



New Feature

You will be able to list other industry professionals that provided their service/products to your entry homes. See page 4 of the application. This list will appear on the kcpardaeofhomes.com webpage under your parade entry. Due to Guide Book layout space constrictions they will not be listed in the book.

Note: The past several parades we were not able to add the Interior Designer in the book, this year we have included a new field for your designer. See page 1 of entry application, (Furnished by____).



2012 Spring Parade of Homes Entry Form April 14 – April 29, 2012

Office Use Only
Job# _____
Early Regular Late
Date Rec'd
Check/CC

Builder Information

1. Builder Member Company _____
 2. Contact Person _____ Phone _____ Fax _____
 3. Builder Address _____ City/St/Zip _____
 4. Contact E-Mail Address (Required for correspondence regarding entry) _____ @ _____
 5. Builder Web site address for publication (not community specific) www. _____
- Note: adding zip will place your home on map with a little more accuracy thru google

Entry Home Information

- Entry Address _____ Subdivision/Project Name _____
- Unit number if applicable _____ City/State/Zip _____ County _____
- Furnished? No Yes, Furnished by _____
- Is this a Maintenance Provided Community? No Yes Is this home **NAHB** Green Certified? No Yes
- Phone # to appear in the Guide _____ Number of bedrooms _____ Number of bathrooms _____
- EXACT** Sales Price, (including lot, not furnishings): \$ _____ Main Floor Master Bedroom? No Yes

Please read the following:

It is the HBA's goal to present the exact sales price of this home to the public. With the dramatic price fluctuation in building materials in previous years, we understand that the price you list when entering your home may change by the time this information is published

Directions to home: (Start with a major highway as a point of reference)

Region/Community Information

What region is your home?

- Kansas Missouri - North (Platte/Clay) Missouri - South (Jackson/Cass) Urban Living (Downtown KCMO/KCK, Plaza)

Is this entry - (Choose One) - Single-Family - **If so, what style?** Ranch Two-Story Story & ½ Reverse Story & ½ Split Level Villa
OR Townhome/Condo/Loft (Attached) - If so what style? Townhome Condo Loft Villa

- AMENITIES:** Club House Golf Course Gym Homes Association Lake/Marina Community Pool
 Subdivision/City Park Walking Trail Tennis Courts Energy Star Certified (NEW - Universal Design)

School District _____ Community Developer _____

On Site Office Phone _____ Email _____

2012 Spring Parade of Homes Entry Form

PREVIOUS ARTWORK

You have the option to choose a color or black & white rendering

Builder Name _____ Entry Address _____

color rendering – optional, \$300 extra to final entry fee

home color _____ trim color _____ (use dark, light or medium)

(i.e: home – dark beige trim – light green)

Color Renderings will not be redrawn unless there is a complete color error, (ie. A blue house is drawn in red)

OR

Black & White rendering

If this same floor plan and sketch were used in a previous tour, you MUST provide ALL the following:

Year _____ Spring Fall Tour Number _____

Check one:

Use as Previous

Reverse elevation and floorplan

Slightly modified plan attached with notes

Special instructions for artist: _____

NOTE: Check the tour number, year and season listed above to ensure accuracy. Failure to do so may result in the wrong elevation/floor plan in the *Guide*.

BLUEPRINTS FOR NEW ENTRIES

This year you have the option to choose a color or black & white rendering

color rendering – optional, \$300 extra to final entry fee

home color _____ trim color _____ (use dark, light or medium)

(i.e: home – medium beige - trim – light green)

Color Renderings will not be redrawn unless there is a complete color error, (ie. A blue house is drawn in red)

Black & White rendering

1. For a first-time entry, you MUST INCLUDE BLUEPRINTS OR FULL SCALE DUPLICATES at time of entry submission.

2. MULTI-UNIT PLANS MUST INDICATE which unit to draw.

ONLY ONE UNIT WILL BE DRAWN PER ENTRY.

3. Unless rooms are drawn in on plans, basement levels will not be used.

4. Check one:

Elevation and floor plan are correct

Reverse both elevation and floor plan

Reverse elevation only

Reverse floor plan only

5. Special instructions to artist on elevation (i.e. Type of siding, etc.) _____

2012 Spring Parade of Home Entry Form

I would like to display my suppliers and/or contractors on the kcparadeofhomes.com webpage under my parade entry. Please add the following member companies that participated in the completion of this home.

Please Note: The listed companies are pulled from our database, each company must be a member of the Home Builders Association.



PLEASE PRINT

General Contractor _____

Architectural Design _____

Lumber _____

Interior Designer _____

Appliances _____

Cabinets _____

Heating & Cooling _____

Plumbing _____

Electrical _____

Flooring _____

Lighting _____

Painting _____

Foundation/Concrete _____

Landscaping _____

Other _____

2012 Spring Parade of Homes Entry Form

COPY RIGHT

******YOU MUST COMPLETE THIS INFORMATION FOR EACH HOME***
****HBA CANNOT ACCEPT SIGNATURE ON FILE FROM PAST TOURS!******

1. COPYRIGHT

If a copyright is held by the architect and/or the builder whose name appears on the blueprints

I claim a copyright on the plan being submitted by _____ (builder)

At the Tour entry address _____

I authorize HBA, its subsidiaries and affiliated companies to publish this plan in their 2012 Spring Parade of Homes Guide, Web site and other local media. The correct copyright information you are to publish with this plan is as follows:

Copyright _____
Year _____ Copyright holder's name & company (print as it should appear in the Guide)

Signature of copyright holder

Date

Signature of builder

Date

Print builder's name

Date

2. NO COPYRIGHT

If no copyright name is held on the plan

A. The undersigned represents and warrants that neither the undersigned nor any other party claims any copyrights on the plan submitted with this entry.

Signature of builder

Date

Print name

Date

B. ARCHITECT MUST SIGN BELOW IF HIS/HER NAME APPEARS ON THE BLUEPRINT:

Signature of architect/designer

Date

2012 Spring Parade of Homes Entry Form

Payment

ENTRY WILL NOT BE PROCESSED WITHOUT FULL PAYMENT AND PLANS
ENTRY FEES ARE NON-REFUNDABLE

Rates	Deadline	Black & White	Color Rendering		
Early	Dec 16	<input type="checkbox"/> \$1095	<input type="checkbox"/> \$1395	<input type="checkbox"/> Check enclosed (made payable to HBA)	
Regular	Jan 6	<input type="checkbox"/> \$1295	<input type="checkbox"/> \$1595		
Late	Jan 20	<input type="checkbox"/> \$1995	<input type="checkbox"/> \$2295	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
NonMember Rates					
	Dec 16	<input type="checkbox"/> \$2095	<input type="checkbox"/> \$2395		
	Jan 6	<input type="checkbox"/> \$2295	<input type="checkbox"/> \$2595		
	Jan 20	<input type="checkbox"/> \$2995	<input type="checkbox"/> \$3295		

Card Number _____ Expiration date _____

Security Code _____ Billing Zip Code _____

Print name on Card _____ Signature _____

Contest

Entry into the contests **is not included** in your entry fee for the Spring Parade of Homes

You can choose to enter your home into the American Dream contest for an additional entry fee of \$250 members, \$1000 for non members. Entry forms for the contest will be available online **Previous winning homes are not eligible.**

This application is received contingent upon your continued HBA membership throughout the duration of the 2012 Spring Parade. It will be voided if the builder membership is terminated before the tour begins and all monies paid will remain with the HBA.

READ AND INITIAL EACH AGREEMENT POINT

- ___ 1. All dues, assessments, etc. owed to the HBA by the builder or developer where the entry is located, must be paid in full before this entry form is processed or the home can not participate on the tour. The HBA will give notice of money owed, and a 10 day grace period will follow.
- ___ 2. If entry form is incomplete, it will be returned and billed at the new deadline price upon re-submission. No exceptions will be made. An entry form will be considered incomplete if all copyright information or blueprints are not included.
- ___ 3. Entry fees are non-refundable.
- ___ 4. If a home is sold or will be unfinished before the Parade of Homes the builder must notify the HBA.
- ___ 5. If the HBA is notified of a sold or unfinished entry **by Feb 29**, the entry will be marked as SOLD or UNFINISHED in the Tour Guide and local media listings.
- ___ 6. A finished home on the Spring Parade of Homes is defined by the HBA as: Official tour number is displayed on the home; home is accessible by a paved street from the development entrance to the entry; home's drive and walkway to the entry door are installed; interior carpet/flooring is installed and it is safe for the public to tour.
- ___ 7. The builder is solely responsible for ensuring the safety and security of the home and its visitors during the tour and will indemnify, defend and hold harmless the HBA and its officers directors members employees and volunteers against any claims, actions, expenses or other liabilities for personal injury of property damage occurring at or directly relating to or resulting from the home.
- ___ 8. All homes entered into 2012 Spring Parade of Homes must be new homes, for sale, that have never been occupied but can include a refurbished loft space or condominiums.
- ___ 9. All homes entered must be unlocked and open FREE to the public from 11 am to 6 pm each day of the 2012 Parade, April 14 – 29th. Failure to have the home open will jeopardize participation in future HBA tours.
- ___ 10. Directional arrows used to direct the public to tour homes are NOT allowed in city right-of-ways. Failure to take down directional arrows will jeopardize the tour's future sign usage for the tours. Builders are responsible for making sure the signs come down one day after the tour closes
- ___ 11. Builder agrees that the HBA is not responsible for error on tour entries if the entry was not proofed.

2012 Spring Parade of Homes IMPORTANT ENTRY INFO (KEEP FOR YOUR RECORDS)

Entry Checklist

**Do you have everything you needed to complete your entry?
Before you fax or mail in your entry, be sure you have everything to avoid penalty or delays.**

Entry Form: Please make sure your home information is complete including accurate spelling of home address, subdivision, name, website and phone number for Tour Guide.

Artwork: You have a set of blueprints and/or copies of the plans with front elevations and floor plans to submit to the Tour Dept. or you have listed the accurate information necessary to use artwork from a previous tour/parade.

Copyright Release: If there is a copyright on the plan you are submitting, you **MUST** get a NEW signature for the copyright release. If you fail to acknowledge the copyright on the plan, you are responsible for any actions taken against your company for copyright infringement.

Builder Agreement: We must have your signature. Did you sign and return the Builder Agreement?

Area Map: Don't forget to fill out your map indicating the location of the home. These maps will be used by the media to compile regional maps for your area. The HBA is not responsible for wrong maps locations if maps are not submitted or proofed.

BE SURE TO READ THE RULES AND REGULATIONS OF THE TOUR ON THE FOLLOWING PAGE

Safety & Signage Regulations

Please be aware of the sign ordinance that are in force in the cities where your tour entries are located. Some cities require advance permits before tour arrows or banners may be mounted. Many cities prohibit arrows from being placed on telephone poles and on the municipal structures. If there is a questions as to the display of banners and arrows, contact your City Planning Director.

All tour signs must come down the day after the tour concludes. Cities have strict sign ordinances in place forbidding the use of signs in city right-of-ways. The HBA has worked with city officials to allow the HBA tours arrows to be up for the two weeks of the event. If tour signs do not come down, the cities will revoke the privilege of displaying the arrows for the events, or issue fines to builders.

If your entry will not be completely finished but you still wish to open it to the public, please investigate the guidelines that your city requires for public traffic through an unfinished home. A few items to consider are:

1. permanent or temporary safety rails should be placed on open sides of stairways, landings, porches, etc
2. prevent access to areas which may be unsafe or hazardous
3. store all unsafe or hazardous materials in areas not accessible to the public
4. all wiring and outlets accessible to the public should be turned off at the panel box properly to avoid shock hazards

Deadlines

		Black & White	Color
Dec 16	Early Deadline	\$1095	\$1395
Jan 6	Regular deadline	\$1295	\$1595
Jan 20	Late deadline	\$1995	\$2295
Jan 27	Deadline for Builder Plans	\$595	\$895
Feb 10	Early deadline Contest	\$250	
Feb 17	Substitution within subdivision deadline		
Feb 13 & 14	Builder Proofing		
Feb 22 & 23	Online viewing as in Book		
Feb 27	Late deadline contest	\$400	
Feb 29	Sold/Unfinished notification deadline		
Mar 1	Set contest categories (tour committee)		
Mar 15	Deadline for contest marketing materials		
Apr 10 & 11	Material pick up		
Apr 13 & 14	Judging		
Apr 14-29	Parade dates		
Apr 18	Awards Ceremony		

**2012 Spring Parade of Homes
RULES AND REGULATIONS (KEEP FOR YOUR RECORDS)**

Rules & Regulations

How to Enter:

1. Complete entry form including copyright page, signed builder agreement and map.
2. Include payment by check or credit card. Entry will not be processed until both payment and entry forms are received. Fees are NON-REFUNDABLE.
3. For new entries, include a set of actual blueprints to scale or reduced on 8 ½ x 11 sheets. They must include dimensions if you are submitting a reduced set of blueprints. For previous entries, note previous tour number and year. Be sure your reference is correct.
4. Indicate home's location on appropriate map.
5. Return **COMPLETE** packet to HBA. You may direct any questions to Gina at (816) 733-2219 or email gina@kchba.org. Entries may be returned via **FAX at 816-942-8367**.

Eligibility:

Tour entries will be accepted from current HBA builder members. You must retain your membership throughout the tour. All outstanding membership dues or other monies owed must be paid in full before any tour materials will be distributed on Material Pick Up day.

Changes/Cancellations:

There are no cancellations or refunds. Changes made to original information after above date will be charged a \$50 change fee. Changes made to artwork after the artist has completed the drawings will be billed at actual production cost.

Unfinished/Sold Entries:

It is unfair to the public to promote entries that are not finished, sold or not open for viewing during the tour. Therefore you must notify the HBA by **Feb 29**

Copyright Section:

HBA cannot publish copyrighted artwork without a signed release from the copyright holder for each Parade/Tour. **THIS INCLUDES HOMES ENTERED IN PAST PARADES/TOURS.** Entry will not be processed until this section is complete.

Maintenance Provided Communities:

A Maintenance Provided community, as defined by the HBA, meets the following criteria:

- a) snow removal and lawn care are provided; b) homes association exists; c) homes association dues are collected

Proofing:

Builder Proofing Errors by the HBA will be corrected at no-charge while a change in information will be billed at \$50 each. The HBA is not responsible for incorrect information for entries not proofed. Proofs of your entries for the magazine will be available Aug 8 & 9th. We will send an email out with instructions on how to access the proof as well as the process on how to make changes if any of the information is incorrect. Please inform us if you have changed your email or don't receive the email. We want to give everyone a chance to see their listing prior to printing. We will not be able to change the format and design of the pages (that is done by the Tour Committee with the intent to be consistent, professional and fair to all builders), however if there is a spelling error or any incorrect information you will be able to make changes. Changes will be made by 5 pm, Aug 9. If no changes are received we will proceed with the printing process and your entry will appear in the magazine as the proof provided.