

NORTHERN MINNESOTA BUILDERS ASSOCIATION



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

Home Registration

Saturday, September 23, 2017 (11AM-5PM)

Sunday, September 24, 2017 (11AM-4PM)

Registration Deadline is August 5, 2017

Builder/Remodeler Home Entry Fee:

1st Home: \$650

Additional Home(s): \$300

*Builders must be an NMBA member. Membership Information is available: www.nmbuilders.com
Registration fee includes: site page in Guide Book (home picture, home features, builder profile/logo, and site directions), site and direction signage, and site promotion in TV/ newspaper advertisement.*

For more information:

NMBA office at 218-326-6622

Northern Minnesota Builders Association

802A South Pokegama Ave

Grand Rapids, MN 55744

Phone: 218-326-NMBA (6622) Fax: 218-326-1690

NMBA Showcase of Homes Fall Tour
Saturday, September 23rd (11a.m.-5p.m.) & Sunday, September 24th (11a.m.-4p.m.)

- Application for Entry** Please complete this application and return to NMBA by [August 5, 2017](#)
- 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** A building photograph is necessary. Please contact the NMBA if not available to set up a time for photograph to be taken.
- 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/Realtor 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 100 words to describe the home that will be available for tour. A proof of your page will be available on or around August 10th.
Note: Please take the time to fill this out as accurately as possible. Those that do not meet these criteria will be edited.

***All photos and information in the guidebook and marketing materials must be approved by the builder.**

- 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:
- General Liability* 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.
- Automobile* Comprehensive Combined Automobile, including owned, non-owned, hired coverage including pollution liability of \$500,000 combined single limit.
- Workmen's Comp.* Builders must supply Workmen's Compensation and Occupational Disease Insurance as required by law. The Certificate(s) MUST accompany your entry.
- Builder Entry Fee** \$650 First Entry & \$300 each additional home *Builders must be an NMBA member.

The above guidelines will be the responsibility of the Builder/Remodeler.

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



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Participation Agreement

This Participation Agreement is entered into this _____ day of _____, 2017 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 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 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 \$650 and \$300 for each additional home entry. **Entrant shall forfeit the registration fee if withdrawing the entry after August 5, 2017.**

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 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 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 Showcase of Homes is (are):

1) _____

Built/Remodeled Licensed Contractor (name): _____ & License #: _____

And For Sale by Licensed Realtor (name): _____ & License #: _____

2) _____

Built/Remodeled Licensed Contractor (name): _____ & License #: _____

And For Sale by Licensed Realtor (name): _____ & License #: _____

3) _____

Built/Remodeled Licensed Contractor (name): _____ & License #: _____

And For Sale by Licensed 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 _____, 2016

Entrant Company

Signature



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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 or commercial 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: _____

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 (100 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 Grand Rapids Herald Review & NMBA will take a photograph of each home for the Guide Book; to ensure uniformity.
3. Entrant company profile (100 words or less) & Company logo, if applicable.
4. Certificate of liability insurance for General Liability, Automobile and Workmen’s Compensation as stated on pg 2.



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

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 in end of July early August 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.



Event Guidelines

1. All Entrants must be in good standing as of August 5, 2016, 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.
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 New Construction/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 that can include subcontractors.
 - b. NMBA Showcase of Homes signs provided by the committee.
 - c. Realtor's sign if home is For Sale.
13. Interior signs are allowed for businesses that have worked on the project and prefer that 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. All first time Entrants will be required to attend an orientation. 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 of this orientation is mandatory for all first time Entrants.
17. The signage and other material must be returned to:

Northern Minnesota Builders Association
802A South Pokegama Ave
Grand Rapids, MN 55744

Subcontractor List

Please list all subcontractors that were involved with this project. These subcontractors must sign-off in the provided spaces below. Contactors are responsible for asking the participating vendors to be a part of the profile pages at a rate of \$75 per ad, per page in the Showcase Guide Book.

- | | <u>Company</u> | <u>Contact</u> | <u>Phone</u> |
|----------------------------|----------------|----------------|--------------|
| Electrician: | | | |
| Plumber: | | | |
| HAVC: | | | |
| Masonry/Concrete: | | | |
| Excavator: | | | |
| Concrete Supplier: | | | |
| Fixture/Plumbing Supplier: | | | |
| Cabinets: | | | |
| Flooring: | | | |
| Drywall: | | | |
| Painter: | | | |
| Lumber Company: | | | |
| Wells Drilling: | | | |
| Landscaping: | | | |
| Fireplace: | | | |
| Appliance/Furniture: | | | |
| Other/Additional: | | | |

Signature: _____	Signature: _____	Signature: _____	Signature: _____	Signature: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____	Signature: _____