



**Parade of New Homes CONTRACT
September 16 – 19, 2021**

A. Enter the 2021 Parade of Homes

- 1) All Parade of Homes contracts and associated documentation must be submitted to the Home Builders Association of the Grand Traverse Area, Inc. (HBAGTA) office, located at 3040 Sunset Lane, Traverse City, Michigan by 4:30p.m no later than July 16th, 2021. By initializing each page & completing each document provided, you agree and adhere to the rules.

B. Parade Participation Contract and Fees

- 1) A signed contract and entry fee payment in full is required to enter into an agreement with the HBAGTA for home entry, advertising and promotional services related to the 2021 Parade of Homes. *Fee is non-refundable.*
 - A. For registrations received by May 27th, 2021, the entry fee is \$1,750.00.
 - B. For registrations received between May 27th and July 16th, 2021, the entry fee is \$2,000.00.

2) Surety (Performance) Bond

A Surety (Performance) Bond of \$750.00 will be collected at the time of application. If no violations occur by the builder, a full reimbursement will be issued after the 2021 Parade of Homes event has been completed and all HBAGTA owned materials have been returned (signs, etc.). The Parade Builder has the right to appeal any violation charges, in writing to the Board of Directors, whose decision shall be final. Failure to abide to the Rules and Regulations of the 2021 Parade of Homes contract will be considered a violation of this contract. Violations will result in the forfeiture of part, or the entire \$750.00 bond. Non-compliance with any section of the contract, by the Builder, may result in the automatic removal of the Parade Home from the 2021 Parade of Homes event and the forfeiture of the \$750.00 bond. Other violations of the Rules and Regulations set forth in this contract will be assessed as follows:

1st Violation	\$ 200	(Total Penalty \$ 200)
2 nd Violation	\$ 250	(Total Penalty \$ 450)
3rd Violation	\$ 300	(Total Penalty \$ 750)

- 3) The Parade of Homes Committee has sole discretion over the content of advertising and promotional services provided in conjunction with the Parade of Homes. The Parade of Homes Committee reserves the right to edit any tour guide submissions that do not meet the HBAGTA standards of quality, integrity, and ethical business practices.
- 4) Parade contracts and associated documentation must be received by the July 16th, 2021 deadline or a \$500 late submission fee will be contractually charged. The HBAGTA reserves the right to reject any contract submitted after the contract deadline, even those accompanied by late submission payments.

C. New Home Parade of Homes Dates and Hours of Operation:

Thursday, Sept. 16 th	12:00 pm - 8:00 pm
Friday, Sept. 17 th	12:00 pm - 8:00 pm
Saturday Sept. 18 th	9:00 am - 7:00 pm
Sunday Sept. 19 th	11:00 am - 4:00 pm

D. Parade of Homes Mandatory Builder Meeting: Attendance is required!

- 1) A Builder Meeting will take place on August 11th at 5:30 p.m. at the Builders First Source Conference Room in Grawn. Important information and maps will be reviewed. The Parade home Builder and/or a representative of the company is required to attend.

E. Builder Eligibility Requirements:

- 1) Builder must hold an individual Michigan Residential Builder license which is current and valid.
- 2) Builder is required to have 2 years in business under the current company name.
- 3) In the case of an LLC, Sole Proprietorship or Corporation, the Resident Agent/Qualifying Officer of that entity must hold an individual Michigan Residential Builder license which is current and valid.
- 4) Builder or Resident Agent of a Builder's LLC, Sole Proprietorship or Corporation must be the signatory on the contract.
- 5) Builder must be a member in good standing of the HBAGTA.
- 6) Builder entering this contract states that he/she is the owner of the home plans and/or has exclusive rights, including that of copyright, to construct the home.
- 7) Builder agrees to defend, indemnify and hold harmless, the HBAGTA, including its officers, directors, employees and agents from any and all claims of third parties, including, but not limited to, copyright infringement or conversion, which may be asserted as a result of the inclusion of the home in the 2021 Parade of Homes, or the inclusion of drawings or floor plans of the home in any printed or electronic publication of the HBAGTA, publicizing or in conjunction with the 2021 Parade of Homes.

F. Subcontractors, Suppliers & Builder Agents

- 1) The HBAGTA encourages Builders to exclusively utilize HBAGTA member subcontractors and suppliers for Parade homes.
- 2) Sub-contractors and Suppliers must be current HBAGTA members to market themselves and/or their products during the Parade at the Parade home. Allowing non-members to participate or advertise is considered a violation of this contract.

G. Final Inspection and Certificate Deadlines:

- 1) All Builders must submit the following documents by 4:00 p.m., Thursday, September 9th, 2021.
 - a. Temporary or Final Certificate of Occupancy.
 - b. Certificate of Insurance for the Parade Home providing Commercial General Liability Insurance and naming the Home Builders Association of the Grand Traverse Area, Inc. as additional insured. The coverage limits shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 2.) A final inspection of all Parade Homes will take place on Friday September 10th, 2021 by a representative of the Parade of Homes Committee.

H. Parade Rules and Regulations:

- 1) Every Parade Home is expected to be a new home. The HBAGTA is allowing new homes, with COO received within 2020, to be eligible as a 2021 parade home.
 - a. Homeowners in occupied homes must sign the attached 2021 Pre-Sold Parade Home Buyer/Homeowner Release Agreement Form prior to the opening of the Parade.
 - b. Homeowners in these occupied homes must also agree to vacate the premises during the entire Parade, September 16 through September 19, and agree to allow their home to be open to the public throughout the Parade of Homes.

- 2) New homes that were previously featured in a Parade of Homes may be re-entered into the 2021 Parade of Homes.
 - a. The 2021 Parade of Homes Tour Guide will notate those homes which were previously entered.
 - b. Re-entered homes will not be eligible for any Judge and People's Choice Awards.
 - c. Previous year awards may be displayed in the garage sales area only.
- 3) Parade homes must be open to the public throughout the entire Parade of Homes designated days and hours.
- 4) Home Exterior: The Builder will provide finished sidewalks and driveways, and shall have all siding, painting and/or brick on the exterior of the Parade Home(s) completed. The front yard will be landscaped with a "finished" look, seeding or sod is required, with the rear and side yards in the final-grade stage so the home is accessible and safe. Any exceptions to this rule must be reviewed with the Parade Committee.
- 5) Home Interior: The Builder agrees that the entire interior finish shall be in place and interior painting shall be completed. Floor coverings shall be installed, and all fixtures shall be in place. *There must be no unsightly storage.*
- 6) **Any portion of the home that is intended to be finished by Parade that has already been started prior to Parade, needs to be completed in order to be judged and opened to the public.**
- 7) Furniture: The Builder has the option of showing the Parade Home furnished, partially furnished, or unfurnished.
- 8) Home Features: The Builder agrees to provide a listing of features and details of their Parade Home(s) for the general public.
- 9) During the hours of operation, the HBAGTA requires the Builder or on-site builder representative to have a phone so that the HBAGTA or Parade Committee members can contact that home.
- 10) The Builder shall not require the public to remove their shoes before entering a Parade Home, with the exception of pointy heeled shoes. The Builder may use runners on the floor and/or provide shoe covers to protect the floor coverings. Shoe covers are the responsibility of the Builder and may be purchased at many medical supply companies.
- 11) The Builder will provide a table and two chairs to adequately accommodate the non-profit personnel working at the home, selling tickets and providing information to the public about the home and Builder.
- 12) The Builder will provide additional seating for the public and a functional shoe covering container (if applicable) at the home entrance.
- 13) The Builder may use the garage as a sales area to promote their business or that of the HBAGTA member sub-contractors and suppliers who participated in the construction of the Parade home. Sub-contractors and Suppliers must be HBAGTA members to market themselves and/or their products during the Parade.
- 14) The Builder agrees that all interior signs located in living areas of the home will be no more than 12 x 14 inches. No individual price tags will hang from products within the Parade home. Product and price lists are acceptable. It is up to the Builder to "police" their Parade home for compliance.
- 15) The HBAGTA will provide a large white numbered Parade of Homes sign for each Parade home. It is the builder's responsibility to pick up the sign from the HBAGTA office and return the sign within 1 week following the Parade.
- 16) The Builder understands that no yard signs will be posted at the Parade property during the Parade except the large white numbered Parade sign provided and the real estate sign (if applicable). The real estate sign cannot exceed 2 X 3 feet.
- 17) The Builder agrees not to allow any other form of promotion of events, properties, or items at the Parade home throughout the event. These promotions include but shall not be limited to: Realtor open houses, non-profit events, and/or the sale of property, products by individual schools, churches or other organizations.
- 18) Alcohol is strictly prohibited on site at the premises of the Parade home(s) during operating hours of the Parade.
- 19) The Builder is to notify all neighbors in the immediate area of the home being shown (any neighbor that may be affected by Parade traffic) no less than 2 weeks before the Parade.

I. Builder Provisions:

- 1) The Builder will receive a full-page color display page in the 2021 Parade of Homes Tour Guide. See Addendum A for display page requirements and information on submission of Parade home information.
- 2) Builder contact information shall include address, phone and website. The HBAGTA member company/contact is the name that will be published and recognized in all official Parade of Home marketing.
- 3) The Builder's project will be displayed on the HBAGTA website.
- 4) The Builder will receive one large number specific Parade yard sign. Additional signs may be provided upon request and based on HBAGTA discretion.
- 5) The Builder will receive twenty (20) complimentary 2021 Parade of Homes tickets for the builder's use in promoting the event. Additional tickets can be purchased by the builder at 50% off.
 - a. *Stacking of ballots is prohibited! Builders should encourage ticket holders to vote for their favorite home in each category.*
- 6) The Builder will be provided with volunteer personnel to host the home during the event.
- 7) The Builder will receive a discounted price of \$500.00 for advertising purchased on the page adjacent to his/her display page in the Parade of Homes Tour Guide.

J. Required Tour Guide Submission Materials for a Parade Home:

- 1) See Addendum A for information on submission of Parade home information.
 - a. NOTE: Home price category is listed "AS IS" without land.

K. Substitutions:

- 1) Parade home entries may be substituted by the builder provided that a payment of \$500 is included with the new entry details. The builder may also be billed an additional amount to cover the actual costs incurred for having to recreate advertising materials. No substitutions allowed after July 23rd, 2021.

L. Withdrawal of Entry:

- 1) If a builder has signed the HBAGTA Parade of Homes contract, paid the applicable fees and has decided to withdraw, the Builder must submit a written request to the HBA Parade of Homes Committee providing the reason for withdrawing from the 2021 Parade of Homes.
- 2) There will be no refund of entry or advertising fees paid.
- 3) The Builder may be responsible for additional costs incurred by the HBAGTA for advertising material modifications and to notify the public, volunteers and other stakeholders about the withdrawal of the entry.

M. Parade Tour Guide Review and Approval of Copy:

- 1) The 2021 Parade of Homes Tour Guide proof will be available for review on August 13th, 2021 at the Home Builders Association office between the hours of 9:00 a.m. and 4:00 p.m. and available by email.
- 2) Each participating Builder is required to review the 2021 Parade of Homes Tour Guide and sign off with approval at the HBAGTA office. Those who do not review their submission accept the materials as prepared without expectation of revisions, after the printer's deadline.
- 3) Neither the HBAGTA nor its employees, agents or representatives will be liable for any damages related to misprints, errors or omissions that may occur on the Builder pages or within the advertising appearing or failing to appear within the publication. The HBAGTA will not be held responsible for any misprints, errors, or omissions of the printer after the Builder or Advertiser proof review has been completed.

N. Award Judging:

- 1) Final inspection by a representative of the Parade of Homes Committee will be on Friday Sept. 10th. The Parade of Homes entries will be pre-judged by independent judges on Monday Sept. 13th and/or Tuesday, Sept. 14th, 2021. *The builder or representative from the company must provide entry into the home at the*

pre-scheduled time. The HBAGTA will present all category winners with recognition certificates in advance of the opening of the Parade of Homes or shortly thereafter. Categories include:

- a. Master Suite
 - b. Interior Design
 - c. Kitchen
 - d. Exterior Design
 - e. Craftsmanship
 - f. Judges Choice (Extraordinary detail, design, quality, and perceived value)
- 2) The public will vote for the People's Choice in each category during the Parade of Homes.
 - 3) Awards will be presented at an Awards Ceremony and/or the winners may be notified in writing and the awards presented in person. A press release will be distributed.

O. Failure to Abide by Rules:

- 1) Failure to follow the agreements established in the Parade of Homes contract may result in a loss of participation privileges for up to two (2) years as recommended by the Parade of Homes Committee and approved by the Board of Directors. The Builder has the right to appeal, in writing to the Board of Directors.
- 2) Depending on the violation, an independent third party group may be consulted at the sole discretion of the HBAGTA Board of Directors.
- 3) Failure to abide by the Parade of Homes contract will be considered a violation of this Contract. Non-compliance relative to necessary signatures, waivers, agreements, Certificates of Occupancy, or Certificate of Insurance will result in automatic withdrawal from the Parade of Homes.

P. Misunderstandings or Disputes:

- 1) The requirements contained within this Contract are discretionary with the HBAGTA. The Board of Directors is responsible for determining Contract compliance. The Board of Directors shall be the authority in resolving disputes regarding this Contract.
- 2) Any further contested decisions are to be resolved through mediation or with legal counsel in Grand Traverse County, Michigan. The Builder is responsible for any fees or costs incurred by the Association in enforcing this Contract and resolving disputes.

Q. Security

- 1) Builders shall be solely responsible for security of their Parade home, both during construction and during Parade of Homes.

R. Contract Conditions:

- 1) This Contract shall be binding upon both the HBAGTA and the Builder for themselves or any entity they represent, their successors and assignees.



2021 Parade of Homes Contract Agreement Form

September 16-19, 2021

I, the undersigned, have read and understand the Contract for the 2021 Parade of Homes. I further pledge that I am legally qualified to enter into this agreement for myself as an individual, or for my company as Qualifying Officer or Resident Agent. I hereby agree to all stated timelines, terms, and conditions of the contract.

Parade Builder Company Name:

Parade Applicant Name:

Company Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Email: _____

Parade Home Address(s): Street: _____ City: _____ Zip: _____

Total Amount Due: \$ _____

Check # _____

Credit Card # _____ (Visa or Master Card only)

Name on Card: _____ Exp. Date: ____/____ V Code: _____

Billing Address of Card: _____

City: _____ State: _____ Zip: _____

Builder's Signature: _____ Date: _____

Acceptance by HBA: _____

Office Use Only: Invoice # _____ Date Processed: _____ By: _____

2021 Parade of Homes Contract will not be accepted without signature(s)

DUE DATE: NO LATER THAN JULY 16, 2021

2021 Parade of New Homes Contract
Initial _____



2021 Parade of Homes Contract

September 16 -19, 2021

DEFENSE & HOLD HARMLESS WAIVER

The Home Builders Association of the Grand Traverse Area, Inc. accepts no responsibility for the sale of any Parade Home. Furthermore, the Home Builders Association will not be held responsible for any damage which may occur in connection with the public or private viewing of the Parade Home.

The Builder as a Sole Proprietor, Partnership, or Qualifying Officer of a Corporation further agrees to defend, indemnify and hold harmless the Home Builders Association of the Grand Traverse Area, Inc. from any damages or costs stemming from such threatened liability and to indemnify the Home Builders Association of the Grand Traverse Area, Inc. in the event liability is found. The only exception to the Builder's obligations to defend, indemnify and hold harmless the Home Builders Association of the Grand Traverse Area, Inc. is if HBAGTA is found to be the sole cause of said damage.

By the signature(s) below, the Builder certifies that he/she has carefully read the 2021 Parade of Homes Contract, Defense & Hold Harmless Waiver, and Parade Home Readiness Criteria. In addition, if the home has been pre-sold a Pre-Sold Parade Home Buyer/Homeowner Release Agreement Form must be signed and submitted.

Parade Builder Company Name:

Parade Applicant Name:

Company Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cellular: _____ Email: _____

Parade Home Address(s):

1. Street: _____ City: _____ Zip: _____

The Builders License must be current and verified prior to Contract acceptance.

Builders License #: _____ Expiration Date: _____

Signature: _____ Date: _____

If Corporation or LLC, please provide the following information:

Qualifying Officer Name: _____

Signature: _____ Date: _____

2021 Parade of Homes Contract will not be accepted without signature(s)



HOME BUYER / RELEASE AGREEMENT FORM

Participation Rules for Homeowners

1. I understand that we, the homeowners, or family members, agree to vacate the premises during the entire Parade of Homes weekend and agree to allow our home to be open to the public throughout the Parade of Homes, taking place September 16, 17, 18 & 19.
2. I understand that a photo of our project will be published in the Parade of Homes Tour Guide and on the HBAGTA website.
3. I understand that my builder will be at the home during all hours of the Parade of Homes as well as a non-profit staffing group.
4. I understand that if my builder withdraws from the Parade of Homes after the assigned deadlines or does not open my entry by the opening day and time of the Parade of Homes, their entry fee will not be reimbursed, and possible additional financial penalties may occur.
5. I understand that consumption or serving of alcoholic beverages is not permitted at Parade Homes during Parade of Homes designated days.
6. I agree not to publicize the project entered to the media, or to hold a public open house prior to or during the Parade of Homes.
7. I agree not to advertise or promote any vendors, subcontractors and/or suppliers within the premises of our home that are not members in good standing of the Home Builders Association of the Grand Traverse Area.
8. I understand valuable items or irreplaceable items should not be left in the home and items that may endanger the safety of the public should be locked in an appropriate place that is inaccessible to all but the Buyer/Homeowner.

I (homeowner(s) _____), hereby agree to allow my home to be entered in the 2021 Parade of Homes and agree to abide by all participating rules. I understand my home will be open to the public during the following days/hours:

Thursday, Sept. 16th 12:00 pm - 8:00 pm
Friday, Sept. 17th 12:00 pm - 8:00 pm
Saturday Sept. 18th 9:00 am - 7:00 pm
Sunday Sept. 19th 11:00 am - 4:00 pm

I will permit the builder, _____ to oversee my home during these days/hours.

Homeowner Signature _____ Date _____

Homeowner Signature _____ Date _____

Phone Number: _____

Parade Home Address: _____ City _____ Zip _____

Builder's Signature: _____ Date: _____

2021 Parade of Homes Contract will not be accepted without signature(s)



ADDENDUM A – Checklist (1 per home)

**2021 Parade of Homes
Tour Guide
Information Request**

BUILDER NAME		PLEASE PRINT	
PARADE HOME ADDRESS			
CITY, STATE, ZIP			
ENTRY TYPE (CHOOSE ALL THAT APPLY)	<input type="checkbox"/> Single Family <input type="checkbox"/> Green Certified / Verified <input type="checkbox"/> Condo / Multi-Family <input type="checkbox"/> Waterfront		
HOME INFORMATION		DEADLINE	HBA USE
	# OF BEDROOMS	July 16, 2021	
	# OF BATHROOMS		
	TOTAL SQ FT OF FINISHED		
	MAIN FLOOR SQ FT		
	UPPER LEVEL SQ FT		
	LOWER LEVEL SQ FT		
	TOTAL SQ FOOTAGE OF		
FAIR MARKET VALUE	FMV "AS IS" WITHOUT LAND		
HOME PRICE INFORMATION	SELLING PRICE		
PROJECT DESCRIPTION AND INFORMATION CHECKLIST	Submit the following information electronically to najwa@hbagta.com <input type="checkbox"/> Description of home with a maximum of 210 characters <input type="checkbox"/> High resolution company logo <input type="checkbox"/> High resolution photo of Parade home <input type="checkbox"/> High resolution photo of non-dimensional floor plan <input type="checkbox"/> Calendar marked for Builder Meeting, Aug. 11th, 2021	August 11, 2021	
IS HOME SOLD?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, completion of Release Agreement Form required!	August 11, 2021	
BUILDER AD PAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ARTWORK SUBMITTED	August 11, 2021	
ADDITIONAL ADVERTISING	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ARTWORK SIZE: _____	August 11, 2021	
COO & COI	<input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Certificate of Insurance	Sept. 9, 2021	
Use additional sheets as needed to add additional sub-contractors and notes All information is to be submitted to Najwa AboHadba at najwa@hbagta.com INCOMPLETE INFORMATION OR INFORMATION SUBMITTED AFTER THE DEADLINES ARE SUBJECT TO THE \$500.00 FINE!			



2021 Parade of Homes
Contract
CALENDAR OF EVENTS

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Contract, Payment & Information Due Date	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Mandatory Builder Meeting 5:30-7:30pm @BFS Builder Ad Due for Tour Guide	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 New Home COO & COI Must be turned in to HBAGTA	10 New & Remodel Home Final inspection by Committee Member	11
12	13 Judges visiting New Homes	14 Judges visiting New Homes	15	16 POH 12-8pm	17 POH 12-8pm	18 POH 9-7pm
19 POH 11-4pm	20 Return White Home Signs	21	22	23	24	25
26	27	28	29	30		