



# 2022 Parade Builder Registration & Agreement

September 10 & 11, 14, 17 & 18

**Builder Registration Fee** (Must accompany this Registration & Agreement)

- \$3,500 per Home (if paid by last business day of March 2022)
- \$3,500 per Home (special extension - if paid by last business day of April 2022)
- \$3,500 per Home (special extension - if paid by last business day of May 2022)
- \$3,500 per Home (if paid by last business day of June 2022)

\$1,000 of entry fee will be refunded for each Parade entry in which all rules are followed and deadlines are met. The builder will receive \$250 for each meeting attended (3) and \$250 if all deadlines are met and items returned. One check will be issued after the Parade of Homes™ final weekend. Payments/registrations cannot be accepted on weekends. If a payment/registration due date falls on a weekend, payment/registration is due the preceding Friday. HBA office hours are 8 am to 4 pm Monday through Friday. Limit of **one home** per Builder unless we have fewer than 20 homes by the last business day of March 2022. **Limit 20 total homes.**

**The undersigned Builder hereby gives notice of intent to participate in the Home Builders Association (HBA) of Tri-Cities' 2022 Parade of Homes™. By signing this Registration & Agreement, Builder agrees to abide by the Rules that are set forth on the reverse of this page and are part of this Registration & Agreement.**

\_\_\_\_\_  
Builder Signature

BUILDER COMPANY NAME: \_\_\_\_\_

LOCAL CONTACT PERSON: \_\_\_\_\_

*You MUST have a local (Tri-Cities) contact.*

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PARADE ENTRY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_

SQUARE FOOTAGE: \_\_\_\_\_

PARADE HOME TYPE:     CUSTOM HOME – CLIENT     CUSTOM HOME – BUILDER’S OWN  
                                   SPEC HOME     MODEL HOME (Shall NOT be open to public prior to Parade)

INTERESTED IN PARTICIPATING IN CHEFS ON PARADE™: Yes | No    WINE: Yes | No

*Please notify the HBA immediately if ANY of the above information changes.*

**Please Return to:**  
**Home Builders Association of Tri-Cities**  
**10001 W. Clearwater Ave.**  
**Kennewick, WA 99336**  
**OR sarah@hbatc.com**



**Questions?**  
**Contact the HBA**  
**at (509) 735-2745**

# 2022 Parade of Homes™ Rules

All Builders who participate in the 2022 Parade of Homes™ shall have been an HBA of Tri-Cities member a minimum of four consecutive years prior to the Parade and must have been in business as a residential home builder for a minimum of four years and build an average of at least one spec or custom home for the general public per year. Builders must use the company name or DBA that is registered with the Department of Labor & Industries in all Parade promotions. No other company names will be accepted. All builders agree to adhere to the following Rules:

1. Builder or Builder representative MUST attend ALL Parade meetings.
2. Floor plan, front elevation, Subcontractor/Supplier Worksheet (form provided by HBA), home description, company logo, builder photograph, and information regarding builder MUST be submitted to HBA by the date specified on Exhibit A - IMPORTANT DEADLINES. It is the responsibility of the Builder to notify HBA of any changes made after that date. Information submitted after this date may not be included in Parade advertising and promotional materials.
3. In the event a Builder notifies HBA in writing on or before the last business day of April 2022, that he/she is withdrawing a home from the Parade, the HBA will retain \$500 of the Builder Registration Fee and return the remainder of the Registration Fee to the Builder. If a home is withdrawn by either the Builder or HBA's Board or Parade of Homes™ Committee after the last business day of April 2022, no portion of the Builder Registration Fee will be refunded.
4. All Parade of Homes™ entries are subject to the approval of Committee and HBA Board of Directors. The HBA Board of Directors reserves the right to (at any time before or during the Parade) withdraw a home from the Parade.
5. All current lawsuits must be disclosed with application. Failure to disclose could lead to dismissal from current Parade and forfeiture of registration fee.
6. No Parade home shall have been occupied prior to or during the Parade. Open Houses, public showings, real estate tours, "Brokers' Opens," etc. are NOT permitted prior to or during the Parade of Homes™. Builder may permit access to only a few individuals (real estate agent, home owner, potential home buyer(s), family member or those performing repairs or maintenance) to privately view the home. Private/social gatherings are prohibited during Parade hours only. Builder cannot use the word "Parade" describing the house to potential buyers before tickets go on sale, September 5, 2022. Any violation of the above will result in Builder being excluded from participating in the Parade of Homes for the next two years and a \$1,000 penalty that must be paid prior to the start of the Parade.
7. Homes may not be identified as Parade homes prior to tickets going on sale Monday, September 5, 2022. Homes may be marketed prior to the start of Parade including promotion in the MLS and any advertising media, but cannot be marketed as a Parade home before Parade tickets are made available to the public (this includes ALL social media marketing including, but not limited to Facebook, Twitter and Pinterest). The HBA may identify the home and address in conjunction with Parade of Homes™ promotions prior to September 5, 2022. Builder is responsible for any action of his/her realtor, homeowner, project developer, subcontractors, suppliers, or marketing agent. It is the responsibility of the Builder to inform all parties concerned of the advertising rules. Builder will be assessed a \$1,000 penalty for each violation which must be paid prior to the start of the Parade.
8. The Parade of Homes™ name and logo may be used in advertising beginning September 5, 2022. The logo may not be distorted or changed in any way and the trademark symbol must accompany any usage of the "Parade of Homes™". Approval from the HBA is required on all advertising using the Parade logo or name.
9. The Builder is responsible for submitting a contract (provided by HBA) signed by the Homeowner agreeing to participation in the Virtual Parade to the HBA no later than 4pm on July 1, 2022.
10. Parade homes must be completed and ready for advertising, judging and inspection by **Wednesday, August 31, 2022**. Front yards MUST be landscaped and dust must be controlled on entire lot. A MINIMUM of two rooms in each Parade home MUST be decorated and furnished. Subcontractors, suppliers, and other workers are not allowed in the home at the time of judging. Homes that are not completed and ready for display will not be judged. Builder will be assessed \$250 for each business day the home is not complete starting Wednesday, August 31, 2022. If a Parade home is not complete and ready to show by 9 am, Saturday, September 10, 2022, the builder and their principals will be responsible for all fines and required to wait two years before entering another home into the Parade. A home could be entered in the third year.
11. Builder agrees that photographs taken of the home by the HBA on judging day and during the course of the Parade as well as those submitted by the Builder may be used in future Parade promotion and other HBA marketing.

# 2022 Parade of Homes™ Rules

12. The HBA Parade of Homes™ home marker flag (provided by HBA) shall be in place and the home open and staffed by Builder or his/her designee during all Parade of Homes™ hours which are as follows:

9am to 5pm • September 10 & 11, 17 & 18  
1pm to 7pm • September 14

Any other dates/times that may be added to Parade with approval by the Board of Directors. In addition, Builders must have a person at the Parade home during all Parade hours to stamp and/or take tickets from those attending the Parade. (This means a minimum of two people must be in/at the Parade home during all Parade hours.) If home is not properly staffed during Parade hours, Builder will not be allowed to participate in the next Parade of Homes™. Even if the home is not complete, the builder MUST staff his/her home during all Parade of Homes™ hours to re-direct visitors.

13. Builders are encouraged to arrange exhibits by subcontractors and suppliers in the garages and driveways of Parade homes. However, subcontractors and suppliers that are not HBA members may not exhibit in any way (i.e., display table, signs, business cards, etc.). All HBA member subcontractors, service providers and suppliers to Parade homes whose business names are provided by Builder on the Subcontractor/Supplier Worksheet will be listed at no charge in Parade promotions. Builders who allow non-HBA members to advertise via business cards, flyers, or other means at the home will be charged \$500 per non-HBA member advertiser. If a vehicle dealership (i.e. boat, car, etc.) wants to display a vehicle in the garage or driveway of a Parade home, there is an additional \$500 fee per vehicle that must be paid prior to the Parade's start. Vehicle dealership must be a member or pay advertising fee in addition to the vehicle fee. No more than two vehicles per home are allowed.
14. Non-HBA sponsored contests, raffles, games of chance, etc. are NOT allowed in Parade homes during the event. Violation of the no game policy may result in a forfeiture of the entire entry fee refund.
15. Builders must require all attendees to remove shoes prior to entering home. Attendees must wear booties over socks and/or bare feet. If a medical condition doesn't allow shoe removal, please accommodate where possible and allow attendee to wear booties over their shoes. HBA provided booties featuring the sponsor's logo must be used.
16. Builder must display HBA provided home marker flag and sponsor signs in the front yard. Failure to properly display signage will result in a \$1000 fine. Do not write on or otherwise deface any signs provided by the HBA.
17. People's Choice ballot box, builder box and contents, and all signage must be returned by the date specified on Exhibit A - IMPORTANT DEADLINES.
18. If conditions beyond HBA's control compel a change in dates or cancellation of the 2022 Parade of Homes™, Builder agrees to hold HBA harmless.
19. HBA of Tri-Cities shall be listed as an additional insured. "Proof of Insurance" is REQUIRED thirty (30) days prior to the event and shall be provided by insurance companies authorized to do business in the State of Washington. See Exhibit A - IMPORTANT DEADLINES for specific date.
20. Builder agrees to defend, indemnify and hold HBA of Tri-Cities harmless to the fullest extent allowed by law from any claim, injury or damage arising from activity, work or other things done, permitted or suffered by Builder or arising from any act or negligence by Builder or any officer, agent, employee, guest or invitee of Builder in connection with the Parade of Homes™ including court costs, attorney fees and expert fees.
21. Any exceptions to these rules must be approved by the HBA Board of Directors.

FAILURE TO COMPLY WITH THE ABOVE RULES SUBJECTS THE BUILDER TO FORFEITURE OF ALL PRIVILEGES PERTAINING TO THE 2022 PARADE OF HOMES™ AS WELL AS FUTURE PARADE OF HOMES™ EVENTS AS SET FORTH BY HBA.

BUILDER INITIALS \_\_\_\_\_





## IMPORTANT DEADLINES

	REQUIREMENT	DUE DATE	DONE
NOTIFY	<b>Notify all subcontractors and suppliers that they may not reveal home is in the 2022 Parade of Homes™, including on all social media platforms, until Parade tickets go on sale to the public September 5</b> <i>(Failure to comply will result in forfeiture of entire refund)</i>	Upon entry and ongoing	_____
ATTEND	<b>Attend builder meeting – builder or representative</b> <i>(\$250 refund for attending)</i>	<b>Friday, April 15 at 9am</b> <i>(HBA Office)</i>	_____
MAGAZINE ELEMENTS DUE	<b>Front elevation</b> <i>(Full color, 300dpi or higher resolution)</i>	<b>Friday, June 17 by 4pm</b> <i>(Send to sarah@hbatc.com or bring to HBA)</i>	_____
	<b>Simple floor plan of each level</b> <i>(Black &amp; white, 300dpi or higher resolution)</i>		_____
	<b>Company logo</b> <i>(Full color, 300dpi or higher resolution)</i>		_____
	<b>Photograph of builder</b> <i>(300dpi or higher resolution)</i>		_____
	<b>2 paragraphs – 1 about home, 1 about builder</b> <i>(Maximum 200 words combined)</i>		_____
	<b>Website address</b> <i>(If applicable)</i>		_____
	<b>Square footage</b>		_____
DUE	<b>Submit completed Parade of Homes™ Homeowner Agreement</b>	<b>Friday, July 1 by 4pm</b>	_____
ATTEND	<b>Attend builder meeting – builder or representative</b> <i>(\$250 refund for attending)</i>	<b>Friday, July 8 at 9am</b> <i>(HBA Office)</i>	_____
DUE	<b>Sub-supplier lists</b>	<b>Friday, July 15 by 4pm</b> <i>(Send to sarah@hbatc.com or bring to HBA)</i>	_____
DUE	<b>Insurance certificate with HBA as additional insured</b> <i>(Custom homes excluded)</i>	<b>Friday, July 22 by 4pm</b> <i>(Mail, fax, or bring to HBA)</i>	_____
DUE	<b>Home complete for judging</b>	<b>Wednesday, August 31 by 8am</b>	_____
ATTEND	<b>Attend builder meeting prior to judging – must be builder</b> <i>(\$250 refund for attending)</i>	<b>Wednesday, August 31 at 8am</b>	_____
DUE	<b>20 horizontal photos due for use on website</b> <i>(If applicable)</i>	<b>Thursday, September 1 at 4pm</b>	_____
DUE	<b>Return builder box with contents and ballot box</b> <i>(Bring to HBA)</i>	<b>Tuesday, September 20 by 4pm</b>	_____

### NOTES:

- Each **builder meeting** attended is worth a \$250 refund for a potential refund total of \$750
- **ALL** other **due dates** must be met to earn the remaining \$250 refund
- Grand total of potential refunds: \$1,000
- If a due date is missed for any Parade publications (magazine elements, sub-supplier lists), the HBA cannot guarantee that the late information will be included in the publication
- Please contact the HBA at 509.735.2745 with any questions about deadlines