



Spring 2012



Tour of Homes Contract

OPEN: March 3-4, 10-11, 17-18, 24-25 and March 31 & April 1, 2012

SATURDAYS & SUNDAYS 12-6pm

Sponsored By:



St. Croix Valley HBA Provides the Opportunity....

You Build the Dream!

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Special points of interest:

- Official Tour of Homes Guidebook reaches over 350,000+ households by direct delivery to their homes through the Pioneer Press Sunday edition as well as being inserted into local newspapers
- In addition to the direct delivery, www.twincities.com reaches over 650,000 readership possibilities

• ENTRY DEADLINE: FEBRUARY 3, 2012!

Best Marketing & Most Affordable Tour in the St. Croix Valley Area!

Thank you for your interest in the
St. Croix Valley HBA 2012 Spring Tour of Homes!!

Please take a moment to review the contract as some items have changed...

The Basics

Entry Fee On or Before February 3, 2012...\$1850

Entry Fee AFTER February 3, 2012.....\$2100

NO ENTRIES WILL BE ACCEPTED AFTER February 8, 2012

The Details

Builder members of the St. Croix Valley Home Builders Association in good standing may exhibit a home or remodeling project (**need separate contract-call the HBA to obtain**) for the 2012 Spring Event. A Builder member is an individual who is actively engaged in, or is the employee responsible for the construction projects of our corporation which is actually engaged in building housing or combination housing units and who subscribes to the Code of Ethics of this Association. Builder must have a contractor certification number, may have no accounts receivable balances, and dues must be current.

BUILDER'S RESPONSIBILITIES—

ALL ITEMS MUST BE SUBMITTED BY FEBRUARY 3, 2012

1. A set of blueprints, front elevation or a camera-ready illustration of model for rendering (if needs to be drawn by our architect)
2. Current certificate of insurance from insurance agency
3. Entry Address with development name
4. Price of home, indicating whether or not price includes lot and any other starting home prices
5. Please provide a detailed description of home & any additional days and hours the home will be open
6. Make sure to include detailed driving directions to home from major highways or GPS coordinates
7. Home Owner's Agreement (if needed)
8. Entry Fee
9. Completed contract

PLEASE READ, COMPLETE & RETURN PAGES 3-8 & ALL REQUIRED ITEMS BY FEB. 3, 2012 TO:

St. Croix Valley HBA, 1632 Rolling Hills Lane, River Falls, WI 54022

Via fax at 888-788-4402 or email: info@scvhba.com

Please call 715-796-5377 if you have any questions—and retain a copy for your records. THANK YOU!!

COMPANY INFORMATION: (will be listed in tour guidebook):

Company: _____ Contact name: _____

Company Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Contractor Certificate No. _____ Date: _____

 ENTRY INFORMATION NEED BY FEBRUARY 3, 2012:

Entry is: (please choose one) _____ model home _____ sales center

Entry address: _____

Name of Development: _____

 FURNISHED AND DECORATED?

___ Yes, home will be furnished/decorated ___ Home will be partially furnished ___ Not furnished/decorated

 PRICE OF HOME ENTRY?

\$ _____ Includes lot: ___Yes ___No Others starting at: \$ _____

Is this price subject to change prior to the event? ___Yes ___No

 PRESOLD HOUSE?

___ House is not sold

___ Signed *Homeowner Agreement* form is enclosed (see rules & regulations)

*****NOTE—If ho use is sold before the event begins, the signed Homeowner Agreement form must be submitted to the HBA office.**

OTHER NECESSARY INFORMATION NEEDED BY FEBRUARY 3, 2012: **CERTIFICATE OF INSURANCE – must be valid during the event**

___ Valid Insurance Enclosed ___ Insurance agent will submit certificate to the HBA office.

 EVENT SELECTION – ADDITIONAL DAYS/HOURS OF OPERATION

___ We will participate in the Main Event on March 3-4, 10-11, 17-18, 24-25 & March 31-April 1, 2012

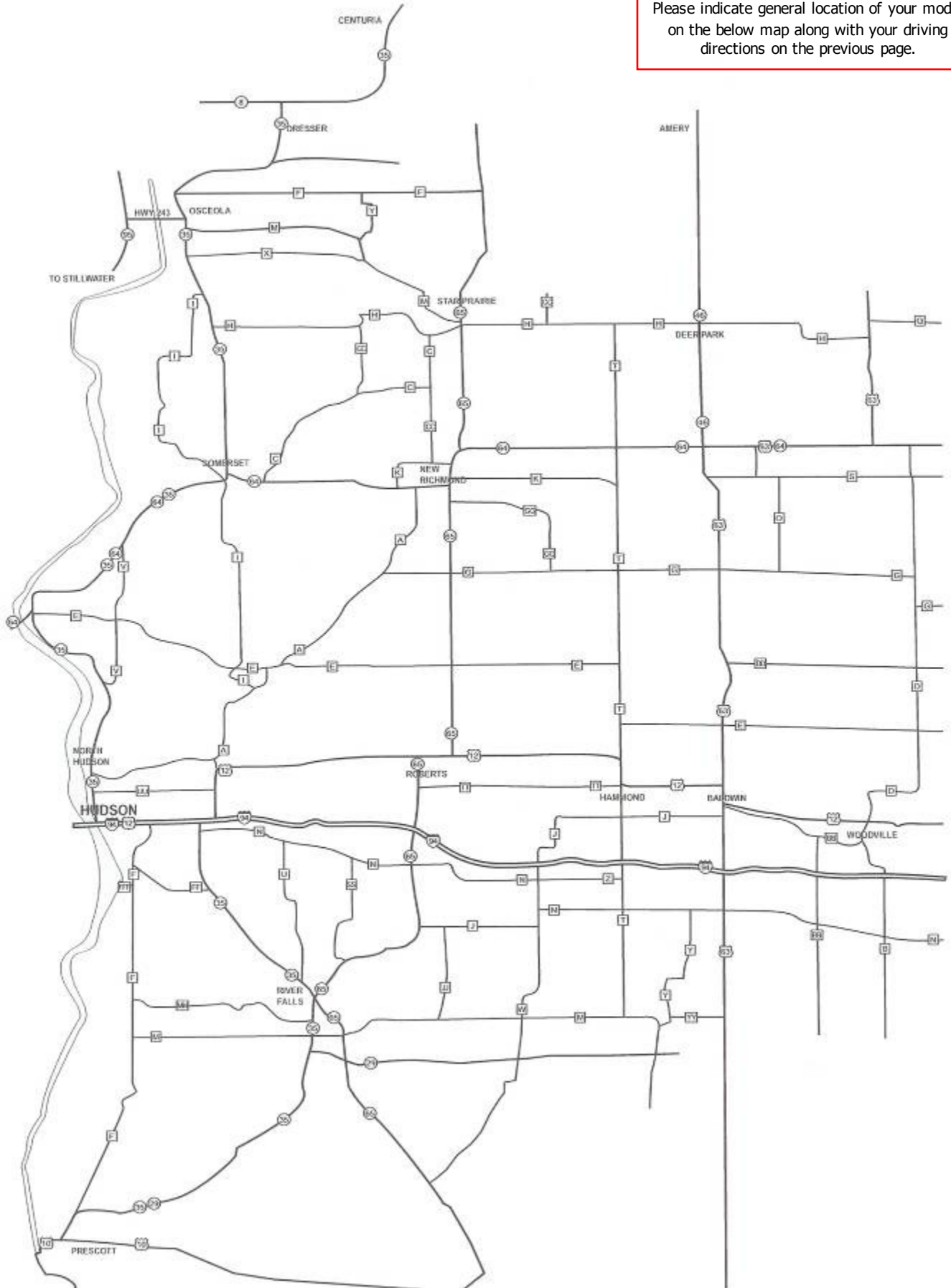
Note: There is no additional charge for models to remain open beyond dates originally submitted here.If you have extended hours/dates that you want listed in the guidebook, please note those here:
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Please indicate general location of your model on the below map along with your driving directions on the previous page.



Rendering/Home Illustration Examples...

The following are examples you can request when with your contract with the necessary blueprints/photos before FEBRUARY 3, 2012. This will also serve as a guideline for the type of renderings that will be printed if supplying



STANDARD HOME ILLUSTRATION
Included in Entry Fee



UPGRADED: STRAIGHT-ON VIEW, with more detail
Additional \$150.00



UPGRADE: PERSPECTIVE VIEW, detailed & side view
Additional \$195.00

RENDERING DRAWING – must be received by February 3, 2012 - failure to provide rendering information may result in additional charges or no illustration shown in guide.

- ___ A blueprint, showing all elevations of the floor plan, is enclosed
- ___ Prefer "standard" home illustration (included in entry fee)
- ___ An additional \$150.00 is included for "Straight-on View Upgrade"
- ___ An additional \$195.00 is included for "Perspective View Upgrade"
- ___ A camera-ready home illustration (black and white line art) is enclosed.

Note: If choice is not indicated, the illustration will be a standard, straight-on view.

Fee Structure & Payment Options.....still very affordable!!!!

Entry Fee:

- Postmarked before February 3, 2012 deadline (see page 2 for list).....\$1,850
- Postmarked after February 3, 2012.....\$2,100
- Upgraded Straight-on View rendering (see above).....\$150
- Upgraded Perspective View rendering (see above).....\$195

TOTAL AMOUNT PAID: \$ _____

Checks payable & mailed to: St. Croix Valley HBA, 1632 Rolling Hills Lane, River Falls, WI 54022

Charge (please circle one):

Name on card: _____ Signature: _____

Billing Address: _____ City/State/Zip: _____

Card Number: _____ Expiration Date: _____

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EVENT COMMITTEE: The event Committee consists of members of the Association assigned to that committee by the Association President and/or Committee Chairperson. All schedules and policies shall be set by this committee.

FINAL INSPECTION....NOTE TO BUILDERS: it was determined by the Tour of Homes Committee that the inspection prior to the event will not be performed by the association. It is therefore, the sole responsibility of the builder to finish their model and to ensure the safety of the public to view during the entire event.

MINIMUM REQUIREMENTS: Builders are encouraged to have home furnished, but the following are minimum requirements.

1. floor covering in all finished rooms
2. temporary sidewalks are required
3. cleaned and debris removed inside and out
4. no unsafe conditions
5. final grade required (not finish grade)

BANNERED HOMES. Builders who are unable to have their entry completed prior to the start of the event must banner their home. Builders must notify the HBA office by **FEBRUARY 9, 2012**. A notation will be made in the event guidebook that the home is "not available for showing."

1. If the home is completed before the end of the event, the builder will be given their signs and the home may be shown for the remainder of the event.
2. Builders who are unsure whether they will be able to complete their entry prior to the start of the event are encouraged to banner their home to avoid possible penalties (see below).

UNFINISHED HOME ON OPENING DAY: If the Builder determines that the home is unfinished to view during the opening weekend of the event, the following actions will occur:

1. A sign will be posted in the yard of the unfinished entry noting that the home is not available for showing.
2. Once the home is completed, it may be shown for the remaining days of the event.

PENALTIES: if the Builder does not communicate to the HBA that their model is not finished or sold during the event and therefore will not be shown during the event, the builder may select which of the following penalties to abide by:

1. Refrain from entering homes in the next event... **or**
2. Pay twice the entry fee amount for all homes entered in the next event.

HOMES WILL BE KEPT CLEAN & MANNED by proper personnel at all scheduled times. Builders are to have homes open 15 minutes prior to the event and 15 minutes after closing.

INSURANCE: The participant shall obtain and furnish Certificates of Insurance indicating general liability coverage. Builder agrees to defend, indemnify and hold harmless St. Croix Valley Home Builders Association, Inc., its directors, officers, employees, members and any affiliates from and against any claims, liabilities, losses, suits or expenses, including reasonable attorney fees, arising from or in connection with the Builder's conduct relating to the performance of this contract of the construction and use of the proposed home.

PRICES: Prices quoted at the event home shall be the selling price including all options.

PRIZE GIVE-AWAY: if a promotion is provided during the event by the Association, it is mandatory for all builders participating in the event to adhere to the contest/instructions and to follow the given instructions.

MEDIA ADVERTISING: Builder is responsible for actions of their selling broker. The Committee will do everything possible to ensure that the Builder receives all possible benefit from the media to better showcase his home.

PROMOTIONS: There shall be no advertising of lotteries, give-away of gifts, or a contest held in conjunction with the SCVHBA event model. The Builder may hand out printed materials that promote the Builder and products used in the model home, but no direct sales of products are allowed.

PROMOTIONAL PHOTOS: Any model may be photographed and used for promotion by the event committee without further written permission of the participant.

RENDERINGS: Renderings through the HBA will be interpreted by the artist from elevations and floor plans. The Builder holds the artist and HBA harmless in this interpretation of the rendering.

SECURITY: Participant agrees to accept the sole responsibility for security of their model, both during construction and while used as a model for the event.

SELLING HOME/PRESOLD: If the house is sold prior to or during the event, a permission/authorization form must be signed by the homeowner and be submitted to the HBA office. Occupants of the home may not reside in the home during the event and the home cannot be occupied by the homeowner more than one year before the beginning of the event without written permission by the Event Committee.

SIGNS: Signs will be available at the HBA office to be picked up by the Builder on Monday, February 27, 2012. The official event yard signs are all-uniform and show the Builder's name and event house number. It is the responsibility of the builder to purchase additional signs if needed during the event if they are missing or stolen.

1. **NOTE:** builders may receive recycled directional signs from previous events for Green Build purposes. The participant shall be furnished with six "right/left" directional signs (**without stakes - if not ordered in contract**) to indicate best way to get to event home from the nearest highway or busy street. Builder must follow local ordinances regarding placement of directional signs. Builders are encouraged to remove directional signs during the week, even if local ordinances do not require removal.
2. Directional signs must be removed on the last day the model is shown and given back to the association in good condition for 10 Builder Bucks/sign to recycle for next event.
3. The only other signs allowed inside the home would be from member firms that are involved with the event home and they must not exceed 8½" x 11". Non-member subs or suppliers shall not be allowed, mentioned on signs or other advertising during the event.

SALES CENTERS: Sales centers may be entered in the event, if all criteria are met. Contact the HBA office or see the information guide to obtain criteria to enter a sales center in the event.

DEVELOPMENT SITES: Builders/Developers may enter their developments in the event for the same price as a model home. Contact the HBA office to receive a separate contract.

THE FINAL DECISION: in regards to all matters of general policy of the event shall be made by the Chairperson and the committee. Penalty for violation of above rules may include loss of eligibility for a future event.

Additional Information & Contract Acknowledgement

Event Guidebook produced by Pioneer Press: For each home entered, there is a 'builder section' that includes an illustration of the home with home address, description of home, driving directions to model, builder's name, phone number, and web address, if space is available. Individual maps will not be provided for each model but the area map will be enlarged and more defined.

Contract: Builders entering more than one home may copy the contract and use it to submit additional entries. Only the front side needs to be returned with the required items. Please notice target dates for specific items. Our event is one of the larger in the state and provides an excellent source of marketing and promotion for our members.

Renderings: A full set of blueprints including elevations and floor plans or a front elevation copy must be submitted with the entry to have illustrations done for the builder's section. These prints will not be returned after the rendering is complete. The more information the artist has, the more accurate the drawing will be. Standard drawings are included in the entry fee. Upgraded illustrations are available for an additional fee of \$150-195. Samples of standard and upgraded illustrations are included in packet. Failure to provide a full set of blueprints/plans before February 3, 2012, will result with no rendering shown on builder page. Entries who fail to indicate choice of illustration views on the checklist form will receive a standard, straight-on view. An artist will interpret renderings from elevations and floor plans you submit. The Builder holds the artist and HBA harmless in this interpretation of the rendering. You also have the option of supplying your own camera-ready illustration. However, the illustration must be black and white line art and no half tones or pencil sketches or photos.

Sales Centers: can be entered in the event if the following criteria are met:

1. The development is exclusive to builders who are members of SCVHBA.
2. If there are any completed models within the development, each must be individually entered in the event.
3. A physical sales center is present. The sales center may be a temporary structure.

Advertising in Official SCV Tour of Home Guide:

1. The selling for advertisement will be performed by the St. Paul Pioneer Press.
2. All advertisements must be submitted to Pioneer Press by their deadlines defined in their promotional marketing brochure that will be provided to all member partners of the SCVHBA.
3. SCVHBA reserves the right to refuse ads.

Contract Acknowledgement *(must be signed and returned with contract & payment)*

This contract, including rules and regulations, consists of the entire agreement between parties and may not be amended without the written consent of the builder and the St. Croix Valley Home Builders Association. The event committee reserves the right to decline or prohibit any home entry not in character of the general event regulations. The undersigned, as a builder participant in the event, agrees to abide by the rules and regulations of St. Croix Valley Home Builders Association as contained herein and any created by the event committee in the future. The undersigned further agrees in the event of a dispute regarding any of the regulations, to accept the decision of the event committee as final. Participating builders agree to defend, indemnify and hold harmless the St. Croix Valley Home Builders Association, its directors, officers, employees, members and any affiliates from and against any claims, liabilities, losses, suits or expenses, including reasonable attorney fees, arising from or in connection with the builder's conduct related to this contract, the event or the construction and use of the proposed home.

I have read and included all necessary information and payment to participate in the Spring 2012 St. Croix Valley HBA Tour of Homes. I understand my responsibilities and the terms of this contractual agreement and will represent my company and the SCVHBA to the best of my ability.

Builder or Representative Signature: _____ **Date:** _____

Please Print above name & Company: _____

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THIS FORM MUST BE COMPLETED AND SIGNED BY BOTH PARTIES BEFORE THE MODEL CAN BE ENTERED INTO THE 2012 SPRING TOUR OF HOMES EVENT.

If the home is sold prior to the beginning of the event, the homeowner **MUST** sign this form and submit to the SCVHBA office before you can participate in the Tour of Homes event.

Homeowner understands that the Contractor will be showing their home in the St. Croix Valley Home Builders Association 2012 Spring Tour of Homes Event, starting March 3-4, 10-11, 17-18, 24-25 & March 31-April 1, 2012

- ◆ Homeowner agrees to cooperate fully with the builder to allow inclusion of the home in the Spring event.
- ◆ Homeowner understands that no one may reside in the home during the event.
- ◆ Homeowner agrees to defend, indemnify and hold harmless St. Croix Valley Home Builders Association, Inc., its directors, officers and employees from and against any claims, liabilities, losses, suit or expenses arising from or in connection with the event.

Homeowners Signature

Homeowners Signature

Print name

Print name

Builders Signature

Company Name

Date

Event Timelines

FRIDAY, FEBRUARY 3, 2012:

*Final Entry Deadline
Drawings/blueprints to HBA for
architectural renderings
Final Deadline for model price,
description, directions and
proof of insurance*

MONDAY, FEBRUARY 6:

*Final Deadline for Advertisement
Placement in the Official
Guidebook produced by the
Pioneer Press
Final Proof available for Builder
Approval*

THURSDAY, FEBRUARY 9:

*Deadline to Banner Model, with
no refund. Your model will
be kept in the guidebook
with a banner "Not Available
for Public Viewing."
Deadline for Builder changes to
proofs*

WEDNESDAY, FEBRUARY 15:

Guidebook going to Print

FRIDAY, FEBRUARY 17:

Print Date

SUNDAY, FEBRUARY 26:

*Official Guidebook to be inserted
into the Pioneer Press
Sunday Edition*

MONDAY, FEBRUARY 27:

*Pickup Yard & Directional Signs,
Guidebooks and any other
material associated with
event at the HBA Office...*

*1632 Rolling Hills Lane,
River Falls, WI 54022*

*Questions? Please Call:
715-796-5377*

MARCH 3-4, 10-11, 17-18, 24-25 & MARCH 31-APRIL 1, 2012

*2012 Spring Event
12:00 to 6:00pm*

SUNDAY, APRIL 1:

*Please Remove all Directional
and Yard Signs - **BUILDER
RESPONSIBILITY***

WEEK OF APRIL 2:

*Bring Directional Signs back to
the HBA office for Builder
Bucks...We will re-use these
for the next event to keep
our printing costs down.
Every Bit Helps!*

**THANK YOU and HAVE A GREAT
SPRING TOUR!!**