

St. Croix Valley Home Builders Association's



**Tour of Homes  
Fall 2016**

September 9 - October 2, 2017  
Saturdays and Sundays Only  
12:00 - 6:00 pm



Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_ Contractor Cert. No: \_\_\_\_\_  
Entry is:      Model Home      Sales Center  
Entry Address: \_\_\_\_\_  
Name of Development: \_\_\_\_\_  
Furnished & Decorated:      Complete      Partial      None  
Price of Entry:      Includes Lot:      Yes      No  
Price subject to change prior to the event:      Yes      No  
Pre-Sold House:      No      Yes - Must include signed Homeowner Agreement on page 5  
Certificate of Insurance:      Attached      Agent will submit to [info@scvhba.com](mailto:info@scvhba.com)  
Changes to Hours: \_\_\_\_\_

(Please list any extended hours/dates that you want listed in the guide book. Also, any days/times listed above that the model will NOT be open. There is no additional charge for models to remain open beyond those contracted here.)

Description of Entry (100 words or less):

Directions to Entry, using North, South, East & West terms (See page 4 also):

NOTE: Rendering drawing information must be received by July 15<sup>th</sup>. Failure to do so may result in additional charges or no illustration in the guidebook. More information on page 3.

## Rules & Regulations

**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 July 15, 2016. 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.

**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 Friday, September 2, 2016. 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 86" 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

**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 the 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 must submit one contract for each entry. 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 available upon request. Failure to provide a full set of blueprints/plans before July 15, 2016, will result with no rendering shown on builder page. 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, no half tones, pencil sketches or photos.

**Sales Centers:** May 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.

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## Contract Acknowledgement

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.

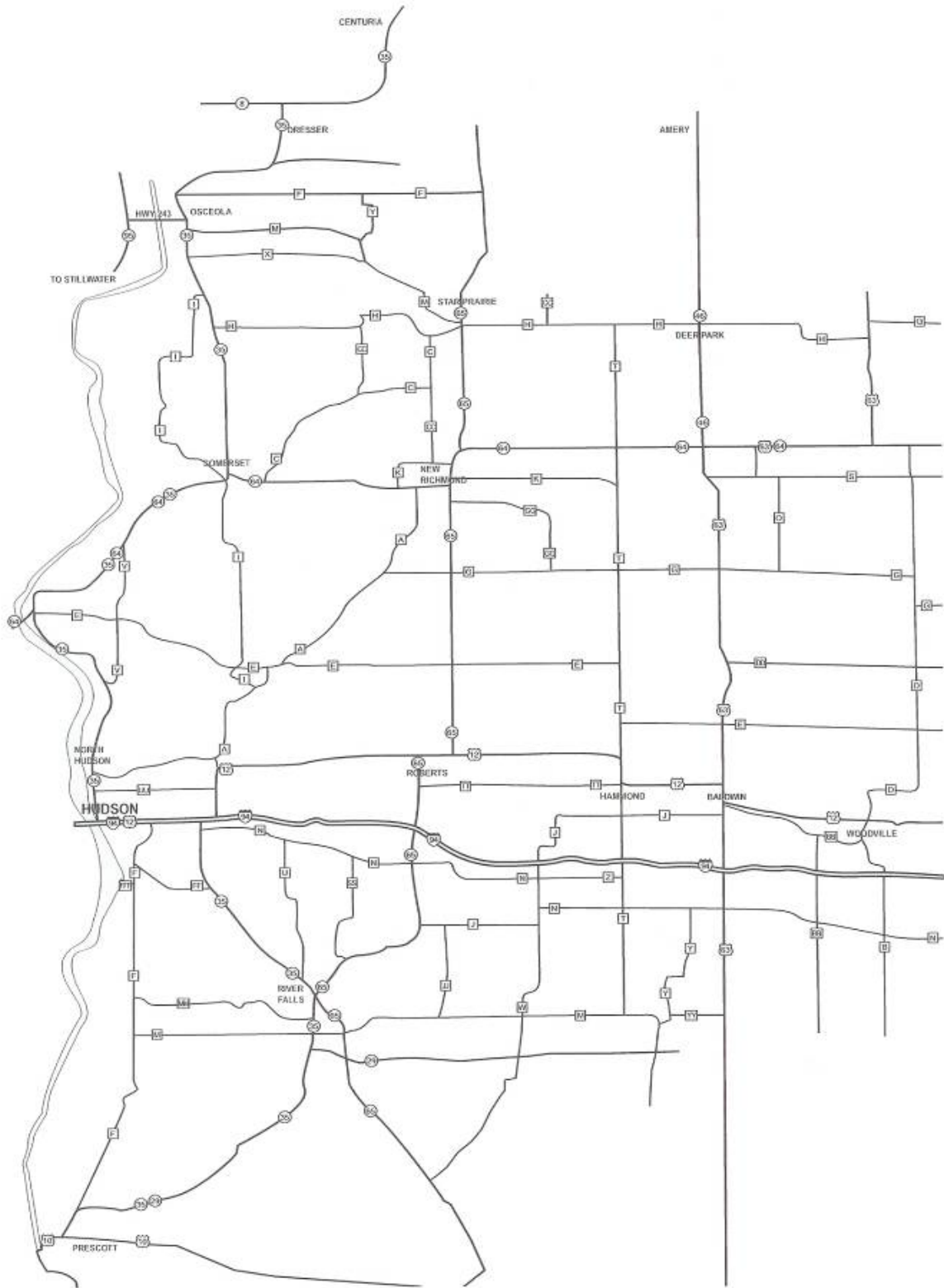
I have read and included all necessary information and payment to participate in the Fall 2017 St Croix Valley HBA Tour of Homes. I understand my responsibilities and the terms of this contractual agreement and will represent my company and the SCVHBA to the best of my ability.

**Builder or Representative Signature:**

**Date:**

(I understand that my electronic signature has the same legal effect and can be enforced in the same way as a written signature.)

Please mark your model(s) on the map below and return by email to [info@scvhba.com](mailto:info@scvhba.com) or by mail to PO Box 654, Hudson, WI 54016 **no later than July 15.**



# St. Croix Valley Home Builders Association's



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### Homeowner's Agreement

If the home is sold prior to the beginning of the event, the homeowner MUST sign and return this form to the SCVHBA office in order for the home to be included in the Tour.

The **Homeowner** understands that the Contractor will be showing their home in the St. Croix Valley Home Builders Association's Tour of Homes event on the days and times listed above. The undersigned homeowner:

- Agrees to fully cooperate with the builder to allow inclusion of the home in the tour.
- Understands that no one may reside in the home for the duration of the tour.
- 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 tour.

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

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

\_\_\_\_\_  
Printed Name(s)

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

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date