



TO: **Builder Members**
FROM: **Ella Hall, Chair, 2012 Spring New Home Tour**
RE: **HBA of Raleigh-Wake County Spring New Home Tour**
DATE: **January, 2012**

The HBA of Raleigh-Wake County is excited to present the fourth annual Spring New Home Tour. The tour will run for one weekend only - **March 24 & 25, 2012**. Homes will be open from 12:00pm to 5:00pm. Houses will not be judged.

There are two entry deadlines:
\$495 Regular Deadline on Tues, Feb 7
\$595 Late Deadline on **Thurs Feb 16*** (Note corrected date!)

The rules are simple.

- (1) The builder and building company must be a member of the HBA of Raleigh-Wake County for the year 2012. (Must be an active member when submitting entry and continuing through the event.)
- (2) The home entered must be unoccupied (never occupied), new construction. (No deadline on footings poured or CO)
- (3) The home must be open all days of the Tour.
- (4) Builder must provide the following: (a) completed and signed Entry Form, and Rules and Regulations, (b) color photo (jpg, 7.25 inches wide & 600dpi) of front elevation electronically or on disk (color rendering may be used if no photo available); (c) copy of Certificate of Liability Insurance naming the HBA of Raleigh-Wake County as “additional insured”, (d) Copyright Form, (e) map marked with the location of your house (Google Maps is fine), and (f) payment.
- (5) The builder must take down the signage no later than 8:00am on March 26, 2012.

The HBA will provide a 32” x 48” house sign plus 2 directionals for your entry. All entries will appear in the Saturday, March 24 issue of the News & Observer. The HBA will advertise the event through major media outlets, and will provide a website of all homes accessible at www.triangle.com/realestate/.

Enclosed is an entry form for entering a home in the 2012 Spring New Home Tour. To qualify for the entry deadline you choose, your completed entry must be returned to the HBA office, 5580 Centerview Dr #115, Raleigh, before 5:00pm on the deadline date. A completed entry consists of a completed Entry Form and Rules and Regulations, a color rendering or color photograph of front elevation submitted electronically or on disk in required format, a copy of your Certificate of Liability Insurance naming the HBA of Raleigh-Wake County as “additional insured”, your Copyright Form, map marked with the location of your entry, and payment. Only complete entries will be accepted.

We look forward to working with you! Questions? Call Judy Richardson @ (919) 232-5882 or e-mail (jrichardson04@hbawake.com).





4th Annual Spring New Home Tour
Official Days & Hours: March 24 & 25, 2012, 12-5pm
BUILDER ENTRY FORM
 Please print legibly! Fill in all blanks.

Office only
Entry No: _____
Date: _____
Pmt amt: _____
Method of pmt: _____

Builder Information:

Company Name: _____
 (as it will appear in book)

Company Address: _____

City/State/Zip: _____

Builder Member of record: _____

Contact Person: _____ Cell # for contact person: _____

Builder Office Phone # (will be listed in book): _____ Fax: _____

Builder Cell (mandatory): _____ Web Address: _____

E-Mail: _____

Entry Information (*all information required):

Street Address: _____ City: _____ Zip: _____

Subdivision: _____ Lot _____ County _____

Latitude & Longitude (can be found on web at <http://itouchmap.com/latlong.html>):

Latitude: _____ Longitude: _____

House Name: _____ Certified Price* (same as MLS): _____

Directions to house: _____

****(If this entry is a model home not for sale, the Certified Price must be the "as shown" price, including all upgrades.)***

Read the following **Rules and Regulations** carefully. If you can agree with and will adhere to them, and will be a Builder Member of the Home Builders Association of Raleigh-Wake County as of the date of this contract and continuing through the 2012 Spring New Home Tour, please sign below: Note: once this signed contract is accepted by the HBA and the Spring New Home Tour, the contract becomes binding.

Company Name: _____

Builder Member of Record: _____

(Signature)

Entry checklist:

- | | | |
|--|--|--|
| <input type="checkbox"/> Completed entry form | <input type="checkbox"/> Certificate of Liability Insurance | <input type="checkbox"/> Map marked with the location of your entry |
| <input type="checkbox"/> Color Rendering /Photograph of front elevation | <input type="checkbox"/> Copyright form | <input type="checkbox"/> Payment |

-Over-

4th Annual Spring New Home Tour Rules and Regulations



Entry Specifications:

The home must be new construction. No restriction on start date of home.
The home must be vacant – never lived-in.
The home must be completed, ready for viewing and open for both days of the event.

Builder Requirements:

Builder must be a builder member of the HBA of Raleigh-Wake County for the year 2012. (Must be an active member when submitting entry and continuing through the event.)
Builder must provide all required materials* in a timely manner per the deadlines below. *Required materials include (1) completed entry form; (2) color photograph or rendering of front elevation submitted electronically or on disk in format required; (3) Certificate of Liability Insurance with the HBA of Raleigh-Wake Co. named as “additional insured”; (4) Copyright Form; (5) map marked with the location of your house (Google Maps is fine); (6) fee per schedule below. Only complete entries will be accepted.

Fee Schedule: \$495 – Regular Deadline: Tues, Feb 7, 2012 @ 5:00pm \$595 – Late Deadline: <u>Thurs, Feb 16</u> , 2012 @ 5:00pm (*Note corrected date!)

HBA of Raleigh-Wake County Responsibilities

The HBA will promote and advertise the event through major media outlets.
The HBA will provide a yard sign and 2 directionals for each entry.
The HBA will provide a listing of your home in the Spring Tour book.
The HBA will provide Spring Tour books for distribution to the public.
The HBA will provide website exposure on www.triangle.com/realestate.

Withdrawal Deadlines

Withdraw by 5:00pm **Feb 17, 2012*** and receive a \$100 refund. Entry will be pulled from book.
After **Feb 17** there will be no refund and Entry will be included in the book. (***Note corrected date!**)

Other Deadlines & Dates:

Friday, Feb 17, 2012: Last day to withdraw from event.
Wed, Mar 21, 2012: Signage pickup at HBA office, 5580 Centerview Dr #115, Raleigh
Mon, Mar 26, 2012: all signs must be taken down by 8:00am.

Event Dates: **March 24 & 25, 2012.**

Acts of God. I agree that, in the event that an Act of God prevents performance by the HBA or me, then that failure of performance shall not constitute a breach of this Contract.

***Certificate of Liability Insurance.** I agree to indemnify and hold the HBA harmless from and against all claims, losses, costs, damages, expenses and liabilities for bodily injury, death or property damage, arising out of or in connection with any and all occurrences on or about the home, caused in whole or in part by the other. I do further promise to have a liability insurance policy in effect covering the home during the time of the event and will submit a copy of the Certificate of Insurance to the HBA with the HBA noted as “additional insured” with my entry form.

I have read and do hereby agree to abide by the Rules and Regulations as set forth herein above for the 2012 Spring New Home Tour by the HBA.

Builder: _____ Building Co: _____

Signature: _____ Date: _____

Note: Once the signed “Entry Form” and “Rules and Regulations” are accepted by the HBA, the home is considered an “Entry” and is subject to the rules outlined in this paperwork.

Spring New Home Tour

Home Builders Association of Raleigh-Wake County
March 24 & 25, 2012

**AUTHORIZATION TO USE COPYRIGHT
MATERIALS IN EVENT PUBLICATIONS**

(Spring New Home Tour Book, Web Site on the Internet, etc.)

Dear Builder,

The Home Builders Association of Raleigh-Wake County is publishing a **Spring New Home Tour Book** to be distributed to the public during the Spring New Home Tour. In the past, we have received complaints and threats from some plan designers about the unauthorized use of their drawings and other copyrighted materials in our publications. We have been **advised by legal counsel** to avoid potential problems of infringement by obtaining specific authorization from the plan designer to use any copyrighted materials in all of the Spring New Home Tour publications.

The authorization form must be signed and returned to the HBA. The plan designer and you, the builder, must sign this authorization form. If you are the plan designer, sign the form twice, as the plan designer and again as the builder. If you are not the plan designer, please sign as the builder and forward the authorization form to the plan designer and ask the plan designer to sign and return the form to the HBA (fax: 919-233-2036). This information will be included with your entry in the Tour publications as follows: "House Plan Designer©: *the name you supply.*"

The attached form can be turned in with your Entry Form or faxed to the Home Builders Association offices (919-233-2036) by the plan designer. If the form is not returned, your graphics cannot be included in the Spring New Home Tour publications.

If you have questions, contact Judy (232-5882 or e-mail jrichardson04@hbawake.com)

Sincerely,



Ella Hall, Chair

2012 Spring New Home Tour

Completed Copyright Form is due with entry.



Entry No: _____

Date: _____

Authorization To Use Copyrighted Materials

Company Name: _____

Builder Name: _____ House Name: _____

Entry Subdivision: _____ Lot #: _____

I hereby authorize and license the Home Builders Association of Raleigh-Wake County, hereinafter called "HBA," to reproduce and publish the plans identified below in its **2012 Spring New Home Tour**. This license includes the right to prepare renderings based on the plans suitable for publication if needed*. This license applies to the home plan known as:

Plan Name/Number: _____

(*Note: The Spring Tour may use only a color photograph of the front elevation supplied by the builder, rather than a rendering of the front elevation and floor plans.)

Copyright Owner sign here.

By signing this authorization, the undersigned represents that (s)he has the authority to authorize the publication of the copyrighted materials.

Name of Copyright Owner (printed): _____

Signature of Copyright Owner: _____

Builder Sign here. (Note: If builder is also copyright owner, builder must sign in both boxes.)

I hereby represent and warrant that I have obtained permission of the copyright owner to build the home being featured in the 2012 Spring New Home Tour and that such home does not infringe the copyrights of any third parties. I agree to indemnify and hold harmless the HBA from any claims against it arising from the publication of renderings in the 2012 Spring New Home Tour publications, including without limitation any claims for copyright infringement and trademark infringement.

Name of Builder's Company: _____

Signature of Builder: _____

Note to Copyright Owner & Builder: If this form is not received by the HBA on or before the deadline, the elevation will not be included in the Spring New Home Tour publications.

This form is due with Entry Form.

HBA of Raleigh-Wake County, 5580 Centerview Dr #115, Raleigh, NC 27606

Questions? Call Judy Richardson at 232-5882





March 24 & 25, 2012
Homes Open: 12:00- 5:00pm

Entry #: _____

Building Co: _____ Date: _____

Co Address: _____

City/ State/ Zip: _____

Phone: _____ E-mail: _____

Spring New Home Tour **Accounting Summary**

Amount due:

Entry Fee:

_____ Regular Entry \$495 Feb 7, 2012 (Tues)

_____ Late Entry \$595 **Feb 16, 2012 (Thurs) *NOTE CORRECTED DATE!**

_____ Foundation Club \$ _____

Method of Payment:

_____ Check (made payable to "HBA") Ck # _____

_____ Master Card/VISA

MC/VISA #: _____ Exp Date: _____

V" # (3 digit # on back of card): _____ Billing Street Address: _____ Zip Code: _____

Questions, contact Judy (jrichardson04@hbawake.com or call 232-5882).

