

**PARADE OF HOMES 2016 –
June 4, 5, 7, 9, 11 and 12**

BUILDER PARTICIPATION AGREEMENT

All participants in the Parade of Homes are required to submit their entry form for the Parade of Homes. After we receive your entry, we will send you instructions to create your builder page online. You will receive login instructions and a password to create your builder page on the backside of the Parade Craze website. The deadline for your builder page is important and we ask that you make every effort to complete your information in a timely fashion.

A checklist is also attached. This must be read by the builder, signed and returned with your entry form to the HBA office.

The application is received contingent upon your continued HBA membership throughout the duration of the 2016 Parade of Homes. It will be voided if the builder membership is terminated before the parade begins **and all monies paid will** remain with the HBA.

READ CAREFULLY AND SIGN THIS AGREEMENT

1. Dues - All dues owed to the HBA by the builder or the developer where the entry is located must be paid in full before this entry form is processed or the home can participate on the tour. The HBA will give notice of money owed and a 10-day grace period will follow.
2. Entry Form- The registration form is due no later than **January 8, 2016**. **Late entries are not accepted**. No exceptions to this rule.
3. Fees - Entry fees are non-refundable and due and payable on **January 8, 2016**.
4. Sold home - If a home is sold before the Parade of homes, the builder must notify the HBA immediately and provide a purchase agreement proving the home is sold.
5. Non-members - All sub-contractors and material suppliers must be a member of the HBA to advertise. Contact Karyl to have her send a membership packet to businesses you are working with. The online form has the ability for you to write in all non-members. Please provide us with all contact information.
6. Safety and Parking Requirements - All Parade homes that are on main highways or arterial streets must include with their registration materials proof of parking arrangements for the general public during the Parade. This information must be included with your registration materials on **January 8, 2016**.
7. New Construction - All homes entered into the 2016 Parade of Homes must be new homes, for sale, that have never been occupied but can include refurbished loft space or condominiums not occupied.
8. Directional signs - Signs are provided by the association for each home. Be sure to check with your local building department about signage in public right-of-ways. Builders are also responsible to take these signs down one day after the tour closes.
9. Parade page - Builder agrees HBA is not responsible for errors on their builder page if the entry was not proofed by the deadline. Online builder proofing is on or before **April 6, 2016**. Updates will be sent by the Gazette electronically. Please include your trade partners, they want the promotion.

10. Liability Insurance - A certificate of liability insurance must be attached to the entry forms on or before **January 8, 2016**. You must have this certificate with your entry - no exceptions. Your participation in the Parade will be a representation to the Association that your insurance coverage has not been changed, altered or modified in any way from the insurance coverage represented on the certificate previously submitted to the Association at the time of registration. Contact the Association immediately if your insurance changes prior to the parade date. Builders must make sure your agents indicate the location of your Parade home and that the insurance coverage is for the builder that submitted the entry. The builder agrees to indemnify, defend and hold harmless the Association from damages.

11. Building Code Inspection: For safety reasons, all Parade homes must pass building code requirements before the parade starts. All builders must supply the Association with an occupancy permit for the home on or before **May 20, 2016**, this includes homes in the Johnson County and surrounding areas. Please remember this is an extremely busy time for the inspectors, be sure to get your occupancy permit scheduled in a timely manner.

12. Final Inspection: The Association will inspect your home after an occupancy permit has been submitted to the Association. The inspection of the home(s) will be the week of **May 23 - 27, 2016**. Builders must contact the HBA office once the Occupancy Permit has been received to schedule your appointment. The builder should be at the home or make arrangements with the HBA office and complete all checklist items.

Volunteers inspect Parade homes to insure they are show ready. These representatives are not paid and are members of the Parade Committee. In order to avoid re-inspections, do not schedule your inspection until you have completed all items on the checklist. Refer to the checklist attached. The committee will determine if a re-inspection is needed. If a re-inspection is needed, the committee will recommend to the board of directors that the builder be assessed a fee and the money will be taken from the Parade deposit.

Failure to not have all the items completed on the checklist will result in your home being excluded from the 2016 Parade of Homes and will prevent you from participating in the 2017 Parade of Homes.

13. Withdrawing an Entry -

* Withdrawing an entry from the Parade of Homes must be in writing.

* Notification by **April 6, 2016** - withdraw without penalty - entry will not appear in any promotional materials.

* Notification prior to the Parade - Withdrawing a home due to the sale of the parade home, the builder agrees to pay an additional \$1,000 after the April 6, 2016 deadline accompanied by a fully executed purchase agreement or not be eligible the following year to submit a parade entry. The Website will show "Home Not Available for Viewing" and signs will be posted in the front yard of the parade home. Homes that do not meet the final inspection deadlines will not be allowed to be in the Parade this year and the following year.

* Automatic Withdrawal of Entry - Any entry that does not submit an occupancy permit on **May 20, 2016** will not be promoted on the parade.

14. Staffing - All homes entered must be unlocked and open during the specified times of the parade. The builder is responsible to make sure the home is open one-half hour prior to the start of the parade to allow the volunteers staffing the home time to set-up. Failure to have the home open will jeopardize participation in future HBA Parades. Youth groups will sell and punch tickets and greet visitors before entering the homes, they are not responsible for staffing your homes and will not be responsible for closing them at the end of the day. **PLEASE MAKE SURE YOUR HOMES ARE STAFFED AND REPRESENTATIVES ARE ON TIME.**

15. Returning Parade Materials - All builders must return their Parade materials by **June 15, 2016** to the Association office. The deposit of \$1,000 will be returned to the builder at that time provided the builder satisfies the refund requirements of the Association.

16. Parade Craze - HBA will cover the cost of:

- Map App
- Enhanced Profile with links for social media (Facebook, Instagram, Twitter, YouTube, Pinterest, LinkedIn, Google+, Houzz)
- Builder Contact Buttons (Email, Phone and Website links)

Photography is one of the major benefits of using Parade Craze not only during the event but after the event as well. Photography services are offered to builders at a discounted rate- 66% off (Only \$50 per home).. The HBA encourages you to take advantage of all the benefits Parade Craze has to offer.

Benefits of having photos of your Parade Homes in the app include:

Professional Photography - \$50 per home – this is an additional fee paid by the builder.

- Hi-Resolution, HDR Photography
- Professional shooting, editing and cropping of photos
- Photos uploaded into Map App
- YouTube video of home photos provided to HBA and each builder to use in marketing
- Highlight each builder multiple times on Parade Craze Social Media throughout the coming year
- Marketing rights to use these photographs for the HBA and builders

17. Awards - Awards will be given for overall excellence. Building trade representatives from the State of Iowa will serve as judges. More details to follow on judging and dates.

NOTE: Homes with items that are not complete will be photographed. The builder will have the opportunity to complete these items prior to the end of the business work day on May 27, 2016 at 5:00 pm.

Rights and Waiver - The Greater Iowa City Area Home Builders Association reserves all rights to inspect Parade Homes (deadlines set forth in this agreement) and has exclusive authority to exclude your home from the Parade if you fail to meet the criteria set forth in this Parade of Homes Agreement and Entry Form, as determined by the Association in its sole discretion. In consideration of the Association granting the builder permission to participate in the Parade and its accepting the application and non-refundable entry fee, the builder and anyone entitled to act on its behalf releases the Association during the parade and will indemnify, defend hold harmless the HBA and its officers, directors, members, employees and volunteers against any claims, actions, expenses or liabilities for personal injury or property damage occurring at or directly relating to or resulting from the home.

I have read the Builder Agreement and agree to the terms set-forth herein.

Signed _____

Date _____

2016 Parade of Homes

Checklist

DO YOU HAVE EVERYTHING YOU NEED TO COMPLETE YOUR ENTRY? BEFORE YOU E-MAIL YOUR ENTRY, BE SURE TO REVIEW THIS CHECKLIST TO AVOID AN INCOMPLETE ENTRY.

Entry Form - Home information is complete including accurate spelling of the home address, subdivision name, website, phone number, e-mail and company logo for the Parade guidebook.

Renderings - An AutoCAD (DWG file) with the front elevation and floor plan of the home you plan to feature.

Insurance: A certificate of liability insurance must be attached to your entry form.

Builder Agreement- We must have your signature on this agreement. Did you sign and return the builder agreement?

Entry Fee- Submit your check with deposit to the Greater Iowa City Area Home Builders Association with your entry form. \$1,500 per home and \$1,000 deposit on **each home is required**. You may write one check for the entry and deposit.

Checklist - Review the checklist and signature from the builder is required. The deposit will be used only if a re-inspection is needed or if parade materials are not returned to the HBA office.

Sub-contractor List - This electronic file will be given to you with your login and password. The file has a list of all sub-contractors and material suppliers. There is also a field for non-members, be sure to provide company names and contact information.

Deadlines

Entry Deadline and Payment Due- **January 8, 2016**

Certificate of Insurance - **January 8, 2016**

Final Proof Parade Page - **April 6, 2016**

Withdraw Parade Entry - **April 6, 2016**

Occupancy Permit - **May 20, 2016**

Final Inspection - **May 23 - 27, 2016**

Annual Tour of Parade Homes for Members – **June 3, 2016**

Return yard signs and directional signs and any unused booties - **June 15, 2016**

We understand and agree to the terms and conditions of this Participation Agreement and Entry Forms

Signed _____

Dated: _____