

BUILDERS ENTRY PACKET



2007 PARADE OF HOMES

Building Homes Preserving Values

OCTOBER 13 & 14 AND 20 & 21

PRESENTED BY

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2007 Parade of Homes

The 2007 Parade of Homes is just around the corner! Custom or spec, your entry is sure to highlight your innovative ideas, dynamic floor plans and fine craftsmanship for the many visitors who are interested in a new home and the Asheville area.

This year's Parade of Homes will be taking on a new direction! Our association, in partnership with BuilderFusion, look forward to unveiling a full color, glossy magazine publication for the 2007 Parade of Homes. Not only will this year's Parade feature a new publication it will also house an entire website dedicated to the Parade of Homes. All viewers will be able to access the website to view entries and a comprehensive member directory while also utilizing a mapping feature and online voting.

In addition, a new promotional map will be added to this year's Parade and the map will feature a color picture of each entry while noting its location on the map and its page number in the publication. This year we will be distributing 65,000 copies.

As always, the Parade Magazine will include the home's features, floor plan, rendering, directions and a builder profile. Many of our Associate Members will be offering special discounts to participating Builders. Enclosed you will find a list of all of the Associates and their discounts. We will keep you informed of additional discounts through our website at www.AshevilleHBA.com

This year's dates will be October 13-14 & 20-21 from 1:00pm-5:00pm each day. This four day event is open to the public and the goal of the AHBA is to educate and reconfirm to the public that now is the time to buy, or build a new home!

We look forward to your entry! Please review the attached packet and contact the AHBA Office at (828) 299-7001 with any questions.

2007 Parade of Homes Building Homes - Preserving Values

DATES & ENTRY FEES

Early Bird Special

⇒ Entries received by Friday, July 13 will be \$950

Second Deadline

⇒ Entries received between July 11 & July 19 will be \$1200

Final Deadline

⇒ Entries received between July 20 & July 31 will be \$1450

Multiple Entries: Builders entering more than one entry will receive a discount of \$100 per additional entry.

We will accept entries from both Haywood & Henderson Counties. However, there must be a minimum of eight(8) homes from each before a panel of judges is organized to judge these areas.

Hendersonville HBA Members

Entry Fee * \$1200 (minimum of 8 homes to be judged)

Haywood County HBA Members

Entry Fee * \$1200 (minimum of 8 homes to be judged)

COMPLETED ENTRY PACKAGE GUIDELINES

We strive to make each Parade of Homes a success. In order to do so, please adhere to the following guidelines:

- ◆ Builder Entry Packet must be completed in its entirety & returned to the AHBA by the deadlines noted above.
- ◆ Full payment must be received with each entry
- ◆ Adherence to Art Specifications

2007 CHANGES & UPDATES

This packet contains the forms you need to complete your builder entry

Minimum to Enter Parade

- Home Must be **Dried In** by July 31st
- Dried In Status = Roof and Wall Sheathing
- Spot checks will be conducted on July 25, 26 & 27 any entry not meeting *Dried In Status* will be removed from the publication and refunded their entry fee less a 20% processing fee. *No Exceptions

Judging

- Door Hangers will be utilized stating Judging in Process or Judging Complete - Hangers will be Time/Date Initialed
- Home CANNOT be judged more than once in any of the AHBA Parade of Homes.

Modular Homes

- Will be allowed in the Parade as long as the following are met: Permanent Foundation, Deeded Lot, Off Frame Modular ONLY

Under Construction Banners - You must notify the AHBA by Sept. 3rd which category your home falls into:

1. Fully Accessible - To be Judged
 2. Partially Accessible - Not to be Judged
 3. Not Accessible - Drive by Only
- *Note these descriptions will be displayed on entry pages

Builder Affidavit - must be completed and delivered to the AHBA Office by Friday, October 5th @ 4 pm

**No Builder Affidavit = No Judging*

Associate Discount - only applies one time and is only valid during the year it was offered.

ENTRY INFORMATION SHEET

Please complete for your entry in the 2007 Parade of Homes. PRINT LEGIBLY.

Builder Name: _____

Company Name: _____
(List as it will appear in POH Magazine)

NC Builder License Number: _____ AHBA Member Yes No

Phone: _____ Fax: _____ Cell: _____

| | |
|--|-----------------------------|
| FOR OFFICE USE ONLY | |
| (Please provide this important info so we can assure accuracy and efficiency throughout the POH process) | |
| Company Mailing Address: _____ | |
| City/State/Zip: _____ / _____ / _____ | |
| Contact Person: _____ | |
| Cell Phone: _____ | Email: _____ |
| *** Send Proofs to: <input type="checkbox"/> Builder <input type="checkbox"/> Realtor (choose one) *** | |
| Proof Contact Name: _____ | Proof Contact Number: _____ |

Home Details

Street Address of Entry: _____

City: _____ State: _____ 9-digit zip: _____ Subdivision: _____

Type of Home: Single Family Multi-Family Modular (off frame only)

Price of Home: _____ Estimated Lot Price: _____ Heated Square Footage: _____
(sale price—including lot price and options/extras) (for judging purposes only)

Realtor Name: _____ Company Name: _____
Phone: _____ Cell: _____

***You may submit a realtor's company logo in a 300 dpi jpeg or tiff on CD to AHBA with this packet**

| |
|--|
| <p>Will this home be Dried In by July 31st? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(See page 2 definition, Spot checks will be conducted on July 25-27, any entry not meeting Dried In Status will be removed from the publication and refunded their entry fee less a 20% processing fee.)</p> <p>Will this home be Substantially Complete for judging by Friday October 5th? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(See Substantially Complete Builder Affidavit, page 7 and Builder Commitment form, page 5)</p> |
|--|

Special Features- List up to eight (8) most important features of your home below:

Note: Info must be as accurate as possible. If possible please submit in a Microsoft Word Document.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Directions to Home- Be clear and explicit, submit in a Microsoft Word Document if possible. No more than 45 words.

BUILDERS BIOGRAPHY INFORMATION

Print Legibly or Type

Name: _____

Company Name: _____

Years in Business: _____ NC License Number: _____

Price Range: _____ Size Range: _____ Volume: _____

Specialties: _____

Previous / Recent Projects: _____

Awards/Distinctions: _____

Additional Information: _____

Previous Years in the Asheville Parade: _____

**Please submit above information in a written biography, typed in Microsoft Word.
Please limit to 100 words or less.
The AHBA reserves the right to edit submitted materials.**

Builders Photo

Please provide the AHBA with a head/chest shot for the POH Magazine.
Please submit digitally at 300 dpi. No web photos will be accepted.
Minimum size 2 x 2



Proofing Responsibility

- The first round of proofs will be posted online on August 20th.
- You will be asked to review your proof and make all changes online
- It is your responsibility to review your proof(s) by the date requested and notify the AHBA Office of changes/approval
- Two sets of revisions will be made
- Please make sure to indicate whether you would like the Builder or Realtor to be contacted about proof (s)
- Please notify AHBA Office if you are unable to get online to make proof changes

Proof Contact Agreement

I _____ request that _____ be contacted at _____
Builder Name *Builder or Realtor (choose one)* *Cell Phone#*

or _____ to review all proofs concerning the 2007 Parade of Homes Magazine.
Email

ART SPECIFICATIONS & WEB-SITE OPTIONS

Please review below

As you are aware, the 2007 Parade of Homes will be taking on a whole new direction! This year we will be featuring a full color, glossy magazine publication. With this new and improved publication we will need to see a few changes on the Art Specifications side of the Parade. **Please note that all renderings must be in the form of a Color Sketch. A Color Sketch is best described as a simple "wash" or indication of color on a house.** Please carefully review and adhere to the Art Specifications below, if you have any questions please contact the AHBA Office.

Floor Plans

-Must be submitted in High-resolution Electronic Format. Acceptable formats are JPEG, PDF and TIFF. Must be at least 300 dpi (ask your architect for this)

Renderings - Color Sketch Required

-Must be submitted in High-resolution Electronic Format. Acceptable formats are JPEG and TIFF. Must be at least 300 dpi and at least 5" tall x 7" wide to ensure the highest quality (ask your architect for this).

Company Logo

-Must be submitted in High-resolution Electronic Format. Acceptable formats are JPEG, TIFF or EPS. Must be at least 300 dpi.

Builder Photo

-Chest/Head shot submitted digitally at 300 dpi. No web photos will be accepted. Minimum size 2x2.

Should you need a color rendering of your home, contact your Associate Member: Lorraine Plaxico, Architectural Illustrator • 828-645-8785 or lplaxico@charter.net

Submission of Materials

Please note all materials may be submitted in a Microsoft Word Document or by written application. All Art Work must be submitted electronically by email or CD (preferred method).



PARADE OF HOMES WEB-SITE

WEB ONLY - The Parade of Homes Web-site allows you to provide additional information that there is not room to include on a printed page. If you want to include additional photos or other information, please submit a SEPARATE CD labeled WEB ONLY, and include your builder name and the model entry name.

- I will provide a SEPARATE CD labeled WEB ONLY for my model
- I will not submit additional information for the Web

Subcontractors and Suppliers - Please list the subcontractors and suppliers that contributed to the building and/or remodeling of your model entry in the following categories:

*please note only AHBA Members will be included and this feature is optional - list additional if needed

Windows: _____ **Fixtures & Faucets:** _____
Doors: _____ **Roofing:** _____
Siding: _____ **Appliances:** _____
Plumbing: _____ **Cabniets:** _____
Other: _____ **Other:** _____

BUILDER COMMITMENT FORM

By signing the commitment form, I agree to abide by the following regulations.

Note: Please initial by each number, if you have any questions, contact the AHBA at 828-299-7001.

- _____ 1. All home entries must be Dried In by July 31st. Please DO NOT enter a home if it will not be at this stage by this date. Spot checks will be conducted on July 25, 26 & 27 any entry not meeting *Dried In* Status will be removed from the publication and the builder will be refunded their entry fee less a 20% processing fee. *No Exceptions
- _____ 2. It is the responsibility of the builder to obtain customer approval to enter a custom home. Homes that have been occupied are NOT eligible to be entered.
- _____ 3. Builder agrees to erect Parade of Homes signage prior to Judging on October 12th according to POH guidelines. All signage (including directional signs) must be removed by October 22nd.
- _____ 4. Homes must be accessible from 9:00 a.m. to 5:00 p.m. on the day of judging, Friday, October 12th.
NOTE: If you cannot be available at the time of judging, you may leave a duplicate key in a clearly marked envelope at the AHBA office the day before judging. Judges will close the house after it has been judged and leave the key inside the home. Judges will leave a door hanger indicating that they have been there. Builder and/or representative shall have no communication with the judges whatsoever.
- _____ 5. The home will be open and shown by you or your representative between the hours of 1:00 p.m. and 5:00 p.m. on October 13,14 and October 20,21.
- _____ 6. To be judged, home must have clean access and must be Substantially Complete for the general public. Builder must complete and sign the enclosed 2007 Participation Agreement Waiver.
- _____ 7. To be judged, home must be Substantially Complete. It is the builder's responsibility to deliver or fax to the AHBA office, the attached Substantially Complete Affidavit form (page 8) on or before Friday, October 5th by 4pm. Seven (7) out of ten(10) features MUST be fulfilled to be judged. There will be NO EXCEPTIONS.

7 out of 10 features must be fulfilled:

- Interior Paint and Trim completed
- Driveway paved
- Lighting fixtures installed and operable with permanent power
- All plumbing fixtures installed
- Areas to be landscaped to be 'passable' for traffic accessing home
- All kitchen cabinets installed with countertops
- All bathroom cabinets installed with countertops
- All areas to receive tile/vinyl to be installed and complete
- All areas to receive carpet to be installed and complete
- All areas to receive hardwood must be installed

- _____ 8. If home sells before the Parade of Homes Magazine is published and is not to be opened for viewing, a banner that reads- SOLD, not available for viewing will be placed on the entry page. This info must be submitted to the AHBA by Thursday, September 3rd.
- _____ 9. All Builders must notify the AHBA by Sept. 3rd which Construction Category your home falls into:
 - Fully Accessible - To be Judged
 - Partially Accessible - Not to be Judged
 - Not Accessible - Drive by Only**NOTE:** these descriptions will be displayed on entry pages
- _____ 10. To be eligible for Associate Member Discounts the home must be shown and the product/service must be in the house during the Parade. Discounts are negotiable between the Builder and Associate member, independent of the HBA. Associate discounts only apply one time and are only valid during the year they are offered.
- _____ 11. Failure to comply with any of the above regulations excludes the builder from all privileges set forth by the Parade of Homes Executive Committee.
- _____ 12. There will be a maximum of two proofs of entry furnished (see page 4)
- _____ 13. There will be a \$50 refundable deposit required for each Builder Sign. Please bring credit card or check when picking up your signs, made payable to AHBA. Signs will be available for pick-up the week of October 13th - 19th at the AHBA Office Open House. Builders will be notified of time of Open House.

Builder Name (print) _____

Company Name _____

Signature _____

Date _____

PARTICIPATION AGREEMENT

The Participation Agreement is entered into this _____ day of _____, 2007 by and between the Asheville Home Builders Association (AHBA) and _____ (Builder).

The purpose of this Participation Agreement is for the mutual understanding of said Builders and the AHBA for the showing of a house(s) in the 2007 Parade of Homes (POH).

The Builder agrees that the house(s) entered in said POH shall conform to the rules and regulations established by the POH Executive Committee for the 2007 POH, a copy of which is enclosed hereto and made part of this agreement.

The AHBA agrees that all entry fees shall be used for the purpose of producing and promoting the 2007 POH to insure public attendance to the greatest extent possible. All methods of the 2007 POH promotions shall be determined by the AHBA.

Builder agrees to have their house(s) open for public showing during the published times of the 2007 POH. The builder agrees that they, staff or a company representative **MUST** be present during all parade hours. **NON COMPLIANCE will result in loss of privilege to participate in future parades!** None of the Builder's employees, family, company representatives or their employees shall be eligible for any drawings for prizes which may be part of the overall 2007 POH production.

Each Builder will be required to submit to the POH Executive Committee completed Builder Entry Packet for its use which will include:

- ◆ POH Publication
- ◆ Color Sketch Rendering and Home Description
- ◆ Builders bio, home features and directions to home (see Entry Information Sheet)

The undersigned Builders agree to indemnify and hold harmless the AHBA, its Board of Directors, its agents and employees and the 2007 POH Executive Committee from any claims, causes of action or judgments of any kind which may be made against any or all of them arising out of or relating to the undersigned's participation in the AHBA 2007 POH. This indemnification agreement includes, without limitations, claims for bodily injury, death, damage or loss of personal property, breach, of contract, copyright infringement or conversion, or from any financial loss sustained by participation in the 2007 POH and claims arising out of the acts of subcontractors or agents of any profession employed by the Builder.

Violation of the 2007 POH rules and guidelines may result in suspension of future POH participation privileges.

The address(es) of the house(s) entered in the 2007 Parade of Homes is (are):

1. _____

2. _____

3. _____

Builder Signature: _____ Date: _____

Company Name: _____

AHBA Representative Signature: _____

SUBSTANTIALLY COMPLETE BUILDER AFFIDAVIT

To be judged, home must have clean access and must be Substantially Complete.

Each Builder entered into the Parade, must answer YES to at least 7 out of the 10 judging criteria on this list.

Any builder NOT satisfying this requirement will NOT be judged. There will be no exceptions!

- | | | |
|---|------------------------------|-----------------------------|
| 1. Interior paint and trim complete | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. All kitchen cabinets installed with countertops | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Driveway paved | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. All bathroom cabinets installed with countertops | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Lighting fixtures installed and operable with permanent power | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. All areas to receive carpet installed and complete | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. All areas to receive tile/vinyl installed and complete | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. All areas to receive hardwood installed (finish not required) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. All areas to be landscaped 'passable' for traffic accessing home | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. All plumbing fixtures installed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*****This fully executed and signed form must be received by the AHBA Office on or before 4:00pm Friday October, 5th in order to be eligible for judging.**

Form may be hand delivered, mailed or faxed but must be received in office by 4:00pm

By signing below, I agree to the qualifications set forth by the AHBA and agree to abide by its terms and policies.

Builder Name (print) _____

Company Name _____

Signature _____ **Date** _____