

# Rochester Area Builders 2022 Fall Showcase of Homes Entry Checklist

## Quick Reference

Show Dates/Times: September 17-18, September 24-25  
11:00 AM – 5:00 PM

Checklist For: Home / Townhome Unit

Contact: Elizabeth Sullivan-Burton, [elizabeth@rochesterareabuilders.com](mailto:elizabeth@rochesterareabuilders.com) / (507) 282-7698

Final Deadline: August 18 at 5:00 PM  
All paperwork must be completed and in the office, along with payment and deposit by the final deadline to participate in the show.

## Checklist

The following items are enclosed/attached:

### *Signed / Initialed Forms*

- ☐ Signed 2022 Entry Form (Homes / Single-Unit Townhomes)
- ☐ Signed 2022 Participation Agreement
- ☐ Initialed 2022 Rules & Regulations
- ☐ Signed 2022 Waiver & Indemnification Agreement
- ☐ Signed Homeowner Agreement  
*Note: If the home has been sold or if it is occupied—even if it is occupied by the builder/developer—this form must be signed by the builder **and** by the homeowner.*

### *Supplemental Items—Please Email*

- ☐ Two photos or renderings of home
- ☐ Your company's logo **ONLY IF** it has changed since you last participated in an RAB event
- ☐ Certificate of Liability Insurance with Rochester Area Builders Inc as additional insured
- ☐ Link to property location on Google Maps

### *Payment / Deposit*

- ☐ Check for entry fee (\$950, \$200 discount if received by July 7 and \$100 if received by July 28)  
*May also call to make payment by credit card*
- ☐ Check for deposit (\$400)

## Timeline

Thursday, July 7	First discount deadline (\$200 off entry fee)
Thursday, July 28	Second discount deadline (\$100 off entry fee)
Thursday, August 18	Final deadline for all entries, substitutions, price changes, and images; deadline to cancel and get a 50% refund of your entry fee
Tuesday, August 30	Deadline to approve proofs

## Supplemental Information

### General Information

All forms provided should be fillable. If you are having trouble typing your information into the forms, try to open the files either in Adobe Acrobat Reader or in Google Chrome. If you're still having trouble, please contact Elizabeth at [elizabeth@rochesterareabuilders.com](mailto:elizabeth@rochesterareabuilders.com).

To reduce the risk of transcription errors, certain items must be emailed rather than filled on the forms. These items are:

1. Description of entry
2. Amenities
3. Directions
4. Link to map

### Photo Standards

#### *General*

Photos and renderings need to be in the landscape orientation (that is, wider than they are tall).

Please send high-resolution images. Images should be at least 1000 px wide.

Photos and maps should not include your logo—your logo will be shown elsewhere on the page. Please do not put contact information in photos. Please limit text to necessary descriptions (e.g. lot numbers where appropriate), and make sure that text is large enough to be read at a small size.

For photos, please send files in JPEG or PNG format. Renderings may be in JPEG, PNG, or PDF format.

#### *For Developers*

Please include two images. We recommend one of the images be a plat map or distinctive image of the development. Some examples might include a plat map with the lots marked out on it, or a drone image of the development from the air.

#### *For Homes*

Please include a professional color photo, drawing or rendering of the home. We recommend one image of the exterior of the home and one image of the interior. However, we can also use renderings or floor plans if necessary.

### Logo Standards

If possible, we prefer to get logos in a vector format (files that end with .ai, .eps, or .svg). If vector files are not available, please provide a high-resolution JPEG or PNG of your logo, which is at least 750 px in one dimension (e.g. either the length or height should be 750 px even if the other side is shorter).

### Map Standards

Please send a link to the precise location of your development on Google Maps, which might look something like this:

<https://www.google.com/maps/place/108+Elton+Hills+Ln+NW,+Rochester,+MN+55901/@44.04091,-92.4632729,20z/data=!4m5!3m4!1s0x87f75f862bd03ddd:0x17d61c4d574b8cc8!8m2!3d44.0408493!4d-92.4631576>

If your entry's address is not listed on Google Maps, please include the latitude and longitude.