

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: Developments / Townhome Communities

Contact: Elizabeth Sullivan-Burton, 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 (Developments / Townhome Communities)
- ☐ Signed 2022 Participation Agreement
- ☐ Initialed 2022 Rules & Regulations
- ☐ Signed 2022 Waiver & Indemnification Agreement

Supplemental Items—Please Email

- ☐ Two photos/plot maps/renderings of development
- ☐ 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.

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.

Rochester Area Builders
2022 Fall Showcase of Homes
Entry Form – Developments / Townhome Communities

Only Builder members of Rochester Area Builders are allowed to exhibit in the Showcase of Homes. Prospective members must have membership applications in the office by the July Board Meeting to qualify for the 2022 Fall Showcase.

Please type (preferred) or print clearly. All fields must be completed or we will not be able to register you.

Entry Info

Company: _____

Entry Type: ☐ development ☐ townhome community

Street Address: _____

City: _____ State: _____ ZIP: _____

Subdivision Name: _____

Directions: Please email Elizabeth at elizabeth@rochesterareabuilders.com with the directions to your property. Directions should be 40 words or less.

Example:

From Hwy 52, take the 37th St NW exit and go east. Turn right on N Broadway Ave. Turn right on Elton Hills Dr NW. Turn left on Elton Hills Ln NW.

Description: Please email Elizabeth at elizabeth@rochesterareabuilders.com with a paragraph about your development/townhome community. Directions should be 50 words or less. We may edit to conform to our space limitations and editorial style.

Example:

Fully custom, elegant modern ranch-style home. Designer choices in this stunning home set it apart from every other house in the neighborhood. The kitchen features a stacked-glass backsplash with high-end stainless steel appliances. Large quartz island, remote-controlled fireplace, and large bay windows make this home a must-see.

Amenities: Please email Elizabeth at elizabeth@rochesterareabuilders.com with a list of amenities. Limit 6 items, 6 words **per item**.

Example:

- Fully custom
- Walk-in pantry
- Large quartz island
- Stone accents
- Large bay windows with fantastic view
- Heated bathroom floors in master suite

Developments

Lot Price Range: _____ - _____ Building Price Range: _____ - _____

Townhome Communities

Townhome Price Range: _____ - _____

Company Info

Company Address: _____

City: _____ State: _____ ZIP: _____

Public Rep Name: _____

Public Rep's Email: _____ Public Rep Phone: _____

Additional Reps

Please list anyone that you want listed as a contact for this entry (this information will not be public). People on this list will receive reminders and will be included on the proof approval email.

Name	Phone	Email

By signing below, I agree to follow all the rules listed in the Participation Agreement. I understand that if I cancel before August 18, 2022, I will get a 50% refund of my entry fee, and that if I cancel after that date, I will not receive a refund.

Printed Full Name: _____

Signature: _____ Date: _____

With this form, please email the following to elizabeth@rochesterareabuilders.com (typed, not handwritten):

1. Directions (40 words or less)
2. Description (1 paragraph, 50 words or less)
3. Amenities (List, 6 items, 6 words or less **per line**)
4. Link to Google Map address

**Rochester Area Builders
2022 Fall Showcase of Homes
Participation Agreement**

I hereby agree to abide by the following rules and regulations:

1. My home entry will be open for public viewing during the entire event: September 17-18 and September 24-25 from 11:00 AM to 5:00 PM. If my home is unavailable for showing for any reason, I will contact the RAB office immediately. I agree to forfeit half of the deposit check for each weekend not open.
2. I agree that all information on the Fall Showcase of Homes forms will come from me and be my responsibility. Information can be dispensed by an agent only if designated on this form. I can be reached during business hours at the number listed at the end of this form.
3. I agree that damages due to errors or omissions concerning my project, the maps, or my firm in the Fall Showcase of Homes publications or any related advertising or press releases will be limited to a maximum of a refund of my Showcase entry fee. I agree to call errors to the attention of the Showcase Committee through written communication.
4. Showcase participants are allowed the privilege of placing directional signs in strategic street locations to direct potential buyers to the Showcase homes. I agree to remove all directional signs and return them to the RAB office within 24 hours of the completion of the Showcase.
5. No changes in pricing can be made after Thursday, August 18, 2022.
6. I agree to staff my home adequately during all hours of the Fall Showcase of Homes.
7. I agree to follow the guidelines and fees set forth by the Showcase Committee in the Rules & Regulations.
8. I agree to have my liability insurance policy in effect covering my project during the time of the event, and will send a copy of a certificate of insurance with my entry form to RAB. The Rochester Area Builders is to be noted as additional insured.
9. If the home is not complete or presents a safety hazard to the public by the opening date of the Showcase, I agree to remove the site sign and also to remove any directional signs in the area. Failure to comply with this clause will result in a denial of participation privileges. The final decision as to whether the home is complete or safe will be made by the Showcase Committee.
10. I agree to follow Rochester Area Builder's Code of Ethics as follows:
 - a. To conduct business affairs with professionalism and skill.
 - b. To protect the consumer through the use of quality materials and construction practices backed by integrity and service.
 - c. To keep informed regarding public policies and other essential information that affect our business interest and those of the building industry as a whole.
 - d. To comply with the rules and regulations prescribed by law and government agencies for the health, safety, and welfare of the community.
 - e. To keep honesty as our guiding business policy.
 - f. To seek to resolve controversies through a non-litigation dispute resolution when possible.
 - g. To support and abide by the decisions of the association in promoting and enforcing this Code of Ethics.
11. Any violation of the rules & regulations will result in a one-year suspension from participation in the Fall and Fall Showcase of Homes, at the discretion of the Showcase Committee.
12. In the event of extreme weather, the Showcase of Homes will not be canceled nor extended.

Designated Agent (If Requested): _____

Agent's Email: _____ Cell: _____

Builder's Email: _____ Cell: _____

Printed Builder's Name: _____

Builder's Signature: _____ Date: _____

**Rochester Area Builders
2022 Showcase of Homes
Rules & Regulations**

It is agreed and understood:

Entries in the Showcase

- Only RAB Builder Members can enter projects in the Showcase of Homes. The builder must be a member in good standing with Rochester Area Builders, Inc. at the time of the Showcase. That means that all outstanding dues and fees are paid in full. Prospective members must have membership applications in the office before the July Board Meeting to qualify.
- **Security/Sign Deposit:** Each participant will be asked to pay with two separate amount. The first amount represents the entry fee and will be deposited upon receipt. The second check of \$400 represents the deposit for signs and will be held by the Association until the signs are returned or replacement cost is received. SECURITY DEPOSIT MUST BE A CHECK. Replacement cost for signs not returned on time is \$275 for large sign and \$30 for each directional sign.

If participants fail to bring back any signs, they will be invoiced for the replacement cost. If participants do not pay the invoices within 30 days, the deposit check will be cashed and a refund for any remaining balance will be issued after the deposit check has cleared the bank.

- A house can be entered under the following conditions:
 - All houses must be no older than 3 years from date of completion and it must have been less than 3 years since it was first into a Showcase event
 - House may be builder-occupied or have a non-builder homeowner
 - An occupied house must be maintained to "new home standards" (i.e. clean, well-maintained, uncluttered, minimal wear-and-tear, etc.)
 - If a house is owned by anyone other than the builder or if it is occupied, the homeowners must sign a completed Homeowner Agreement Form and Waiver & Indemnification Agreement
 - Non-builder residents must NOT be present during Showcase hours
- The committee will visit all homes in order to verify that they are physically safe for public viewing. If the committee decides that the homes are not safe by that date, the home cannot be open for the 1st weekend's viewing, and the builder shall forfeit half of the security deposit. The home will have to be visited again the next week to judge if it is safe for the 2nd weekend's viewing. If the house is still not ready, the builder agrees to forfeit the remainder of the security deposit.
- All homes must be open for viewing (with builder or their representative on the premises) during the stated Showcase hours. Admission may NOT be charged for entry at any Showcase home.
- Builder must provide the association with a certificate of general liability insurance in effect through the last day of the Showcase, a Waiver & Indemnification Agreement, and will hold the Association and the Showcase Committee harmless of liability.
- In order to make the home physically safe for showing, the builder agrees to the following criteria for both the Spring and Fall Showcase:
 - Home must be safe.
 - Drywall must be installed.

Builder's Initials: _____

Date: _____

- Home and yard must be clear of all debris.
- Yard must be backfilled (no open holes).
- Roof must be on (no interior bracing).
- Home must have properly protected stairwells and other openings (minimum top-rail, mid-rail, and posts).
- If there is not a deck, patio doors must be secured to prevent from opening.
- All window and entry doors must be installed.

Additional Criteria: Spring Showcase of Homes

- In addition to the criteria above, the builder agrees to the following criteria:
 - Homes, at minimum, must be to drywall phase.
 - The home must be safe enough for children to enter.
 - In absence of concrete, a constructed walkway and ramp of a minimum 2-foot width with railing for inclined surface must be provided.

Additional Criteria: Fall Showcase of Homes

- In addition to the criteria above, the builder agrees to the following criteria:
 - Homes must be complete.
 - Home must be completely finished – interior and exterior – on or before the first date of the Fall Showcase, including front driveway, sidewalks, and sodded front lawns.
 - Landscaping (bushes, flowers, trees) may be incomplete but will count against the builders during judging. Country lots of two acres or more must be graded and done to the point of seeding.
- The committee will visit all homes in order to verify completion.
- Showcase homes that are not complete to the standards in this section prior to the first weekend of the Fall Showcase shall not be open and the builder shall forfeit half of the security deposit. The house cannot be open for the Fall Showcase until the builder has notified the office of completion and the house has been inspected by a Showcase Committee member. If the house is still not completed prior to the 2nd weekend, the builder agrees to forfeit the remainder of the security deposit and the home shall not be open.
- **Judging:** There will be judging of completed entries by local industry professionals on the first Saturday of the event. When the judge enters the home, the representative in the home will be asked to sign the judging form. Houses will be divided into judging categories which will be determined by the building-only price of the home after all entries have been submitted. The builder can indicate on the entry form that they do NOT want the house to be judged.

Signage & Materials Provided

- Official Showcase of Homes signs will be furnished by Rochester Area Builders. They will include one outdoor sign for the front yard of the Showcase entry and five directional signs for builders to place as needed to direct visitors to the Showcase entry. Signs must be returned in the same condition as they were checked out. Missing signs for any reason will be the responsibility of the builder and will be invoiced to the builder.

Builder's Initials: _____

Date: _____

- Signage can only be used for the house that is entered into the Showcase.
- Subcontractors and suppliers will be permitted to advertise their firm providing there is not more than one sign per room per company.
- The numbered items that you receive for the Showcase of Homes must be returned in good condition to avoid the non-return charges.

Houses vs. Townhomes

- The price and the description of the home MUST be specific to the entry in the Showcase. The price must be the selling price of that particular home and the description cannot refer to any other homes or units.
- Townhomes can be entered in the Showcase of Homes as either [1] a single unit (entered like a home) or [2] a townhome community (entered like a development).

General Best Practices

- Homes may be furnished or unfurnished.
- The Showcase Committee recommends that the directional signs be removed during the week between the two Showcase weekends, and picked up immediately following the Showcase's completion, so they don't get taken and we don't get complaints.

Cancellations & Substitutions

- Requests for cancellation must be made in writing – no phone request allowed. Requests postmarked/dated prior to the cancellation deadline, will receive a 50% refund of entry fee and entire sign deposit check. No refund of entry fees will be made to requests postmarked on or after the deadline, but the sign deposit check will be returned. Substitutions may be made for no charge prior to the first deadline. Substitutions may be made between the first deadline and the final deadline for a charge of \$75. Please contact the RAB office to determine eligibility.
- In the event of extreme weather, the Showcase of Homes will not be cancelled or extended.

Other

- Rochester Area Builders, Inc. reserves the right to make final decisions on all advertising materials and to limit space, as they deem necessary.
- The office should be notified with questions or concerns which will be decided by the Showcase Committee.

Builder's Initials: _____

Date: _____

**Rochester Area Builders
2022 Fall Showcase of Homes
Waiver & Indemnification Agreement**

You, as a member (the "Member") of Rochester Area Builders, Inc. ("RAB"), must complete and sign this form prior to your involvement in RAB's **2022 Fall Showcase of Homes** event (the "Event"). This signed agreement and the required Certificate of Insurance must be returned to our office with payment for the Event fee. If you fail to do so, you will not be allowed to participate in the Event.

By voluntarily participating in the Event, you hereby agree that RAB is not responsible for personal injury, property damage or any other loss, claim or damage related to or arising out of, in whole or in part, the acts or omissions of any person that is part of your organization, including your employees, agents, and representatives, or any third party or person that is engaged or invited by you in connection with the Event or otherwise occurs at the site which you are sponsoring for the Event. You further agree before, during, and after the Event to keep in full force and effect Commercial General Liability insurance with limits no less than \$1,000,000 Per Occurrence and \$2,000,000 Aggregate for Bodily injury & Property damage that names RAB as an Additional Insured. The Member purchased insurance afforded for this event shall be deemed primary insurance.

You hereby release and forever discharges RAB, its other members, volunteers, employees, representatives, successors, officers, managers, governors and/or agents (each an "Indemnitee") from all claims or liabilities of any kind arising out of your participation in the Event.

You also agree to hold harmless, defend, and indemnify each Indemnitee from any and all claims, suits, or causes of action by others for bodily injury, property damage, or other damages which may arise out of, result from, occur during, or are in any way connected with your participation in the Event, including claims arising from RAB or any other party's negligence.

YOU AGREE THIS WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT IS TO BE CONSTRUED UNDER THE LAWS OF THE STATE OF MINNESOTA, USA, AND IF ANY PORTION HEREOF IS HELD INVALID, THE BALANCE HEREOF SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT. YOU AGREE THIS AGREEMENT IS TO BE CONSTRUED BROADLY TO PROVIDE A WAIVER, RELEASE, AND INDEMNIFICATION TO THE MAXIMUM EXTENT PERMISSIBLE UNDER APPLICABLE LAW.

IN SIGNING THIS AGREEMENT YOU HEREBY ACKNOWLEDGE THAT YOU HAVE READ THE ENTIRE AGREEMENT, UNDERSTAND THE AGREEMENT'S TERMS, AND BY SIGNING BELOW ARE GIVING UP SUBSTANTIAL LEGAL RIGHTS AND HAVE SIGNED IT KNOWINGLY AND VOLUNTARILY.

Date: _____ Indemnitee: Rochester Area Builders, Inc.

Member Company: _____

Printed Name of Indemnitor: _____

Signature of Indemnitor: _____

Position at Company: _____