



2020 New Homes Tour Important Dates & Contact Information

BIA Staff: Danielle Kilian, Events Director
danielle@biaofclarkcounty.org Phone: 360-694-0933

Tour Dates: July 18-19 & 25-26, 2020

Entry Fees: Due on submission, or \$500 non-refundable deposit per home

- Entire Development: \$5,000 (featuring multiple homes and development marketing)
- Single home entry: \$1,500, Each Additional Home: \$1,000 (must be under contract with one builder/contractor)
- **Note: A required \$250 sign deposit will be due at time of signage dispersal. Deposit refundable upon quality and timely return of signage, this can be made via separate check made out to BIA or we can hold a credit card number.**

Final Entry Date: June 12, 2020 (No home changes will be accepted after this date)

Timeline:

Now – June 12	Entries accepted – No changes to home entries will be accepted after June 12.
Deposit:	\$500 per home. Gains immediate recognition and exposure on New Homes Tour web page. Please provide company info, logo, website and home information with deposit.
June 15	Deadline to submit photos, descriptions and directions for advertising pieces including website and publication.
TBD	Deadline for proofing production materials for ads. Proof plans, photos, and content. Reply to email with changes (one proof change session only.) <i>*Subject to change based on publication schedule.</i>
July 10	Deadline for Copy of Liability insurance held on the property by the builder/company listing Building Industry Association as additional insured. Also, Staffing Contacts (Name, Phone and Email) for all days of tour due to BIA Office.
July 13 - 16	Signage & material pick up at BIA Office (\$250 sign deposit due)
July 28	Deadline to return all BIA owned signage and materials (\$250 sign deposit returned.)



BUILDER INFORMATION

Company Name _____

Contact Person _____

Contact Email and Cell Phone _____

Builder Website to appear in ads and online: www. _____

Name of Subdivision: _____

Entry House Address _____

City _____ Zip _____

Contact / Realtor Name: _____ Contact Phone: _____

Of levels ___ Square Feet _____ Number of Bedrooms: ___ Number of Bathrooms: ___

3 other key features to be noted and/or 2-3 sentence description:

Custom ___ Spec. ___ Expected completion date? _____

Single Family _____ Multi –Family _____: Condo / Town Home / Loft

Price of Home (include lot): _____.

Driving Directions to Home (start with a major highway as a point of reference)

- Company logo emailed to danielle@biaofclarkcounty.org
- Certificate of Insurance emailed to danielle@biaofclarkcounty.org or faxed to our office at 360-694-1606.
- Email address to send ad proof: _____

PLEASE MAKE COPIES IF YOU HAVE MULTIPLE ENTRIES



New Homes Tour Builder Participation Contract

Name of Contractor _____

Contractor Registration Number _____ Expiration Date _____

Mailing address _____ City _____ Zip _____

Phone _____ Fax _____ E-mail _____

This is a **Legal Contract** set forth by the Building Industry Association of Clark County, 103 E. 29th St, Vancouver, Washington 98663. This document contains rules, regulations, and requirements pertaining to the 2020 New Homes Tour.

I. BUILDER REQUIREMENTS

- I agree to provide renderings or photos, floor plans, and a company logo, in the requested formats, to be delivered to the Building Industry Association Office no later than **June 15, 2020**.
- **I agree to meet all deadlines** as outlined in this contract. Failure to meet any deadline may result in forfeiture of deposit and inability to participate in the event.
- I shall insure personnel are on site to meet & greet patrons. This includes **opening the house on time** and not closing the home prior to posted hours of the event during the dates of the New Homes Tour. Show dates and times are July 18-19 and July 25-26 11am – 5pm. **The New Homes Tour will only be open these four days.**
- I fully understand that failure to provide a valid copy of my company's General Liability Insurance Coverage listing the Building Industry Association as additional insured by the above listed deadline, will prevent my company from participating in the New Homes Tour.
- I fully understand that as the builder I am solely responsible for ensuring the safety and security of the home and all visitors during the event and will indemnify, defend and hold harmless the BIA and its officers, directors, employees, staff, marketing subcontractors, sponsors, members and volunteers against any claims, actions, expenses or their liabilities for personal injury, theft, or property damage sustained to any persons caused in whole or in part by any acts and/or omissions occurring at or relating to or resulting from Builder's entry in the New Homes Tour.
- **I fully understand that my designated representative or I will be responsible for proofing the accuracy of all material (to include but not limited to directions to the tour home, photos, price, etc.) supplied to the Building Industry Association and or its publisher as pertains to the New Homes Tour.**

_____ Builder/Developer Initials

- I have made my staff and or realtor representing the house aware of the Builder Responsibilities as it relates to them and this house being entered in the New Homes Tour.



- I fully understand and agree that the Building Industry Association will provide event signage for the New Homes Tour. By signing this agreement, I will place directional signs in strategic street locations to direct potential clients to Tour Homes in accordance with local sign ordinances. I acknowledge that some cities require advance permits before the event direction arrows or signs may be displayed and that cities may prohibit direction arrows from being placed on telephone poles, utility poles, and other municipal structures. If there is a question as to the display of directional signs, I, the builder/contractor agree to contact the appropriate municipality. All signage made available and supplied by the BIA that is BIA property must be returned to the Association the week following the New Homes Tour.
- I agree to complete and return a Builder Information and Contract form for each home our company enters in the New Homes Tour.

II. RULES AND REGULATIONS

- **I agree to abide by** all rules, regulations and decisions made by the Building Industry Association of Clark County and the New Homes Tour Committee. Failure to abide by said rule, regulations, and decisions may result in my company being dismissed from participating in the New Homes Tour.
- **I also agree that any person attending a meeting on behalf of my company is assumed to be able to agree to and make decisions on behalf of their company as well as be responsible to convey pertinent information and all items discussed and agreed upon as a group to their company they represent.**
____ Builder/Developer Initials
- **I agree to meet all deadlines** set forth by the New Homes Tour Committee.
- I fully understand that all homes entered in the 2020 New Homes Tour must be new in that construction has been completed within the previous 18 months. This includes condominiums, duplexes and town-homes.
- I will provide personnel to attend a meeting on the operations of the New Homes Tour on a date to be determined. This brief meeting is **mandatory** and will ensure all personnel are aware of all rules, marketing and expectations.
- I fully understand that my home must be landscaped (sod at a minimum) to the entrance of the home.
- I fully understand that furnishings are recommended but not mandatory.
- **I understand that this is a public event and will ensure that no alcoholic beverages will be served or available on the grounds/premises of show home locations, except during the Chef Hop & Vine ticketed event.** ____ Builder/Developer Initials
- I understand that the New Homes Tour logo is the property of the Building Industry of Clark County and may not be used in any publications or advertising without the written consent of an authorized representative of the Building Industry Association of Clark County.



- **I understand that the Building Industry Association of Clark County has the right to solicit sponsorships for the New Homes Tour, and that only official event sponsors may have a visible presence in Tour Homes. All signage, displays or logos that are not affiliated with official Tour sponsors will be removed and the builder responsible for the property will be required to pay a fine of \$100 per offense.**

____Builder/Developer Initials

- **I fully understand that I may withdraw an entry at anytime, however I will forfeit the entry fee for the home withdrawn. If a home is withdrawn after June 12, 2020, I may be charged for the time and cost of creation of marketing materials.**
- **I fully understand that if it becomes necessary to cancel the New Homes Tour for any reason, eligible funds will be refunded, and I waive any claim for damages. The BIA makes no claim that a particular property will sell, be sold, and is not responsible if said property does not sell.**
- **I agree as the named builder for the house or houses I am entering in the New Homes Tour, that I will be responsible for all entry fee payments to the Building Industry Association of Clark County.**
- **I agree to pay a refundable deposit of \$250 for a signage deposit. Deposit is due when I pick up signs for the Tour and will be returned upon quality and timely return of signage by Tuesday, July 28.**

____Builder/Developer Initials

III. FEE SCHEDULE/FINAL DATES

Entry Fees:

Due on submission of project (final date June 13, 2020)

- **Entire Development: \$5,000 (more than 15 lots)**
- **Single home entry: \$1,500, Each Additional Home: \$1,000 (must be under contract with one builder/contractor)**
- **Sign Deposit of \$250 due when signs are picked up, and returned when signs are returned by Tuesday, July 28. Can be a separate check for \$250 made out to BIA or, we can hold a credit card number.**



I have read and understand the rules, requirements, and responsibilities set forth by the Building Industry Association of Clark County, Board of Directors, and the New Homes Tour Committee as outlined in this document. I agree to abide by all of the rules and regulations. I understand failure to do so could result in non-participation in the New Homes Tour and/or extra charges, as set by the New Homes Tour Committee. I have also read and understand the Fee Schedule, Deadlines, Participation Requirements, Builder Responsibilities, Builder Information and this Builder Contract. This is a legal and binding contract set forth by the Building Industry Association of Clark County 103 E 29th St., Vancouver, Washington 98663, 360-694-0933 Phone; 360-694-1606 Fax. This document contains rules, regulations, and requirements pertaining to the New Homes Tour event produced by the Building Industry Association of Clark County annually. By signing this contract, I agree to abide by all of the terms, conditions, responsibilities, deadlines, and requirements of this contract, and hold all Board members, employees, and volunteers of the Building Industry Association harmless during the planning and implementation of this event. I understand failure to abide by this contract could result in non-participation of the Building Industry Association of Clark County New Homes Tour event in the future.

I _____ have read all the terms of this agreement, and agree to abide
(Builder Printed Name)

By all the terms of this contract this _____ day of _____ 2020

BUILDER SIGNATURE _____



REALTOR ACKNOWLEDGEMENT

I _____ fully understand that _____
(Realtor printed name) (Property address)

which I represent, is a participating property in the Building Industry Association of Clark County and the New Homes Tour. As such, I have read, and I fully understand, and I agree to comply with the Participation Requirements and the Builder Responsibilities as outlined in the 2020 New Homes Tour Builder Information and Contracts packet as they relate to my representation of this property during the 2020 New Homes Tour.

In order to present a quality event image, I also acknowledge and will comply with the New Homes Tour posted hours which are 11am-5pm, July 18-19 and July 25-26.

Further, I understand that the New Homes Tour logo is the property of the Building Industry Association of Clark County and may not be used in any publications or advertising without the written consent of an authorized representative of the Building Industry Association of Clark County.

Realtor signature: _____ Date: _____

PLEASE MAKE COPIES FOR MULTIPLE ENTRIES



New Homes Tour Marketing Outline and Participation Benefits

As a participant in the New Homes Tour, your entry fees help generate a collective marketing program for an advertising campaign. It is the goal of the New Homes Tour to provide leads, potential home traffic, web impressions, and general exposure during the run of show for the New Homes Tour.

Early Exposure Options:

For those builders who turn in their deposit (\$500), and entry forms, they qualify for Early Exposure on the web site – featuring your company, logo, home (if ready to post), links to your web site. In addition to posts on the Building Industry Association Facebook page, the Tour will be co-marketed via posts on the Parade of Homes Facebook page and in the BIA private group page.

New Homes Tour Exposure:

The New Homes Tour will be an exclusive media blitz promoting our local BIA member builders with residential housing to market in the Clark County area.

- Website featuring homes and participating builders (www.thenewhomestour.com)
- Advertising driving traffic to the New Homes Tour website, pages and links
- Print ads in regional newspapers where entries are located (The Reflector, The Columbian, Camas Post Record, etc.)
- Internet ads, banners and email campaigns all driving patrons to the website (www.thenewhomestour.com)
- Featured home program on Parade of Homes, BIA public Facebook pages and in the BIA private Facebook group.
- Street Signage Provided – (see signage order form)



Master Signage Order

Good street and directional signage help drive traffic to your home or subdivision. It's very important to map out the best route from a main street. It's also very important that you submit directions (for the website, social media and more).

Note: A required \$250 sign deposit will be due at time of signage dispersal. Deposit refundable upon quality and timely return of signage. This can be in a separate check for \$250 made out to BIA or we can hold your credit card number.

Total number of signs may be modified according to request.

Estimate number of Right Turns _____

Estimated number of Left Turns _____

Estimated number of Straight Ahead _____

You will receive ONE – New Homes Tour location sign per house – as a landmark sign.

ALL SIGNS MUST BE REMOVED AND RETURNED TO THE BIA OFFICE NO LATER THAN Tuesday, July 28 TO RECEIVE DEPOSIT BACK.

_____ **Builder/Developer Initials**