

Experience the Possibilities
Parade OF Homes

Brought to you by Home Builders Association of Metropolitan Harrisburg

New for 2021: Live AND Virtual Event!
September 24 – October 3, 2021

Sponsored By



ENTRANT APPLICATION AND AGREEMENT

The following document registers a Company for the Home Builder Association of Metropolitan Harrisburg's PA Parade of Homes. Each entry must be submitted individually. Complete thoroughly, ensuring that all information is correct. Once complete, submit either by mail to 2416 Park Drive Harrisburg, PA 17110 or via email to jannette@harrisburgbuilders.com. After the application is received and reviewed, a project profile will be created by HBA staff on ParadeTix, the platform used to display entries on the Parade of Homes website. Information used to complete this profile will be based upon the information received in your application, so please be sure to double-check all details and spelling for accuracy. HBA staff may reach out should additional information or images be needed to complete your profile. You will have the opportunity to review your profile and alert of us any changes that need to be made.

Submit to HBA by July 30, 2021 / Early Bird Deadline: June 25, 2021

Company Name _____

Doing Business As (if different from above) _____

Company Address _____

Company City _____ State _____ Zip Code _____

Primary Contact _____

Primary Contact Phone _____

Primary Contact Email _____

Secondary Contact _____

Secondary Contact Phone _____

Secondary Contact Email _____

Company Website _____

Number of Entries Expected _____

Authorized Signature _____ Date _____



Home Builders Association of Metropolitan Harrisburg
PA Parade of Homes brought to you with support from
2416 Park Dr. Harrisburg, PA 17110



Terms and Conditions - Please retain pages 2-5 for your reference

The undersigned company or associated representative (hereinafter "Entrant") and the Home Builders Association of Metropolitan Harrisburg (hereinafter "HBA"), hereby enter a legal agreement for the 2021 Parade of Homes Event (the "Event") scheduled for **September 24, 2021 to October 3, 2021**. In submitting this Agreement, Entrant acknowledges that all Terms and Conditions for the event have been received and reviewed, and furthermore, the Entrant agrees to perform and comply with all requirements stated therein.

1. Fees

Builder Fees include Virtual and Live Event—a builder may choose to submit an entry for Virtual Show only; however, the full entry fee will still be required.

Builder Member Early Bird Registration per Entry: \$3,250.00

Builder Member Standard Registration Entry: \$3,500.00

Non-member Builder Registration: \$4,250.00

All Other Entrants Fees include Virtual Event

Member Early Bird Registration per Entry: \$1,650.00

Member Standard Registration per Entry : \$1,750.00

Non-member Registration: \$2,000.00

Early Bird Deadline: June 25, 2021

Standard Deadline: July 30, 2021

2. Registration

Entrants register using the excel spreadsheet that HBA staff will send upon receiving Entry Application (page 1 of this document). Early Bird pricing applies only to HBA members' entries that have been entered and have completed all fields (outlined below) by the early bird deadline on **June 25, 2021**.

Entrants that are unable to access the excel spreadsheet from Jannette will be required to participate in an in-person meeting with Jannette to enable us to have accurate information.

3. Required Fields per Entry

Each Entrant must provide the following list of required information on the excel spreadsheet. After the close of the Standard Entry Deadline, any entry exceeding word count limitations will be revised with the help of the HBA and the guidance of the Company. Company information needs to be entered only once, via this document; all other fields will need completed for each entry.

Company Information:

Company Name

Company Address

Primary and optional Secondary Contact Names

Contact(s) Phone Number

Contact(s) Email Address

Primary Contact Email Address

Company Website

Entrant Description (Up to 150 words)

Company Logo (high res jpg or png file only)

Entry Description (Up to 150 words)

Parade Guide Information - describing the home (Limit - 5 bullet points = five lines of text, 80 characters per line)

Photos (Limit 16 Total including front façade, not including floor-plans) - Send back up files to jannette@harrisburgbuilders.com

Home Entries:

Listing Company Name

Agent Contact Name

Agent Contact phone number and email

Single Family or Multi-Family Entry

Entry Price (Must include any/all "Extras" including the lot)

Community or Development Name

Entry Street Address

Entry Township

East Shore or West Shore Entry

Square Footage

Entry Location Latitude and Longitude

Home Front Façade Orientation (N, S, E, W)

Live Entries must include the following:

Directions (From major highways to entry location)

4. Virtual Tour Videos and Photographs

Entrants are required to provide the HBA with photos and videos for each entry. HBA representatives will contact each entrant to provide the link and instruction for sending photos and videos.

5. Refunds

It is understood that either 50% of the entry fee is refundable until **August 11, 2021** after which date the fee becomes non-refundable.

6. Representation at Live Entries

At all times during the Live Parade of Homes, the Entrant shall have a responsible representative at the home(s). The Entrant may staff the home(s) at any other times at his/her discretion.

7. General Liability Coverage

The Entrant must maintain general liability insurance and builders risk insurance for each entry in the Parade, which must name the Home Builders Association of Metropolitan Harrisburg 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 **August 27, 2021** either by mail or by email at jannette@harrisburgbuilders.com. **Please include dates from 09/01/2021 through 10/4/2021 and addresses for all entries.** This can be combined onto one document for multiple entries.

8. Indemnification

Entrant 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 Entrants' Homes or arising directly or indirectly from any act or omission of the Entrant, 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. Sale of Home Entry

In the event the Entrant sells the home(s) enrolled in the Parade, the Entrant must utilize the virtual option and send in videos to be provided by the Entrant.

10. Final Deadline for Information

Final deadline for entries still needing to provide details will be **August 27, 2021**. These details include floor plans, photos, videos as well as text and pricing revisions. This information is shared with the publishers and promoters; therefore, absolutely no changes will be accepted after this date.

11. Judging

All entries will be judged. Judging will take place during the week of **September 13, 2021 between the hours of 9:00 am and 4:00 pm**. Entries may either provide a key to the HBA or provide a lock box access code for the judging period. Entrants may pick up any keys at the HBA office after judging has been completed. Virtual entries will be judged based on video applications.

No one is to be in the home during the judging process. Entrants may not confer with the judges at any time.

Homes must be ready for judging and considered to be in a safe condition. Homes not presented in such a manner will not be judged. Each entry will be assigned by the HBA to a specific category for judging purposes based on such factors as: single family home or multi family home, overall price, etc. The Entrant must therefore accurately state in the application the specific and total sale price of each entry to include any/all "extras" contained in the home including the lot. We understand that prices are subject to change, but we ask that entrants may not increase prices more than 5% during the Live Parade.

12. Landscaping for Live Entries

Green, mature lawns are desirable and highly recommended, but the ground shall be seeded and covered with straw if the lawn is not mature.

13. Signage

Builders may request any number of yard signs needed to direct visitors to the entry home. Counts must be received by the HBA no later than **Friday, August 27, 2021**, and must include the directions needed (left, right, straight). These signs may not be placed to direct visitors to non Parade homes.

A fee of \$20 per sign/stake will be charged and billed to any Builder that does not return signage to the HBA.

Pick up days for signs and guides will be Thursday and Friday, September 16-17, 2021 from 9:00 am to 4:00 pm at the HBA office basement garage.

14. Violation

Any violation of this Agreement and Terms and Conditions may result in rejection of future entries.

15. Payment

Upon the Standard Deadline for registration, invoices will be generated and sent to all participating Builders, based on the number of entries and the dates on which the registrations were received. Checks may be made payable to *HBA*.

16. Sponsorships

The HBA reserves the right to associate any tour, live or virtual, with a sponsor's logo and/or website.

Home Builders Association of Metropolitan Harrisburg

2416 Park Dr. Harrisburg, PA 17110

717-232-5995 ext.100

jannette@harrisburgbuilders.com



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Deadlines / Schedule

Early Bird Deadline for Entries : June 25, 2021

Standard Deadline for Entries: July 30, 2021

Final Deadline for Entry Details: August 2, 2021

Request for Refund Deadline: August 11, 2021

Parade Promotions Workshop: August 12, 2021

Final Content Deadline for Parade Guidebook: August 27, 2021

Certificate of Insurance Delivery Deadline (Dated 9/1/21—10/4/21): August 27, 2021

Yard Signage Requests deadline: August 27, 2021

Tentative Guide Delivery Week: September 13 - 17, 2021

Awards Judging Week: September 13 - 17, 2021

Parade of Homes Gala: September 22, 2021

Parade of Homes: September 24 - October 3, 2021

Virtual Parade of Homes opens Sep 24, 2021 on PoH website for 12 months



Home Builders Association of Metropolitan Harrisburg
2416 Park Drive Harrisburg, PA 17110
717-232-5595 ext.100
jannette@harrisburgbuilders.com

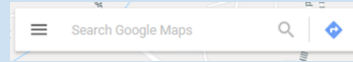
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DETERMINING LATITUDE AND LONGITUDE - HOW TO GUIDE

Step 1 Open Google Maps (<http://www.google.com/maps>)

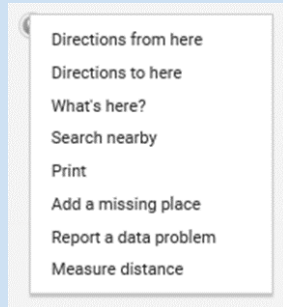
Step 2 Into the search bar in the upper left, enter the home address.



Step 3 The pin generated may or may not be placed in the ideal position. To insert a new pin, use your mouse pointer and click a single time in the correct location. A small grey pin will appear in this newly selected location. 

Step 4 Hovering over either the original pin or the newly placed pin, right click.

Step 5 Click What's Here?



Step 6 A small window will load in the lower center of your screen. Within that window, latitude and longitude coordinates will be generated for the pin location.

