



2010 Remodeler's Home Tour Contract

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

Type of Project (as listed in Tour Guide book and online):

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

Friday, October 1, 2010	3:00 p.m. - 8:00 p.m.
Saturday, October 2, 2010	12:00 p.m. - 6:00 p.m.
Sunday, October 3, 2010	12:00 p.m. - 6:00 p.m.

2. Remodeler must submit the following materials at the time of submission:
 - This Remodelers Contract
 - Tour Guide Book Page Layout Form
 - Home Owner's Contract
 - Insurance Certificate, \$1 million liability, showing the BRAG Ann Arbor as an added insurer
 - Copy of current Michigan Builder's License
 - **Entry Fee Schedule:**
 - "Early Bird"– by July 2, 2010**
 - \$1500.00 for BRAG Ann Arbor members**

 - Regular deadline - by July 30, 2010**
 - \$1600.00 for BRAG Ann Arbor members**

Initials_____

Note: The Home Tour Committee's chosen photographer will take project photograph(s) **the first week in August. 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, 2007 and October 1, 2010** 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 goals of the Remodeler's Home Tour: **which is to showcase the quality of workmanship achieved by the membership of our council, to provide opportunities to increase the remodeler's exposure to the public, to stimulate the public's interest in remodeling projects and to increase the credibility and promote the professional image of the remodeling professional.**
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 **be limited to** no more than two projects **on** 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 **for 3 months** prior to the Remodeler's Home Tour **without prior consent of the Remodeler's Home Tour Steering Committee.**
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 Builders and Remodelers Association of Greater Ann Arbor 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 Builders and Remodelers Association of Greater Ann Arbor 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 BRAG Ann Arbor 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.
10. 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.
 11. The remodeler may withdraw from tour participation on or before **July 2, 2010**. There will be **no refunds** after **July 2, 2010**.
 12. 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:

	<u>Due Date:</u>
- Signed contract with check	July 30th
- Guide page layout form	July 30th
- Map/directional information	July 30th
- Homeowner’s signed contract	July 30th
- Insurance certificate	July 30th
- Copy of current Michigan builder’s license	July 30th

Tour Guide Book Page Layout Form

5” Total width; 18 total lines or 200 word limit for both descriptions, whichever comes first. 10 point Helvetica 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.
(Suggested content: Discuss Before & After issues.)**

About Your Company Description:

About Your Project:

Map Information

Directions to project: (from major streets)

1. Maximum of **35 words** characters, including spacing and punctuation
5 lines

Directions: _____

MAP

Please **provide the full address, email a link to a map online, or** sketch below or on the back of this sheet a map to your project from nearby major streets . **Include which side of the street the house is on.**

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 2010 Home Tour.**

_____ right turn _____ left turn _____ straight

2010 Remodeler's Home Tour

Home Owner's Contract

I hereby agree to allow my home to be entered in the 2010 Remodeler's Home Tour.

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

October 1, 2010	3 p.m. - 8 p.m.
October 2, 2010	12 p.m. - 6 p.m.
October 3, 2010	12 p.m. - 6 p.m.

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 Builders and Remodelers Association of Greater Ann Arbor, 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

Minimum Resolution: **300 dpi, 500 dpi recommended**

Acceptable Formats: **JPG, TIFF, EPS, PDF**

All photos are in color. Multiple photos may be included, as may "before" & "after" photos.

Contact Pete Nowakowski at the BRAG Ann Arbor for further information or to schedule a date and time for our chosen photographer to shoot your project's photos.

One photo shoot with our chosen photographer is included in the entry fee for each project on the Tour.

Photos can be emailed if the total size per email is under 10MB. Send us a CD if you have larger files, or contact Pete for other options for delivering your photos.

Questions? Contact Pete Nowakowski:

Phone: 734-996-0100 Email: pnowakowski@bragannarbor.com