



2009 Fall Builders Showcase Contract, Rules and Conditions

October 2-4, 2009



By signing this contract the builder agrees to the terms listed herein.

Required Materials for Entry (Due By Monday, August 21, 2009):

1. Payment of \$500 for entry and a \$200 performance deposit
 2. Signed Contract
 3. Home Information Sheet (completed)
 4. Sunday Opt-In Form (if applicable)
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1. Every home or development in the 2009 Fall Builders Showcase must be:
 - a) Built by a licensed builder member in good standing with the HBAGK
 - b) Brand new, un-lived in, and completed past the drywall stage
 - c) Built in compliance with the Michigan Residential Builders Codes
 - d) A remodeled home by an HBAGK member in good standing that is completely finished
 - e) A development with HBAGK builder member exclusivity and has paved roads or a development of a HBAGK realtor member*
*Realtor member will be the only one mentioned in the advertising if the developer or builder is not an HBAGK member in good standing.
 2. For this entry fee, I understand that I receive:
 - a) A picture in the Kalamazoo Gazette tabloid with my business name and Showcase home/development address listed
 - b) Marketing and promotional assistance from www.KalamazooHomePage.com
 - c) A Fall Builders Showcase number sign for the home to use during the Showcase (please review local sign ordinances) (*Builder pick-up: September 30th and October 1st 8 a.m. - 5 p.m.*)
 - d) Directional signs for the home to use during the Showcase (please review local sign ordinances) (*Builder pick-up: September 30th and October 1st 8 a.m. - 5 p.m.*)
 - e) Additional Kalamazoo Gazette Fall Builders Showcase tabloids for my home
 3. Builder, Builder's Agents, and/or Realtor agrees to the following publicity rules:
 - a) In print form, Fall Builders Showcase must be recognized as a Home Builders Association of Greater Kalamazoo Official Event and the HBAGK Member logo must also be present on any printed material (contact office for logo and logo use policy)
 - b) All printed publications, with the exception of written letters, referencing the Fall Builders Showcase must be approved by HBAGK
 4. The 2009 Fall Builders Showcase final inspection will be held on Thursday, October 1st beginning at 8 a.m. Homes must be available to inspectors (see section 5). Homes that are not complete and ready for Showcase visitors by the safety inspection will be removed from the event. The following are necessary to pass inspections:
 - a) Driveways and sidewalks must be finished
 - b) Decks must have handrails and stairs, if not the deck must be roped off
 - c) Proper lighting must be installed indoors and outdoors
 - d) Unsafe materials must be removed from the premises
 - e) Floors and walls must be free of debris and hazardous materials

Home Builders Association of Greater Kalamazoo
5700 W. Michigan Ave; Kalamazoo, MI 49009
Phone: 269-375-4225 Fax: 269-375-6493
Email: fcervin@hbagk.org
www.kalamazoohomepage.com

- f) All walkways must be clear
 - g) All stairs must be finished with proper railing, if not the area must be roped off
 - h) All electrical outlets are properly covered
 - i) Overall, the home is clean, safe and, inviting for Showcase visitors
5. The Builder, Builder's Agent, and/or Realtor must provide the following items to the HBAGK by 5 p.m. on September 25, 2009 (financial penalties will apply if these terms are not followed):
- a) A key or key code to the home
 - b) Certificate of Liability Insurance naming the HBAGK as co-insured, with a minimum of \$500,000 Liability and \$5,000 Medical
 - c) Occupancy Permit if home is finished
6. Every Fall Builders Showcase home or development must be open and staffed by the Builder, Builder's Agent and/or Realtor during all Fall Builders Showcase hours. The following applies to Showcase hours:
- a) **If a Builder or Realtor wishes to be open on Sunday, the Builder or Realtor may fill out the Sunday opt-in form. This form must be filled out and returned to the office by 5 p.m. on Monday, August 21, 2009 with the signed contract.**
 - b) If HBAGK does not receive the opt-in form by 5 p.m. on Monday, August 21, 2009, you must be closed during the Sunday hours
 - c) Builder, Builder's Agent, and/or Realtor must be at home 15 minutes prior to event opening each day of the show
7. If the Fall Builders Showcase has an Associate Member Corporate Sponsor and/or a House Sponsor, the Builder or Realtor agrees to the following:
- a) The Corporate Sponsor can display and/or have advertising on the kitchen counter
 - b) If the kitchen counter is not finished, Builder or Realtor agrees to work cooperatively with HBAGK staff to find another location in the home
 - c) The House Sponsor can display items in the Garage of the home
 - d) If the Garage is not available, Builder or Realtor agrees to work cooperatively with HBAGK staff to find another location in the home
 - e) On October 2, 2009 between 8 a.m. and 4 p.m., the home must be available for the Corporate Sponsor and/or House Sponsor to bring advertising and/or display materials to the home
 - f) Builder, Builder's Agent, and/or Realtor agrees to bring the Corporate Sponsor and/or House Sponsor's advertising and/or display materials back to the office when the Builder brings back Fall Builders Showcase signs (*All signs, displays and other materials must be returned to HBAGK by 5 p.m. on October 9, 2009*)
8. The Builder understands that all advertising in the home must be approved by the HBAGK. This includes, but is not limited to:
- a) Business cards inside of the home and the garage
 - b) Pamphlets and flyers inside the home and in the garage
 - c) Signs inside and outside the home, in the yards, and in the garage area
9. Non-Members of the HBAGK are NOT allowed to advertise anywhere inside or outside of the home. Please visit www.KalamazooHomePage.com or contact the HBAGK at 375-4225 for a list of current members
10. HBAGK presides over this event and has the final decision in all matters associated with the 2009 Fall Builders Showcase
11. The HBAGK has the right to cancel the Fall Builders Showcase if there are less than 15 homes entered into the event on August 21, 2009



2009 Fall Builders Showcase Contract

Please sign and date this page of the Contract and return with all other required materials on date of entry.

Print Name: _____

Title: _____

Signature: _____ Date: _____

Please retain a copy of the contract, rules, and date sheet for your records.



Official Event

Major Event Sponsor:



Home Builders Association of Greater Kalamazoo
5700 W. Michigan Ave; Kalamazoo, MI 49009
Phone: 269-375-4225 Fax: 269-375-6493
Email: fcervin@hbagk.org
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Corporate Sponsor:



Important Dates and Deadlines

- **August 21st**: Required Materials Deadline, **5 p.m.**
- **September 25th**: Key or key code supplied to office and Proof of Insurance, **5 p.m.**
- **September 30th and October 1st**: Builder Pick-Up, **8 a.m. - 5 p.m.**
- **September 30th and October 1st**: Final Inspections, **8 a.m. - 5 p.m.**
- **October 2nd**: Corporate Sponsor display set up **8 a.m. - 4 p.m.**
- **October 2nd**: FBS hours 4-8 p.m.
- **October 3rd**: FBS hours 12-5 p.m.
- **October 4th**: FBS hours 1- 4 p.m.
- **October 9th**: Return signs, displays and other materials to office by **5 p.m.**



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Sunday Opt-In Form October 2-4, 2009

Friday 4-8 pm

Saturday 12-5 pm

Sunday 1-4 pm

I agree to have my home staffed by myself or a representative on Sunday, October 4, 2009 from 1-4 pm during the 2009 Fall Builders Showcase. I understand that any mention of my home will inform visitors that the home will be open on Sunday and that it will also be mentioned in other areas of advertising for the Showcase.

I understand that I may not receive my performance deposit refund if my home is not staffed during the Sunday, October 4, 2009 hours.

Builder Signature _____

Date _____



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