



**2009**

## Remodeler's Home Tour

### Remodeler's Contract

Company: \_\_\_\_\_ Fee \$ \_\_\_\_\_  
Remodeler: \_\_\_\_\_  
Address: \_\_\_\_\_ Date \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ck # \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Project Address: \_\_\_\_\_

Type of Project: \_\_\_\_\_  
\_\_\_\_\_

1. The Remodeler shall open their project to the public during the following tour dates and hours:

Friday, <b>October 9, 2009</b>	<b>3:00 p.m.</b> - 8:00 p.m.
Saturday, <b>October 10, 2009</b>	12:00 p.m. - 6:00 p.m.
Sunday, <b>October 11, 2009</b>	12:00 p.m. - 6:00 p.m.

2. Remodeler must submit the following materials at the time of submission:

- This Remodelers Contract
- Magazine Layout Form
- Home Owner's Contract
- Insurance Certificate, \$1 million liability, showing the HBA as an added insurer
- Copy of current Michigan Builder's License
- **Entry Fee Schedule:**

**“Early Bird”– by **June 5, 2009****

**- \$1500.00 for HBAWC members**

**- \$1950.00 for non-members**

**Regular deadline - by **July 6, 2009****

**- \$1600.00 for HBAWC members**

**- \$2050.00 for non-members**

Initials \_\_\_\_\_

Note: The Home Tour Committee's chosen photographer will take project photograph(s) the week of **August 10<sup>th</sup> – 14<sup>th</sup>**.

**NOTE: SEE PAGE 8 CRITERIA TO SUBMIT PHOTOS NOT TAKEN BY THE HOME TOUR COMMITTEE'S CHOSEN PHOTOGRAPHER.**

3. The remodeling project **must have been completed** between **August 1, 2006 and October 9, 2009** and must constitute any project that showcases a change in shape, form or function of the residence, and not have been in a prior Remodeler's Home Tour, or any other home tour. The tour is limited to residential projects.
4. The remodeler agrees to adhere to the goal of the Remodeler's Home Tour, which is by increasing exposure; promoting a more professional image and increasing our credibility; to benefit the public by stimulating an interest in remodeling existing homes; and by showcasing the quality of workmanship of our Council.
5. The remodeler agrees to provide adequate staff and site management to ensure that no time during tour hours will any members of the general public be left unsupervised in any area of the homeowner's property.
6. The remodeler will **limited to** no more than two projects to any one Remodeler's Home Tour. **Additional entries are subject to review by the Remodeler's Home Tour Steering Committee.**
7. The remodeler agrees not to open the home to the public prior to the Remodeler's Home Tour.
8. The remodeler agrees to provide a certificate of insurance that shows a \$1,000,000 umbrella coverage of general liability and to include the Home Builder's Association as an added insurer to this policy during Home Tour.
9. Remodeler agrees to abide by the following presentation and performance standards.
  - A. Presentation shall not include any promotion or sales of products or services unrelated to the Washtenaw Remodeler's Council of the Home Builder's Association of Washtenaw County activities.
  - B. Remodeler is to notify all neighbors in the immediate area of the home being shown, who may be affected by Tour traffic, at least three (3) days prior to the event.

- C. Directional signs provided by the Remodeler’s Council are to be distributed and displayed in such a manner as to facilitate easy location of the site. The provided house sign is to be displayed prominently in front of the project home. **Remodeler is responsible for the return of all signage, provided by the Council, by the wrap-up meeting at the HBA office.**
  - D. The Remodeler is responsible for obtaining approvals for any and all permits for placement of signs.
  - E. All areas of the home being shown, including yard areas where traffic will exist, are to be kept clean and presentable during all show hours, and are to be left in the same state after Tour is over.
  - F. All participants are encouraged to give credit to any professional designers who contributed significantly to the project.
11. Each participating remodeler is given 30 complimentary tickets. Additional tickets to give to clients are available for half of face value each. The remodeler may purchase an unlimited number of discount tickets (which will be stamped “COMPLIMENTARY”). Discount tickets are not refundable.
  12. The remodeler may withdraw from tour participation on or before July 6, 2009 . There will be **no refunds** after July 6, 2009.
  13. The Board of Directors of the Remodeler’s Council reserves the right to ban a remodeler from future Tour participation in the event that said remodeler violates the outlined rules and regulations; or violates the Remodeler Code of Ethics.

*I have read all of the rules and regulations and agree to adhere to them.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Document Submission Checklist:**

	<b><u>Due Date:</u></b>
- Signed contract with check	<b>July 6<sup>th</sup></b>
- Guide page layout form	<b>July 6<sup>th</sup></b>
- Map/directional information	<b>July 6<sup>th</sup></b>
- Homeowner’s signed contract	<b>July 6<sup>th</sup></b>
- Insurance certificate	<b>July 6<sup>th</sup></b>
- Copy of current Michigan builder’s license	<b>July 6<sup>th</sup></b>

## **Guide Page Layout Form**

**4 3/4" Total width; 15 total lines or 150 word limit for both descriptions, whichever comes first. (This includes blank lines.) 10 point Arial font used.**

**Note: Descriptions must outline the remodeling project, i.e. outlining features about the remodeling aspects of the project and must exclude sales language.**

**About Your Company Description :**

**About Your Project :**

## Map Information

Directions to project: (from major streets)

1. Maximum of 96 characters, including spacing and punctuation  
3 lines - 24 characters on line 1 and 36 characters on lines 2 and 3
2. Due to design requirements, we will not honor requests for bold characters and all capitalization.

Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MAP

Please sketch below or on the back of this sheet a map to your project from nearby major streets.

# Directional Signs

Directional signs are to be used in the neighborhood to help people find your project. Please indicate the number of signs you need. **Eight (8) signs are included with entry fees. Additional signs may be used, for the 2009 Home Tour.**

\_\_\_\_\_ right turn      \_\_\_\_\_ left turn      \_\_\_\_\_ straight

# 2009 Remodeler's Home Tour

## Home Owner's Contract

I hereby agree to allow my home to be entered in the 2009 Remodeler's Home Tour.

I understand that my home will be open to the general public on the following dates and hours:

<b>October 9, 2009</b>	<b>3p.m. - 8 p.m.</b>
<b>October 10, 2009</b>	<b>12 p.m. - 6 p.m.</b>
<b>October 11, 2009</b>	<b>12 p.m. - 6 p.m.</b>

I will permit \_\_\_\_\_ to supervise my house during the above listed hours.

I entrust him/her to provide adequate staff and management for the Tour to ensure that at no time will any members of the general public be left unsupervised in any area of my house and/or property.

I verify that my remodeling job was completed within the last three years and is the work of the remodeler noted above.

I have read the Remodeler's Contract with the Home Builder's Association of Washtenaw County, and understand the responsibilities and obligations of the remodeler.

I understand that liability insurance coverage will be provided by the Remodeler.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Address \_\_\_\_\_

## **Photo Submission Criteria**