



19th Annual Fall Parade of Homes
Sept. 29-30 & Oct. 6-7
Hours: Saturday and Sunday, noon - 5 p.m.

Early Registration deadline: July 16
Regular Registration deadline: July 30

Entry Application

PLEASE PRINT LEGIBLY

This Entry Application ("Application") is made by \_\_\_\_\_ ("Builder") 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.)

Builder represents that Builder is in good standing with the HBA of F-M and, if an HBA of F-M member, represents that Builder is current on Builder's HBA of F-M membership dues and has no past-due obligations to the HBA of F-M. Builder wishes to enter a home ("Entry") in the 2018 Fall Parade of Homes ("Parade").

The Builder must complete and sign the Entry Application (a Realtor or developer signature will not be accepted). All completed entries must be received by 5 p.m., Monday, July 16, 2018, for early registration or 5 p.m. Monday, July 30, 2018 for regular registration.

BUILDER 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:

\_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Cell Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Alternate Contact Cell Phone: \_\_\_\_\_

Alternate Contact Email: \_\_\_\_\_

LICENSE INFORMATION

- All license numbers must belong to the Builder and building permits for any Entry must have been issued to the Builder.

License Number(s):

• ND #: \_\_\_\_\_

• MN #: \_\_\_\_\_

• Qualifying Person if MN: \_\_\_\_\_

Must include Minnesota license number, if you have one, even if Entry is not in Minnesota.

# ENTRY INFORMATION

1. How many entries will you be submitting? \_\_\_\_\_
2. Please list the full address for each entry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Would you be interested in having your qualified Entry marketed as a Luxurious Featured Home: Yes No  
(Note: Luxurious Featured Homes must meet certain criteria. Please contact the HBA of F-M for more details and a Featured Home Addendum.)

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 5 p.m. July 16, 2018, for Early Registration and by 5 p.m. July 30, 2018, for Regular Registration, all of which are considered a part of this Application:

- A. Completed and signed Owner's Participation Agreement (if applicable)
- B. Applicable fees
- C. Proof of liability insurance, license and building permit
- D. Magazine & website Content
  1. **Home Rendering** (JPG file preferred): Builder will provide a color, 3-D rendering of entry that is 6" tall x 9" wide and 300dpi. Include landscaping and plenty of sky around the rendering; do not crop the rendering at the exact size of the home. To have ParadeTix/Utah Media Group build a rendering, contact Jeni: production@paradetix.com, (801) 204-6825 by Aug. 1. ParadeTix/Utah Media Group needs an elevation and a description of home materials used (or photos if the home is complete or nearly complete). Cost is \$325 and billed through ParadeTix.
  2. **Company Logo** (PDF, AI, EPS, or PSD files preferred): Builder will provide a color, electronic company logo. Only needed if NEW from last year or if this is Builder's first year (3" wide and 300dpi).
  3. **Home Description**: Builder 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 Builder name, Entry address, phone, website and any other critical information.
  5. **Directions**: Builder will include a map of the development with the Entry's location and all street names clearly indicated and write the directions to the home starting from I-29 or 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 allow Builder to provide additional information that the printed page does not have room for. If Builder wants to include additional photos or floor plans, please input your information online or email the files to allisonw@hbafm.com and include Builder name and the Entry address. These files will be accepted until Sept. 28, 2018.
  7. **Energy-efficiency Certification** (circle one):
    - a. Energy Star - Builder entry is certified by the U.S. Environmental Protection Agency and the U.S. Department of Energy guidelines and would like recognition in the Parade magazine. Field verification, testing and archiving by a HERS provider must have been completed and accompanied by an Energy Star Certificate for this home.
    - b. HERS (Home Energy Rating System) Index - Builder entry has been certified by a certified Home Energy Rater providing a Home Energy Certificate displaying the Index score to include with entry item in the Parade magazine. Field verification, testing and archiving by a HERS provider must have been completed and passed on this home.  
Documentation for either/both certification(s) must be provided by July 30, 2018: no exceptions will be made. Provide name and telephone number of energy rater: \_\_\_\_\_

- c. Parade Entry is not Energy Star certified or HERS rated, or Builder does not want energy efficiency recognition.

**8. NAHB/NDAB Designations:**

- a. Builder 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)

E. ParadeTix/Utah Media Group will send out proofs of the Spring Parade of Homes magazine's Parade Entry listing pages to Builders before publishing. Builders must approve these by August 17, 2018. Approval must come from the Builder. Company representatives will not suffice. Approval must be an email response or faxed signature. 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.

F. 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.

**Builder agrees to abide by and is responsible for ensuring compliance with the following Parade Rules and Regulations ("Rules and Regulations"):**

1. The Entry shall be constructed by the Builder. The Builder 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 Builder purporting to have constructed the Entry.
2. The Entry must be complete by September 28, 2018. A complete Entry is one in which the Builder has secured a Certificate of Occupancy from the city. This means building, electrical, plumbing and mechanical inspections have been approved. No refund will be made for an incomplete Entry. All homes must be open to the public during all Parade hours during all days of the Parade.
3. Builder understands that the Entry Price means the selling price of the house and lot entered "as shown," excluding only furniture, draperies and freestanding appliances. All "built-ins," including built-in appliances, are included in the Parade price and Entry Price. Misleading or confusing pricing is prohibited. Builder agrees to price the house fairly, so that Builder can reproduce the same house (subject to market conditions) on an equally valued lot, after the completion of the Parade, for the same sale price.
4. Builder must ensure the Entry is safe for Parade participants and the general public. At a minimum, and in addition to other requirements in the Rules and Regulations, Builder must prevent access to areas of the Entry or property where the Entry is located 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 Parade. Safety rails on open sides of stairways, landings, porches and other similar areas must be installed.
5. In the event that weather prevents Builder 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.
6. Any new home that has never been occupied by a consumer is an eligible Parade Entry. The HBA of F-M does not limit the number of Parades on which an Entry may be entered. However, please note that a repeat Entry may result in consumers noticing that an Entry has been in multiple Parades and generate questions/opinions regarding that fact. An Entry may be occupied by the Builder provided it was completed after Sept. 1, 2016.
7. The Early Registration Entry Fee (due July 16) is \$775 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,030 total). Each additional Entry Fee is \$675 for members, plus the \$255 sign and flag deposit (\$930 total).

The Regular Registration Entry Fee (due July 30) is \$825 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,080 total). Each additional Entry Fee is \$725 for members, plus the \$255 sign and flag deposit (\$980 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) 204-6804.

8. Each Entry must use flags and signs provided by the HBA of F-M only on designated Parade addresses during the Parade dates. Each Builder 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. Builder will return all signs and flags, damaged or not, to the HBA of F-M office by Oct. 12, 2018. No refunds of the sign and flag deposits will be made for items returned after that date. The Builder 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.
9. If the Builder or owner sells, cancels or withdraws Builder's Entry after signing the Application, and prior to the start of the Parade, the Entry may still be included in the Parade with the consent of the new owners. If either Builder or the new owners wish to cancel or withdraw the Parade Entry, Builder understands that Builder will not receive a refund after July 30, 2018, but will receive a \$250 credit to be applied to a Parade Entry in the next year, if cancelled by August 3, 2018. After August 3, 2018, no credit will be given to the Builder. Flags will not be given to a Builder for an Entry not available for show. The HBA of F-M will provide the Builder with one sign for the Entry reading "Not Available for Show."
10. Reported violations of the Rules and Regulations will be reviewed by the Parade of Homes Committee ("Parade Committee") and may result in suspension from participation in any Parade of Homes, if recommended to the HBA of F-M board of directors and approved.
11. HBA of F-M may take exterior and interior photos of any Entry during Parade hours and Builder allows their use for marketing purposes.
12. HBA of F-M may receive monies in conjunction with the Parade including, but not limited to, the monies received from the Parade magazine and advertising. HBA of F-M has the sole right, title and interest to the proceeds. The Builder will not receive and does not have claim to any of the proceeds. Further, the Builder will not receive any financial consideration with respect to photographs or video taken pursuant to this Application.
13. Builder must maintain liability insurance on the Entry and the property where the Entry is located during the Parade. Builder will provide a certificate of insurance to the HBA of F-M office.
14. Builder must have ownership and copyrights, if applicable, to all photos, logos and other images as well as any construction plans provided or submitted to the HBA of F-M or others for the Application.
15. The HBA of F-M has authority to close, postpone or reschedule the Parade. The HBA of F-M will notify the local media if the Parade closes, is postponed or rescheduled. Builder will watch local media and/or [www.hbafm.com](http://www.hbafm.com) and [paradefm.com](http://paradefm.com) for reported closures, postponement or rescheduling. If the HBA of F-M closes, postpones or reschedules the Parade due to inclement weather or otherwise, Builder cannot open the Entry to the public and no refunds will be given.
16. Builder must get pre-approval for promotions it intends to offer relating to a Parade Entry.
17. Rules and Regulations are subject to change at any time.

**The Builder also agrees to the following terms ("Terms"):**

1. Damages due to errors or omissions concerning Builder's Entry, maps, Builder's information in the Parade advertisements or any related advertising, press releases, etc., are limited to a maximum of a refund of Builder'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 Builders participation in the Parade or its Entry. Builder, for itself, its directors, officers, employees, agents, and invitees, expressly release 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. Builder 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 Builder's participation in the Parade or its Entry unless such Claims are the result of the actions or fault of the Released Parties or any other Builder participating in the Parade. Builder must defend against all Claims with qualified legal counsel. If Builder 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 Builder 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 Builder is not owned by the Builder and damages occur, the Builder 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. Builder authorizes the use of the Builder's Application information, logo or trademark and contact information for inclusion in the Parade magazine and other purposes. Builder represents that it has ownership rights and copyrights to all photos, trademarks, logos and images provided or submitted to the HBA of F-M or others for this Application.

Company Name \_\_\_\_\_

Builder Printed Name \_\_\_\_\_

Builder Signature \_\_\_\_\_

Date \_\_\_\_\_

In consideration of Builder's agreement to abide by the Rules and Regulations and other Terms of this Application and in acceptance of Builder's full payment of all applicable Parade fees and deposits, Builder's Application for the 2018 Fall Parade of Homes has been approved this \_\_\_\_ day of \_\_\_\_\_, 2018.

HBA of F-M Signature \_\_\_\_\_

### Total Fees Due / Payment

#### Early Registration Rates (due July 16):

Members: First Entry \$775 | Additional Entries \$675 | \$255 sign and flag deposit per Entry

#### Regular Registration Rates (due July 30):

Members: First Entry \$825 | Additional Entries \$725 | \$255 sign and flag deposit per Entry

#### Shoe Cover Rate:

\$20 per 100 shoe covers (check quantity): \_\_\_\_100 \_\_\_\_200 \_\_\_\_300 Other: \_\_\_\_  
HBA of F-M makes an effort to encourage consumers to wear socks to all Parade homes out of respect for future home owners and to protect flooring. Disposable shoe/foot covers are available for purchase for Builders who want to provide something for those consumers who arrive with bare feet. Shoe covers purchased after receipt of this form will be charged \$25 per 100 shoe covers for rush delivery.

Registration Fee(s) \$ \_\_\_\_\_

Sign Deposit(s) \$ \_\_\_\_\_

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: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Printed name on card: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Email for Receipt: \_\_\_\_\_

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

HBA of F-M 1802 32<sup>nd</sup> Ave. S., Fargo, N.D. 58103  
P | 701-232-5846 • F | 701-280-1108 • allisonw@hbaofm.com

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# 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.

## Builder Information for Published Magazine:

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

### Owner Information

(Complete this section and the Owner's Participation Agreement if the Builder is not the Owner of the Entry. For example, if a developer owns the lot and the building permit will be in the developer's name, the developer needs to sign the Owner Participation Agreement.)

Owner's Company Name: \_\_\_\_\_

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

List any Trade Names under which the Owner does business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Entry Information

1. Entry Address: \_\_\_\_\_

2. City, State and Zip: \_\_\_\_\_

3. Development Name: \_\_\_\_\_

4. Latitude and Longitude of the home: \_\_\_\_\_

5. Has this home been entered on a previous Parade(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which Parade(s)? \_\_\_\_\_

6. Entry Price (including lot and built-ins): \$ \_\_\_\_\_

Builder understands that this price is the selling price of the house and lot entered "as shown," excluding only furniture, draperies and freestanding appliances. All "built-ins," including built-in appliances, are included in the Parade price. Misleading or confusing pricing is prohibited. Builder agrees to price the house fairly, so that Builder can reproduce the same house (subject to market conditions) on an equally valued lot, after the completion of the Parade, for the same sale price.

7. Is this home for sale? Yes \_\_\_\_\_ No \_\_\_\_\_

8. List three features or amenities to be used for marketing. (Four-word maximum per bullet point, no abbreviations.):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

9. Total Square Footage (not including garage): \_\_\_\_\_ (including garage): \_\_\_\_\_

10. Total Square Footage of 1st Floor: \_\_\_\_\_ 2nd Floor: \_\_\_\_\_ Basement: \_\_\_\_\_ Bonus: \_\_\_\_\_

11. Number of Bedrooms Finished: \_\_\_\_\_ Possible: \_\_\_\_\_

12. Number of Bathrooms Finished: \_\_\_\_\_ Possible: \_\_\_\_\_

13. Home Style (choose one):

a. Rambler      b. Two-Story      c. Split-Level      d. Row House      e. Twin Home      f. Condo

14. Home is (choose one):

a. A model      b. Pre-sold      c. Custom

15. Would you be interested in having a vehicle in the driveway of your entry if we partnered with a local dealership (circle one)? Yes No

16. Would you be willing to display signs in your home promoting careers in our industry? Yes No

17. Are you working with a Realtor (circle one)? No Yes

If yes, who? \_\_\_\_\_