

May 5, 2017

Dear HBA member,

Don't miss being part of the 6th annual Home Builders Association of Fargo-Moorhead's Remodeled Home Tour!

This event was created in 2012 to showcase the HBA of F-M's talented remodeler and home improvement members. This event will run ONE WEEKEND ONLY Sept. 23 - 24, in conjunction with the final weekend of the Fall Parade of Homes. Please read the enclosed information for event rules and regulations along with important deadlines. The Fall Parade of Homes magazine will also feature the Tour entries.



6th Annual Remodeled Home Tour

ONE WEEKEND ONLY | Sept. 23 - 24, 2017
Hours: Saturday & Sunday, noon - 5 p.m.

All forms must be completed and returned to the HBA of F-M office no later than Monday, July 10 to qualify for the early registration discount. The regular registration deadline is Monday, July 24. Each entry must be complete or it will not be accepted.

We will again be using magazine publisher ParadeTix/Utah Media Group, so it is important to follow the deadlines to ensure the magazine is printed and delivered on time. We will also still have our mobile app and event-dedicated website for consumers. Free tickets for the Fall Parade and Tour 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 Tour and when.

New this year: Submit your entry information online!

If you would like to submit your entry information online, you must complete the entry application to receive login credentials. Then you can enter home details online. Please turn in the event contract to the HBA no less than 48 hours in advance of the entry information deadline to ensure receipt of your login credentials. Additionally, if you receive login credentials to submit your entry information, those same credentials can be used to view consumer tracking in real time during the event. If you would like to learn more about what information is provided, or how to use the Check-In App, please contact me.

Enclosed in this packet is the entry application, homeowner's participation agreement, a timeline of important dates and a shoe-cover order form.

Important items to note:

- Incomplete entries will not be accepted.
- Construction on the entry must have started after Jan. 1, 2015, and must showcase a change in the shape, style, form or function of a residence.
- All entries must be complete by Sept. 22.

A complete Entry is one in which all final inspections are completed and signed off.

- All homes must be open to the public and two Applicant company representatives must be present during all Tour hours. Consider asking vendors that worked on the project to assist with staffing the home.
- Sign and flag pick-up: 8 a.m. - 4 p.m. Thursday, Sept. 21, at the HBA office.

All signs and flags must be returned to the HBA of F-M by Friday, Sept. 29 or the Applicant will not be refunded the sign/flag deposit. Flags must be returned even if they are tattered or worn. Official Remodeled Home Tour signs and flags may only be used at designated Tour addresses during event dates.

- A magazine proof will be emailed to each Tour entrant before publication to note any final corrections. Please note that you may not change the address of an entry.

Don't miss this opportunity to market your company and its services to the public. If you have any questions, please call the HBA of F-M office at (701) 232-5846.

Best wishes for this year's remodeling season!

Sincerely,

Allison Weckman
Senior Events & Marketing Coordinator



Sept. 23 - 24, 2017

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

Important Dates

Thank you for participating in the 6th annual HBA of F-M Remodeled Home Tour. The following deadlines must be observed to have Applicants' information accurately shown in the official magazine and website:

- July 10** Early Registration deadline. All materials, including payment, must be received at the HBA office by the close of business: 5 p.m.
- July 24** Regular Registration deadline. All materials, including payment, must be received at the HBA office by the close of business: 5 p.m.
Incomplete entries will not be accepted on either date.
- Aug. 1** Sold home cancellation deadline to qualify for \$50 credit.
- Aug. 3** Advertisements due for magazine.
- Aug. 11** Applicant approval and sign-off of final Parade magazine page(s) proof(s). 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. 7 regarding these proofs, please contact the HBA of F-M.
- Sept. 10** Promotional brochure inserted into The Forum.
- Sept. 11** Magazine available at all Hornbacher's locations.
- Sept. 22** Final inspections must be completed and signed off.
- Sept. 22** Sign and flag pick-up at the HBA of F-M, 8 a.m. - 4 p.m.
- Sept. 23 - 24** Homes open for public viewing noon - 5 p.m.
- Sept. 29** Signs, flags and all other HBA of F-M items due for sign deposit refund.

If you are planning to enter your home information online contact Allison as soon as possible to request your login credentials. Home information needs to be entered by July 10 to receive the early registration rate and by July 24 for the home to be included in the Remodeled Home Tour.

Questions and entry information:

Home Builders Association of Fargo-Moorhead

1802 32nd Ave. S., Fargo, N.D. 58103

P (701) 232-5846 | F (701) 280-1108 | 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 contract must be filled out for each.

REQUIRED

- ☐ PAYMENT
- ☐ COMPLETED, SIGNED APPLICATION
- ☐ 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 Applicant 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 (Veteran's 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 SEPT. 22

☐ 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 Sept. 22.

☐ 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).**

- ☐ Member 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 contract 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? _____



6th Annual Remodeled Home Tour
A showcase of area remodeled homes.

ONE WEEKEND ONLY | Sept. 23 - 24, 2017
Hours: Saturday & Sunday, noon - 5 p.m.

Early Registration deadline:
July 10

Regular Registration deadline:
July 24

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's 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 past-due obligations to the HBA of F-M. Applicant wishes to enter a remodeled project ("Entry") in the 2017 Remodeled Home Tour Sept. 23 - 24, 2017 ("Tour"). Applicant further represents that the information in this Entry Application is true and complete.

Applicant must complete and sign the Entry Application. All entries must be submitted by Monday, July 10, 2017, for early registration or by Monday, July 24, 2017, for regular registration.

APPLICANT INFORMATION

1. Company Name: _____
(as registered with the ND or MN Secretary of State)
List any Trade Name(s) under which the Company does business: _____

2. Individual Name(s) (if applicant is the same as the contractor, this must match name under which license is held): _____

List any Trade Name(s) under which you do business: _____

Applicant Information for Published Magazine

3. Company Name: _____
4. Phone: _____
5. Website: _____

Applicant Information for Internal Use Only

6. Contact Person: _____ Contact Person Cell Phone: _____
7. Contact Person Email: _____
8. Alternate Contact: _____ Alternate Contact Cell Phone: _____
9. Alternate Contact Email: _____

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

1. Company Name: _____
2. Contact Person: _____
3. Phone: _____ Cell Phone: _____
4. Address: _____ City, State and Zip Code: _____

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.

1. Contractor's License Number(s):

- ND #: _____
- MN #: _____
- Minn. Qualifying Person: _____
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)

1. Individual or Company Name (As registered with the ND or MN Secretary of State): _____
2. Contact Person: _____
3. Phone: _____
4. Contact Email: _____

INFORMATION FOR EACH ENTRY

NOTE: A separate completed Application is required for EACH Entry in the Remodeled Home Tour (hereinafter referred to as "Tour").

1. Entry Address: _____
2. City, State and Zip Code: _____
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 hbafm.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, to 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. All Entries must be complete by September 22, 2017. 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 24, 2017. All homes must be open to the public and two Applicant company 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, 2015, and must be complete by September 22, 2017. 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 10) is \$600 for members and \$1,200 for non-members for the first Entry, plus a \$255 sign and flag deposit (\$855/\$1,455 total). The Early Registration Fee for each additional entry is \$500 for members and \$1,000 for non-members, plus the \$255 sign and flag deposit (\$755/\$1,255 total). The Regular Registration Entry Fee (due July 24) is \$675 for members and \$1,350 for non-members for the first Entry, plus a \$255 sign and flag deposit (\$930/\$1,605 total). The Regular Registration Fee for each additional entry is \$575 for members and \$1,150 for non-members, plus the \$255 sign and flag deposit (\$830/\$1,405 total). 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) 204-6377.
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 September 29, 2017. No refunds will be made for items returned after that date. 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 Applicant or the homeowner wishes to withdraw the Entry from the Tour, Applicant understands that Applicant will not receive a refund after July 24, 2017, but will receive a \$50 credit to be applied to an Entry in the next year's Tour, if any, if cancelled by August 1, 2017. After August 1, 2017, 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 a suspension from participation in the next 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 of the 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 agreement.
12. Applicant must maintain liability insurance on the Entry and the property where the Entry is located during the Tour and provide proof of this insurance to the HBA of F-M.
13. Applicant must have ownership and copyrights, if applicable, to all photos, logos and other images provided to the HBA of F-M.

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 Application, the following must be submitted to the HBA of F-M office at 1802 32nd Ave. S., Fargo, N.D, 58103 by July 10, 2017 for early registration and July 24, 2017 for regular registration all of which are considered a part of this Application:

A. Completed and signed Homeowner's Participation Agreement

B. Applicable fees

C. Applicable deposits

D. Proof of liability insurance, license and building permit

E. Magazine and website content information as follows:

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 11, 2017. Approval must come from the Applicant. 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 7, 2017, 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 (needed if NEW from last year or if this is Applicant's first year (3" wide and 300dpi)). One logo file will cover multiple home Entries (if applicable).

3. Description: Applicant will provide a description, 75 words or less, paragraph form, in email or a 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.

4. Directions: Applicant will include a map of the development with Entry's location and all street names clearly indicated OR write the directions to the home starting from I-29 or I-94 or Hwy 10. Don't 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 (Veteran's 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.

5. Web-only Information - Optional: The Parade website and mobile app allow Applicant to provide additional information that the printed page does not provide room for – including the option to have a virtual tour. If Applicant wants to include additional photos or floor plans, please email files to allisonw@hbafm.com and include builder name and Entry address. These files will be accepted until September 22, 2017.

6. NAHB/NDAB Designations (choose one):

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)

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

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 of Homes 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 Applicants participation in the Tour or its Entry. Applicant, 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. 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

4. Applicant authorizes the HBA of F-M to utilize 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, trademarks, logos and other images provided to the HBA of F-M.

Company Name _____

Signature _____

Printed Name _____

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 2017 Remodeled Home Tour has been approved this _____ day of _____, 2017.

HBA of F-M Signature _____

Total Fees Due / Payment

Early Registration Rates (due July 10):

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

Non-Members: First Entry \$1,200 | Additional Entries \$1,000 | \$255 sign & flag deposit per Entry

Regular Registration Rates (due July 24):

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

Non-Members: First Entry \$1,350 | Additional Entries \$1,150 | \$255 sign & flag deposit per Entry

Total registration fees \$ _____ | Fees are non-refundable after July 24, 2017.

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 Tour homes out of respect for home owners and to protect flooring. Disposable shoe/foot covers are available for purchase for those who want to provide something for those consumers who arrive with bare feet.

Registration Fees \$ _____

Shoe Covers \$ _____

Total Due \$ _____ Fees are non-refundable after July 24, 2017

Payment Method:

Check # _____

Visa Mastercard American Express Discover

Credit Card #: _____

Expiration date: _____ CVV Code (3 digits on back): _____

Address: _____ City/State/Zip: _____

Name on card: _____

Signature: _____

Email for receipt: _____

Send Entry Application and all applicable Tour fees and deposits to:

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

P | 701-232-5846 • F | 701-280-1108 • allisonw@hbaofm.com



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 2017 Remodeled Home Tour Sept. 23 - 24 ("Tour").

The Undersigned Homeowner Agrees to:

1. Make their home located at _____ ("Entry") available noon – 5 p.m. Sept. 23 - 24, 2017 and allow for any necessary time to set-up and clean-up.
2. Make every effort to ensure that the Entry will be complete by Sept. 22, 2016, and to present the Entry at its best during the Tour.
3. Allow photographs to be used for publicity 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 heirlooms and valuables from the 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 or arising or resulting directly or indirectly from the Homeowner's participation in the Tour or the Entry. Homeowner 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 Homeowner 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 Homeowner 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 _____, 2017.

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 Signature: _____

Applicant's Address: _____ Phone: _____

6th Annual Remodeled Home Tour

Sept. 23 - 24, 2017

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