



RV/MH HERITAGE FOUNDATION

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

HALL OF FAME SUPPLIERS SHOW 2025

INFORMATION SHEET FOR INSURANCE, SHIPPING, SET-UP, TEAR DOWN

WELCOME everyone to the 5th annual Hall of Fame Supplier's show taking place in 2025! Provided below is important information for all exhibitors.

INSURANCE REQUIRED: Please provide a copy of insurance by August 31st, 2025. 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.

SHIPPING INFORMATION: When shipping your booth make sure all shipped material has your booth number and company name clearly marked so we can ensure its drop off in your booth. 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.

Shipping Address:

RVMH Hall of Fame

Southwest Side of Building, Over Head Door

21565 Executive Parkway

Elkhart, Indiana 46514

In-bound shipments: Must be scheduled to arrive between Tuesday and Thursday before the show. You must instruct your shipping carrier to contact the Hall of Fame **30 MINUTES PRIOR** to delivery at: (269)308-1779 (Chuck Wilde, Head of Maintenance and in charge of all shipping and receiving).

Out-Bound shipments: Must be scheduled to depart between Thursday (the day after the show) and Wednesday (the Week after the show). Once again, make sure your shipping carrier contacts the Hall of Fame **30 MINUTES PRIOR** to pick up (same contact as above).

SETUP DAYS AND TIMES:

Friday, Saturday & Sunday (prior to the show) - **8:00 AM to 6:00 PM EST**

Monday (First show day) – **7:00 AM to 8:45 AM EST** – Show floor opens at **9:00 AM EST**

TEAR DOWN: The show floor closes at **5:00 PM EST** on Wednesday, out of respect to fellow exhibitors and attendees, please do not begin tear down until the show floor closes at **5:00 PM**.

Tear down time for Wednesday (Final day of show) – 5:00 PM to 8:00 PM EST

Tear down time for Thursday & Friday – 8:00 AM to 6:00 PM EST

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

FLOORING & TABLE COVERINGS: Flooring and table coverings are not provided or available in-house for your booth. Please feel free to bring your own floor and/or table covering. The general show floor is polished concrete. See the badge/reservation details form for information on our preferred local vendor of these items (Competitive pricing and bypass shipping and handling).

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 at no charge.

East Wing Convention Hall and Champion:

Network Name – ConventionHall

Password- NEWCONVENTIONCENTER46514!

West Wing Convention Hall (Ingram):

Network Name – Pavilion Private

Password – NIEC46514!

LODGING: Visit the link below for our recommend list of hotel options. Book well in advance as Notre Dame Football Home games and the influx of Dealers/O.E.M.'s coming to town can drive prices up as the Elkhart Open House grows nearer. <https://www.rvmhhalloffame.org/northern-indiana-events-center/lodging/>

CASH GIVE AWAYS:

We will be doing our cash drawings again this year throughout all three days of the show. Suppliers are not eligible for the cash giveaways. HOWEVER, during the final day of the show we will go booth to booth and pick up business cards from all of the suppliers and at 5:00 PM EST we will give away \$1,000 dollars to one lucky supplier. YOU MUST BE PRESENT IN YOUR BOOTH TO WIN!

SHOW PROMOTION: We encourage each supplier to advertise their booth space, prior to the show. Throughout all of 2025, the Hall will be engaging in efforts to market the show with all mainstream RV industry media outlets.

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: rvmhall@aol.com