



Home Builders Association of Fargo-Moorhead

1802 32nd Avenue South · Fargo, ND 58103 · (701) 232-5846 · Fax (701) 280-1108
info@hbafm.com · www.hbafm.com

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spring **parade of homes**

57th Annual Spring Parade of Homes

April 22-23, 28-30 and May 5-7, 2017

Hours: Friday, 4-8 p.m.

Saturday & Sunday, noon-5 p.m.

January 11, 2017

Dear HBA Builder,

The Home Builders Association of Fargo-Moorhead's 2017 Spring Parade of Homes is coming soon. The event will run three weekends, April 22-23, 28-30 and May 5-7. Enclosed in this packet is the entry application, Featured Home information, important dates, owner participation agreement and magazine advertising rate card.

New this year: Submit your entry information online!

If you would like to submit your entry information online, you must complete pages 1-5 of the attached entry application, then you will receive login credentials to enter home details online. Please turn in the event contract to the HBA no less than 48 hours in advance of the entry information deadline to ensure receipt of your login credentials.

Mobile App update:

In late 2016 we were able to share statistics from the mobile app with builders that utilized the Builder Check-In App in their homes. If you would like to learn more about what information was provided, or how to use the Builder Check-In App, please contact me. Additionally, if you receive login credentials to submit your entry information, those same credentials can be used to view those statistics in real time during the event.

Other important items to note:

- Sign & Flag Pickup: 8 a.m. - 4 p.m. Thursday, April 20 at the HBA office.
All signs and flags must be returned by Friday, May 12, or Builders will not be refunded the sign and flag deposit. Flags must be returned even if they are tattered or worn. Official Parade of Homes signs and flags may only be used at designated Parade addresses during Parade dates.
- Only completed homes may be open during the Parade: All building, electrical, plumbing and mechanical inspections should be approved. A certificate of occupancy must be provided. The HBA must be notified as soon as possible if a home will not be ready.
- A 3-D computer-generated color rendering is required for all entries: Photos will not be accepted. Options for renderings are included in the entry application.
- A proof will be emailed to each Parade entrant before magazine publication. Please note any needed corrections, INCLUDING PRICE. The address of the entry cannot be changed. We will need approval from the Builder (not a Realtor or company representative) by email or fax with a signature.

Parade of Homes Celebration, May 18 at Cambria:

Builders will have the chance to win one of multiple cash drawings up to \$800, a variety of door prizes and more! Two free registrations are included with each Parade of Homes entry. Builders must register prior to the event and a 24-hour cancellation policy is in effect or you will be charged for the event. Reminders will be sent closer to the event date.

If you have any questions, please call me at (701) 232-5846 or email allisonw@hbafm.com.

Sincerely,

Allison Weckman
Senior Events & Marketing Coordinator

Affiliated With



You **MUST** include all of the appropriate materials before your Entry is accepted. If all of the materials are not present and the application is incomplete, your materials will be sent back to be completed. For multiple entries, a separate entry form must be filled out for each.

REQUIRED

☐ PAYMENT

☐ COMPLETED, SIGNED
CONTRACT

☐ PROOF OF LIABILITY
INSURANCE

☐ CONTRACTOR'S LICENSE
NUMBER

☐ BUILDING PERMIT

☐ RENDERING OF ENTRY

See entry application for specifics. Contact
Jeni: production@paradetix.com or
(801) 204-6825 before Feb. 13 to have
ParadeTix/Utah Media Group build a
rendering.

☐ COMPANY LOGO

Only needed if new from previous years or if
this is your first year of participation. See entry
application for specifics. One logo file covers
multiple home entries.

☐ HBA of F-M has on file.

☐ ENTRY DESCRIPTION

Description must be 75 words or less in
paragraph form sent in an email or Microsoft
Word document. Do not use all capital letters.
Submissions will be edited for spelling, grammar,
length, etc. Include Builder name, entry address,
phone, website and any other critical information.
Email to allisonw@hbafm.com.

☐ DIRECTIONS

Attach an accurate electronic map to home **OR**
a description with detailed, cardinal directions
(North, South, East, West).
(ie: From (I-94) take (Veteran's Blvd, 9th St
E) and head South. Take (road) and head
East/West (.2 miles). Take (road) and head
East/West to home.

If completed, does the home have a concrete walkway to the door?
If under construction, what is the home's expected completion date

☐ Yes ☐ No

REQUIRED IF APPLICABLE TO ENTRY

☐ OWNER'S PARTICIPATION
AGREEMENT

☐ Only if Applicant does not own Entry.
Check if Builder owns entry and lot, and
does not need to fill out agreement.

☐ NAHB/NDAB DESIGNATIONS

Builder has achieved one or more of the following
designations: CAPS, CGB, CGR, CGP and/or
NDPB and would like recognition in the Parade
magazine. **Please list below (HBA will verify).**

☐ Builder has not earned a designation or
does not want to be recognized.

☐ ENERGY-EFFICIENCY
CERTIFICATION (check one)

Documentation for either/both certification must
be provided by March 9. Provide name and
telephone number of energy rater:

☐ Energy Star
☐ HERS (Home Energy Rating System)
☐ Not applicable

THREE IMPORTANT RULES IN THE PARADE OF HOMES CONTRACT:

1. CERTIFICATE OF OCCUPANCY

To ensure that a home is complete and safe for those touring during the Parade, a certificate of occupancy is required and should be emailed to allisonw@hbafm.com or faxed to (701) 280-1108 before the start of the Parade. The contract language states:

The Entry must be complete by April 20, 2017. A complete Entry is one in which the Builder has secured a Certificate of Occupancy from the city. This means building, electrical, plumbing and mechanical inspections have been approved. No refund will be made for an incomplete Entry. All homes must be open to the public during all Parade hours during all of the days of the Parade.

2. OWNER INFORMATION SECTION

This section was added to the contract for situations when the Builder constructing the entry does not own it. The application asks the owner to sign from a liability standpoint and requires a separate Owner's Participation Agreement.

Examples include:

1. A home owner owns the lot and hires a Builder to build a house on the lot.
2. A developer related to the Builder or another party owns the lot. For example, the Builder could have a Land Holding Company that owns the lot. In this situation, technically another entity (not the Builder) owns the lot.
3. A developer owns the lot and the building permit will be in the developers name.

3. TEMPORARY WALKWAY SPECIFICATIONS

In spring 2014, the Parade of Homes Committee implemented rules regarding temporary walkways if concrete cannot be used. Here is the contract language:

In the event that weather prevents Builder from completing concrete for a sufficient walkway to the Entry, a modified walkway will be accepted, but must meet the following standards: solid, continuous, non-slip walkway surface at least six feet in width that is securely attached to the underlying frame, no more than one foot above ground. Options would include rough plywood that won't get slippery when wet, or a surface that could be covered with an outdoor poly, carpet material.

Please check the appropriate box above, or contact allisonw@hbafm.com or (701) 232-5846 to advise whether your home will have a concrete walkway or a temporary walkway. If you plan to install a temporary walkway for your Parade home, a Parade of Homes Committee member will verify correct specifications of the walkway two days before the event (April 20).



Home Builders Association
of Fargo-Moorhead



April 22 – 23, April 28 – 30 & May 5 – 7

Important Dates

Thank you for participating in the 57th annual HBA of F-M Spring Parade of Homes. The following deadlines must be observed to have Builders' information accurately shown in the official magazine and website:

Feb. 13 Rendering information due to ParadeTix/Utah Media Group to have one created

Feb. 15 Early Registration Contract Deadline

Feb. 17 Entry Information Early Registration Deadline*

ensure receipt *The contract must be received at least 48 hours in advance of the deadline to
of login credentials if you want to submit information online.

Feb. 22 Regular Registration Contract Deadline

Feb. 24 The HBA office will be closed starting Feb. 24 for the Home & Garden Show and will not
re-open until March 2. Please plan accordingly.

March 3 Advertisement reservations due for Parade magazine. Contact Samantha at
advertise@paradetix.com or call (801) 204-6231 if interested

March 3 Entry Information Regular Registration Deadline*

ensure receipt *The contract must be received at least 48 hours in advance of the deadline to
of login credentials if you want to submit information online.

March 10 Sold home cancellation deadline to qualify for \$250 credit

March 17 Builder approval and sign-off of Parade magazine home listing page(s) proof(s)
If you have not received any correspondence by March 17 regarding these proofs,
please contact the HBA of F-M

April 16 Promotional brochure inserted into The Forum

April 17 Magazine available at all Hornbacher's locations

April 20 Certificate(s) of Occupancy due

April 20 Sign and flag pick-up at the HBA of F-M, 8 a.m. - 4 p.m. (Builders must have turned in
C.O. to pick up signs and flags.)

April 22-23 Homes open noon - 5 p.m. Saturday/Sunday

April 28-30;

May 5-7 Homes open 4-8 p.m. Friday and noon - 5 p.m. Saturday/Sunday

May 12 Signs, flags and all other HBA of F-M items due for sign deposit refund

May 18 Parade of Homes Celebration at Cambria, 2 free registrations for builders on the Parade

Questions and entry information:

Home Builders Association of Fargo-Moorhead

1802 32nd Ave. S., Fargo, ND 58103

P (701) 232-5846 | F (701) 280-1108 | allisonw@hbafm.com

spring parade of homes



57th Annual Spring Parade of Homes

April 22-23, 28-30 & May 5-7

Hours: Friday, 4 p.m. - 8 p.m.

Saturday and Sunday, noon - 5 p.m.

Early Registration deadline:

Feb. 17

Regular Registration deadline:

March 3

Entry Application

PLEASE PRINT LEGIBLY

This Entry Application ("Application") is made by _____ ("Builder")
to Home Builders Association of Fargo-Moorhead ("HBA of F-M"),

(list your company name as registered with the North Dakota or Minnesota Secretary of State or the company or individual name under which your license is held).

Builder represents that Builder is in good standing of the HBA of F-M and if an HBA of F-M member, represents that Builder is current on Builder's HBA of F-M membership dues and has no past-due obligations to the HBA of F-M. Builder wishes to enter a home ("Entry") in the 2017 Spring Parade of Homes April 22-23, 28-30 and May 5-7, 2017 ("Parade"). Builder further represents that the information in this Entry Application, and any information provided or submitted as required or allowed by this Application, including the information for each Entry (whether submitted electronically online or in hard-copy form) is true and complete.

The Builder must complete and sign the Entry Application (a Realtor or developer signature will not be accepted). All Entry Applications must be submitted by **Friday, Feb. 17, 2017**, for early registration or by **Friday, March 3, 2017**, for regular registration.

BUILDER INFORMATION

Company Name: _____

(as registered with the ND or MN Secretary of State)

List any Trade Name(s) under which the Company does business:

Individual Name(s) (must match name under which license is held): _____

List any Trade Name(s) under which the Individual does business:

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Contact Person Cell Phone: _____

Contact Person Email: _____

Alternate Contact: _____ Alternate Contact Cell Phone: _____

Alternate Contact Email: _____

LICENSE INFORMATION

- All license numbers must belong to the Builder and building permits for any Entry must have been issued to the Builder.

License Number(s):

• ND #: _____

• MN #: _____

• Qualifying Person if MN: _____

Must include Minnesota license number, if you have one, even if Entry is not in Minnesota.

ENTRY INFORMATION

1. How many entries will you be submitting? _____
2. Please list the full address for each entry: _____

3. Would you be interested in having your qualified Entry marketed as a Featured Home: Yes No
(Note: Featured Homes must meet certain criteria. Please contact the HBA of F-M for more details and a Featured Home Addendum.)

In addition to this Entry Application, the following must be submitted to the HBA of F-M office at 1802 32nd Ave. S., Fargo, ND 58103 by Feb. 17, 2017, for Early Registration and by March 3, 2017, for Regular Registration, unless a different date is indicated, all of which are considered a part of this Application:

- A. Completed and signed Owner's Participation Agreement (if applicable)
- B. Applicable fees
- C. Proof of liability insurance, license and building permit
- D. Magazine & Website Content
 1. **Home Rendering** (JPG file preferred): Builder will provide a color, 3-D rendering of entry that is 6" tall x 9" wide and 300dpi. Include landscaping and plenty of sky around the rendering; do not crop the rendering at the exact size of the home. To have ParadeTix/Utah Media Group build a rendering, contact Jeni: production@paradetix.com, (801) 204-6825 by Feb. 13. ParadeTix/Utah Media Group needs an elevation and a description of home materials used (or photos if the home is complete or nearly complete). Cost is \$325 and billed through ParadeTix.
 2. **Company Logo** (PDF, AI, EPS, or PSD files preferred): Builder will provide a color, electronic company logo. Only needed if NEW from last year or if this is Builder's first year (3" wide and 300dpi).
 3. **Home Description**: Builder will provide a description, 75 words or less, paragraph form, in email, online, or in a Word document. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc. Include Builder name, Entry address, phone, website and any other critical information.
 5. **Directions**: Builder will include a map of the development with the Entry's location and all street names clearly indicated or place the pin online through web submission OR write the directions to the home starting from I-29 or I-94 or Hwy 10. Do not rely on online maps, which often have incorrect locations. Include cardinal directions (East, West, North, South) rather than turn left or right (ie: From (I-94) take (Veteran's Blvd, 9th St E) and head South. Take (name of road) and head East/West (.2 miles). Take (name of road) and head North/South (.2 miles). Take (name of road) and head East/West to home.
 6. **Web and Mobile App Information** (Optional): The Parade website and mobile app allows Builder to provide additional information that the printed page does not provide room for. If Builder wants to include additional photos or floor plans, please input your information online or email the files to allisonw@hbfm.com and include Builder name and the Entry address. These files will be accepted until April 20, 2017.
 7. **Energy-efficiency Certification** (circle one):
 - a. Energy Star - Builder entry is certified by the U.S. Environmental Protection Agency and the U.S. Department of Energy guidelines and would like recognition in the Parade magazine. Field verification, testing and archiving by a HERS provider must have been completed and accompanied by an Energy Star Certificate for this home.
 - b. HERS (Home Energy Rating System) Index - Builder entry has been certified by a certified Home Energy Rater providing a Home Energy Certificate displaying the Index score to include with entry item in the Parade magazine. Field verification, testing and archiving by a HERS provider must have been completed and passed on this home.
Documentation for either/both certification must be provided by March 3, 2017: no exceptions will be made. Provide name and telephone number of energy rater: _____
 - c. Parade Entry is not Energy Star certified or HERS rated OR Builder does not want energy efficiency recognition.

8. NAHB/NDAB Designations:

- a. Builder has achieved one or more of the following designations: Certified Aging in Place (CAPS); Certified Graduate Builder (CGB); Certified Graduate Remodeler (CGR); Certified Green Professional (CGP); and/or the North Dakota Professional Builder (NDPB) designation and would like recognition in the Parade magazine.

Please list all designations: _____

(HBA will verify)

E. ParadeTix/Utah Media Group will send out proofs of the Spring Parade of Homes magazine's Parade Entry listing pages to Builders before publishing. Builders must approve these by March 17, 2017. Approval must come from the Builder. Company representatives will not suffice. Approval must be an email response or faxed signature. If you have not received any correspondence about this proof by March 17, 2017, please contact the HBA of F-M at (701) 232-5846.

F. The HBA of F-M reserves the right to refuse any Application or portion of the Application. Failure to provide these items by the stated deadline could result in missed advertising and public relations opportunities.

Builder agrees to abide by and is responsible for ensuring compliance with the following Parade Rules and Regulations ("Rules and Regulations"):

1. The Entry shall be constructed by the Builder. The Builder must be licensed and in good standing at the time of construction and the Entry shall be constructed in accordance with all applicable government and private laws, regulations and rules including, without limitation, the International Building Code (IBC) or the International Residential Code (IRC), excluding Appendix E, as adopted by the local jurisdiction in which the Entry is located; fire codes and Building and Use Restrictions. Building permits issued for an Entry must have been issued for the Builder purporting to have constructed the Entry.
2. The Entry must be complete by April 20, 2017. A complete Entry is one in which the Builder has secured a Certificate of Occupancy from the city. This means building, electrical, plumbing and mechanical inspections have been approved. No refund will be made for an incomplete Entry. All homes must be open to the public during all Parade hours during the days of the Parade.
3. Builder understands that the Entry Price means the selling price of the house and lot entered "as shown," excluding only furniture, draperies and freestanding appliances. All "built-ins," including built-in appliances, are included in the Parade price and Entry Price. Misleading or confusing pricing is prohibited. Builder agrees to price the house fairly, so that Builder can reproduce the same house (subject to market conditions) on an equally valued lot, after the completion of the Parade, for the same sale price.
4. Builder must ensure the Entry is safe for Parade participants and the general public. At a minimum, and in addition to other requirements in the Rules and Regulations, Builder must prevent access to areas of the Entry or property where the Entry is located which may be unsafe or hazardous; properly store all unsafe or hazardous materials; turn off all wiring and outlets accessible to the public at the panel box or install such wiring and outlets properly to eliminate shock hazards; and shall not permit the consumption of alcoholic beverages in an Entry during the Parade. Safety rails on open sides of stairways, landings, porches and other similar areas must be installed.
5. In the event that weather prevents Builder from completing concrete for a sufficient walkway to the Entry, a modified walkway will be accepted, but must meet the following standards: solid, continuous, non-slip walkway surface at least six feet in width that is securely attached to the underlying frame, no more than one foot above ground. Options would include rough plywood that won't get slippery when wet, or a surface that could be covered with an outdoor poly, carpet material.
6. Any new home that has never been occupied by a consumer is an eligible Parade Entry. The HBA of F-M does not limit the number of Parades on which an Entry may be entered. However, please note that a repeat Entry may result in consumers noticing that an Entry has been in multiple Parades and generate questions/opinions regarding that fact. An Entry may be occupied by the Builder provided it was completed after April 1, 2016.
7. The Early Registration Entry Fee (due Feb. 17) is \$975 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,230 total). Each additional Entry Fee is \$875 for members, plus the \$255 sign and flag deposit (\$1,130 total).

The Regular Registration Entry Fee (due March 3) is \$1,050 for members for the first Entry, plus a \$255 sign and flag deposit (\$1,305 total). Each additional Entry Fee is \$950 for members, plus the \$255 sign and flag deposit (\$1,205 total).

Non-members should inquire with the HBA for rate information at (701) 232-5846 or allisonw@hbafm.com. Each Entry will receive a half-page "Profile" page in the HBA of F-M's Parade magazine as part of the Entry Fee. For more advertising options, contact ParadeTix/Utah Media Group at (801) 204-6804.

8. Each Entry must use flags and signs provided by the HBA of F-M only on designated Parade addresses during the Parade dates. Each Builder must pay a sign and flag deposit for each Entry as described above. HBA of F-M will return the deposit upon receipt of all signs and flags. Builder will return all signs and flags, damaged or not, to the HBA of F-M office by May 12, 2017. No refunds of the flag and sign deposits will be made after that date. The Builder is responsible for placing and removing the signs according to city laws in the city of the Entry location. Each Entry will receive two flags and three numerical signs to be placed.
9. If the Builder or owner sells, cancels or withdraws Builder's Entry after signing the Application, and prior to the start of the Parade, the Entry may still be included in the Parade with the consent of the new owners. If either Builder or the new owners wish to withdraw the Parade Entry, Builder understands that Builder will not receive a refund after March 3, 2017, but will receive a \$250 credit to be applied to a Parade Entry in the next year, if cancelled by March 3, 2017. After March 10, 2017, no credit will be given to the Builder. Flags will not be given to a Builder for an Entry not available for show. The HBA of F-M will provide the Builder with one sign for the Entry reading "Not Available for Show."
10. Reported violations of the Rules and Regulations will be reviewed by the Parade of Homes Committee ("Parade Committee") and may result in suspension from participation in any Parade of Homes, if recommended to the HBA of F-M board of directors and approved.
11. HBA of F-M may take exterior and interior photos of any Entry during Parade hours and Builder allows their use for marketing purposes.
12. HBA of F-M may receive monies in conjunction with the Parade, including but not limited to the monies received from the Parade magazine and advertising. HBA of F-M has the sole right, title and interest to the proceeds. The Builder will not receive and does not have claim to any of the proceeds. Further, the Builder will not receive any financial consideration with respect to photographs or video taken pursuant to this Application.
13. Builder must maintain liability insurance on the Entry and the property where the Entry is located during the Parade. Builder will provide a certificate of insurance to the HBA of F-M office.
14. Builder must have ownership and copyrights, if applicable, to all photos, logos and other images as well as any construction plans provided or submitted to the HBA of F-M or others for the Application.
15. The HBA of F-M has authority to close, postpone or reschedule the Parade. The HBA of F-M will notify the local media if the Parade closes, is postponed or rescheduled. Builder will watch local media and/or www.hbafm.com for reported closures, postponement or rescheduling. If the HBA of F-M closes, postpones or reschedules the Parade due to inclement weather or otherwise, Builder cannot open the Entry to the public and no refunds will be given.
16. Builder must get pre-approval for promotions it intends to offer relating to a Parade Entry.
17. Rules and Regulations are subject to change at any time.

The Builder also agrees to the following terms ("Terms"):

1. Damages due to errors or omissions concerning Builder's Entry, maps, Builder's information in the Parade advertisements or any related advertising, press releases, etc., are limited to a maximum of a refund of Builder's Application fees.
2. Neither the HBA of F-M, its Council, any members of its Parade Committee, nor their directors, officers, employees, or agents ("Released Parties") will be responsible for any death, injuries to person, or for loss or damage to property that may occur from any cause whatsoever related to or arising or resulting directly or indirectly from Builders participation in the Parade or its Entry. Builder, for itself, its directors, officers, employees, agents, and invitees, expressly release the Released Parties from any and all claims, demands, damages, losses, actions or causes of action of whatsoever kind for any such loss, damage, death, or injury and assumes responsibility for the same and agrees not to hold the Released Parties or persons responsible or liable.
3. Builder agrees to assume, defend, protect, indemnify, and hold harmless the Released Parties against any and all claims, demand, damages, losses, expenses, actions or causes of action of whatsoever kind, including, but not limited to: any claim for death, injuries or damages to persons, loss or damage to property, or copyright infringement ("Claims") related to or arising or resulting directly or indirectly from Builder's participation in the Parade or its Entry unless such Claims are the result of the actions or fault of the Released Parties or any other Builder participating in the Parade. Builder must defend against all Claims with qualified legal counsel. If Builder fails to defend, the HBA of F-M has a right to conduct a defense. The HBA of F-M shall also be entitled to recover from Builder the full amount of all losses sustained as a result of any such Claim including recovery for the attorney fees and costs of defending against any such Claim. In the event that the property being shown by the Builder is not owned by the Builder and damages occur, the Builder will pay for any and all damages caused to the Entry or Entry property and place all property destroyed or damaged in its original condition.

4. Builder authorizes the use of the Builder's Application information, logo or trademark and contact information for inclusion in the Parade magazine and other purposes. Builder represents that it has ownership rights and copyrights to all photos, trademarks, logos and images provided or submitted to the HBA of F-M or others for this Application.

Company Name _____

Builder Signature _____

Builder Printed Name _____

Date _____

HBA of F-M Signature _____

In consideration of Builder's agreement to abide by the Rules and Regulations and other Terms of this Application and in acceptance of Builder's full payment of all applicable Parade fees and deposits, Builder's Application for the 2017 Spring Parade of Homes has been approved this _____ day of _____, 2017.

Total Fees Due / Payment

Early Registration Rates (due Feb. 17):

Members: First Entry \$975 | Additional Entries \$875 | \$255 sign & flag deposit per Entry

Regular Registration Rates (due March 3):

Members: First Entry \$1,050 | Additional Entries \$950 | \$255 sign & flag deposit per Entry

Shoe Cover Rate:

\$20 per 100 shoe covers (check quantity): _____100 _____200 _____300 _____Other

HBA of F-M makes an effort to encourage consumers to wear socks to all Parade homes out of respect for future home owners and to protect flooring. Disposable shoe/foot covers are available for purchase for Builders who want to provide something for those consumers who arrive with bare feet.

Registration Fee \$ _____

Shoe Covers \$ _____

Total due \$ _____ Fees are non-refundable after March 3, 2017.

___ Check enclosed

___ Credit Card: Visa Mastercard American Express Discover

Card number: _____

Expiration date: _____ CVV code: _____ (3-4 digits on back of card)

Billing address of the card: _____ Zip code: _____

Printed name on card: _____

Cardholder's signature: _____

Email for Receipt: _____

Send Entry Application, required paperwork and all applicable Parade fees and deposits to:

HBA of F-M 1802 32nd Ave. S., Fargo, N.D. 58103

P | 701-232-5846 • F | 701-280-1108 • allisonw@hbafm.com

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INFORMATION FOR EACH ENTRY (please make copies of this form for multiple entries)

*You do not need to submit this form if you are planning to submit your entry information online.

Builder Information for Published Magazine:

Company Name: _____

Phone: _____

Website: _____

Owner Information

(Complete this section and the Owner's Participation Agreement if the Builder is not the Owner of the Entry. For example, if a developer owns the lot and the building permit will be in the developer's name, the developer needs to sign the Owner Participation Agreement.)

Company Name: _____

(as registered with the ND or MN Secretary of State)

List any Trade Names under which the Owner does business: _____

Contact Person: _____

Phone: _____

Contact Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Entry Information

1. Entry Address: _____

2. City, State and Zip code: _____

3. Development Name: _____

4. Has this home been entered on a previous Parade(s)? Yes _____ No _____

If yes, which Parade(s)? _____

5. Entry Price (including lot and built-ins): \$ _____

Builder understands that this price is the selling price of the house and lot entered "as shown," excluding only furniture, draperies and freestanding appliances. All "built-ins," including built-in appliances, are included in the Parade price. Misleading or confusing pricing is prohibited. Builder agrees to price the house fairly, so that Builder can reproduce the same house (subject to market conditions) on an equally valued lot, after the completion of the Parade, for the same sale price.

6. List three features or amenities to be used for marketing (Four-word maximum per bullet point, no abbreviations.):

a. _____

b. _____

c. _____

7. Finished Living Square Footage (range): _____

8. Total Square Footage (including garage): _____

9. Number of Bedrooms Finished: _____ Possible: _____

10. Number of Bathrooms Finished: _____ Possible: _____

11. Category (choose one):

a. Single Family Home Detached (circle all that apply):

i. Spec

ii. Custom

b. Attached Home Communities (circle one):

i. Condo

ii. Twinhome

iii. Row House

12. Home is (circle all that apply):

a. A model

b. Pre-sold

c. For Sale

d. This is my personal home

13. Home style is:

a. Two-story

b. Rambler

c. Split-level

d. Other

spring parade of homes



57th Annual Spring Parade of Homes

April 22-23, 28-30 & May 5-7

Hours: Friday, 4 p.m. - 8 p.m.

Saturday and Sunday, noon - 5 p.m.

Early Registration deadline:

Feb. 17

Regular Registration deadline:

March 3

Owner's Participation Agreement

This Owner's Participation Agreement ("Agreement") is entered into between _____ (list name as registered with the North Dakota or Minnesota Secretary of State) ("Owner") and the Home Builders Association of Fargo-Moorhead ("HBA of F-M") for participation in the Spring Parade of Homes ("Parade").

_____"Builder" has applied to enter the home owned by you located at _____ ("Entry") in the 2017 Spring Parade of Homes April 22-23, 28-30 and May 5-7, 2017.

By signing this Agreement, the undersigned Owner agrees:

1. It has reviewed the Application in its entirety, including the Parade Rules and Regulations and agrees to the Builder participating in the Parade.

2. To release the HBA of F-M, any of its council or Parade of Homes Committee, it's directors, officers, employees, or agents ("Released Parties") from responsibility for any death, injuries to person, or for loss or damage to property that may occur from any cause whatsoever related to or arising or resulting directly or indirectly from Owner's or Builder's Participation in the Parade or its Entry. Owner hereby expressly releases the Released Parties from any and all claims, demands, damages, losses, actions or causes of action of whatsoever kind for any such loss, damage, death, or injury and assumes responsibility for the same and agrees not to hold the Released Parties or persons responsible or liable.

3. To assume, defend, protect, indemnify, and hold harmless the Released Parties against any and all claims, demand, damages, losses, expenses, actions or causes of action of whatsoever kind, including, but not limited to: any claim for death, injuries or damages to persons, loss or damage to property, or copyright infringement related to or arising or resulting directly or indirectly from Owners or Builders participation in the Parade or its Entry. Owner must defend against all claims, demands, damages, losses, expenses, actions or causes of action or other proceeding by counsel satisfactory to the HBA of F-M. If Owner fails to defend, the HBA of F-M has a right to conduct a defense. The HBA of F-M shall also be entitled to recover from Owner the full amount of all losses sustained as a result of any such claims, demands, damages, losses, actions or causes of action of whatsoever kind, or judgments including recovery for the attorney fees and costs of defending against any such claims, demands, damages, losses, actions or causes of action.

Dated the _____ day of _____, 2017.

Owner's Name: _____ Company (if applicable): _____

Address: _____ Phone: _____

Owner's Signature(s): _____

Builder approves of this Agreement which will be included with and be considered a part of the Entry Application.

Builder's Name and Company: _____

Address: _____ Phone: _____

Builder's Signature: _____