



HEART OF THE NORTH BUILDERS ASSOCIATION
PARADE OF HOMES *and more!*
PARTICIPATION AGREEMENT - 2017

- 1) Dates of the 2017 Parade of Homes shall be September 16-17 and September 23-24, 2017.
- 2) Participation in the Parade shall be limited to **Builder** members of the Heart of the North Builders Association (HNBA) in good standing. Non-members wishing to participate in the 2016 Parade must apply for membership by completing a membership application and paying one year's dues (\$495) by January 1, 2017. Being denied membership for any reason will render the builder ineligible for Parade of Homes participation. Each **Builder Participant** must sign a copy of this agreement with HNBA agreeing to abide by the rules and regulations in this document, as established by the Parade of Homes Committee. Each **Builder Participant** (or an employee within the Participant's company) must hold a valid and current Dwelling Contractor Qualifier credential from the WI Dept. of Commerce and **must be must be the person who pulled the project's building permit**.
- 3) **Participants** in the 2017 Parade of Homes must pay the established entry fee and refundable deposit. Entry fee per entry in the Parade is as follows:
Signed Contract, \$500 deposit + \$695 Entry Fee & Certificate of Insurance received by May 20, 2017
Signed Contract, \$500 deposit + \$795 Entry Fee & Certificate of Insurance received by June 17, 2017
Signed Contract, \$500 deposit + \$895 Entry Fee & Certificate of Insurance received by July 22, 2017
Second (and subsequent) entries by the same builder will submit a \$500 deposit per entry, but applicable entry fee will be reduced by \$200 (after initial entry) based on date deposit is received. (Example: Entry 1 received by May 20, 2017 will pay entry fee of \$695. Entry 2 deposit received between May 21 and June 16, 2017 will pay entry fee of \$595 [\$795 - \$200]).
- 4) **Cancellations:** A full refund of any deposit and/or entry fee paid will be issued for cancellations submitted in writing by the Participant to the HNBA Office up to July 22, 2017. Cancellations received between July 23, 2017-August 5, 2017 will receive a refund of the entry fee paid only (the deposit will be forfeited). No refunds will be issued for cancellations received after August 5, 2017.
- 5) A refund of \$500.00 will be made if, and only if, all of the following conditions are met:
 - a) Structure is completed prior to final inspection and meets final approval of the Parade committee in accordance with the checklist attached.
 - b) Signed contract, Certificate of Insurance (see #7 below), entry fee, and deposit are submitted on or before July 22, 2017.
 - c) All information for the entry's listing in the Parade of Homes book is submitted to the HNBA office on or before July 22, 2017 (see #6 below).
 - d) Builder or builder's employee is present at all mandatory meetings after July 22, 2017. **Builder/Employee** absence from any Parade of Homes meeting does not excuse non-compliance to any contract and/or rules and regulation up-dates. **Failure to have a representative present at published mandatory meetings will result in forfeiture of \$100 per missed meeting from the \$500 deposit.** Tentative Mandatory Meeting schedule is: August 9, 2017 (proof read Builder's Entry Listing Page), and September 8, 2016 (receive Parade materials). Final meeting dates, times and locations will be published in the newsletter HNBA Happenings and on www.hnbawi.org.
 - e) Parade entry is open, staffed, accessible and unoccupied by homeowners during published parade hours.
 - f) All Parade materials are returned, i.e., unsold tickets, signs, direction arrows, ticket proceeds, start-up cash no later than September 27, 2017.
- 6) Entry fee includes one full-page listing in the Parade of Homes book. Materials for Builder's Listing page in Parade of Homes book must be received by the HNBA office by July 22, 2017. **\$100 will be forfeited from the builder's deposit for each business day past July 22, 2017 that materials are not received.** These materials include written description of the entry, photo and/or rendering of the entry (high-quality print or electronic format, print quality—300dpi or better), floor plan (if desired), directions from the nearest major roadway, and the list of HNBA member partners used for the project. If possible, an electronic version of the builder's logo should be supplied. Each **Builder Participant** will be responsible for the accuracy of content including directions. Each Builder or designated employee will sign and date content proof prior to the proof deadline.

- 7) **Builder Participant** shall furnish proof of insurance including: 1) liability insurance indicating bodily coverage of \$500,000 and 2) property damage limits of \$50,000 or minimum coverage by law (whichever is greater). Builder's coverage must extend through Parade of Homes dates, even if the home has been turned over to the homeowner prior to the Parade. HNBA must be listed as a certificate holder on the policy for the dates of the Parade. Proof of the above listed Certificate of Insurance must be forwarded to the HNBA, P.O. Box 6, Rice Lake, WI 54868, at the time of payment as specified on the first page along with signed contract and deposit.
- 8) **Builder Participant** agrees to accept the sole responsibility for security of his Parade entry, both during construction and while used as a Parade entry. Further, the Builder Participant agrees to indemnify and hold harmless HNBA for any cause of action or claim of damages to the property or to any person.
- 9) **Directional Signs:** Only official HNBA Parade of Homes directional signs shall be used during Parade dates. These signs will be furnished by the HNBA Committee. The **Builder** shall install signs and arrows supplied by HNBA that are to be used to indicate the best way to get to the entry from the nearest highway. Signs must be removed and stored by the Builder/ Participant between Parade of Homes weekends. Failure to comply may result in signs being removed by the County.
- 10) **Promotional Signs:** After final inspection by Parade of Homes Committee, **only HNBA-member promotional signage may be displayed on site.**
 - a) Signage on or in Parade entries during Parade of Homes shall be no larger than 8-1/2" x 11" and may promote only HNBA members or product availability from HNBA members. Non-member signage is limited to one business card in one location in the house.
 - b) Outdoor signage will be limited to HNBA members only. **Builder's** sign may be up to 4 x 8 ft.; others may not exceed 5 square feet.
- 11) Building qualifications and occupancy regulations:
 - a) **New homes and outbuildings** cannot be occupied sooner than the end of the previous year's Parade of Homes. For **remodeled homes**, there is no limit on owner occupancy prior to the Parade, but work by the builder must have been completed after the start of the previous year's Parade of Homes. A remodeled Parade home must include work by the builder equal to at least 50% of the home's original (pre-remodeling) square footage.
 - b) Parade of Home entries may be sold at any time, but may not be occupied any time during the published Parade hours.
- 12) A final inspection by a building inspector must be completed prior to inspection by the Parade of Homes inspectors and the opening of the Parade of Homes. A copy of the Occupancy Permit must be provided to the HNBA office by September 12, 2017.
- 13) **THERE WILL BE A FINAL INSPECTION.** Final inspection will is scheduled for the week of Sept 12, 2017. It is the **Builder's responsibility** to make the entry is accessible for inspection. If the committee is unable to access the structure for inspection when scheduled, the builder will forfeit the \$500.00 deposit. A copy of the house's Occupancy Permit must be supplied to the HNBA Office by the date stated above (#12). A copy of the completion checklist to be used by the committee is made a part of this agreement. Signing of this agreement indicates the **Builder's** willingness to comply with this checklist and inspection procedure.
 - a) If home or outbuilding is not completed and SAFE for showing as of the inspection date, the inspection committee will make the determination as to whether/when the structure will be allowed to open to the public. **Allowing the home to open to the public does not guarantee refund of the deposit.**
 - b) If noncompliance is found, the committee has the option of disallowing the **Builder** entrance in the 2017 Parade and the 2018 Parade of Homes.
- 14) Any Parade of Homes entry may be photographed and used for promotion by the HNBA and the Parade Committee without further written permission of the Builder or homeowner.
- 15) An admission fee will be charged and tickets issued for those viewing the homes. Tickets for ages 12+ are \$5. Children under 12 are free but must be within arm's reach of an adult when in the homes. One ticket allows admission to all homes in the Parade of Homes.
- 16) The final decision on all matters of scheduling and general policy of the Parade shall be made by the HNBA Parade of Homes Committee.

2017 Parade of Homes Participation Agreement

Builder's Company Name: _____

The undersigned Builder Participant has read this Participation Agreement and does hereby agree to abide by the operating rules and regulations of the HNBA Parade of Homes as set forth in this agreement.

Further, the undersigned agrees that all forfeitures and fees set forth in this agreement are reasonable, and in the event of a misunderstanding or dispute regarding any of the rules or regulations as set forth in this agreement, that the undersigned accepts the decision of the Parade of Homes Committee as final. I have received a copy of the Participation Agreement, I understand its contents and I agree in all manners and respects to be bound by the terms and provisions contained herein.

Builder/Participant Signature: _____ Date: _____

Parade Entry Address: _____ City: _____

For HNBA Use Only:

Contract/deposit Rec'd By (Signature) _____ Date _____

Paid Deposit of \$500.00: _____ (date) Paid Balance of Entry Fee: _____ (date)

Rec'd Certification of Insurance _____ (date) Rec'd Builder Page Info: _____ (date)

Aug Meeting attended _____ Sept Meeting attended _____ Materials Returned _____

Inspection Checklist—Houses/Dwellings	Complete	Incomplete
1. Copy of Occupancy Permit is received by HNBA Office by deadline	_____	_____
2. Sidewalk, entrance, garage apron and driveway are hard-surfaced.	_____	_____
3. Complete interior and exterior finished, including painting/staining.	_____	_____
4. Landscaping—Final grade at a minimum.	_____	_____
5. Hard surfaced flooring & carpeting installed & finished.	_____	_____
6. Plumbing fixtures set, all heating & electrical completed.	_____	_____
7. Cabinetry completed and installed including hardware & countertops.	_____	_____
8. If kitchen appliances are built in, they are installed.	_____	_____
9. Staircases & railings are complete.	_____	_____
10. Non-Member signs removed (ONE business card may be present).	_____	_____
Inspected by: _____	Date _____	
	Date _____	

Inspection Checklist—Outbuildings	Complete	Incomplete
1. Driveway or walkway to building is hard-surfaced.	_____	_____
2. Complete exterior is finished including painting.	_____	_____
3. Floor is finished with compacted gravel (minimum) or concrete.	_____	_____
4. Minimum of one service door.	_____	_____
5. Minimum of one overhead door.	_____	_____
6. Minimum of one window.	_____	_____
7. Finished grade around exterior of building.	_____	_____
8. Soffit is to be installed around entire roofline.	_____	_____
9. Electrical service is complete and interior lighting is operational	_____	_____
10. Non-Member signs removed (business card may be present).	_____	_____
Inspected by: _____	Date _____	
	Date _____	

Submit signed and dated contract, Certificate of Insurance, entry fee and deposit to be received by July 22, 2017 to: HNBA, PO Box 6, Rice Lake WI 54868, Phone/Fax: 715-736-4622