

2019 Tour of Remodeled Homes (TORH) Timeline

→ Timeline	→ Timeline
<p>Friday, May 31: Early Bird Rate Deadline Entries must be received by 5:00 p.m. with forms below and 50 percent refundable deposit. Entry fees are discounted to \$1,000 (first entry) and \$900 (additional entries).</p> <ul style="list-style-type: none"> <input type="checkbox"/> A signed Participation Acknowledgement <input type="checkbox"/> A signed Homeowner's Participation Form <input type="checkbox"/> Remaining Materials (See below Due Friday, July 12) <p>Friday, July 12: Entry Final Deadline Entries must be received by 5:00 p.m. with 50 percent refundable deposit. Entry fees are \$1,500 (first entry), \$1,100 (additional entries) with all applicable materials. NO EXCEPTIONS.</p> <ul style="list-style-type: none"> <input type="checkbox"/> A signed Participation Acknowledgement <input type="checkbox"/> A signed Homeowner's Participation Form <input type="checkbox"/> Copy of any Permits required <input type="checkbox"/> Copy of Certificate of Liability Insurance. The Remodelers™ Council and the Master Builders Association of Pierce County are to be noted as additional insured. <input type="checkbox"/> Written Directions to house on disk/flash drive <input type="checkbox"/> Written Project Description (450-character count w/spaces for the Tacoma News Tribune Tab and Passport) <input type="checkbox"/> Payment for your entry (50 percent due July 12) <p>If any of the above information is missing, the entire application will be returned as unacceptable</p>	<p>Monday, July 15: Website Live Promotion Starts Tickets on Sale <i>*The sooner project photos are submitted, the more visibility your home has in promotional materials*</i></p> <p>Thursday, August 1: Full Payment Deadline Any cancellations between Aug. 1 – Aug. 23 are eligible for 50 percent refund. No refunds after Aug. 23 deadline.</p> <p>Friday, August 2: Project Photo Deadline</p> <p>Wednesday, August 7: Posters / Flyers printed</p> <p>Friday, August 9: Proof Review for Approval Passport and TAB proofs sent to entry rep for approval. Two-week period to make any changes. Must approve proofs by e-mailing any changes to sbushaw@mbapierce.com by Aug. 23.</p> <p>Friday, August 23: Final Proofs Due Must approve proofs: Descriptions and Directions used for Passport and TAB. Last day to cancel your entry.</p> <p>Friday, August 30: All photos / text submitted to Tacoma News Tribune and passports are printed. TAB insert runs Sept. 21-22.</p>

Participation Agreement

I am currently a **BUILDER member in good standing of the Remodelers™ Council of the Master Builders Association of Pierce County (MBA Pierce)**, and I wish to enter the 2019 Tour of Remodeled Homes. I hereby agree to abide by the following criteria, rules and regulations:

1. Participation Criteria

- a. Must be a current MBA Pierce and Remodelers™ Council (RC) member in good standing* (see subsection) and have a current General Contractors Registration Number at the time of the Tour entry deadline.
- b. If the participant has never been involved with the TORH, they will be required to go through an Orientation Meeting with the TORH Chair and MBA Pierce staff to verify they understand their responsibilities as participants in the TORH. Their project will be reviewed by three members of the TORH committee for approval.
- c. All projects submitted will be reviewed by TORH committee before inclusion in the TORH.

**Current Member in Good Standing: A current member in good standing means that all MBA Pierce and RC dues are current by the TORH entry deadline, that there are no unsettled or unanswered complaints on file with L&I, and that MBA Pierce has been provided the contractor's registration number.*

2. Participant Requirements

- a. A participating company representative must be present at ALL TORH committee meetings.
- b. TORH participants must serve on a TORH event subcommittee and perform its duties (e.g., placing event signage and other materials, editing/design of event collateral, verifying driving directions, etc.)
- c. Copies of any permits required by local jurisdictions will be attached to the completed application.
- d. Participant's construction schedule/timeline will be added to the application to verify deadlines are met.
- e. All sections of the application requiring the participant's initials and signature will be initialed or signed.
- f. The project will be complete (no dust) on the Friday prior to the event.
- g. The project will be visibly ready to show TORH guests (no junk in cabinets/plastic covering areas).
- h. Finishings List and Furnishings List (if applicable) will be provided that guests can take with them.
- i. Home will be welcoming, neat and safe.
- j. Landscaping should be neat, clean and manicured.
- k. No lock boxes on any homes.
- l. Participant agrees to open the project and staff their project adequately for both security and for ticket taking during all hours of the tour **(September 28 – September 29, 2019 from 10:00 a.m. to 5:00 p.m.)**
- m. No visible FOR SALE signs are allowed outside the home on the days of the TORH. Homes for sale may not be marketed on-site as "For Sale" during TORH days. Homes in the TORH that might be for sale may be listed on MLS and advertised in the newspaper.
- n. If the project is not complete or presents a safety hazard to the public by the opening date of the Tour, participant agrees 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 Tour participation privileges for 2018. The final decision as to whether the home is complete or safe will be made by the TORH Committee.
- o. Participant will sign the entry "proof," and return it to the Master Builders Association of Pierce County by 5 p.m. on **Friday, August 23, 2019**. If a signed proof is not returned by this date, the Master Builders Association of Pierce County will make no attempt to contact the participant and any mistakes in the printed book will be participant's responsibility.
- p. Participant takes responsibility for all information on the Tour forms. **No information is to be submitted by any agent.**
- q. Damages due to errors or omissions concerning a project, the maps, or participant companies in the Tour publication or any related advertising or press releases will be limited to a maximum of a refund of the Tour entry fee. Participants agree to call errors to the attention of the Tour Committee through **written communication by August 23, 2019.**
- r. The Tour of Remodeled Homes is a very visible housing promotion. Participants will place directional signs in strategic street locations to direct potential clients to Tour homes in accordance with local sign ordinances. A **"TOUR HOME"** sign will be provided by MBA Pierce to be placed at the home. ALL Signs must be returned to MBA Pierce no later than the first RC meeting following the tour. Two balloons to use as markers to your location will also be provided – participant must have them filled and placed at the project location.
- s. **No changes in text can be made after Friday, August 23, 2019.**
- t. Participant will follow the **recommended guidelines** as set forth by the Tour of Remodeled Homes Committee (see page 6.)
- u. **Participant must have a liability insurance policy in the amount of two million dollars (\$2,000,000) in effect covering the project during the time of the promotion and will send a copy of the certificate of insurance with the entry form to the MBA Pierce office. MBA Pierce and the Remodelors™ Council are to be noted as additional insured.**
- v. Any violation of these rules will result in a one-year suspension (2019) from participation in the Remodelors™ Council Tour of Remodeled Homes. Participant agrees to pay all costs and fees associated with any violation of the rules herein.
- w. **Disclaimer & Hold Harmless.** MBA Pierce has, assumes and/or accepts, no responsibility for the quality of the work performed or as promised by the participant. The participant agrees to hold MBA Pierce harmless, and shall release and indemnify MBA Pierce from any and all claims, losses, or actions made promoted, or resulting from work performed or promised by the participant. This indemnity covers all fees, costs and damages otherwise applicable to the MBA Pierce.

3. Project Criteria

a. Projects allowed in the TORH:

1. Remodels that are done for clients
2. Tear downs and rebuilds of a new home for a client
3. “Flipped” homes by a remodeler owner
4. Commercial projects for a client whose entry in the show benefit the MBA, RC and TORH. (See subsection 4a)

b. Projects not allowed in the TORH:

1. New Custom homes for sale except where built for clients on infill or single lots whose entry in the show would benefit the MBA, RC and TORH. (See subsection 4a)
2. New Speculative homes for sale

4. Exceptions and Disclaimer

- a. Exceptions to any of the criteria in the Participation Agreement will be reviewed by TORH Chair or Vice-Chair and members of the TORH Committee. The review will be performed on a case-by-case basis. Appeals of decisions may be made to the RC Steering Committee.
- b. Disregard for, or non-compliance with, any of the criteria in the Participation Agreement may result in denial of participation in future Tour of Remodeled Homes events.

5. Marketing The TORH will be mainly marketed in Pierce County; if an RC member includes a project located outside Pierce County, there is no guarantee that there will be marketing efforts in other counties**6. Date of Event** The TORH will be held the weekend after the Puyallup Fair (September 28 & 29, 2019.)

See Page 4 for Participant Acknowledgement and Payment Sections

See Page 5 for Homeowner Participation Agreement

See Page 6 for TORH Guidelines

Participant Acknowledgement

MANDATORY: The remodeler must sign this form. The form will be returned if signed by a non-principal. Please submit online, mail to MBA Pierce office or email Sheryl Bushaw at sbushaw@mbapierce.com.

I have read the TORH participation and project criteria and requirements and agree to follow them. My company and my project will meet all applicable criteria and requirements.

Name _____

Company _____

Address _____

Email _____

Company Website _____

Phone _____ Cell phone _____

Project Description for TAB/Passport _____

Participant Signature _____

Date _____

My company information should be displayed on the Tour website as the following:

Company Name --	<input type="checkbox"/> Displayed as written above	<input type="checkbox"/> Other _____
Company Address --	<input type="checkbox"/> Displayed as written above	<input type="checkbox"/> Other _____
Company Phone --	<input type="checkbox"/> Displayed as written above	<input type="checkbox"/> Other _____
Company Website --	<input type="checkbox"/> Displayed as written above	<input type="checkbox"/> Other _____

Payment

Paying with _____ Visa _____ MC _____ AMEX Amount to be charged: \$ _____

Card #: _____ Expiration Date: _____

Name on Card: _____ CV2 Code (on back): _____

Authorized Signature: _____ Billing Address _____

I will be paying by check.

Homeowner Participation Agreement

Dear Homeowner Participating in the Tour of Remodeled Homes:

On behalf of the Remodelers™ Council of the Master Builders Association of Pierce County, we would like to thank you for agreeing to display your home in the 2019 Tour of Remodeled Homes.

The Tour of Remodeled Homes represents a tremendous investment of time and talent by the Remodelers™ Council to publish the Tour of Remodeled Homes passport and advertise the event. It also requires a great deal of dollar investment by the remodeler, not just for the entry fee, but for the planning, staffing and merchandising of your home during the event. For most remodelers, it is the largest marketing effort for the entire year. The objective of the Tour is to present their company and the remodeled home at its very best quality and appearance throughout the weekend of the event **(September 28 – September 29, 2019)**.

The Undersigned Homeowner Agrees to:

1. Make the home available during the entire event and allow for any necessary time to set-up before and clean-up after the event. (Optional: to make the home available on **Friday, September 27, 2019** – for a Pre-Event viewing for the **TORH participants and sponsors only**.)
2. Make every effort to present the project at its best during the weekend.
3. Allow photographs to be used for publicity by the Remodelers™ Council of the Master Builders Association of Pierce County and/or the remodeler.
4. Provide space to allow additional signage in display home during the event.
5. Release and hold the MBA harmless from and indemnify against all losses, costs and fees which are associated with, or arise from, work performed or as promised by remodeler.

The Remodeler Agrees to:

1. Maintain adequate staffing throughout the event's duration to ensure homeowner's security.
2. Make every effort to protect homeowner's property by sectioning off "non-TORH" areas, protecting carpeting, furniture and landscaping, etc.
3. Maintain casualty, liability and property insurance on the property during the entire event. A copy of the certificate of insurance to the prescribed limits will be kept on file at the offices of the Remodelers™ Council of the Master Builders Association of Pierce County.
4. Indemnify and hold the Homeowner harmless from any claims which are associated with or which arise from the use of Homeowner's home on the 2018 Tour of Remodeled Homes.

Accepted the _____ day of _____ 2018
Homeowner's Name: _____ and _____
Signature _____ Signature _____
Address: _____ City/Zip: _____
Phone: _____

Remodeler's Name: _____
Signature _____
Address: _____ City/Zip: _____
Phone: _____

This agreement becomes part of the Tour of Remodeled Homes' entry documents and should be attached to the entry form for a completed entry kept on file at the Master Builders Association of Pierce County.

TORH Guidelines – Please keep this copy for your records.

Cooperative Clients

Experience in similar promotions has shown that many homeowners are pleased to participate in showcase events. Satisfied clients are very proud of the work done in their homes. If you appeal to their pride and show your professionalism, you shouldn't have difficulty getting permission. Providing "perks" can also help show your appreciation. Do whatever it takes!

Site Preparation

→ Isolate the Areas

- Rent attractive ropes and stanchions
- Close doors to adjacent rooms or use professional signage.

→ Protect the Areas

- Use attractive vinyl or carpet runners to protect flooring
- Build attractive "dock sections" to protect lawn areas
- Remove personal articles
- Cover or use signage to protect furnishings and counters
- Have vacuum, broom and cleaning supplies available for staff

→ Signage

- Use professional signage – no handwritten signs
- Promote your product and protect your client's home

→ Staffing

- Have a person available to greet public
- Have sales personnel available to speak with potential customers and answer questions
- Have a guest register
- Have staff keep traffic within defined areas and keep home neat and clean
- Have company brochures and literature available

→ Promotion

- Promote your product – and subs
- Issue press releases
- Mail to your client lists
- Advertise
- Tell associates, friends and family
- Use signs and banners
- Provide a furnishings / finishings list