

Home Builders Association of Metropolitan Harrisburg

# Parade OF Homes

## NEW HOME ENTRY FORM

September 23 to October 1, 2017

\_\_\_\_\_ **\$2,650 Early Bird Entry Fee per home - Deadline Friday, June 16, 2017** (Full payment and completed entry form which includes answering all questions 1 through 27 on the entry form & submission of logos and floor plans.)

\_\_\_\_\_ **\$3,000 Regular Entry Fee per home - Deadline Friday, July 14, 2017**(Full payment and completed entry form which includes answering all questions 1 through 27 on the entry form & submission of logos and floor plans.)

\_\_\_\_\_ **\$1,800 Previously Entered Parade Home Entry Fee per home - Deadline Friday, July 14, 2017**

***Please fill out the following 4 items, only if you are re-entering a Home:***

1. Year home entered originally: \_\_\_\_\_

2. Parade Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Builder/Company Name: \_\_\_\_\_

4. Check **one**:

\_\_\_\_\_ Use existing entry from the year listed above. (Approval of website and Showguide information will still be necessary. Home will not be re-photographed as part of the entry fee.)

\_\_\_\_\_ Use completed form below. (Address must remain the same. Home will not be re-photographed as part of the entry fee.)

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Checks can be made payable to: **HBA**

Mail completed contract & checks to: Home Builders Association of Metropolitan Harrisburg  
Attn: Barb Rowe, 2416 Park Drive Harrisburg, PA 17110

(Or) Email completed entry form to: [hba@harrisburgbuilders.com](mailto:hba@harrisburgbuilders.com)

**Please use a separate piece of paper if you are not filling this application out electronically and print clearly.  
Please fill out one entry form for each home.**

1. Company name:
2. Contact person:
3. Company address, city, state, zip code:
4. Phone:
5. E-Mail:
6. Website:
7. Listing company name:
8. Contact agent 1/phone/email
9. Contact agent 2/phone/email
10. Builder company name:

11. Home entry type: (select one) Single Family or Multi-Family
12. Entry price (listing price is to include any/all "extras" contained in the Home including the lot as per the Participation Agreement \$
13. Community/Development name:
14. Entry Street Address:
15. Entry City/State/Zip Code
16. Township:
17. East or West Shore:
18. Square Footage:

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**For 19, 20, 21, & 22, please email a "word document" with your descriptions to [evpadmin@harrisburgbuilders.com](mailto:evpadmin@harrisburgbuilders.com)**

19. Home Description: (Up to 150 words – for website)
  20. Directions: (from major highway to Parade entry home)
  21. Builder Description: (up to 150 words – for website)
  22. Show Guide Information: (limit – 5 bullet points = five lines of text, 80 characters per line including spaces).
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23. Home decorated? (Complements home's design, flows well, enhances space, intriguing color schemes; quality materials and workmanship, innovative use of materials to include furniture, accents wall/window treatments, etc. ) YES or NO
  24. House Faces? (This is for the Photographer) North, South, East or West
  25. Included in your entry fee; do you want the professional photographer to take picture of house or are you submitting a rendering (see contract for dimensions of rendering/photo submission)?
  26. Company logo and house floor plans (no blueprints): You will need to send them directly to:

Hoffman Publishing Group, Inc., attn: Becky Weaver  
2921 Windmill Rd.  
Reading, PA 19608 OR email [Parade2017@hoffpubs.com](mailto:Parade2017@hoffpubs.com)

It should be submitted in the simplest form, and they will be accepted in the following format: JPEG, Tif, Eps or Pdf. The company name, Parade entry address and phone number should be on each one that you submit.

27. Is the Home to be judged? (**Judging is week of September 11, 2017**) Yes or No  
Builder will need to submit a **Photo CD per house** to the HBA by **Wednesday, September 13, 2017**. The CD should include a total of 15 interior/exterior photos (at least one each of Kitchen, Master Suite/bathroom, Landscape, Interior, and Decorating). These photos will be used in the slide show at the Gala if your home wins an award. If you have multiple entries, **each home must be on a separate CD.**
  - i. Picture resolution should be no more than 1024 x 768 and 300 dpi, and should be in JPEG format.
  - ii. Label each photo with your company name, entry address, and category: "XYZ Builder-123 Main Street-KITCHEN.jpg".
  - iii. Label the CD's with your company name and Parade entry address.

2017 Parade of Homes  
HBA of Metro Harrisburg  
(717) 232-5595 or [hba@harrisburgbuilders.com](mailto:hba@harrisburgbuilders.com)

## 2017 PARADE OF HOMES PARTICIPATION AGREEMENT

Parade entry address/city/state/zip: \_\_\_\_\_

Community name: \_\_\_\_\_

The undersigned builder (hereinafter "Builder") and the Home Builders Association of Metropolitan Harrisburg (hereinafter "HBA"), intending to be legally bound agree as follows:

The undersigned agrees to participate in the 2017 Parade of Homes Event (the "Event") scheduled for September 23, 2017 to October 1, 2017. In submitting this Agreement, it is acknowledged that the General Information Sheet - Terms and Conditions of Participation ("Terms and Conditions") for the Event has been received, reviewed, and the undersigned agrees to perform and comply with all requirements stated therein. The Terms and Condition Sheet is by reference incorporated into this Participation Agreement and the undersigned agrees to perform and abide in accord with the Terms and Conditions.

1. The Early Bird Registration fee of \$2,650, completed entry form which includes answering all questions 1 through 27 on the entry form i.e. written description of the company, written description of the Home(s) (150 words) for the website and no more than 6 lines for the bullet points in the show guide (80 characters), listing price total of each Home entered to include any/all "extras" contained in the Home including the lot and detailed directions to the Homes shall be provided by the Builder, camera ready company logo and clear floor plans (no blueprints) submitted to Hoffman Publishing and completed participation agreement. **Deadline: June 16, 2017**
2. The Regular Entry fee of \$3,000, completed entry form which includes answering all questions 1 through 27 on the entry form i.e. written description of the company, written description of the Home(s) (150 words) for the website and no more than 6 lines for the bullet points in the show guide (80 characters), listing price total of each Home entered to include any/all "extras" contained in the Home including the lot and detailed directions to the Homes shall be provided by the Builder, camera ready company logo and clear floor plans (no blueprints) submitted to Hoffman Publishing and completed participation agreement. **Deadline: July 14, 2017**
3. Previously entered Parade homes entry fee of \$1,800, completed entry form which includes answering all questions 1 through 27 on the entry form (*unless using the existing entry form from the previous year entered*) i.e. written description of the company, written description of the Home(s) (150 words) for the website and no more than 6 lines for the bullet points in the show guide (80 characters), listing price total of each Home entered to include any/all "extras" contained in the Home including the lot and detailed directions to the Homes shall be provided by the Builder, camera ready company logo and clear floor plans (no blueprints) submitted to Martin Communications and completed participation agreement. **Deadline: July 14, 2017**
4. Only new homes (custom, model, spec homes) which have never been occupied and for which construction will be completed on or before **Friday, September 22, 2017** including landscaping, all services finished, and fixtures installed and finished floors. If Home(s) are not in safe condition they will not be available for viewing.
5. Also, it is understood that either 50% of the early bird entry fee or the regular entry fee, per home, is refundable until **Deadline: July 14, 2017** after which date the fee becomes non-refundable.
6. At all times of the Event, the Builder shall have a responsible representative at the home(s). The Builder may, of course, staff the home(s) at any other times at his/her discretion.
7. The Builder must maintain general liability insurance and builders risk insurance for each Parade entry home in the Event, which must name the Home Builders Association of Metropolitan Harrisburg (hereinafter, "HBA") as an additional insured. The general liability insurance shall have a minimum coverage of \$2,000,000. The Certificate of Insurance shall be delivered to the HBA no later than **Friday, August 25, 2017. Please include dates from 9/4 to 10/2, 2017 and ALL addresses of homes entered** – can be on one insurance form.
8. Furthermore, Builder shall indemnify, defend and hold harmless the HBA from and against any and all claims and demands of loss whatsoever, caused to any person or property, arising directly or indirectly out of the business conducted in, or about Builder's Homes or arising directly or indirectly from any act or omission of the Builder, its servants, its employees, its contractors or agents and from or against any and all cost, expenses (including reasonable attorney's fees) and liability incurred with any claim or proceeding brought thereon.
9. In the event the Builder sells the home(s) enrolled in the Event prior to the Event, and desires that the home remain in the Event, Builder must have a lease with the owner(s) and furnish a copy to the HBA no later than **Friday, August 25, 2017**, which shall contain, at a minimum, the terms as set forth in the HBA Event suggested.
10. **Final Information Deadline Friday, Monday, August 7, 2017** – Show Guide/Website Content with any revisions regarding your home information, including floor plans, text and price must be submitted in writing to the HBA no later than **Monday, August 7**. Absolutely no changes will be accepted after this date. The HBA shall provide representation of the Homes in the Parade of Homes Show Guide if these conditions and deadlines are met.

11. Parade Home Photography. Included in your entry fee\* is a professionally prepared photograph of your Home taken the **week of August 7, 2017**. This photo becomes your property. If you prefer to supply a photograph or a rendering; Rendering (line drawing) - minimum 5" x 5", 300 dpi, color or grayscale, saved as an .eps, .tif, .jpg. Photo – minimum 5" x 5", 300 dpi, saved as an .eps, .tif, .jpg. If the supplied photo or rendering does not meet the HBA's requirements, no graphic representation will be used with the photo area covered with text "no photo available". It is the Builder's responsibility to notify the HBA in writing by **Friday, July 21, 2017**, if you prefer that the HBA not take the photo. Simple re-touching (adding grass and blue sky) will be billed @ \$35/hr; not to exceed 1 hour. Additional retouching will be invoiced at this rate. Exterior Photography pictures and/or renderings of Parade Homes will be finished in all aspects. *\*Photography is not included in the Previously Entered Home Entry Fee.*
12. Additional charges: \$85 an hour for photo retouching, editing your page on the Parade of Homes website, any changes after the deadline/sign-off meeting of **Friday, August 25, 2017**. In addition there will be an \$85 plus travel expenses to re-photograph your Parade entry Home (if it is less than an hour you will be prorated accordingly).
13. Final Proof meeting will be held at the HBA office, 2416 Park Drive, Harrisburg PA, 17110 in the Educational Facility on **Friday, August, 25, 2017**. **ATTENDANCE IS MANDATORY.**
14. Green, mature lawns are desirable and highly recommended, but the ground shall be seeded and covered with straw if the lawn is not mature. Landscaping shall be otherwise **completed by Friday, September 15, 2017**.
15. A labeled key shall be submitted by the Builder to the HBA for each Home entered and must be received by **Friday, August 25, 2017**. The key will be used only for access to judge the Homes. Builders are responsible for picking up keys at the HBA office on **Tuesday or Wednesday, September 19-20, 2017** after judging has been completed.
16. Homes will be judged prior to the opening of the Parade **the week of September 11, 2017** (hereinafter "Judging Days") between the hours of 9:00 a.m. – 5:00 p.m. Homes must be ready for judging and **no one** is to be in the Homes during the judging process. Homes shall be complete with all services finished and fixtures installed. Homes not presented in such condition on Judging Day will not be judged. Builder shall not confer with the judges at any time. Any homes that were judged in past years cannot be entered for judging.
17. Each entry will be assigned by the HBA to a specific category for judging purposes based upon such factors as: single family home, multi-family, price etc. The Builder must therefore accurately state in the application the specific and total sale price of each Home entered to include any/all "extras" contained in the Home including the lot. Absent advance notification and approval of the HBA, this price may not be increased by more than five (5%) percent for the period of the Parade event and thirty (30) days thereafter. Absent approval of the HBA, to any price increase in violation of this paragraph will result in the removal of the Home in the judging or, as applicable, the forfeiture and return of any awards received."
18. If your home(s) are to be judged a Photo CD **per home** will be due to the HBA office no later than **Wednesday, September 13, 2017**. The CD should include up to fifteen interior/exterior photos (at least one each of Kitchen, Master Suite/bathroom, Landscape, Interior, and Decoration). These photos will be used in the slide show at the Gala if your home wins an award. **If you have multiple entries, each home must be on a separate CD.** Picture resolution should be no more than 1024 x 768 and 300 dpi, and should be in JPEG format. Label each photo with your company name, entry address, and category: "XYZ Builder-123 Main Street-KITCHEN.jpg". Label the CD with your company name and Parade entry address.
19. Signage: A fee of \$5 per sign/stake will be charged for any unreturned Parade of Homes directional and house signs/stakes.
20. Parade of Homes directional signs cannot be placed on non-Parade Homes.
21. Pick up day of Parade of Home signage and Show Guides are **Tuesday and Wednesday, September 19-20, 2017** from 9am to 4 pm at the HBA office basement garage.
22. Any violation of the Participation Agreement/Contract may result in rejection of future entries.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Company Name (print): \_\_\_\_\_

Builder Representative Name (print): \_\_\_\_\_

Builder Representative Authorized Signature: \_\_\_\_\_

Home Builders Association of Metropolitan Harrisburg Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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