



7th Annual Remodeled Home Tour
Oct. 6 - 7, 2018

Hours: Saturday & Sunday, noon - 5 p.m.

April 11, 2018

You are invited to be part of the HBA of F-M's Remodeled Home Tour! This event runs in conjunction with the second weekend of the Fall Parade of Homes.

Enclosed in this packet, please find:

- important dates
- application checklist
- entry application including shoe cover order form
- owner participation agreement
- magazine advertising rate card
- Hard Hat Happy Hour invite

All forms must be completed and received by the HBA of F-M office no later than 4:30 p.m. **Monday, July 16**, to qualify for the early registration discount. The regular registration deadline is 4:30 p.m. **Monday, July 30**. Each entry must be complete or it will not be accepted.

If you would like to submit your entry information online, please complete pages 1-5 of the enclosed entry application and return it to the HBA no less than 48 hours before the entry information deadline. Upon receipt, I will send your login credentials.

ParadeTix/Utah Media Group will return as our magazine publisher. The above deadlines ensure the magazine is printed and delivered on time. We will also have a mobile app and event-dedicated website for consumers. Free tickets for the Fall Parade and Remodeled Home Tour will be available through the app and website which can be scanned when consumers tour your entry. This allows the HBA to track traffic patterns and demographic information on those visiting Remodeled Home Tour entries.

Please remember that valuable information gathered from consumers with online tickets is only accessible if you check them in at your entries. We rely on our partnership with you to make the investment in the mobile app and the statistics we get from it worthwhile.

If you have any questions, please contact me at (701) 232-5846 or allisonw@hbafm.com.

Sincerely,

Allison Weckman
Senior Events & Marketing Coordinator



7th Annual Remodeled Home Tour

October 6 - 7, 2018

Hours: Saturday & Sunday, noon - 5 p.m.

Important Dates

Thank you for participating in the 7th annual HBA of F-M Remodeled Home Tour. The following deadlines must be observed to have Entry information accurately shown in the official magazine and website:

- July 16.....4:30 p.m. Early Registration Contract Deadline*.
- July 30.....4:30 p.m. Regular Registration Contract Deadline*.
- Aug. 3.....Deadline to cancel entry and qualify for \$50 credit.
- Aug. 17Applicant approval and sign-off of Parade magazine home listing page proofs. These proofs should be checked for accuracy, no major changes should be made at this time. If you have not received any correspondence by Aug. 14 regarding these proofs, please contact the HBA of F-M.
- Aug. 10Advertisement reservations due for Parade magazine. Contact Samantha at advertise@paradetix.com or call (801) 204-6231 if interested.
- Sept. 23Promotional brochure inserted into The Forum.
- Sept. 24Magazine available at all Hornbacher's locations.
- Oct. 5.....Final inspections must be completed and signed off.
- Oct. 5.....Sign and flag pick-up at the HBA of F-M, 8 a.m. - 4 p.m.
- Oct. 9.....Hard Hat Happy Hour at Floor To Ceiling Carpet One, 5 - 7 p.m.
- Oct. 6 - 7Homes open for public viewing, noon - 5 p.m.
- Oct. 12Signs, flags and all other HBA of F-M items due for sign deposit refund.

*If you would like to submit your entry information online, please contact Allison at least 48 hours before the contract deadline to receive your login credentials.

Questions and entry information:
Allison Weckman
Home Builders Association of Fargo-Moorhead
1802 32nd Ave S, Fargo, ND 58103
P (701) 232-5846 | allisonw@hbafm.com

You **MUST** include all of the appropriate materials before your Entry is accepted. If all of the materials are not present and the application is incomplete, your materials will be sent back to be completed. For multiple entries, a separate entry form must be filled out for each.

REQUIRED

PAYMENT

COMPLETED, SIGNED CONTRACT

PROOF OF LIABILITY INSURANCE

CONTRACTOR'S LICENSE NUMBER

BUILDING PERMIT

PHOTO OF ENTRY
9" wide x 6" high, 300 dpi, digital file

HOMEOWNER'S PARTICIPATION AGREEMENT

COMPANY LOGO

Only needed if new from previous years or if this is your first year of participation. See entry application for specifics. One logo file covers multiple home entries.

HBA of F-M has on file.

ENTRY DESCRIPTION

Description must be 75 words or less in paragraph form sent in an email or Microsoft Word document. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc. Include Builder name, entry address, phone, website and any other critical information. Email to allisonw@hbafm.com.

DIRECTIONS

Attach an accurate electronic map to home **OR** a description with detailed, cardinal directions (North, South, East, West).

(i.e.: From (I-94) take (Veterans Blvd, 9th St E) and head South. Take (road) and head East/West (.2 miles). Take (road) and head East/West to home.

REQUIRED BY OCT. 5

FINAL INSPECTION
To ensure that a home is complete and safe for consumers during the Tour, all final inspections should be completed and signed off by Oct. 5.

NAHB/NDAB DESIGNATIONS
Member has achieved one or more of the following designations: CAPS, CGB, CGR, CGP and/or NDPB and would like recognition in the Parade magazine. **Please list below (HBA will verify).**

Builder has not earned a designation or does not want to be recognized.

MISC INFORMATION

If completed, does the home/project have a concrete walkway to the door?

Yes No

If under construction, what is the project's expected completion date?

You **MUST** include all of the appropriate materials before your Entry is accepted. If all of the materials are not present and the application is incomplete, your materials will be sent back to be completed. For multiple entries, a separate entry form must be filled out for each.

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MISC INFORMATION

If completed, does the home/project have a concrete walkway to the door?

Yes No

If under construction, what is the project's expected completion date?



Homeowners Participation Agreement

This Homeowners Participation Agreement ("Agreement") is entered into between _____ ("Homeowner") and the Home Builders Association of Fargo-Moorhead ("HBA of F-M") for participation in the 2018 Remodeled Home Tour Oct. 6 - 7 ("Tour").

The Undersigned Homeowner Agrees to:

1. Make their home located at _____ ("Entry") available noon - 5 p.m. Oct. 6 -7, 2018, and allow for any necessary time to setup and cleanup.
2. Make every effort to ensure that the Entry will be complete by Oct. 5, 2018, and to present the Entry at its best during the Tour.
3. Allow photographs to be used for marketing by the Home Builders Association of Fargo-Moorhead ("HBA of F-M") and the Contractor and Applicant.
4. Allow for the display of additional signage at the Entry during the Tour.
5. Ensure the Entry is safe for Tour participants.
6. Remove herilooms and valuables fromthe areas to be open to the public.
7. Remove outside 'For Sale' or other signage during the Tour.
8. Release the HBA of F-M, any of its Council or Parade of Homes Committee, its directors, officers, employees, or agents ("Released Parties") from responsibility for any death, injuries to person, or for loss or damage to property that may occur from any cause whatsoever related to or arising or resulting directly or indirectly from Homeowner's participation in the Tour or the Entry. Homeowner hereby expressly releases the Released Parties from any and all claims, demands, damages, losses, actions or causes of action of whatsoever kind for any such loss, damage, death, or injury and assumes responsibility for the same and agrees not to hold the Released Parties or persons responsible or liable.
9. To assume, defend, protect, indemnify, and hold harmless the Released Parties against any and all claims, demand, damages, losses, expenses, actions or causes of action of whatsoever kind, including, but not limited to: any claim for death, injuries or damages to persons, loss or damage to property, or copyright infringement related to arising or resulting directly or indirectly from the Homeowner's participation in the Tour or Entry. Homeowner must defend against all claims, demands, damages, losses, actions or causes of action of whatsoever kind, or judgements including recovery for the attorney fees and costs of defending against any such claims, demands, damages, losses, actions or causes of action.

Dated the _____ day of _____, 2018.

Homeowner's Name(s): _____

Address: _____ Phone: _____

Homeowner's Signature(s): _____

Applicant approves of this Agreement which will be included with, and be considered a part of, the Entry Application.

Applicant's Name and Company: _____

Applicant's Address: _____ Phone: _____

Applicant's Signature: _____

7th Annual Remodeled Home Tour

Oct. 6 - 7, 2018

Hours: Saturday & Sunday, noon - 5 p.m.



7th Annual Remodeled Home Tour

ONE WEEKEND ONLY | Oct. 6 - 7, 2018

Hours: Saturday & Sunday, noon - 5 p.m.

Early Registration Deadline:

4:30 p.m. July 16

Regular Registration Deadline:

4:30 p.m. July 30

Entry Application

PLEASE PRINT LEGIBLY

This Entry Application ("Application") is made by _____ ("Applicant") to Home Builders Association of Fargo-Moorhead ("HBA of F-M"), (list your company name as registered with the North Dakota or Minnesota Secretary of State or the company or individual name under which your license is held).

Applicant represents that Applicant is in good standing with the HBA of F-M and, if an HBA of F-M member, represents that Applicant is current on Applicant's HBA of F-M membership dues and has no outstanding obligations to the HBA of F-M. Applicant wishes to enter a remodeled project ("Entry") in the 2018 Remodeled Home Tour Oct. 6-7 ("Tour"). Applicant further represents that the information in this Entry Application, and any information provided or submitted as required or allowed by this Application, including the information for each Entry (whether submitted electronically or in hard-copy form) is true and complete.

The Applicant must complete and sign the Entry Application. All Entry Applications must be submitted by 4:30 p.m. **Monday, July 16, 2018**, for early registration or by 4:30 p.m. **Monday, July 30, 2018**, for regular registration.

APPLICANT INFORMATION

Company Name: _____

(as registered with the ND or MN Secretary of State)

List any Trade Name(s) under which the Company does business:

Individual Name(s) (must match name under which license is held): _____

List any Trade Name(s) under which the Individual does business:

Applicant Information for Internal Use Only

Contact Person: _____ Contact Person Cell Phone: _____

Contact Person Email: _____

Alternate Contact: _____ Alternate Contact Cell Phone: _____

Alternate Contact Email: _____

Applicant Information for Published Magazine, Website and Mobile App:

Company Name: _____

Phone: _____ Website: _____

CONTRACTOR INFORMATION for Contractor Constructing Entry (if Applicant is not contractor)

Company Name: _____

Contact Person: _____

Phone: _____ Cell Phone: _____

Address: _____ City, State, Zip: _____

LICENSE INFORMATION for Applicant or Contractor

All license numbers must belong to the Applicant or Contractor constructing the Entry and building permits for any Entry must have been issued to the Applicant or Contractor constructing the Entry.

Contractor's License Number(s):

- ND #: _____
- MN BC#: _____
- Qualifying Person (if MN) QB: _____
Must include Minnesota license number, if you have one, even if Entry is not in Minnesota.

HOMEOWNER INFORMATION

Complete this section and the Homeowner's Participation Agreement if the Applicant is not the owner of the Entry.
Individual or Company Name (as registered with the ND or MN Secretary of State):

Contact Person: _____

Phone: _____

Contact Email: _____

INFORMATION FOR EACH ENTRY (please make copies of this form for multiple entries)

***You do not need to submit this form if you are planning to submit your entry information online.**

1. Entry Address: _____

2. City, State, Zip: _____

3. Development Name: _____

4. Type of Entry (please circle ALL that apply):

- a. Kitchen
- b. Bathroom
- c. Basement
- d. Master Bedroom
- e. Addition
- f. Entire Home
- g. Landscaping
- h. Other (please describe): _____

5. List four features or amenities to be used for marketing. Four-word maximum per bullet point. No abbreviations.

- a. _____
- b. _____
- c. _____
- d. _____

6. List any HBA of F-M member companies that also worked on this project (check at hbaofm.com/findamember):

7. Would you be interested in having this Entry marketed as a Featured Remodel Project? Yes _____ No _____

(Note: An Entry that is a Featured Remodel Project must meet certain criteria. Please contact the HBA of F-M for more details and a Featured Remodel Project Addendum.)

8. Would you be interested in displaying signage promoting careers in the construction industry in your Entry? Yes _____ No _____

Applicant agrees to abide by and is responsible for ensuring compliance with the following Tour Rules and Regulations (“Rules and Regulations”):

1. The Entry shall be constructed by the Applicant or Contractor. The Applicant or Contractor must be licensed and in good standing at the time of construction and the Entry shall be constructed in accordance with all applicable government and private laws, regulations and rules including, without limitation, the International Building Code (IBC) or the International Residential Code (IRC), excluding Appendix E, as adopted by the local jurisdiction in which the Entry is located; fire codes and Building and Use Restrictions. Building permits issued for an Entry must have been issued for the Applicant or Contractor purporting to have constructed the Entry.
2. The Entry must be complete by October 5, 2018. A complete Entry is one in which all final inspections have been completed and signed off. No refund will be made for an incomplete Entry after July 30, 2018. All homes must be open to the public and two Applicant representatives must be present during all Tour hours.
3. Applicant must ensure the Entry is safe for Tour participants and the general public. At a minimum, and in addition to other requirements in the Rules and Regulations, Applicant must prevent access to areas of the Entry or property where the Entry is located that are not being shown and which may be unsafe or hazardous; properly store all unsafe or hazardous materials; turn off all wiring and outlets accessible to the public at the panel box or install such wiring and outlets properly to eliminate shock hazards; and shall not permit the consumption of alcoholic beverages in an Entry during the Tour. Safety rails on open sides of stairways, landings, porches and other similar areas must be installed.
4. In the event that weather prevents Applicant from completing concrete for a sufficient walkway to the Entry, a modified walkway will be accepted, but must meet the following standards: solid, continuous, non-slip walkway surface at least six feet in width that is securely attached to the underlying frame, no more than one foot above ground. Options would include rough plywood that won't get slippery when wet, or a surface that could be covered with an outdoor poly, carpet material.
5. Construction on the Entry must have started after January 1, 2016, and must be complete by October 5, 2018. The Entry must showcase a change in the shape, style, form or function of a residence, and must not have been in a prior Tour.
6. The Early Registration Entry Fee (due July 16) is \$600 for members for the first Entry, plus a \$255 sign and flag deposit (\$855 total). The Early Registration Fee for each additional entry is \$500 for members plus the \$255 sign and flag deposit (\$755 total). The Regular Registration Entry Fee (due July 30) is \$675 for members for the first Entry, plus a \$255 sign and flag deposit (\$930 total). The Regular Registration Fee for each additional entry is \$575 for members, plus the \$255 sign and flag deposit (\$830 total). Non-Members should inquire with the HBA for rate information at (701) 232-5846 or allisonw@hbafm.com. Each Entry will receive a half-page “Profile” page in the HBA of F-M's Parade magazine as part of the Entry fee. For more advertising options, contact ParadeTix/Utah Media Group at (801) 204-6231.
7. Each Entry must use flags and signs provided by the HBA of F-M only on designated Tour addresses during the Tour dates. Each Applicant must pay a sign and flag deposit for each Entry as described above. HBA of F-M will return the deposit upon receipt of all signs and flags. Applicant will return all signs and flags, damaged or not, to the HBA of F-M office by October 12, 2018. No refunds of the flag and sign deposits will be made after that date, with the exception of signs and flags lost due to wind (if multiple Applicants have experienced the same situation). The Applicant is responsible for placing and removing the signs according to city laws in the city of the Entry location. Each Entry will receive two flags and three numerical signs to be placed.
8. If either the Applicant or the homeowner wishes to withdraw the Entry from the Tour, Applicant understands that Applicant will not receive a refund after July 30, 2018, but will receive a \$50 credit to be applied to an Entry in the next year's Tour, if any, if cancelled by August 3, 2018. After August 3, 2018, no credit will be given to the Applicant. Flags will not be given to an Applicant for an Entry not available for show. The HBA of F-M will provide the Applicant with one sign for the Entry reading “Not Available for Show.”
9. Reported violations of the Rules and Regulations will be reviewed by the Remodelers Council (“Council”) and may result in suspension from participation in any Tour, if recommended to the HBA of F-M board of directors and approved.
10. HBA of F-M may take exterior and interior photos and video footage of any Entry during Tour hours and Applicant allows their use for marketing purposes.
11. HBA of F-M may receive monies in conjunction with the Tour, including but not limited to the monies received from the Tour magazine and advertising. HBA of F-M has the sole right, title and interest to the proceeds. The Applicant will not receive and does not have claim to any of the proceeds. Further, the Applicant will not receive any financial consideration with respect to photographs or video taken pursuant to this Application.

12. Applicant must maintain liability insurance on the Entry and the property where the Entry is located during the Tour. Applicant will provide a certificate of insurance to the HBA of F-M office.
13. Applicant must have ownership and copyrights, if applicable, to all photos, video footage, logos and other images provided or submitted to the HBA of F-M or others for the Application.
14. The HBA of F-M has authority to close, postpone or reschedule the Tour. The HBA of F-M will notify the local media if the Tour closes, is postponed or rescheduled. Applicant will watch local media and/or www.hbafm.com for reported closures, postponement or rescheduling. If the HBA of F-M closes, postpones or reschedules the Tour due to inclement weather or otherwise, Applicant cannot open the Entry to the public and no refunds will be given.
15. Applicant must get pre-approval for promotions it intends to offer relating to a Tour Entry.
16. Rules and Regulations are subject to change at any time.

In addition to this Entry Application, the following must be received by the HBA of F-M office at 1802 32nd Ave. S., Fargo, ND 58103 by 4:30 p.m. July 16, 2018, for Early Registration r by 4:30 p.m. July 30, 2018, for Regular Registration. All items listed are considered a part of this Application:

- A. Completed and signed Homeowner's Participation Agreement**
- B. Applicable fees and deposits**
- C. Proof of liability insurance, license and building permit**
- D. Magazine & Website Content**

ParadeTix/Utah Media Group will send out proofs of the Fall Parade of Homes magazine's Tour Entry listing pages to Applicants before publishing. Applicants must approve these by August 17, 2018. Approval must come from the Applicant. Company representatives will not suffice. Approval must be an email response. If you have not received any correspondence about this proof by August 14, 2018, please contact the HBA of F-M at (701) 232-5846.

1. **Electronic Color Photo(s) of Entry** (9"w x 6"h, 300 dpi): Applicant will email to allisonw@hbafm.com (circle one):
 - a. Professional photo(s). Need to credit photographer.
Please list how photographer should be credited: _____
 - b. Personal photo(s). (No credit to photographer needed.)
2. **Company Logo** (PDF, AI, EPS, or PSD files preferred): Applicant will provide a color, electronic company logo. Only needed if NEW from last year or if this is Applicant's first year (3" wide and 300dpi).
3. **Description:** Applicant will provide a description, 75 words or less in paragraph form, by email, online, or in a Microsoft Word document. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc. Include Applicant name, Entry address, phone, website and any other critical information.
5. **Directions:** Applicant will include an accurate electronic map of the development with the Entry's location and all street names clearly indicated or place the pin online through web submission OR write the directions to the home starting from I-29, I-94 or Hwy 10. Do not rely on online maps, which often have incorrect locations. Include cardinal directions (East, West, North, South) rather than turn left or right (i.e., From (I-94) take (Veterans Blvd, 9th St E) and head South. Take (name of road) and head East/West (.2 miles). Take (name of road) and head North/South (.2 miles). Take (name of road) and head East/West to home.
6. **Web and Mobile App Information** (Optional): The Parade website and mobile app allows Applicant to provide additional information that the printed page does not provide room for. If Applicant wants to include additional photos or floor plans, please input your information online or email the files to allisonw@hbafm.com and include Applicant name and the Entry address. These files will be accepted until October 5, 2018.
8. **NAHB/NDAB Designations:**
 - a. Applicant has achieved one or more of the following designations: Certified Aging in Place (CAPS); Certified Graduate Builder (CGB); Certified Graduate Remodeler (CGR); Certified Green Professional (CGP); and/or the North Dakota Professional Builder (NDPB) designation and would like recognition in the Parade magazine.
Please list all designations: _____

(HBA will verify.)

The HBA of F-M reserves the right to refuse any Application or portion of the Application. Failure to provide these

items by the stated deadline could result in missed advertising and public relations opportunities.

The Applicant also agrees to the following terms (“Terms”):

1. Damages due to errors or omissions concerning Applicant’s Entry, maps, Applicant’s information in the Tour advertisements or any related advertising, press releases, etc., are limited to a maximum of a refund of Applicant’s Application fees.
2. Neither the HBA of F-M, its Council, any members of its Parade Committee, nor their directors, officers, employees, or agents (“Released Parties”) will be responsible for any death, injuries to person, or for loss or damage to property that may occur from any cause whatsoever related to or arising or resulting directly or indirectly from Applicant’s participation in the Tour or its Entry. Applicant, for itself, its directors, officers, employees, agents, and invitees, expressly releases the Released Parties from any and all claims, demands, damages, losses, actions or causes of action of whatsoever kind for any such loss, damage, death, or injury and assumes responsibility for the same and agrees not to hold the Released Parties or persons responsible or liable.
3. Applicant agrees to assume, defend, protect, indemnify, and hold harmless the Released Parties against any and all claims, demand, damages, losses, expenses, actions or causes of action of whatsoever kind, including, but not limited to: any claim for death, injuries or damages to persons, loss or damage to property, or copyright infringement (“Claims”) related to or arising or resulting directly or indirectly from Applicant’s participation in the Tour or its Entry unless such Claims are the result of the actions or fault of the Released Parties or any other Applicant participating in the Tour. Applicant must defend against all Claims with qualified legal counsel. If Applicant fails to defend, the HBA of F-M has a right to conduct a defense. The HBA of F-M shall also be entitled to recover from Applicant the full amount of all losses sustained as a result of any such Claim including recovery for the attorney fees and costs of defending against any such Claim. In the event that the property being shown by the Applicant is not owned by the Applicant and damages occur, the Applicant will pay for any and all damages caused to the Entry or Entry property and place all property destroyed or damaged in its original condition.
4. Applicant authorizes the use of the Applicant’s Application information, logo or trademark and contact information for inclusion in the Tour magazine and other purposes. Applicant represents that it has ownership rights and copyrights to all photos, video footage, trademarks, logos and images provided or submitted to the HBA of F-M or others for this Application.

Company Name _____

Applicant Printed Name _____

Applicant Signature _____ **Date** _____

In consideration of Applicant’s agreement to abide by the Rules and Regulations and other Terms of this Application and in acceptance of Applicant’s full payment of all applicable Tour fees and deposits, Applicant’s Application for the 2018 Remodeled Home Tour has been approved this _____ day of _____, 2018.

HBA of F-M Signature _____

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Total Fees Due / Payment

Early Registration Rates (due 4:30 p.m. July 16):

Members: First Entry \$600 | Additional Entries \$500 | \$255 sign & flag deposit per Entry

Regular Registration Rates (due 4:30 p.m. July 30):

Members: First Entry \$675 | Additional Entries \$575 | \$255 sign & flag deposit per Entry

Shoe Cover Rate:

\$20 per 100 shoe covers (select quantity): _____100 _____200 _____300 _____Other

HBA of F-M makes an effort to encourage consumers to wear socks to all Tour homes out of respect for homeowners and to protect flooring. Disposable shoe/foot covers are available for purchase for Applicants who want to provide something for consumers who arrive with bare feet.

Registration Fee \$ _____

Sign Deposit \$ _____

Shoe Covers \$ _____

Total due \$ _____ Fees are non-refundable after July 30, 2018.

___ Check enclosed

___ Credit Card: Visa Mastercard American Express Discover

Credit Card number: _____

Expiration date: _____ CVV code: _____ (3-4 digits on back of card)

Billing address of the card: _____ Zip code: _____

Printed name on card: _____

Cardholder's signature: _____

Email for receipt: _____

Send Entry Application, required paperwork and all applicable Tour fees and deposits to:

HBA of F-M 1802 32nd Ave S, Fargo, ND 58103

(701)232-5846 • allisonw@hbafm.com