. We encourage each supplier to advertise their booth space, prior to the show, in addition to the Hall's efforts to promote the show.

SPONSORSHIP:

If you are interested in sponsoring and providing any show amenities (such as coffee, refreshments, cash giveaways, etc.) please contact Darryl Searer at 574-903-3850 or dlsearer@aol.com to discuss. All sponsors will regularly be promoted both prior to and during the show.

21565 Executive Parkway - Elkhart, Indiana 46514 – 800-378-8694 - (574)293-2344 – Fax (574)293-3466

Web: www.rvmhhalloffame.org

email: rvmhhall@aol.com