

# Parade OF Homes

## REMODEL ENTRY FORM

## OUTDOOR LIVING ENTRY FORM

September 23 to October 1, 2017

\_\_\_\_\_ **\$1,500 regular entry fee per project - Deadline Friday, July 14, 2017** (Full payment and completed entry form which includes answering all questions 1 – 18 and submission of logos and floor plans)

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

Mail completed contract & checks to: HBA of Metropolitan Harrisburg  
Attn: Barb Rowe, 2416 Park Drive Harrisburg, PA 17110 (717) 232-5595

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

**Please use a separate document if you are not filling this application out electronically or print clearly. Please fill out one entry form for each project.**

1. Company name:
2. Contact person:
3. Company address, city, state, zip code:
4. Phone:
5. E-Mail:
6. Website:
7. Builder/Remodeler/Outdoor Living Specialist name:
8. Entry type: (select one) Addition, Bathroom, Kitchen, Basement, Family Room, Sunroom, Whole House, Outdoor Living (pools, decks, patios, landscaping) or Other: \_\_\_\_\_ (the TYPE defined here will be used on the website and on the ShowGuide page)
9. Community/Development name: (if applicable)
10. Entry Street Address:
11. Entry City/State/Zip:
12. Township:

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**For 13, 14, 15, & 16, please email a "word document" with your descriptions to [evpadmin@harrisburgbuilders.com](mailto:evpadmin@harrisburgbuilders.com)**

13. Entry Description: (Up to 150 words – for website)
14. Directions: (from major highway to parade entry)
15. Builder/Remodeler/Outdoor Living Company Description: (up to 150 words – for website)
16. Show Guide Information: (limit – 6 bullet points = six lines of text, 80 characters per line including spaces)

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17. Included in your entry fee, do you want the professional photographer to take picture of project or are you submitting a rendering (see contract for dimensions of rendering/photo submission)
  18. Company logo and project plans - Please send directly to: Hoffman Publishing Group, Attn: Becky Weaver 2921 Windmill Rd., Reading, PA 19608 OR email to [Parade2017@hoffpubs.com](mailto:Parade2017@hoffpubs.com) . It should be in the simplest form and they will be accepted in the following format: JPEG, TIF, EPS or PDF.

2017

## REMODEL HOME/OUTDOOR LIVING PARADE OF HOMES PARTICIPATION AGREEMENT

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

The undersigned Builder/Remodeler/Outdoor Living Specialist and the Home Builder Association of Metropolitan Harrisburg (hereinafter "HBA"), intending to be legally bound agree as follows: The undersigned agrees to participate in the 2017 Remodeler/Outdoor Living Parade of Homes event scheduled for **September 30 and October 1st , 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 Regular Entry fee of \$1,500, completed entry form which includes answering all questions 1 through 18 on the entry form i.e. written description of the company, written description of the Entry (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 Entry entered to include any/all "extras" contained in the Entry and detailed directions to the Entry shall be provided by the Builder/Remodeler/Outdoor Living Specialist, camera ready company logo and clear floor plans (no blueprints) submitted to Hoffman Publishing Group and completed participation agreement. **Deadline: July 14, 2017.**
2. After the deadline date the fee becomes non-refundable.
3. At all times of the Event, the Entry Company shall have a responsible representative at the project site.
4. The Builder/Remodeler/Outdoor Living Specialist must maintain general liability insurance and risk insurance for each Parade Entry 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 entries** – can be on one insurance form.
5. **Final Information Deadline Monday, August 7, 2017** – Show Guide/Website Content any revisions regarding your Entry information, including floor plans, text and price must be submitted in writing to the HBA no later than **Monday, August 7, 2017**. The HBA shall provide representation of the Entries in the Parade of Homes show guide inside the *Central Keystone Living* magazine if these conditions and deadlines are met.
6. Parade Home Photography - Included in your entry fee is a professionally prepared photograph of your Entry taken the **week of August 7, 2017**. Access to the site for up to two hours during normal business hours will be required. A representative of the Builder/Remodeler/Outdoor Living Specialist must be on premises to direct the photographer. 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/Remodeler/Outdoor Living Specialist 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 @ \$85/hr; not to exceed 1 hour. Additional retouching will be invoiced at this rate. Exterior Photography pictures and/or renderings of Parade Entries will be finished in all aspects.
7. 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 (if it is less than an hour you will be prorated accordingly).
8. 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.**
9. Signage: A fee of \$5 per sign/stake will be charged for any unreturned Parade of Homes directional and house signs/stakes.
10. Parade of Homes directional signs cannot be placed on non-Parade Homes.
11. Pick up days for Parade of Home signage and Show Guides are **Tuesday and Wednesday, September 19-20, 2017** from 9am to 4pm each day at the HBA office basement garage.

12. 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 \_\_\_\_\_, 2016.

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

Builder/Remodeler/Outdoor Living Representative Authorized Signature: \_\_\_\_\_

HBA Staff Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_