



**Home Builders Association of St. Joseph Valley
Spring Builders Showcase – May 2024**

PARTICIPATION AGREEMENT

This agreement is made for the participation in the Spring 2024 Builders Showcase hereinafter referred to as “Showcase” between the Home Builders Association of St. Joseph Valley, a non-profit corporation, whose address is 103 E. Grove Street, Mishawaka, IN 46545 hereinafter referred to as “HBASJV” and Builders Showcase Entrant, as identified hereinafter in this agreement as "Participant" or “Builder”.

EVENT DETAILS: The Home Builders Association of St. Joseph Valley (HBASJV), represented by the Showcase Committee, will present a Builders Showcase (“Showcase”) in May 2024. This show will feature homes which are of excellent design and craftsmanship, and appealing neighborhood developments.

1. Dates

The Spring 2024 Builders Showcase will begin on Friday, May 10th, when the Online Tour Experience will launch on www.HBAshowcase.com. The public visitation hours for the Showcase will be:

- Saturday May 11th 1:00 – 6:00pm, EST
- Sunday May 12th 1:00 – 6:00pm, EST
- Wednesday May 15th 5:00 – 8:00pm, EST
- Saturday May 18th 1:00 – 6:00pm, EST
- Sunday May 19th 1:00 – 6:00pm, EST

2. Participation / Criteria

- Participant must be a Builder Member as defined by the HBASJV Bylaws and an active participant in the Indiana Quality Assurance Builders Standards Program.
- Each entry location will be presented/branded by a single company name and company logo. Individual Builder Member may determine how they would like to present to the public and under which name.
- Participant must have been a member of good standing prior to application, and shall not be in a state of suspension, be delinquent in dues or other monetary obligations to the HBASJV from the time of signing the contract through the Showcase.
- Each Showcase entry may be a single location consisting of either a new home, remodeled home, or a development. Each Showcase entry is hereinafter referred to as “location” or “entry”. Development entries are further defined in *Section 6* below.
- Participant may enter multiple locations in the Showcase. An additional Participation Agreement and Entry Fee shall be required for each entry. Discounts would apply to multiple entries as described in *Section 7* below.
- Participant must provide, according to the established participation deadlines, a Certificate of Insurance as described in *Section 8* below.

The Showcase Committee and/or the HBASJV Board of Directors reserve the right to accept or deny any application. Questions regarding the eligibility of a Showcase location should be directed to the Showcase Committee and/or the HBASJV Board of Directors. Any exceptions to the Participation Agreement must be requested in writing along with the submission of this application and will be reviewed by the Showcase Committee and/or Board of Directors. Participants will agree that if the Participant fails to comply with this entire agreement, they may be declared ineligible to participate in this, and future Showcases.

3. Acceptance

Participant agrees the Showcase Committee will have a 2-week period to accept or reject their application and within that time has the discretion to provide return of the entry fee without a penalty or prejudice.

4. Pre-sold & Occupied Homes

Pre-sold, custom, condo, or spec houses shall be eligible, but in the case of a pre-sold unit, the home may not have been occupied at any time prior to, or during the Showcase dates. Participant may request an exception at the time of application for entry. Request for an exception must include written permission from the occupant and additional liability and insurance certifications may also be required.

5. Incomplete Homes

Showcase homes still under construction at the time of the event are permissible. Participant must inform the HBASJV prior to the established deadlines if the home will not be complete. The HBASJV will indicate this accordingly in public announcements and on promotional media.

The minimum acceptable level of completion will be “safe for the public”. (i.e. Handrails must be installed in stairways, no exposed electrical, no tripping hazards, no drop-offs, etc.)

Concrete or other permanent hard surface must be installed for walkways leading to the entry of the home (e.g. no gravel or boardwalks).

Any Showcase home that is considered to not meet the safety requirements will be declared ineligible by the HBASJV and closed to the public.

6. Development Entries

A Development Entry in the Showcase is an opportunity for a Builder/Developer to highlight a neighborhood or project location. The participation fee is the same as that of a home and the development would receive the same promotional benefits as a home location.

Participants who enter a development are encouraged (though not required) to establish a tent, or other temporary location to greet visitors. Development entries do not include the showing of a home within that neighborhood, and Participant will also agree to all other applicable sections of this agreement, including *Section 20* below.

Participants who enter a development as a Showcase entry, may also enter a home as an additional Showcase entry. An additional entry fee is required, and the multiple-entry discount would apply.

7. Entry Fee and Discounts

For participation of home as an official entry in the Showcase, Builder will pay to the HBASJV an entry fee for each home submitted at the time of submission of the signed agreement. The fee is non-refundable after acceptance into the Showcase.

Participation Agreement Deadline is Friday, March 29th. Upon receipt of signed Participation Agreement, the HBASJV will invoice the Participant for the amount due payable upon receipt. Payment by check payable to “Home Builders Association of St. Joseph Valley” is preferred. Online credit card payments can be made upon request and may be subject to an additional service fee.

Spring 2024 Builders Showcase Entry Fee is \$3,500.00 per home or development. In addition, each Participant will pay an additional \$500 in the form of a refundable deposit. This deposit will be returned to the Participant after the Spring Showcase has concluded provided that they have 1) satisfied the participation requirements defined in this document, and 2) met the criteria defined by the accompanying document ***“Showcase Entry Checklist and Deadlines”***.

Multi-Entry Discount

The second entry by the same Builder/Developer Participant will be discounted by \$500. Each additional entry after the second will be discounted by \$1000 each. (For example: First entry = \$3500, Second entry = \$3000, Third and each additional entry = \$2500). This discount can be applied in combination with other discounts.

First-Timer Discount

Any builder/developer who has not participated in a Spring or Fall Builders Showcase within the past 5 years, would qualify for a “First-Timer” discount. The entry for each home or development would be reduced by \$500. This discount can be applied in combination with other discounts.

8. Insurance

Builder/Participant agrees that they are responsible for insuring the site and maintaining it in a condition that is safe for entry of the general public. They further agree to provide the HBASJV a certificate of insurance showing general liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate listing the Home Builders Association of St. Joseph Valley as an additional insured on a primary and non-contributory basis, and an umbrella policy with a \$1,000,000 limit. The certificate must be provided by the appropriate deadline as described in the accompanying document ***“Showcase Entry Checklist and Deadlines”***.

9. Liability, Indemnification and Hold Harmless

HBASJV and Participant agree to indemnify and save each other harmless from and against all claims, losses, costs, damages, expenses, and liabilities for bodily injury, death on property damage, without limitation, attorney's fees, statutory liabilities, and obligations under workmen's compensation laws, arising out of or in connection with any and all transactions and occurrences on or about the "Participants" Builders Showcase entry, regardless of cause. "Participant" and "HBA" mutually waive any right of subrogation which either might otherwise have against the other to the extent that the loss in question covered by insurance, render such insurance coverage void, ineffective or unenforceable. However, provided further, neither Home Builders Association of St. Joseph Valley nor Participant Firm waive any right of subrogation, whether or not the loss is covered by insurance, as to any loss or damage cause either by any (1) act of omission of a person other than Participant Firm, the Home Builders Association of St. Joseph Valley and respective officers, partners, participants employees, agents, assigns, representatives, agreementors, and subagreementors, or (2) by an intentional, dishonest, fraudulent, malicious, or criminal act or omission of any person. In the event a claim is made as to which subrogation has not been waived, Participant Firm and Home Builders Association of St. Joseph Valley mutually agree to execute and deliver any documents, instruments and papers, and to do any other reasonable act requested by the other as necessary to secure and maintain such right of subrogation.

10. Safety Affirmation

Participant agrees to provide the HBASJV with a signed ***“Safety Affirmation Form”*** certifying that they will maintain this site in a condition that is safe for the viewing public. Any Showcase location that is deemed to be unsafe by the HBASJV may be declared ineligible for display as an entry in the Spring 2024 Builders Showcase. Participant agrees that without providing the signed Safety Affirmation Form, the location will not be open to the public. Participants must also adhere to any applicable federal, state

and local laws and regulations.

11. Accessibility

Homes enrolled in the Showcase must be located on all-weather roads and be accessible to passenger cars. Parking and turn-around areas must be available for multiple vehicles. If location cannot meet the above, a plan must be submitted with application for traffic flow for approval from the Showcase Committee. Concrete or other permanent hard surface must be installed for walkways leading to the entry of the home (e.g. no gravel or boardwalks). Pedestrian access must be clear of all debris and safe for foot traffic.

12. Online Tour

The Spring Builders Showcase will include an Online Tour Experience for each home that will launch on www.HBAshowcase.com on Friday, May 10th. Participation in the online portion of the event will be included at no additional cost to the participant. Participation in all online promotions will be optional to the Builder and will be subject to all applicable deadlines set by HBASJV for content needed (home details, photography, etc.).

13. Viewing Hours and Greeters

Participant agrees to keep their Showcase location open to the public during all public viewing hours of the Showcase. Hours are 1pm to 6pm (EST) on Saturday and Sunday as well as 5pm to 8pm (EST) on Wednesday. Participant shall have a representative from their company (or other designated representative) on site during those hours.

Builder may also request an HBA-provided volunteer (“Greeter”) to be on site during Showcase hours to represent the Association and the Showcase event by answering general questions from guests. This Greeter would not replace the need for a builder to provide their own representative to be on site except by special exception from HBASJV.

14. Clean-up

Builder agrees to remove any trash and building debris from the site and to thoroughly clean up the entire property, exterior and interior on a daily basis as required during the Showcase.

15. Security

Builder shall be solely responsible for security of its Showcase home and property both during construction and during the Showcase.

16. Subcontractors and Suppliers

HBASJV always encourages members to “Do Business with a Member!” Builders are permitted to use any subcontractor or supplier they choose, however, HBASJV encourages Builders to exclusively utilize HBASJV member suppliers and subcontractors for Showcase Homes.

17. Interior Signage

HBASJV encourages signage, displays and other promotion of members in good standing with the Association. Sub-Contractor and Suppliers displays should be prepared and presented in a professional manner. All interior signage and displays are allowed at the discretion of the Builder.

18. Exterior Signage

HBASJV will provide Showcase-branded signs for use during the Showcase to designate the Showcase locations. HBASJV signs must be displayed at each Showcase location. Participant also has the right to display their own sign with their logo and information. All other exterior signage is at the discretion of

the Builder/Participant, provided that the signs are that of an HBASJV member of good standing.

It will be the responsibility of the Builder/Participant to place Directional Signs in accordance with county and neighborhood guidelines, but in a manner that will optimize visibility and guide the visiting public toward Showcase locations. It will be the responsibility of the Builder/Participant to collect all HBASJV and Showcase signs and stakes after the Showcase concludes and return them to the Showcase Committee, or the HBA Office either prior to, or during the Showcase wrap-up meeting.

If the property is “for sale”, (the property must be listed on the South Bend/Mishawaka Multiple Listing Service) a real estate sign may be displayed in the yard. All exterior signage control will be done at the discretion of the HBASJV and with the cooperation of the Builder/Participant.

19. Admission

There shall be no admission charge to the general public. Tickets will not be required. The use of surgical booties / disposable shoe covers should be encouraged. Bare feet or spike heels shall not be allowed. Pets, strollers, beverages or food should be discouraged in the Showcase homes, however, it is the sole responsibility of the Builder to enforce these admission policies.

20. Open Houses and Other Non-Showcase Homes in Proximity to Showcase Locations

Participant agrees not to hold an open house at the home enrolled in the Showcase for a period of one month prior to the Showcase. Standard open house practices that are shown to be part of that an established open house schedule (i.e. Every Sunday from 2-4pm, etc.) shall be exempted.

Showcase participation includes only the Showcase locations as entered in the event and as defined in this document (Home or Development). Additional homes in proximity to Showcase home shall not be shown during the Showcase dates and hours. Such homes may be entered in the Showcase according to the multiple entry rates.

HBASJV Builder Members who are not participating in the Showcase will also be subject to these stipulations as a condition of their membership with HBASJV. Those found to be in violation of this agreement may incur a fine equal to the Showcase Entry Fee.

All HBASJV members will show further courtesy by not conducting any open house during event hours, unless that open house can be shown to be part of an established open house schedule.

21. Advertising

HBASJV media and print advertising related to the Showcase will be performed with the authorization of the Showcase Committee. Participant agrees it has no authority to accept or reject proposed advertising. All advertising will be subject to the deadlines imposed by the Committee. Participant submittals, e.g. biographies, pictures, etc. must be received by any deadlines set forth.

22. Builders Showcase Trademark

Any member of the HBASJV whether they choose to participate in the event or not, shall not use the phrases “Panorama of Homes”, “Parade of Homes”, “Builders Showcase”, “Spring Showcase” or “Showcase” in connection with any form of advertising or promotion activity outside of the Association-sponsored event.

Participants of the Showcase are encouraged to promote their participation in the Builders Showcase through their own marketing channels and may use the Trademark for this purpose.

23. Decisions and Arbitrations

The Showcase Planning Committee shall have the right to decide all questions concerning the general conduct and day-to-day operation of the Showcase.

24. Incorporation of Additional Policies

Any additional policies or procedures of Showcase Committees and/or the Board of Directors will become part of this agreement as if incorporated in full herein.



Home Builders Association of St. Joseph Valley Spring 2024 Builders Showcase

PARTICIPATION APPLICATION

Please complete and sign this form as an acknowledgement that you have read and understand the Showcase Participation Agreement. For additional entries, you may duplicate this form and complete the Showcase Home Entry section only.

This form may also be completed online at: www.hbasjv.com/showcase-entry-form

Builder Information as you would like it to appear in all marketing materials:

Builder's First and Last Name: _____

Company Name (must be an HBASJV member in good standing): _____

Company Mailing Address: _____

City / State / Zip: _____

Company Phone: _____ Company Website: _____

Primary Company Contact for public inquiries: _____

(If different than Builder above)

The signatures below indicate the acceptance of and agreement to the parameters as set forth in the Participation Agreement for the Spring 2024 Builders Showcase along with an acknowledgement of the established Checklist and Deadlines.

Signature of Builder/Participant

Signature of HBASJV Representative

Printed Name of Builder/Participant

Printed Name of HBASJV Representative

Date: _____

Date: _____

Additional Contacts for HBASJV communication (if different than above):

Showcase Contact Name(s): _____

Showcase Contact Phone: _____ Showcase Contact Email: _____

Showcase Home Entry Information

Street Address of Entry: _____

City / State / Zip: _____

Subdivision: _____ Lot Number: _____

Style of Home: _____ Type of Home: _____
(i.e. Traditional, Transitional, Craftsman, etc.) (i.e. Single Family, Townhome, Condo, etc.)

Estimated Price (including lot): _____ Indicate whether this price may be published publicly. (YES / NO)

Indicate whether this home will be completed by the time of Showcase. (YES / NO)



**Home Builders Association of St. Joseph Valley
Spring 2024 Builders Showcase**

SHOWCASE ENTRY CHECKLIST & DEADLINES

Your cooperation with these posted deadlines will ensure the prompt return of your \$500 deposit!

Thursday, March 21st 2024

- **Deadline for Participation** – Signed Participation Agreement and payment required for each entry.

Thursday, March 28th 2024

- **Builders Showcase Safety Affirmation Form** – A signed affirmation is required from each builder.
- **Marketing Information Form** – This can be completed online or in the Word template provided by the HBASJV. This form describes the home in more detail for use in marketing materials. The following items must accompany the Marketing Information Form:
 - **Company Logo** – high resolution file in .jpg or .png format, must be at least 300 dpi.
 - High Quality, Color **Digital Rendering** (Photographs may be acceptable upon approval)
 - **Floor Plans**
- **Participant must declare** to HBASJV whether the home will be **complete or incomplete** at the time of the public viewing. Incomplete homes will be presented accordingly online and in the magazine.

Thursday, April 25th 2024

- **Certificate of Insurance Due**
 - Please refer to the exact requirements as listed in Section 8 of the *Participation Agreement* and forward that information to your insurance provider.

May 7th – May 9th 2024

- **This is the window for Photography/Matterport appointments** – Photography, Video and/or Matterport (or equivalent) will be provided for each entry. Participation is optional, but highly encouraged. In order to participate, your home must be photographed on or before the deadline (May 9th). Photography will be scheduled on a first-come, first-served basis with the photographer. There will be a fee assessed for missing a scheduled appointment or if the photographer arrives for your scheduled appointment and the home is not ready for photography.

May 11th & 12th, May 15th, and May 18th & 19th

- **Public Viewing Hours** – Homes open Saturdays & Sundays, 1-6pm EST; Wednesday, 5-8pm EST.

Week of May 13-17th 2024

- **Awards Judging** – HBASJV will escort the teams of judges to evaluate the Showcase homes. Your home must be completed and clean, and Builder must not be present during judging. Incomplete homes may be deemed ineligible for Awards Judging.

Week of May 20-24th 2024

- **Participant must return all materials to an HBASJV representative (Staff or Committee Member)**
- Remove signs and stakes from their posted locations immediately after the Showcase. Return signs and stakes along with any extra books and magazines to the HBASJV.



Home Builders Association of St. Joseph Valley Builders Showcase – Spring 2024

SAFETY AFFIRMATION FORM

By signing this form, the Builder affirms that appropriate safety precautions will be in place at their Showcase location, home and/or site. The Builder ensures the safe, physical condition of the location, home, and/or site according to all applicable public safety standards and general inspection guidelines.

The HBASJV will not be conducting safety inspections, however the Association does reserve the right to close a location to public visitation if the location, home, and/or site are determined to be unsafe.

In addition, Builder Participants will adhere to any applicable federal, state and locally mandated requirements with regard to public health and safety. By signing this form, Builder Participant acknowledges receipt of the suggested “Guidelines for Completion and Presentation” to consider when preparing the location, home, and/or site for the visiting public.

As a Builder Participant exhibiting in the Spring 2024 Builders Showcase, I affirm by my signature below that I have received these recommendations and will implement appropriate safety precautions to ensure the safety of the location, home and/or site for the visiting public.

Builder/Participant Signature: _____ Date: _____

Builder/Participant Printed Name: _____

Showcase Entry Marketing Info Template

Complete this information as you would like it to appear in the magazine

Company Contact Info – Name, Address, Phone, Website:

Builder Name:

Subdivision:

Address of the Showcase Entry:

Style (Craftsman, Modern, etc):

Type (Single Family, Townhome, etc):

Estimated Price (including lot):

Square Footage:

Bedrooms:

Bathrooms:

Description of Home – approx. 3 sentences paragraph

Special Features – bulleted list of no more than 10 items

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Directions to the home

Builder Statement – about the company – approx. 2-3 sentence paragraph



2024 Spring Builders Showcase Completion Guidelines for Homes

This form is provided to Showcase Participants as a guide and does not need to be returned to the HBASJV.

Interior:

- Floors – Covered/Clear from any tripping hazards _____
- Walls – Covered with no exposed electrical boxes/panels _____
- All Fixtures Installed – Lights, Mirrors, etc. Secured with no loose wires _____
- Faucets, Doorknobs, Etc. Installed _____
- Debris throughout home removed; Home should be clean _____
- Handrails installed in any accessible stairways _____
- Any drop-offs must be physically blocked. (caution tape alone is not sufficient) _____

Garage:

- Cleaned, Lights Installed and Ready for Viewing _____

Exterior:

- Exterior of home should have soffits and brick, siding or other covering of builders choice _____
- Lot should be clear of any debris and other tripping hazards _____

Lot/Yard:

- Landscaping is not required; however if started, must be in a state that is safe for the visiting public during Showcase _____
- Access to the home must be a permanent hard surface such as sidewalks or pavers. No gravel or temporary walkways. _____
- All exterior projects such as hardscapes and decks if started, should be completed prior to showcase _____
- All trash and other debris removed from any area visible and/or accessible to the public _____

If the home will not be suitable complete by the opening date of the Spring Builders Showcase (May 11, 2024) please contact the HBASJV or indicate as such on the Participation Application.

HBASJV must be notified of this complete/incomplete decision no later than Thursday, March 28th, 2024 so that the home can be promoted accurately on the website and in the magazine.