

**Rochester Area Builders  
2025 Fall Showcase of Homes  
Entry Checklist**

Show Dates/Times: September 27-28 & Oct 4-5  
12:00 AM – 4:00 PM

Contact: Amber Luhmann, [amber@rochesterareabuilders.com](mailto:amber@rochesterareabuilders.com) 507-282-7698

Early Reg Deadline: June 30, 2025, at 5:00 PM

All registration steps must be completed to get the \$250 discount.

Final Deadline: July 11, 2025, at 12:00 PM

All paperwork must be completed and, in the office, along with payment and deposit by the final deadline to participate in the show.

**Registration Steps**

You are considered registered when you've completed these steps:

- ☐ Completed Registration (online only)
- ☐ Paid entry fee (\$1500 by July 11)
- ☐ Paid refundable deposit (\$400 separate check)
- ☐ Submitted required forms:
  - ☐ Participation Agreement
  - ☐ Rules and Regulations
  - ☐ Waiver and Indemnification
- ☐ Submitted Homeowner Agreement (required if entry will be owned by anyone other than the builder/developer -OR- it will be occupied during the Showcase)

**Additional Steps**

You must also complete these steps by July 11, 2025:

- ☐ Submit a Certificate of Insurance (must list Rochester Area Builders Inc as an additional insured)
- ☐ Submit two photos, renderings, or plat maps that meet our criteria (landscape orientation, at least 1000px wide), please see illustration below.
- ☐ Step by step directions to each entry



**Rochester Area Builders  
2025 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 27-28 and October 4-5 from 12:00 AM to 4:00 PM. If my home is unavailable for showing for any reason, I will contact the Rochester Area Builders office immediately. I agree to forfeit half of the deposit for each weekend not open.
2. I agree all information on the Fall Showcase of Homes forms, including directions to the location, forms will be my responsibility.
3. I agree 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 when contacted.
4. Showcase participants are allowed to place 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, July 11, 2025.
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 may result in a denial of future participation. 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 Spring 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.

Builder's Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Printed Builder's Name: \_\_\_\_\_

Builder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Rochester Area Builders 2025 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 be approved by the final Showcase deadline 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 \$40 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 or it must be less than 3 years from the first entry into a Showcase event, whichever is sooner
  - 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, 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 and comply with all other Showcase criteria. If the entry does not meet these criteria by nine days before the first day of the Showcase, the entry cannot be open for the 1st weekend's viewing and the builder will forfeit half of the security deposit. If the house does not meet these criteria by the day before the first day of the Showcase, the entry cannot be open for the 2nd weekend's viewing and 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 will 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.
  - 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 a deck or patio isn't installed, patio doors must be secured to keep them 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:
  - Entries, at minimum, must be to drywall phase.
  - The entry 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.

**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 are the responsibility of the builder and will be invoiced to the builder.
- Signage can only be used for the entry that is participating in the Showcase.
- Builders or developers may allow subcontractors or suppliers to advertise their firm at their entry. Non-member builders CANNOT have advertising materials at any Showcase of Homes entry. Advertising for subcontractors/suppliers should be limited, and there should be no more than one sign per room for any company.
- The numbered items that you receive for the Showcase of Homes must be returned in good condition to avoid the non-return charges.

**General Best Practices**

- Homes may be furnished or unfurnished.
- Participants are responsible for complying with all state and local ordinances regarding signage. The Showcase Committee recommends that at minimum, directional signs be removed during the week before the two Showcase weekends.

**Cancellations & Substitutions**

- Refund rules for cancellations are as follows:

Cancel By	Entry Fee Refund	Deposit Refund
After entering event, but before final deadline	50%	100%
After final deadline, but at least ten days before Showcase starts	0%	100%
Less than ten days before Showcase starts, but at least two days before	0%	50%
Less than two days before Showcase starts	0%	0%

- 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.

By signing below, I agree to abide by all the Rules and Regulations within this document.

Builder's Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rochester Area Builders  
2025 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 **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: \_\_\_\_\_

**Rochester Area Builders  
2025 Fall Showcase of Homes  
Homeowner Agreement**

Show Dates/Times: September 27-28, October 4-5  
12:00 AM – 4:00 PM

Contact: Amber Luhmann, [amber@rochesterareabuilders.com](mailto:amber@rochesterareabuilders.com) / (507) 282-7698

Dear Homeowner:

On behalf of Rochester Area Builders, we would like to thank you for agreeing to display your home! This event represents a tremendous investment of time and talent by the association to publish the Showcase program and to promote the event. It also requires a significant investment by the builder, not just for the entry fee, but for the planning, staffing, and merchandising of your home during the event. For many builders, it may be the most significant effort for the entire year. The end result is to present your newly constructed home and your builder at their very best throughout the two weekends of the show. We sincerely appreciate your participation.

Showcase of Homes Committee

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

The undersigned Homeowner agrees to:

- Vacate the home and make it available during the entire two weekend event and allow for any necessary time for the builder to set-up before and clean-up afterwards.
- Make every effort to present the home at its best during both weekends.
- Remove and/or store valuable items for the duration of the Showcase.
- Allow photographs of the home to be used for publicity by the Rochester Area Builders, Inc. and/or the builder.
- Allow for the display of additional signage in the home during the event.
- Communicate with the registered builder regarding entry listing, rules, questions etc. not Rochester Area Builders.

The undersigned Builder agrees to:

- Maintain adequate staffing throughout the event's duration to ensure homeowner's security.
- Make every effort to protect homeowner's property by sectioning off areas, protecting carpet, landscaping, etc.
- Maintain liability insurance on the property during the entire show. A certificate of liability insurance will be kept on file at Rochester Area Builders.
- Allow no pictures to be taken by people touring the project.
- Maintain the customer's privacy by not using their name in the marketing for the event.
- Be point of contact for the homeowner regarding all Showcase information.

Homeowner's Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder's Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rochester Area Builders  
2025 Fall Showcase of Homes  
Homeowner Waiver & Indemnification Agreement**

You, as a homeowner permitting your house to be exhibited during the Fall Showcase of Homes (the "Homeowner") conducted by Rochester Area Builders, Inc. ("RAB"), must complete and sign this form prior to your involvement in RAB's **Fall Showcase of Homes** event (the "Event"). 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. Your partnering builder will further agree to keep in full force and effect during the Event comprehensive liability insurance covering all of your acts and your employees, agents, and representatives in a single limit amount of not less than Two Million and 00/100 (\$2,000,000.00) Dollars for personal injury or death, and no less than One Million and 00/100 (\$1,000,000.00) Dollars for property damage and fire liability.

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.

Printed Name of Indemnitor: \_\_\_\_\_

Signature of Indemnitor: \_\_\_\_\_