



2017 Columbia Credit Union Remodeled Homes Tour Entry Packet

The Dates for 2017 Remodeled Homes Tour are September 30 and October 1

Included in this packet:

- Entry Form**
- Participation Agreement**
- Homeowner's Participation Agreement**
- Guidelines**



Participation Agreement

I am currently a member in good standing* of the Remodelers of Clark County of the Building Industry Association of Clark County, and I wish to enter the 2017 Columbia Credit Union Remodeled Homes Tour. I hereby agree to abide by the following rules and regulations:

1. My home entry will be open for public viewing during the entire Tour (September 30, 2017, 10:00 a.m. to 5:00 p.m. and October 1, 2017, 10:00 a.m. to 5:00 p.m.)
2. I agree to attend at least 3 of the RHT Committee meetings during April - September 2017.
3. A Tour Magazine "proof" will be distributed to all participants and must be approved. If a signed proof is not returned by this date, the BIA will make no attempt to contact me and any mistakes in the printed book will be my responsibility. If the proof is not distributed with at least 3 business days for review, participants will be given 3 business days to review. **Proofs will be delivered via email.**
4. I agree to submit a high resolution, low resolution and ".eps" company logo to the BIA (by email or CD) by no later than August 1st, 2017 for use in Tour materials and publications.
5. I agree to supply the BIA with a list of subs and suppliers featured in my project. I further agree that no subs and suppliers may display marketing materials of any kind during the show, except those who have contracted with the BIA to sponsor the event.
6. I agree that all information on the Tour forms will come from me and be my responsibility. No information is to be dispensed by any agent. I can be reached during business hours at the number listed at the end of this form and at the email address indicated on this form.
7. I agree that damages due to errors or omissions concerning my project, the maps, or my firm in the Tour publication or any related advertising or press releases will be limited to a maximum of a refund of my Tour entry fee. I agree to call errors to the attention of the Tour Committee through written communication prior to the print publication deadline.
8. The Remodeled Homes Tour is a very visible housing promotion. Remodelers are allowed the privilege of placing directional signs in strategic street locations to direct potential clients to Tour homes in accordance with local sign ordinances. I agree to remove all directional signs within 24 hours of the completion of the Tour and return them to the BIA office by Tuesday, October 3.
9. **I agree to staff my project adequately during all hours of the Tour.**
10. I agree to follow the recommended guidelines as set forth by the Remodeled Homes Tour Committee.
11. I agree to have a liability insurance policy in the amount of **two million dollars** (\$2,000,000) aggregate in effect covering my project during the time of the promotion, and will send a copy of the certificate of insurance to the Building Industry Association of Clark County office no later than August 1, 2017. **The Building Industry Association of Clark County is to be noted as additional insured.**
12. The BIA and/or the Remodeled Homes Tour Committee reserves the right to conduct a pre-event on-site inspection to verify project completeness and adherence to Tour rules will occur at least 45 days prior to Tour date (inspection date to be announced).
13. Any violation of these rules will result in a one-year suspension (2018) from participation in the Remodeled Homes Tour. I agree to pay all costs and fees associated with any violation of the rules herein.
14. If the project is not complete or presents a safety hazard to the public by the opening date of the Tour, I agree to remove the site sign and also to remove any directional signs in the area. Failure to comply with this clause will result in a denial of my Tour participation privileges for 2018. The final decision as to whether the home is complete or safe will be made by the Tour Committee.
15. **Disclaimer & Hold Harmless.** The Building Industry Association of Clark County (BIA) has, assumes and/or accepts, no responsibility for the quality of the work performed, or as promised by the remodeler. The remodeler agrees to hold BIA harmless, and shall release and indemnify BIA from any and all claims, losses, or actions made, promoted, or resulting from any activities of the remodeler, his agents, subcontractors, or affiliates. This indemnity covers all fees, costs and damages otherwise applicable to the BIA.

Remodeler's Signature _____

Type or Print Remodeler's Name _____

Remodeler's Cell Phone Number _____

Remodeler's Business Phone Number _____

Remodeler's Email Address _____

*A member in good standing means that your dues are paid by the entry deadline, you have no unanswered complaints on file and that you have provided the Building Industry Association of Clark County with a copy of your contractor's license.



Entry Form

This form must be filled out completely and returned before **5PM, July 28, 2017** to the Building Industry Association of Clark County (BIA), 103 E. 29th Street, Vancouver WA 98663. **A \$250 late fee will be charged for all applications after this day.**

A \$500.00 non-refundable deposit must be submitted with the application for each entry in the Remodeled Homes Tour. The remaining balance will be invoiced August 15, 2017. Please make checks payable to the BIA of Clark County. Credit Card processing is also available.

This form must be typed or written legibly

Company: _____ Contractor's License: _____
Address: _____ City/Zip: _____
Contact: _____ Email: _____ Cell Phone: _____

Entry Information

Address: _____ City/Zip: _____
Remodeler's Phone Listed with Entry: _____ Type of Project (Kitchen, Bath, etc.): _____

Photographs/Logos:

1. Clearly label all materials with your company name and entry address.
2. Send "before" photos of project for use in Tour publications by **July 30, 2017**.
3. Send three copies of company logo, one high resolution, one .png and one .eps file, by **July 30, 2017**.

Description:

1. Maximum of **250 characters**, including spacing and punctuation. We will edit copy to conform to our space limitations.
2. For the convenience of the general public, we will standardize abbreviations.
3. Due to design requirements, we may not be able to honor requests for bold characters, logos and capitalizations.

Written Directions to project:



Homeowner's Participation Agreement

Dear Homeowner Participating in the Remodeled Homes Tour:

On behalf of the Remodelers of Clark County of the Building Industry Association of Clark County, we would like to thank you for agreeing to display your home in the 2017 Columbia Credit Union Remodeled Homes Tour!

The Remodeled Homes Tour represents a tremendous investment of time and talent by the Remodelers of Clark County to publish the Remodeled Homes Tour program and advertise the event. It also requires a great deal of dollar investment by the remodeler, not just for the entry fee, but for the planning, staffing, and merchandising of your home during the event. For most remodelers, it is the largest marketing effort for the entire year. The objective of the Tour is to present your remodeled home at its very best quality and appearance throughout the weekend of the show.

The Undersigned Homeowner Agrees to:

1. Maintain Property and Personal Liability coverage during the event and provide proof to the BIA.
2. Make the home available during the entire event and allow for any necessary time to set-up before and clean-up after the event.
3. Make every effort to present the project at its best during the weekend. We want those coming through to enjoy the home and work!
4. Allow photographs to be used for publicity by the Remodelers of Clark County of the Building Industry Association of Clark County and/or the remodeler.
5. Provide space to allow additional signage in display home during the event.
6. Provide space to allow signage outdoors. Signage will be installed Friday before the event (September 29, 2017) and removed no later than the Monday following (October 2, 2017). Signs will not exceed 3' by 3'.
7. Release and hold the BIA harmless from and indemnify against all losses, costs and fees which are associated with, or arise from, work performed or as promised by remodeler.
8. Release the BIA from any and all third party mediation between homeowner and remodeler.

The Remodeler Agrees to:

1. Maintain adequate staffing throughout the event's duration to ensure homeowner's security.
2. Make every effort to protect homeowner's property by sectioning off un-shown areas, protecting carpeting, furniture and landscaping, etc.
3. Maintain liability and workers compensation insurance on the property during the entire show. A copy of the certificate of insurance to the prescribed limits will be kept on file at the offices of the Building Industry Association of Clark County.

Accepted the _____ day of _____

Homeowner's Name: _____ and _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

Signed: _____ Date: _____

Remodeler's Name: _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

This agreement becomes part of the Remodeled Homes Tour entry documents and should be attached to the entry form for a completed entry kept on file at the Building Industry Association of Clark County.

We at the BIA thank you so much for allowing your remodeler the opportunity to show off their work!



Guidelines

Cooperative Clients

Experience in similar promotions has shown that many homeowners are pleased to participate in showcase events. Satisfied clients are very proud of the work done in their homes. If you appeal to their pride and show your professionalism, you shouldn't have difficulty getting permission. Providing "perks" can also help show your appreciation. Do whatever it takes!!!

Site Preparation

→ Isolate the Areas

- Rent attractive ropes and standards. Most tent and/or party rental companies have these available.
- Close doors to adjacent rooms or use professional signage

→ Protect the Areas

- Use attractive vinyl or carpet runners to protect flooring
- Build attractive "dock sections" to protect lawn areas
- Remove personal articles
- Cover or use signage to protect furnishings and counters
- Have vacuum, broom and cleaning supplies available for staff

→ Signage

- Use professional signage, not to exceed 3' by 3'
- Promote your product and protect your client's home

→ Staffing

- Have a person available to greet public
- Have sales personnel available to speak with potential customers and answer questions
- Have a guest register for your data collection purposes
- Have staff keep traffic within defined areas and keep home neat and clean
- Have company brochures and literature available

→ Promotion

- Promote your product
- Issue press releases
- Mail to your client lists
- Advertise
- Tell associates, friends and family
- Use signs and banners
- Work with your suppliers to sell tickets and attract customers

→ Timeline

July 28, 2017

Entry Deadline — Completed Entries must be received by 5:00 p.m.

A \$250 late fee applies for entries made after this date.

ASAP

Supply the BIA with a list of subs and suppliers who have been featured in your project

August 15, 2017

Certificate of Insurance is due

July 30, 2017

All final photos, logos, descriptions, and payments are due for participation

→ Checklist

- A completed Entry Form
- A check for \$750.00 (or minimum \$500 non-refundable deposit) by July 28, 2017 payable to: Building Industry Association of Clark County
- A signed Participation Form (both Remodeler and Homeowner pages)
- Written directions to project from a major road.
- Before and after photos of the project for use in Tour publications
- High resolution logo and an .eps and .png logo
- Certificate of liability insurance. The Building Industry Association of Clark County is to be noted as additional insured.

