



**May 19 & 20, 2018**

**Entry Fee Information**

**\$250 ENTRY FEE – Applications Accepted on First Come, First Served Basis**

**Deadline: April 5, 2018**

**Applicant Information**

Builder Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

***Applicant must be a member of the Home Builders Association of Billings***

**House Information**

- New Construction      **- Home must be available for sale.**  
**- Listing price of home may not exceed \$400,000.**
- Remodel

Type of Home:      **Please circle one:** Single Family, Multi-Family, Modular  
Location Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Square Footage: \_\_\_\_\_ *(break down by floor levels)*

**Completed Application Must Include the Following:**

- Completed Application for Entry
- Completed and signed Builder Participation Agreement
- Certificate of Liability Insurance naming HBA Billings as additional insured *(see section 10 of Participation Agreement for limit requirements)*
- Address of home and map showing location with two major cross streets



# BUILDER PARTICIPATION AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018,

by and between the Home Builders Association of Billings (HBA) and \_\_\_\_\_ (Builder).

The address of the house is \_\_\_\_\_.

In consideration for the participation of Builder in the 2018 Showcase of Homes, the money agreed to be paid, and other valuable consideration, the parties agree as follows:

## Section 1 - Purpose

- A. The Home Builders Association of Billings (HBA), through the Showcase of Homes Policy HBA is committed to providing the highest level of professionalism within the building industry and through the event, showcasing our member's skills and products while educating consumers on the benefits of working with reputable builders, contractors, and suppliers.

## Section 2 – Event Date

- A. The 2018 Showcase of Homes date is: **May 19 & 20, 2018.**

## Section 3 - Builder Participants

- A. Builder must be an HBA member.
- B. Builders who are not currently members of the HBA must submit an HBA membership application and dues payment prior to or when entering a house in the application process.

## Section 4 – Application for Entry

- A. A completed application form, along with the required documentation listed in Section 9, must be submitted to the HBA Office. Incomplete applications will not be accepted.
- B. Any Builder who is an HBA member may enter a maximum of one (1) address in the application process. This will be the primary address promoted. Builder may have multiple homes available for show within the same subdivision. However, only the address provided in this application will serve as the tour destination property and point of sale for tour tickets.
- C. The HBA reserves the right to limit the total number of houses in the event.
  - a. The first fifteen (15) applications received are guaranteed to be reviewed for entry. If more than five (15) applications are received, they will be reviewed on a case-by-case basis.
- D. If the HBA determines that a house does not meet the standards or requirements set for Showcase of Homes, the HBA may disqualify the house from entry.
- E. Applications from builders *NOT* participating in HBA's Fall Parade of Homes will receive priority selection by the HBA for participation in the Showcase.
- F. Builder understands that the HBA has sole discretion to accept or reject any house application that is submitted.

## Section 5 - House Standards

- A. The intent of the Builder showing a house in the event must be to present a house with quality design, workmanship, and appeal, **catering to First-Time Home Buyers or Aging-In-Place Buyers.**
- B. A modular home, condominium unit, townhouse unit, or each address of a multi-unit project shall be treated as and referred to as a house for purposes of this Agreement.

## **Section 6 – Market Exposure of Home**

- A. Houses may not have private showings, open houses, or any similar showings during the event hours.

## **Section 7 – Entry Requirements**

- A. Homes must be completed, or near completed construction with a certificate of occupancy (CO required only if within city limits).
- B. No square footage requirements will be imposed for the Showcase.
- C. Listing price of home may NOT exceed \$400,000.
- D. Home must be available for sale.
- E. Completed Landscaping IS NOT required.
- F. Interior staging IS NOT required.
- G. Toilet access must be provided by builder (either access to restroom within the home or portable toilet outside the home).

## **Section 8 - Fees**

- A. By submitting an application for entry, Builder agrees to pay the following to the HBA:
- B. \$250 entry fee. (Application Fees are non-refundable unless application is not accepted by the HBA)
- C. All entry fees will be used for the purpose of producing and promoting the event to insure public attention to the greatest extent possible. Any profits generated from the event will revert to the HBA. The HBA shall determine all methods of promotion for the event.

## **Section 9 - Application Requirement & Deadlines**

- A. Applications will be accepted starting January 11, 2018 and must be received no later than April 5, 2018.
- B. Applications must be submitted with the following information to be considered complete; incomplete applications will not be reviewed by the HBA
  - a. Completed Application for Entry
  - b. Completed and signed Builder Participation Agreement
  - c. Entry Fee payment (Entry Fee will be returned with unaccepted applications)
  - d. Address of the home and a map showing lot location, with two major cross streets
  - e. Certificate of Liability Insurance, which meets the criteria set forth in Section 10.
- C. Applications will be reviewed for approval by the HBA. Priority will be given to applications from builders NOT participating in the HBA's Fall Parade of Homes.

## **Section 10 - Liability Insurance**

- A. Builder/property owner must provide the HBA an original Certificate of Liability Insurance in an amount not less than \$1,000,000 per occurrence. The Certificate must show the coverage in force for the dates of Showcase of Homes. HBA must be named as an Additional Insured on the Certificate.

## **Section 11 - Publication Material**

- A. Builder will be required to submit the following materials:
  - Builder biography and photograph
  - List of any suppliers and subcontractors that worked on the house that builder wishes to promote (subject to requirements as stated in section 18)
  - Photograph of home. (Builder may choose interior or exterior image)

## **Section 12 - Builder Meetings**

- A. Builder is encouraged to attend scheduled builder meetings or provide required or requested information to the HBA Office prior to the next scheduled meeting.

## **Section 13 - Construction**

- A. Home may be a remodel or new construction of single family home, modular home, or multi-family home.

## **Section 14 - Deadlines**

- A. To accommodate publication deadlines, photos, builder bios, sub & supplier lists, must be received by the HBA office no later than April 27, 2018

**Section 15 - Safety Inspection**

- A. Homes may be subject to a safety inspection if outside city limits, which will be performed by an HBA representative the Monday prior to the beginning of the event. All safety issues must be corrected prior to the published times of the event.

**Section 16 – ADA Requirements**

- A. Builder must provide a visual presentation of the house to be available in a handicap accessible location of the home in accordance with ADA requirements.

**Section 17 - Staffing**

- A. Builder agrees to have the house open for public showing during the published times of the event.
- B. **Builder agrees to provide staffing of the house for tours and ticket sales.** The HBA will not be responsible for recruiting or scheduling personnel for the Builder.
- C. None of Builder’s employees or families and none of Builder’s agents’ employees or families shall be eligible for prize drawings which may be part of the overall event.

**Section 18 - Signage**

- A. It is understood that Showcase of Homes is an HBA sponsored event designed to showcase HBA members.
- B. **Interior signage is allowed for HBA members only.** Subcontractors, suppliers, and other firms who are not members of the HBA will **not** be permitted to promote their business or products through signage in the house, materials in the garages, staffing the houses, or purchase advertising in the Event Program. This rule includes, but is not limited to: car dealers putting cars in driveways, firms providing furniture, art work, accessories, etc. This rule does not apply to property listing fliers and for sale information sheets provided by listing agent. ***Violations may result in jeopardizing builder participation in future events.***
- C. The only exterior signs allowed on site during the event dates are site signs provided by the HBA, a sign from a security firm providing protection, a sign from the landscaping company, and a sign from the financing bank, provided these companies and individuals are HBA members. This rule does not apply to property “For Sale” signs by listing agent.

**Section 19 - HBA & HBA Authority**

- A. The HBA will act as a review board to review the plans and specifications of all houses proposed to be entered in the Showcase of Homes.
- B. Builder agrees that the HBA shall have the sole authority to determine whether a house is ready for exhibition in the event.
- C. **The HBA has the authority to modify guidelines as needed to increase participation for the overall good of the event.**
- D. The HBA, which is directed by the HBA Board of Directors to oversee the event, reserves the right to extend the dates for submitting applications, and submission of plans, in the event the HBA determines the numbers, price ranges, or show quality of the homes applied may be inadequate to present a quality show.

**Section 20 - Indemnification**

- A. Builder (and homeowner if title has been transferred) signing below, agree to indemnify and hold harmless HBA, its Board of Directors, its agents and employees, and the HBA from any claims, demands, causes of action, or judgments of any kind, which may be made against any or all of them arising out of or relating to participation in Showcase of Homes. This indemnification includes claims, without limitation, for bodily injury, death, damage or loss of personal property, breach of warranty, breach of contract, or for any financial loss sustained by participation in the event and shall apply to claims arising out of acts of subcontractors or agents engaged by Builder.

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Owner or Officer

\_\_\_\_\_  
HBA Representative

\_\_\_\_\_  
Homeowner (if applicable)

\_\_\_\_\_  
Homeowner (if applicable)