



PARADE OF HOMES GUIDELINES

MISSION STATEMENT: We are an association of business people drawn together by home building working to raise the standards of the Building Industry through education and civic involvement for the betterment and positive growth of our community and industry.

The Helena Building Industry Association and Parade of Homes Steering Committee desires to present a Parade of Homes (POH) showing only homes which are of excellent design, workmanship and appeal to the public touring the homes.

1. Participation/Criteria

- Applicant must have been a Builder Member in good standing for at least 18 months prior to the Parade.
- Applicant must be a Registered Contractor with the Montana Department of Labor and Industry.
- Applicant must verify proof of current liability insurance.
- Applicant must be willing to serve on the POH committee.
- Houses completed in the 12 months prior to the Parade shall be eligible to be enrolled. Houses shall be located on a residential lot and be placed on a permanent foundation (ie – manufactured or panelized).
- The POH is restricted to a maximum of 16 houses. If 16 houses have not been achieved by the cut off date applicants may submit an application for a second home. If home is not accepted full refund of entry fee and deposit will be returned.

The POH Steering Committee and the HBIA Board of Directors reserves the right to accept or deny all applications. Questions regarding the eligibility of a house should be directed to the Steering Committee and or The HBIA Board of Directors. Builders will agree that if Builder fails to comply with this entire agreement, they may be declared ineligible to participate in this, and future Parades.

2. Decisions and Arbitrations

The POH Steering Committee shall have the right to decide all questions concerning the general conduct and day-to-day operation of the Parade. All recommendations of the POH Steering Committee will be brought to the Board of Directors for approval. The POH Steering Committee will meet once per month with the exception of December. POH Builders agree to serve on the Builder Committee and may make recommendations to the Steering Committee as needed. If a Builder misses 2 Builder Committee Meetings, without prior POH Steering Committee approval, the POH Steering Committee has the right to drop that Builder from the Parade and Builders deposit will be forfeited.

3. Liability, Indemnification and Hold Harmless

Builder and Home Owner each individually agrees that they are responsible for insuring that the site and building are maintained in a condition safe for entry of the general public. Builder and Home Owner agree to protect, indemnify and hold harmless the HBIA, the POH Steering Committee, and their officers, directors, agents, and employees from and against any loss, claim, or damage sustained by said parties or third parties as a result of personal injury caused to any person. In addition, they specifically agree to defend at their cost any claim or action covered by the aforementioned indemnity, which is asserted

or brought against any of the indemnified parties. They further agree that HBIA shall be listed as an additional insured on their liability policy with a copy to be sent to the HBIA office.

4. Dates

The dates of the Parade are September 10, 11, & 12, 2015. A VIP night home tour and dinner shall be held on Thursday night, September 10, 2015.

5. Viewing Hours

Builder agrees to keep their Parade house open to the public during the hours designated by the committee. Hours are 1pm to 7pm Friday, 9am to 6pm on Saturday and 10am to 4pm Sunday. Builder shall have a representative from their firm at the site during those hours.

6. Completion and Inspection

Builder agrees house will be fully completed 10 days prior to the opening of the POH. Fully completed is defined as: exterior concrete complete, exterior paint complete, exterior decks complete, floor coverings complete, cabinetry and interior fixtures complete, interior decorating complete, and final cleanup complete. A pre-inspection will be completed by a Licensed Home Inspector provided by the POH Steering Committee prior to the event to determine completion. Builder agrees that if Parade home is not fully completed 10 days prior to POH home will be closed to public viewing until it is completed in all respects. Any questions regarding whether or not Parade home is completed in all respects shall be directed to the POH committee.

7. Accessibility

Homes enrolled in the Parade must be located on all weather roads and be accessible to passenger cars. Parking and turn-around areas must be available for large numbers of automobiles. If location cannot meet the above, a plan must be submitted with application for traffic flow for approval from the POH Steering Committee. Pedestrian access must be safe and pathways to home must be clear of all debris and safe for foot traffic. The POH Steering Committee shall make the determination if a house is accessible or not from the recommendation of the Home Inspector.

8. Pre-sold Homes

Pre-sold, custom, condo, or spec houses shall be eligible, but in the case of a pre-sold unit, the builder must have on file with the POH Steering Committee, an Owner/Builder Agreement.

9. Clean-up

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

10. Landscaping – Required

11. Signage

The only exterior signs allowed on site during the POH are the site signs provided by the HBIA which will reveal the Builder and a sign from the landscaping company provided the landscaping company is an HBIA member. Informational signs by the builders and associate members of HBIA may be displayed in the information center located in the garage of each home, please refer to number 17 of these guidelines. Associate Members signs in the interior of the homes will be an acrylic sign holder 5.5" x 4" that indicates member/supplier. The signs will be consistent throughout the entire POH. One sign for each supplier per room. HBIA will provide sign holder and each Builder and/or supplier will be required to pay for card inserts that will be supplied by HBIA.

12. Entry Fee and Deposit

For participation of home as an official entry in the POH, Builder will pay to the HBIA a 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 Parade. In addition, a deposit of \$1000 per home will also accompany the signed agreement. The deposit will be refunded at the completion of the Parade of Homes, if the builder completes the terms of these guidelines and agreement to the satisfaction of the committee. If a home is found to be in noncompliance, the full amount of fees will be forfeited. Builder's fee and deposit, along with all signed agreements are **due by the following schedule.**

Register by 01-31-2015 Fee \$1,250.00 and \$1000 compliance deposit for a total of \$2,250
Register by 04-01-2015 Fee \$1, 500.00 and \$1,000 compliance deposit for a total of \$2,500
Register after 04-01-2015 Fee \$1,750.00 and \$1,000 compliance deposit for a total of \$2,750
Entrance of a 2nd Home Fee \$1,000

13. Acceptance

Builder agrees the POH Steering Committee and the HBIA Board of Directors has a two-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.

14. Renderings

HBIA will arrange for a professional artist rendering of each house. This item shall be used for advertising purposes. The cost of the rendering shall be the responsibility of the builder.

15. Advertising

All media and print advertising related to the Parade of Homes will be performed with the authorization of the advertising committee. Builder agrees it has no authority to accept or reject proposed advertising. All advertising will be subject to the deadlines imposed by the advertising committee. Builder submittals, e.g. biographies, pictures, etc. must be received by any deadlines set forth. An amount to be determined by the POH committee will be imposed for non-compliance and deducted from the submitted deposit. The builders shall receive a presentation of their homes in the official publication of the POH.

16. Subcontractors and Suppliers

Builders are allowed to use any subcontractor or supplier they choose. However, subcontractors, suppliers, and other firms who are not members of the HBIA will not be allowed to promote their firms nor their products through signage in the homes, garages, staffing the homes, or purchasing advertising in the POH Publication without payment of an advertising/promotional fee. This rule includes, but is not limited to, car dealers

putting automobiles in driveways, Realtors marketing the home/subdivision, food & beverage dealers selling products, firms providing furniture, art work, accessories, etc. Promotional fee will be determined by the HBIA Board of Directors with a recommendation from the POH Steering Committee. This may be a one time only fee. HBIA office will monitor the status from year to year. **HBIA encourages membership.**

17. Displays

Builder agrees displays that will be on parade home property during the parade will be in the information center in the garage or a vacant room. HBIA Member Sub-Contractor and Suppliers displays will be limited to a table with brochures and business cards. Display is to be prepared and presented in a professional manner. Special advertising will be subject to POH Steering Committee approval. Each Builder agrees to provide to the HBIA office by June 1, 2015, names of all HBIA associate members, suppliers, and subcontractors who are providing services and materials for the Builders' Parade house to be listed on the builders' page of the official program.

18. Admission

There shall be an admission charge to the general public. Tickets will be available at selected locations in advance of the Parade for \$10.00. Tickets the days of the Parade will be \$10.00 available at Homes. Tickets are priced per person except for children that can be carried (4 years and under). The builder shall be responsible for the sufficient staffing to take tickets and collect money. Builders' personnel who are working the home will not be charged an admission fee. Surgical booties will be provided and their use should be encouraged. Bare feet or spike heels will not be allowed. No pets, strollers, beverages or food will be allowed in the Parade homes. No photography of any kind will be allowed in Parade Homes. It is the sole responsibility of the Builder and staff to enforce this policy.

19. Open House prior to Parade

Builder agrees not to hold an open house at the house enrolled in the Parade for a period of one month prior to the Parade.

20. Incorporation of Additional Policies

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