

# spring parade of homes

58th Annual Spring Parade of Homes

April 27-29 and May 4-6, 2018

Hours: 4-8 p.m. Friday, 9 a.m.-5 p.m. Saturday, & noon-5 p.m. Sunday

January 8, 2018

You are invited to be a part of the HBA of F-M's Spring Parade of Homes!

Enclosed in this packet, please find the:

- entry application including shoe cover order form
- application checklist
- important dates
- owner participation agreement
- featured home information and
- magazine advertising rate card

All forms must be completed and received by the HBA of F-M office no later than 4:30 p.m. **Friday, February 16**, to qualify for the early registration discount. The regular registration deadline is 4:30 p.m. **Monday, March 5**. Each entry must be complete or it will not be accepted.

### **Submit your entry information online!**

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 Spring Parade will be available through the app and website which can be scanned when consumers tour your home. This helps the HBA track demographic information on those visiting homes on the Parade and when.

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. This is also a key step in possibly reinstating voting and awards for this event, but we need strong builder participation first.

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

Sincerely,



Allison Weckman  
Senior Events & Marketing Coordinator

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

RENDERING OF ENTRY

See entry application for specifics. Contact Jeni at production@paradetix.com or (801) 204-6825 before March 1 to have ParadeTix/Utah Media Group build a rendering.

HBA of F-M has on file.

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 IF APPLICABLE TO ENTRY

OWNER'S PARTICIPATION AGREEMENT (Only required if Applicant doesn't own Entry. See examples below.)

NAHB/NDAB DESIGNATIONS

Builder 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.

ENERGY-EFFICIENCY CERTIFICATION (check one below)

Documentation for certifications must be provided by March 5. Provide name and telephone number of energy rater:

- Energy Star  
 HERS (Home Energy Rating System)  
 Not applicable

If completed, does the home have a concrete walkway to the door?  Yes  No  
If under construction, what is the home's expected completion date \_\_\_\_\_

## THREE IMPORTANT RULES IN THE PARADE OF HOMES CONTRACT:

### 1. CERTIFICATE OF OCCUPANCY

To ensure that a home is complete and safe for those touring during the Parade, a Certificate Of Occupancy is required and should be emailed to allisonw@hbafm.com before the start of the Parade. The contract language states:

The Entry must be complete by April 26, 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 of the days of the Parade.

### 2. OWNER INFORMATION SECTION

This section was added to the contract for situations when the Builder constructing the entry does not own it. The application asks the owner to sign from a liability standpoint and requires a separate Owner's Participation Agreement.

Examples include:

1. A home owner owns the lot and hires a Builder to build a house on the lot.
2. A developer related to the Builder or another party owns the lot. For example, the Builder could have a land holding company that owns the lot. In this situation, technically another entity (not the Builder) owns the lot.
3. A developer owns the lot and the building permit is in the developer's name.

### 3. TEMPORARY WALKWAY SPECIFICATIONS

In spring 2014, the Parade of Homes Committee implemented rules regarding temporary walkways if concrete cannot be used. Here is the contract language:

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.

Please check the appropriate box above the black bar, or contact allisonw@hbafm.com or (701) 232-5846 to advise whether your home will have a concrete walkway or a temporary walkway. If you plan to install a temporary walkway for your Parade home, a Parade of Homes Committee member will verify correct specifications of the walkway two days before the event (April 25).

# spring parade of homes



## 58th Annual Spring Parade of Homes

April 27-29 & May 4-6

Hours: 4 p.m. - 8 p.m. Friday, 9 a.m. - 5 p.m. Saturday and noon - 5 p.m. Sunday

### Important Dates

Thank you for participating in the 58th annual HBA of F-M Spring Parade of Homes. The following deadlines must be observed to have Entry information accurately shown in the official magazine and website:

Feb. 16 .....4:30 p.m. Early Registration Contract Deadline\*

Feb. 23-28.....The HBA office will be closed starting Feb. 23 for the Home & Garden Show and will not re-open until March 1. Please plan accordingly.

March 1 .....Rendering information due to ParadeTix/Utah Media Group to have one created.

March 5 .....4:30 p.m. Regular Registration Contract Deadline\*

March 12 .....Sold home cancellation deadline to qualify for \$250 credit

March 16 ..... Builder approval and sign-off of Parade magazine home listing page(s) proof(s).  
If you have not received any correspondence by March 12 regarding these proofs, please contact the HBA of F-M.

March 16 .....Advertisement reservations due for Parade magazine. Contact Samantha at advertise@paradetix.com or call (801) 204-6231 if interested.

April 22 .....Promotional brochure inserted into The Forum

April 23 .....Magazine available at all Hornbacher's locations

April 26 .....Certificate(s) of Occupancy due

April 26 .....Sign and flag pick-up at the HBA of F-M, 8 a.m. - 4 p.m. (Builders must have turned in C.O. to pick up signs and flags.)

April 27-29 &

May 4-6 .....Homes open 4 - 8 p.m. Friday, 9 a.m. - 5 p.m. Saturday and noon - 5 p.m. Sunday

May 11 ..... Signs, flags and all other HBA of F-M items due for sign deposit refund

May 17 ..... Parade of Homes Celebration, Builders receive two free registrations per Entry

\*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

# spring parade of homes



## Save the Date! Parade of Homes Celebration

5 p.m, Thursday, May 17  
at the Hilton Garden Inn in Fargo

Builders have the chance to win one of multiple cash drawings up to \$800, a variety of door prizes and more! Two free registrations are included with each entry. Builders must register prior to the event and a 24-hour cancellation policy is in effect or you will be charged for the event.

- Yes! Please register me for the Parade of Homes Celebration. I understand that I must cancel 24 hours in advance to avoid being charged.

Please also register the following people from my company:

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### PARADE OF HOMES CELEBRATION - VIDEO INFORMATION

- 1. NAME OF COMPANY: \_\_\_\_\_
- 2. NUMBER OF EMPLOYEES: \_\_\_\_\_
- 3. YEAR COMPANY STARTED: \_\_\_\_\_
- 4. PRICE RANGE COMPANY BUILDS IN: \_\_\_\_\_
- 5. 100 WORD COMPANY DESCRIPTION AND SPECIALTY: \_\_\_\_\_

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# spring parade of homes



## 58th Annual Spring Parade of Homes

April 27-29 & May 4-6

Hours: Friday, 4 p.m. - 8 p.m.

Saturday, 9 a.m. - 5 p.m. and Sunday, noon - 5 p.m.

Early Registration deadline:

4:30 p.m. Feb. 16

Regular Registration deadline:

4:30 p.m. March 5

## 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 Spring Parade of Homes ("Parade"). Builder 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 online or in hard-copy form) is true and complete.

The Builder must complete and sign the Entry Application (a Realtor or developer signature will not be accepted). All Entry Applications must be submitted by 4:30 p.m. **Friday, Feb. 16, 2018**, for early registration or by 4:30 p.m. **Monday, March 5, 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 Featured Home: Yes No  
(Note: 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 4:30 p.m. Feb. 16, 2018, for Early Registration and by 4:30 p.m. March 5, 2018, for Regular Registration, unless a different date is indicated. All items listed 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 at production@paradetix.com or (801) 204-6825 by March 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 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 or place the pin online through web submission OR 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 allows Builder to provide additional information that the printed page does not provide 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 April 26, 2018.
  7. **Energy-efficiency Certification** (circle one): Documentation for certifications must be provided by March 5, 2018: no exceptions will be made. Provide name and telephone number of energy rater: \_\_\_\_\_
    - 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.

- 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 March 16, 2018. Approval must come from the Builder. Company representatives will not suffice. Approval must be an email response signature. If you have not received any correspondence about this proof by March 16, 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 April 26, 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 the 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 April 1, 2017.
7. The Early Registration Entry Fee (due Feb. 16) is \$975 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,230 total). Each additional Entry Fee is \$875 for members, plus the \$255 sign and flag deposit (\$1,130 total).

The Regular Registration Entry Fee (due March 5) is \$1,050 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,305 total). Each additional Entry Fee is \$950 for members, plus the \$255 sign and flag deposit (\$1,205 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.

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 May 11, 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 Builders have experienced the same situation). 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 withdraw the Parade Entry, Builder understands that Builder will not receive a refund after March 5, 2018. Builder will receive a \$250 credit to be applied to a Parade Entry in the next year, if cancelled by March 12, 2018. After March 12, 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 and video footage 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, video footage, 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) 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, video footage, trademarks, logos and images provided or submitted to the HBA of F-M or others for this Application.

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

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

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

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 Spring Parade of Homes has been approved this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

### Total Fees Due / Payment

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

Members: First Entry \$975 | Additional Entries \$875 | \$255 sign & flag deposit per Entry

#### Regular Registration Rates (due 4:30 p.m. March 5):

Members: First Entry \$1,050 | Additional Entries \$950 | \$255 sign & 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.

Registration Fee \$ \_\_\_\_\_

Sign Deposit \$ \_\_\_\_\_

Shoe Covers \$ \_\_\_\_\_

Total due \$ \_\_\_\_\_ Fees are non-refundable after March 5, 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 Parade fees and deposits to:**

HBA of F-M 1802 32<sup>nd</sup> Ave. S., Fargo, N.D. 58103

P | 701-232-5846 • allisonw@hbafm.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, Website and Mobile App:

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 Code: \_\_\_\_\_

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

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

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

5. 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.

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

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

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

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

7. Finished Living Square Footage (range): \_\_\_\_\_

8. Total Square Footage (including garage): \_\_\_\_\_

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

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

11. Category (choose one):

a. Single Family Home Detached (circle all that apply):

i. Spec

ii. Custom

b. Attached Home Communities (circle one):

i. Condo

ii. Twinhome

iii. Row House

12. Home is (circle all that apply):

a. A model

b. Pre-sold

c. For Sale

d. This is my personal home

13. Home style is:

a. Two-story

b. Rambler

c. Split-level

d. Other

# spring parade of homes



## 58th Annual Spring Parade of Homes

April 27-29 & May 4-6

Hours: Friday, 4 p.m. - 8 p.m.

Saturday 9 a.m. - 5 p.m. and Sunday, noon - 5 p.m.

Early Registration deadline:

4:30 p.m. Feb. 16

Regular Registration deadline:

4:30 p.m. March 5

## Owner's Participation Agreement

This Owner's Participation Agreement ("Agreement") is entered into between \_\_\_\_\_ (list name as registered with the North Dakota or Minnesota Secretary of State) ("Owner") and the Home Builders Association of Fargo-Moorhead ("HBA of F-M") for participation in the Spring Parade of Homes ("Parade").

\_\_\_\_\_ "Builder" has applied to enter the home owned by you located at \_\_\_\_\_ ("Entry") in the 2018 Spring Parade of Homes April 27-29 and May 4-6, 2018.

By signing this Agreement, the undersigned Owner agrees:

1. It has reviewed the Application in its entirety, including the Parade Rules and Regulations and agrees to the Builder participating in the Parade.
2. To release the HBA of F-M, any of its Council or Parade of Homes Committee, it's 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 Owner's or Builder's Participation in the Parade or its Entry. Owner 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.
3. 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 or arising or resulting directly or indirectly from Owners or Builders participation in the Parade or its Entry. Owner must defend against all claims, demands, damages, losses, expenses, actions or causes of action or other proceeding by counsel satisfactory to the HBA of F-M. If Owner 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 Owner the full amount of all losses sustained as a result of any such claims, demands, damages, losses, actions or causes of action of whatsoever kind, or judgments 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.

Owner's Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

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

Owner's Signature(s): \_\_\_\_\_

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

Builder's Name and Company: \_\_\_\_\_

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

Builder's Signature: \_\_\_\_\_

Showcase your

# spring parade of homes

as a Luxurious Featured Home

Each year the Parade of Homes Committee strives to have up to five home entries that will be listed as Featured Homes. Consumers are charged \$5 to tour all Featured Homes, the proceeds benefitting Home Builders Care of Fargo-Moorhead Foundation. HBC's funds are earmarked for skill training, education, scholarships and projects related to the housing industry. Its goals are to promote, organize and coordinate the community outreach efforts of the home building industry.

The 2017 Featured Homes included four builders: Carpenter Homes, Designer Homes of Fargo-Moorhead, Fargo Modern Homes and Heritage Homes. These Builders and Featured Homes raised a record of nearly \$16,000 for HBC!

#### **To be considered, the home must meet the following criteria:**

1. Home must be valued at a minimum of \$750,000 and have unique points of interest.
2. Home must be a first-time Parade of Homes entry.
3. Home can't be shown as part of any other event.
4. Builder must supply own staff to collect donations. If staffing is an issue, Builder can request assistance from HBC, but must be done in a timely manner.
5. Builder must furnish and decorate all main rooms including: family rooms, kitchen, bar area and any other special rooms.
6. Builder must have every intent to have a finished driveway and walkway to the home. If there are any issues with this being completed, Builder must contact the HBA and meet the walkway requirements listed in the contract.

**If your company has a home that meets the criteria and you'd like to help raise funds for HBC, please contact Senior Events & Marketing Coordinator Allison Weckman at (701) 232-5846 or [allisonw@hbafm.com](mailto:allisonw@hbafm.com) for a Featured Home Addendum.**

\*These policies are subject to change at any time at the discretion of the Parade of Homes Committee. The Parade of Homes Committee will check Featured Homes for compliance with the rules and regulations.

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### Spring Parade of Homes Featured Home Addendum

This Featured Home Addendum ("Addendum") is entered into between Applicant and HBA of F-M. Applicant is interested in having its Entry marketed as a Featured Home in the upcoming 2018 Spring Parade of Homes, April 27-29 and May 4-6. In order to participate as a Featured Home, Applicant must meet additional criteria and agree to the Featured Home Rules and Regulations.

#### 1. Criteria:

In order to be selected as a Featured Home, the Entry must meet the following criteria:

- a. Home must be valued at a minimum of \$750,000 and have unique points of interest.
- b. Home must be a first-time Parade of Homes entry.

#### 2. Featured Home Rules and Regulations:

In consideration of its Entry being marketed as a Featured Home, Applicant agrees to abide by and is responsible for ensuring compliance with the following Featured Home Rules and Regulations in addition to the Spring Parade Rules and Regulations:

- a. Home can't be shown as part of any other event.
- b. Builder must have every intent to have a finished driveway and walkway to the home. If there are any issues with this being completed, Builder must contact the HBA and meet the walkway requirements listed in the Entry Application.
- c. The Featured Home must be staged in line with the quality and price point of the home. Whether a Featured Home is properly staged will be determined by the Parade of Homes Committee prior to the start of the Parade to ensure compliance.

At a minimum, the Featured Home must:

1. Include furnishings consistent with the character of the home in all main rooms, including:

- family rooms (upper/lower must be furnished if finished)
- kitchen/dining
- master bath
- master bedroom
- bar area
- any "special rooms" (office, mudroom, bonus room, etc.) so the consumer can easily determine the purpose of the room

2. Applicant, in cooperation with the home owner (if applicable), must ensure the home is clean, tidy and free of clutter prior to the event.

- d. The Featured Home must be sufficiently staffed during Parade hours to enable Applicant to administer receipt of donations, take attendance, safeguard contents and otherwise provide supervision.
- e. Applicant must ensure donations are turned in at the HBA of F-M/HBC Foundation office after the Parade's conclusion. Home Builders Care of F-M Foundation has the sole right, title and interest to the donations. The Applicant will not receive and does not have claim to any of the donations. Further, the Applicant will not receive any financial consideration with respect to its participation of its Entry as a Featured Home.
- f. Applicant must allow Home Builders Care of F-M Foundation information to be displayed at the Featured Home during the Parade.
- g. The Parade of Homes Committee will be responsible for checking the Featured Home for compliance with the Featured Home Rules and Regulations. Each Entry being marketed as a Featured Home will be checked for compliance prior to the start of the Parade to ensure compliance. Reported violations of the Featured Home Rules and Regulations will be reviewed by the Committee and may result in a suspension from participation as a Featured Home or other action, if recommended to the HBA of F-M Board of Directors and approved.

Applicant Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

In consideration of Applicant's agreement to abide by the Featured Home Rules and Regulations and having determined that the Applicant has met the Criteria listed in part 1 above, Applicant's Entry has been accepted as a Featured Home for the 2018 Spring Parade of Homes. Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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