

NORTHERN MINNESOTA BUILDERS ASSOCIATION

Showcase
of Homes 

REGISTRATION CONTRACT

Registration Deadline is July 20, 2009

Builder/Remodeler Home Entry Fee:

1st Home: \$500 for NMBA Members & \$700 for Non Members

Additional Home(s): \$250 for NMBA Members & \$350 for Non Members

NORTHERN MINNESOTA BUILDERS ASSOCIATION

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for more info: 218-326-6622 | www.nmbuilders.com

**Saturday, September 26, 2009 (11AM-5PM)
& Sunday, September 27, 2009 (11 AM4 PM)**

Application for Entry	Please complete this application and return to NMBA by <u>Monday, July 20, 2009</u>
Front Elevation	A line drawing or photograph showing the front elevation is required.
Floor Plan	And/OR include a floor plan for each floor to be finished. (If applicable.)
Building Photograph	<i>A building photograph is necessary. <u>Please contact the NMBA if not available.</u></i>
Company Logo	A company logo is optional. If applicable, the builder must supply a sample of this at time of entry. This is used in the Showcase of Homes Guide Book. All logos need to be emailed to nmba@paulbunyan.net at time of registration.
Builder Profile	Full page article/advertisement provides the public with the most up to date information about you and your company and the home you are showcasing. A maximum of 100 words describing the main features of this home. Please note if this home would showcase special category features, such as, energy/green home or handicap accessibility.
Features of the Home	Full page (Builder/Remodeler) entries will receive up to 110 words to describe the home that will be available for tour. A proof of your page will be available on August 28 th . <u>*Note: Please take the time to fill this out as accurately as possible. Those that do not meet these criteria will be edited, without notification to builder.</u>
Participation Agreement	This form must be completed and signed in order to enter a home in the tour.
Insurance	The insurance required should be not less than the following:
<i>General Liability</i>	A Certificate of Commercial General Liability Insurance per occurrence in the amount of \$1 million. Products/completed operations aggregate of \$1 million (builders only). General Aggregate of \$2 million. Personal Injury of \$1 million per occurrence. The entrant must provide coverage at their chosen Showcase site.
<i>Automobile</i>	Comprehensive Combined Automobile, including owned, non-owned, hired coverage including pollution liability of \$500,000 combined single limit.
<i>Workmen's Comp.</i>	Builders must supply Workmen's Compensation and Occupational Disease Insurance as required by law. The Certificate(s) MUST accompany your entry.
Builder Entry Fee	1 st Home: \$500 for NMBA members & \$700 for Non Members Each Additional Home(s): \$250 for NMBA Members & \$350 for Non Members

We look forward to an outstanding Showcase of Homes tour! Please feel free to contact me with any questions you might have regarding the tour.

Michelle Stanson

2009 NMBA Showcase of Homes Participation Agreement

This Participation Agreement is entered into this _____ day of _____, 2009 by and between the Northern Minnesota Builders Association (NMBA) and _____, Entrant. The purpose of this Participation Agreement is for the mutual understanding of said Entrant and the NMBA for the showing of a residential building(s) in the 2009 Showcase of Homes.

The Entrant agrees that the residential building(s) entered in said Showcase shall conform to the guidelines established by the Showcase of Homes Committee for the 2009 Showcase of Homes, a copy of which is attached hereto and made part of this agreement.

Builder/Remodeler Entrant agrees to pay an entry fee of \$500 for NMBA members or \$700 for non members. Fee for each additional building from the same entrant is \$250 for NMBA members or \$350 for non members. Entrant shall forfeit the registration fee if withdrawing the entry after July 20, 2009.

A second check in the amount of \$100 for a deposit on the signage is required at time of registration; this is the signage deposit and is returned at the time that all signage is returned in good condition to the NMBA office.

The NMBA agrees that portions of the entry fees shall be used for the purpose of producing and promoting the Showcase of Homes to ensure public attendance to the greatest extent possible. All methods of the Showcase of Homes promotion shall be determined by the Showcase of Homes Committee.

Entrant agrees to have their residential building(s) open for public showing during the published times of the Showcase of Homes. The entrant agrees that a representative of their company MUST be present during all tour hours. The Showcase of Homes Committee kindly asks that you respect the public's time and privacy. We require that there be no high sales pitch being conducted during the tour hours. If you have any questions, please contact the NMBA.

The undersigned Entrant agrees to indemnify and hold harmless the NMBA, its Board of Directors, its employees, its agents and members of the Showcase of Homes Committee from any claims, causes of action or judgments of any kind which may be made against any or all of them arising out of or relating to the undersigned's participation in the NMBA 2009 Showcase of Homes. This indemnification agreement includes, without limitation, claims for bodily injury, death, damage or loss of personal property, breach of warranty, breach of contract, copyright infringement or conversion, or from any financial loss sustained by participation in the 2009 Showcase of Homes and claims arising out of the acts of subcontractors or agents of any profession employed by the Entrant.

Violation of Showcase of Homes rules and guidelines may result in suspension of future Showcase of Homes privileges.

The address of the residential building(s) entered in the 2009 Showcase of Homes is (are):

1) _____

Built/Remodeled and/or For Sale by Licensed Contractor or Realtor (name): _____ &
License #: _____

2) _____

Built/Remodeled and/or For Sale by Licensed Contractor or Realtor (name): _____ &
License #: _____

3) _____

Built/Remodeled and/or For Sale by Licensed Contractor or Realtor (name): _____ &
License #: _____

By signing here the Entrant agrees to strictly adhere to the foregoing Agreement and Showcase of Homes Guidelines.

Signed this _____ day of _____, 2009.

Entrant Company

Signature

2009 NMBA Showcase of Homes Application for Entry

The information listed below will be used in the tour guide booklet for the Showcase of Homes. Please be accurate and specific in your description. **(Fill out one entry form for each residential building).**

Entrant/Company Name: _____

Contact: _____ Builder License # _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

SHOWCASE ENTRY INFORMATION

Showcase Residential Building Street Address: _____

City: _____ State: MN Zip: _____

Specific Directions to location:

Please check one of the following: ___ Spec Home ___ Builder's Personal Home ___ Pre-sold ___ Remodel
___ Model Home ___ Manufactured Home ___ Other (Please Describe)

Age of Home: _____

All Builder/Remodeled residential building(s) entry must be newly constructed or remodeled within the past five years.

If residential building is sold, to be shown: ? Both Days ? Sunday Only

Is this residential building For Sale? ? Yes ? No

Is this residential building handicapped accessible? ? Yes ? No

Does this home feature green building or energy star? ? Yes ? No

Please return the following items for your builder/realtor company page in the guidebook with your contract:

1. Description of residential building (Builder Entries: 50 words or less)
2. Front elevation drawing or photo of the residential building (including landscaping). or Floor plan for each floor. Finished and/or photograph of building (snapshot of finished residential building for entry). If structure is not finished, then a front elevation will be sufficient for entry. The NMBA will take a photograph of each home for the Guide Book; to ensure uniformity.
3. Entrant company profile & Company logo optional.
4. Certificate of liability insurance for General Liability, Automobile and Workmen's Compensation as stated on page 2.

SHOWCASE OF HOMES SAFETY GUIDELINES

The following safety rules and Showcase Guidelines are intended to help Entrants display their best work in a safe and consistent manner. Exceptions to any of the rules or guidelines must be pre-approved by the Showcase Committee.

Safety Checklist:

1. All residential building(s) must be code compliant.
2. Entrant agrees at Entrant's expense to carry and maintain adequate liability insurance and will provide proof of insurance to the NMBA at time of registration and prior to event.
3. All equipment, tools and building debris including dumpsters must be removed from the residential building prior to opening day.
4. Stairs must be of a permanent and finished product including railing, treads, and risers. Entry stairs must be safe and secure with platform or landing that is code compliant.
5. Safety rails and handrails must conform to occupancy standards and regulations.
6. Must have an even and level walking path; must be safe and secure.
7. All garage doors must be installed.
8. Garage floor must be poured if not, this area must be roped off.
9. Basement floor must be poured if not, this area must be roped off.
10. If patio/decking is not completed, the doors must be made inoperable.
11. Any doors without proper landing must be made inoperable.
12. Roof must be shingled or custom metal roof and windows installed.
13. All unsafe or hazardous materials must be stored in areas not accessible to the public.
14. All incomplete wiring and outlets accessible to the public must be turned off at the panel box or installed properly to eliminate shock hazards.
15. There will be no construction going on during the tour hours.
16. Main living area must be sheet rocked.
17. Must have household lighting -- if too dark, applicable areas must be roped off.
18. Must conform to the International Residential Code.

A project will only be considered completed when these safety guidelines have been met. Two committee members will be touring each home to ensure safety guidelines are met end of July timeframe. The builder will be contacted to coordinate the safety tour. It is the responsibility of the builder to get approval and communicate with the homeowner about the safety tour.

SHOWCASE OF HOMES GUIDELINES

1. All Entrants must be in good standing as of July 1, 2009, to be allowed to participate in the NMBA Showcase of Homes. Good standing is defined as, but not limited to, paid NMBA member, licensed builder, with no legal judgments against entrant, and a good, honest reputation is upheld. Non members will pay the non member established rate.
2. Each participant will be required to sign an application and participation agreement for entry and pay entry fee and signage deposit on or before the deadline.
3. All residential building(s) will be inspected by the Showcase of Homes Committee. If a building is closed for showing for any reason, notification will be made immediately to the Entrant. **No refund of fees will be issued July 20, 2009.**
4. Each Entrant will be required to pay an entry fee for each residential building entered. The entry fee and deadline dates will be determined by the Showcase of Homes Committee.
5. Residential building can be built on speculation, a model home, pre-sold custom home, manufactured or other residential building(s) approved by the committee. The residential buildings may be occupied, but homeowner (with the exception to builder being the homeowner) not be present during tour hours. **All Builder/Remodeled residential building(s) entry must be newly constructed or remodeled within the past five years.** *The NMBA Showcase of Homes committee may grant exceptions to the above, on an individual basis; written request required.*
6. All residential building(s) must be on their own titled lot and must rest on a continuous block, wood or concrete perimeter foundation. They must have a pitched and shingled or custom metal roof, residential siding, and have a width of and length of not less than 24 x 24 feet.
7. The residential building(s) should be of excellent exterior design appeal.
8. Entrant is encouraged to use new and innovative products.
9. It is the Entrant's responsibility to have the residential building(s) open and manned during the entire official tour hours.
10. Entrants are encouraged to have their residential building(s) decorated and furnished in at least the main living area(s). the minimum living area is interpreted to mean the living room, dining room, family room, one bedroom (preferably the master bedroom) and kitchen.
11. Entrants are encouraged to route people in the front door and out the garage if possible.
12. Entrants may have the following signs displayed outdoors:
 - a. Entrant's company sign.
 - b. NMBA Showcase of Homes signs provided by the committee.
 - c. Realtor's sign if home is For Sale
 - d. Subcontractor Signage (NMBA Members only)
13. Interior signs are allowed for businesses that have worked on the project only if they are NMBA members. Entrants are encouraged to help keep all interior signs tasteful, uniform and no larger than 8 ½" x 11".
14. Questions and final decisions on all matters of the general policy and the day-to-day operations of the Showcase of Homes will be referred to the Chairperson of the Showcase of Homes Committee for discussion with the committee and the NMBA.
15. The NMBA and the Showcase of Homes reserves the right to accept or deny any application as they see fit.
16. We will have a mandatory orientation for all Entrants participating in the Showcase of Homes Tour. At this orientation, we will discuss the guidelines of having a building on the tour, offer suggestions to help you have a successful tour, and hand out signage. This meeting will take approximately 1 hour. Attendance at this orientation is mandatory unless prior arrangements are made with Megan Christianson at 326-6622.

Orientation will be held on Monday, September 21, 7:30 AM at NMBA Office (above Sammy's Pizza).

YOU MUST ATTEND THIS ORIENTATION

17. All signage and other material must be returned to:
Northern Minnesota Builders Association
802A South Pokegama Ave
Grand Rapids, MN 55744

Between the hours of 8 AM-12 Noon on Monday, September 28, 2009. If you need special arrangements, please contact NMBA staff prior to the above noted date.