

# Fall Parade of Homes™

## Builder Application for Entry

### Entry Fee Information

**\$2500 ENTRY FEE– Application Deadline: April 1, 2026**  
**\$2800 Late Entry Deadline: June 30, 2026**

### Applicant Information

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

YES / NO Are you a current member of the HBA of Billings?

\_\_\_\_\_ Years in Business as a Home Builder

\_\_\_\_\_ Years in Business as a Home Builder in the HBA of Billings Jurisdiction

\_\_\_\_\_ Years as a Participant in a Previous Parade of Homes™ events

List two (2) homes completed in the Billings area in the last two (2) years:

Home Address	Homeowner's Name	Homeowner's Phone	Month/Year Completed

### House Information

New Construction – Presold / Spec / Builder Personal Home (**circle one**)

Type of Home:  Remodel

Location Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Square Footage: \_\_\_\_\_ (break down by floor) Home Value: \$ \_\_\_\_\_

### Additional Information Required

#### NEW CONSTRUCTION:

- Completed & Signed Participation Agreement
- Entry Fee Payment
- Certificate of Liability Insurance w/ HBA named as additional insured
- Address of home and map showing lot location, with two major cross streets
- 1 set of 11" x 17" permittable plans w/ square footage broken down by floor levels

#### REMODEL:

- Completed & Signed Participation Agreement
- Entry Fee Payment
- Certificate of Liability Insurance w/ HBA named as additional insured
- Address of home and map showing lot location, with two major cross streets
- 1 set of 11" x 17" permittable plans (before and after remodel) including total square footage of remodeled area.
- Before & After Photos of Remodeled Area (remodeling project only)  
Completed and signed Home-Owner Agreement

Home Builders Association of Billings

**PARADE OF HOMES™**

**BUILDER PARTICIPATION AGREEMENT**

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This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2026,

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 2026 Parade 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) is committed to providing the highest level of professionalism within the building industry and through the Parade, showcase our member’s skills and products while educating consumers on the benefits of working with reputable builders, contractors, and suppliers.

**Section 2 – Parade Dates**

- A. The Parade dates are: **September 19-20 and 26-27, 2026.**

**Section 3 - Builder Participants**

- A. Builder must have been a full-time home builder for the last two (2) years before he/she can qualify to apply for entry in the Parade or provide documentation of construction experience in another association jurisdiction.
- B. Builders who are not currently members of the HBA must submit an HBA membership application and dues payment before 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 may enter a maximum of two (2) houses in the application process, subject to acceptance by HBA in accordance with agreement guidelines. The full application fee will apply to the first home entered and an additional fee of \$500 will be required for the second entry.**
- C. The HBA reserves the right to limit the total number of houses in the Parade.
  - a. The first fifteen (15) applications received are guaranteed to be reviewed for entry. If more than fifteen (15) applications are received, they will be reviewed on a case-by-case basis.
- D. Preference will be given to houses located in the Billings city limits or within 4.5 miles of the Billings city limits. Houses located outside the 4.5 mile limit will be considered on a case-by-case basis.
- E. If the HBA determines that a house does not meet the standards or requirements set for the Parade, the HBA may disqualify the house from entry. All deposits paid to HBA will be refunded to builder.
- F. Builder understands that the HBA has sole discretion to accept or reject any house application that is submitted.

\_\_\_\_\_Initial

## Section 5 - House Standards

- A. The intent of the Builder showing a house in the Parade must be to present a house with excellent design, workmanship, and appeal
  - Builder is encouraged to use new and innovative products
  - Builder is required to landscape the front of the lot and is encouraged to landscape the entire lot and incorporate extra landscape design features.
  - Builder is required to include interior decorating with wall treatments and furnishings in all areas of the home above grade and is encouraged to fully decorate all areas of the homes.
- B. A condominium unit, a 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.
- C. Houses may not be occupied prior to or during the Parade. **Houses may not have an open house of any kind, including MLS tour or any Realtor® open house, prior to or during the Parade tour dates.** It is the responsibility of the Builder to inform his/her real estate agent and lender of this guideline.

## Section 6 – Market Exposure of Home

- A. Houses may have private showings after being accepted as a Parade entry. However; **houses may not be advertised as a Parade entry prior to or during the Parade.**
- B. Homes may not be occupied prior to the Parade. If a home is sold prior to the Parade, homeowner may not move in until after the show or the home may be removed from the Parade. If home is removed after July 1, 2026, builder will forfeit all entry fees.

## Section 7 – Entry Requirements

- A. Homes must be constructed on-site.
- B. No minimum market value or square footage requirements will be imposed for the Parade.

## Section 8 - Fees

- A. By submitting an application for entry, Builder agrees to pay the following to the HBA:
- B. \$2500 with applications submitted on or before April 1, 2026. \$2800 with applications submitted after April 1, 2026 but before the registration deadline of June 30, 2026. An additional \$500 fee is required for all second home entries. **(Application Fees are non-refundable if house(s) is withdrawn after July 1<sup>st</sup>, 2026)**
- C. All entry fees will be used for the purpose of producing and promoting the Parade 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 beginning January 23, 2026 and **must be received no later than June 30, 2026.**
- B. Applications must be submitted with the following information to be considered complete; incomplete applications may 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 rejected applications)
  - d. Address of the home and a map showing lot location, with two major cross streets
  - e. One (1) set of 11"x17" permittable plans (including floor plans, elevations, and square footage broken down by floor levels)
  - f. Certificate of Liability Insurance, which meets the criteria set forth in Section 10.
- C. Applications will be reviewed for approval by the HBA.
- D. House plans and lot location are approved by the HBA. Builder will not be permitted to add to or change house plans or lot location after July 1, 2026 without written HBA Approval.

## Section 10 - Liability Insurance

- A. Builder and property owner (if different from Builder) 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 the Parade. HBA must be named as an Additional Insured on the Certificate.

\_\_\_\_\_ Initial

### Section 11 - Publication Material

- A. Builder will be required to submit the following materials:
  - Builder biography and photograph
  - An accurate list of suppliers and subcontractors that worked on the house. (Only HBA member subs & suppliers will be acknowledged in the Parade of Homes™)
  - A digital copy of floor plans, in a file format specified by the HBA

### 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. Builders may begin construction as early as he/she prefers. The HBA will check the house regularly for progress.
- B. If a house is not progressing in a manner which allows for completion prior to the show, the HBA will address those concerns with the Builder and reserves the right to withdraw the house from the Parade. In such instance, the Builder will forfeit any entry fees and the deposit.

### Section 14 - Completion Deadlines

- A. The HBA recommends that the house be completed by September 4, 2026.
- B. If the home is located within the city limits of Billings, a Certificate of Occupancy or Certificate of Final Inspection should be submitted to the HBA by September 11, 2026.
- C. If a home is located outside the city limits of Billings, a code inspection performed by an HBA representative must be completed and results reported to the HBA office by September 14, 2026.
- D. The Builder will notify the HBA in the event that these recommendations cannot be met.
- E. Fully completed is defined as, but not limited to: exterior concrete complete, exterior paint complete, exterior decks complete, floor coverings complete, carpentry and interior fixtures complete. Also, all roads must be to final grade or paved.
- F. Any Builder whose house will not meet the recommended completion deadline of the Parade as specified by the HBA, will forfeit all entry fees.
- G. To accommodate publication deadlines, the front exterior must be photo ready by August 10, 2026 or the builder will be required to provide a color ready rendering on August 21, 2026.

### Section 15 - Safety Inspection

- A. All homes will be subject to a safety inspection, which will be performed by an HBA representative the Monday prior to the beginning of the Parade. 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.
- B. HBA will provide ADA compliant portable toilets for each participating Parade home. One portable toilet may be provided for multiple homes in the event multiple homes are within 100 feet from each other.

### Section 17 - Staffing

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

**Section 18 - Signage**

- A. **Interior & exterior signage is allowed for HBA members only.** Subcontractors, suppliers, and other businesses who are not members of the HBA will not be permitted to promote their business or their products through signage in the house, materials in the garages, staffing the houses, or purchase advertising in the Parade magazine. This rule includes, but is not limited to: car dealers putting cars in driveways, realtors who are marketing the house and/or subdivision, firms providing furniture, artwork, accessories, etc.
- B. The only exterior signs permitted on site during the Parade dates are the site sign provided by the HBA, a sign from a security firm providing protection, a sign from the landscaping company, the realtor listing the home, and a sign from the financing bank, provided these companies and individuals are HBA members.
- C. Any form of sales or solicitations on the house site by members or non-members must be preapproved by the HBA at least one week prior to the opening of the Parade. The HBA's decision will be based on the added value that the sales or solicitations have on the event.

**Section 19 - HBA Authority**

- A. The HBA will act as an architectural review board to review the plans and specifications of all houses proposed to be entered in the Parade™.
- B. Builder agrees that the HBA shall have the sole authority to determine whether a house is ready for exhibition in the Parade.
- C. **The HBA has the authority to modify guidelines as needed to increase participation for the overall good of the Parade.**
- D. The HBA Staff, which is directed by the Board of Directors to oversee the Parade program, 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.
- E. HBA has sole authority to advertise and market the Parade of Homes™, including any special promotions, such as games, prizes, etc., which may take place within a Parade home.
- F. **Abuse of rules or intentional violations of any section of this agreement may result in the forfeiture of the Builder's future participation in the Parade of Homes™ event.**

**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 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 the Parade. 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 Parade and shall apply to claims arising out of acts of subcontractors or agents engaged by Builder.

\_\_\_\_\_  
Builder Company Name

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

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

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

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