



**HOME BUILDERS
ASSOCIATION**
OF GREATER KANSAS CITY



**Parade of
HOMES**
Greater Kansas City

2018 Fall Parade of Homes September 22 – October 7

- 1. Do you want your parade entry listed correctly in the guidebook?
Ask your developer to supply you with correct subdivision name.
Homes listed in the same subdivision are submitted differently they will not all end up together in the Parade Guide.**
- 2.If you are interested in entering your own parade entries contact gina@kchba.org for instruction.**
- 3.You have a better chance at getting media attention if..
you have high resolution photos available in time for TV, and publications deadlines Make sure your photos are labeled, company name and parade home address gina@kchba.org **ALSO**, do you have something new and trendy added to your home. Let gina know as soon as possible. She will pitch it to the media!**
- 4. NEW: Construction stage Status!!!
The public has become so frustrated because they are going to homes that are not finish. To try cut down on the public's aggravation, we have added new option for the builders to indicate at what stage their home will be at – at the start of the parade. Your four options are Foundation, Framed, Trim and Finished. Please make sure you mark the appropriate field on the entry form. You will have time to change your option during builder proofing, July 17 - 22 and once again during proofing as seen in the book Aug 7 - 13. This addition to the parade will help consumers to know what stage the homes are at before they drive to the homes.**
- 5. Notice, the parade entry fee has been increased by \$55, contest fee by \$25 to help with the increase cost for media, paper for guidebook & Awards Ceremony venues.**



2018 Fall Parade of Homes Entry Form
September 22 – October 7

Office Use Only
Job# _____

Builder Member Company _____

Contact Person _____ Phone _____

BuilderAddress _____ City/St/Zip _____

Contact Email _____ (required for correspondence)

Builder Website address for publication (not community) www. _____

Entry Home Information

Entry Address _____ Subdivision _____

City/State/Zip _____ County _____

Region & Amenities –

IMPORTANT this information is the main sort field, if it is not correct your home will not be listed in the guide correctly.

_____ Kansas _____ MO North (Platte/Clay) _____ MO South (Jackson/Cass)

_____ Urban Living (Downtown, Plaza)

IMPORTANT: What stage of construction will this home be at by the start of the parade (September 22)

[] Foundation [] Frame [] Trim [] Finished

Consumers will experience less frustration if homes are finished. Also, it gives the parade more integrity.

Type of Home

Single Family: _____ Ranch _____ Two Story _____ Story & 1/2 _____ Reverse Story & 1/2 _____ Split Level

_____ Villa _____ Townhome _____ Condo _____ Loft

DIRECTIONS TO HOME _____

GPS Coordinates – _____

Phone # to appear in the Guide _____

Marketing contact person _____

Number of bedrooms _____ Number of bathrooms _____ Is this an infill home _____

EXACT SALES PRICE, (including lot, not furnishings) \$ _____ **Please read the following:**

It is the HBA's goal to present the exact sales price of this home to the public. With the dramatic price fluctuation in building materials in previous years, we understand that the price you list when entering your home may change by the time this information is published.

Furnished? ___ Yes ___ No **Furnished by** _____

Amenities: ___ Club House ___ Community Pool ___ Golf Course ___ Gym ___ Homes Association
___ Lake/Marina ___ Maintenance Provided ___ Main Floor Master Bedroom ___ You NAHB Green Certified
Professional ___ Energy Star Partner ___ Energy Star Rated home ___ Home HERS rated ___ Home Leads
Rated ___ Pet Park ___ Subdivision City Park ___ Tennis Courts ___ Walking Trail ___ Universal Home

School District _____

Community Developer _____

On Site office phone and email _____

MLS # _____

Previous Artwork

You have the option to choose a color or black & white rendering. If you are using previous color art the fee will be \$100 added to entry fee to help cover the cost for full 4 color pages in the parade guide.

Builder Name _____ Entry Address _____

____ Color rendering – optional, \$200 extra to final entry fee. Previous used color render \$100 extra added to entry fee

Home Color _____ Trim color _____ (use dark, light or medium)
i.e home – dark beige trim – light green

____ Black & White rendering. If this is same floor plan and rendering used in a previous tour, you **MUST** provide **ALL**

the following : Year _____ Spring Fall Tour Number _____ Note: if previous is color there will be \$100 added to entry fee.

Check One: _____ use as previous _____ Reverse elevation and floor plan _____ Slightly modified plan, attached notes

Special instructions for artist _____

NOTE: Please check the tour number, year and season listed above to ensure accuracy. Failure to do so may result in a wrong elevation/floor plan in the Guide.

PLANS FOR NEW ARTWORK

color rendering – optional, \$200 extra to final entry fee

home color _____ trim color _____ (use dark, light or medium) (i.e: home – medium beige - trim – light green)

Color Renderings will not be redrawn unless there is a complete color error, (ie. A blue house is drawn in red)

Black & White rendering

1. For a first-time entry, you **MUST INCLUDE BLUEPRINTS OR COPIES** at time of entry submission.

2. **MULTI-UNIT PLANS MUST INDICATE** which unit to draw.

ONLY ONE UNIT WILL BE DRAWN PER ENTRY.

3. Unless rooms are drawn in on plans, basement levels will not be used.

4. Check one:

- Elevation and floor plan are correct
- Reverse both elevation and floor plan
- Reverse elevation only
- Reverse floor plan only

5. Special instructions to artist on elevation (i.e. Type of siding, etc.) _____

Subcontractors List

I would like to display my suppliers and/or subcontractors on the kcparadeofhomes.com webpage under my parade entry. Please add the following member companies that participated in the completion of this home. **Please Note: The listed companies are pulled from our database, each company must be a member of the Home Builders Association.**

The HBA has been beneficial in numerous ways for all its members. If you are working with a vendor that is not an HBA Member, please take a moment to ask them to join. We will be happy to send membership information to your vendor on your behalf. Just let us know.

Please Print

Architectural Design _____

Lumber _____

Appliances _____

Cabinets _____

Heating & Cooling _____

Plumbing _____

Electrical _____

Flooring _____

Lighting _____

Painting _____

Foundation/Concrete _____

Landscaping _____

Other _____

MARKETING THE PARADE

Let the media know what you have!

The Home Builders Association is constantly working to promote the Parade of Homes to Kansas City homebuyers and that includes pitching a range of story ideas to local news outlets. In order to pitch new and interesting ideas, we need your help! By providing the information below, your company will be more likely to receive media coverage before and during the parade

Reminder: email professional high resolution photos of your parade home to gina@kchba.org as soon as possible to help market the parade and to possibly get your photos in the book, in the paper on the news and on social media

BUILDING MATERIALS/METHODS (Do any of your homes feature unique building materials or methods that could make for an interesting story? For example, reclaimed or recycled materials, energy efficient methods, etc)

ANYTHING ELSE? (Anything else at all about your company or your home(s) that could make for an interesting story?)

UNIQUE FEATURES (Do any of your homes offer unique features that help it stand out? This could range from architectural features like hand-carved wood beams or large built-ins to less common spaces like a wine cellar). Any new kitchen, bathroom, entertainment features?

Company Name _____

2018 Fall Parade of Homes Entry Form

COPYRIGHT

******YOU MUST COMPLETE THIS INFORMATION FOR EACH HOME***
****HBA CANNOT ACCEPT SIGNATURE ON FILE FROM PAST TOURS!******

1. COPYRIGHT

If a copyright is held by the architect and/or the builder whose name appears on the blueprints

I claim a copyright on the plan being submitted by _____ (builder)

At the Tour entry address _____

I authorize HBA, its subsidiaries and affiliated companies to publish this plan in their 2017 Fall Parade of Homes Guide, Web site and other local media. The correct copyright information you are to publish with this plan is as follows:

Copyright _____
Year _____ Copyright holder's name & company (print as it should appear in the Guide) _____

Signature of copyright holder Date

Signature of builder Date

Print builder's name Date

2. NO COPYRIGHT

If no copyright name is held on the plan

A. The undersigned represents and warrants that neither the undersigned nor any other party claims any copyrights on the plan submit with this entry.

Signature of builder Date

Print name Date

B. ARCHITECT MUST SIGN BELOW IF HIS/HER NAME APPEARS ON THE BLUEPRINT:

Signature of architect/designer Date

2018 Fall Parade of Homes Entry Form

PAYMENT

ENTRY WILL NOT BE PROCESSED WITHOUT FULL PAYMENT AND PLANS

ENTRY FEES ARE NON-REFUNDABLE

Rates	Deadline	Black & White	Previous Color rendering	Color Rendering	
Early	June 22	<input type="checkbox"/> \$1150	(add \$100 to entry fee)	\$1350	<input type="checkbox"/> Check enclosed
Regular	July 9	<input type="checkbox"/> \$1350		\$1550	
Late	July 16	<input type="checkbox"/> \$1995		\$2295	<input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express
 Non Member Rates					
	June 22	<input type="checkbox"/> \$2095		<input type="checkbox"/> \$2395	
	July 9	<input type="checkbox"/> \$2295		<input type="checkbox"/> \$2595	
	July 16	<input type="checkbox"/> \$2995		<input type="checkbox"/> \$3295	

Card Number _____ Expiration date _____

Security Code _____ Name on Card _____ Billing Zip Code _____

Harvesters BackSnack Donation – Show that you put back into the community. With a donation of \$250 you will have a Harvesters logo added on your home listing page(s).

Harvesters distributes 20,000 Snack Bag every weekend to children that do not have enough to eat. Please help to make sure all the children who are food deprived have enough to eat, especially over the weekend when they do not have access to food programs. With your \$250 donation your home(s) will feature a "Harvesters Home" stamped on each home listing page in the Parade Guide.

"Check to make your home(s) a "Harvesters Home!" Your \$250 donation provides a child with weekend food for one year through Harvesters BackSnack program."

Please add the \$250 donation to my credit card listed above

Please find a check to include my \$250 donation



CONTEST – NOT INCLUDED WITH PARADE ENTRY

Entry into the contests **is not included** in your entry fee for the Parade of Homes. You can choose to enter your home into the American Dream Award Parade contest for an additional entry fee of \$275 members, \$800 for non members. Entry forms for the contest are available online, kcparadeofhomes.com or contact gina@kchba.org
Previous winning homes are not eligible.

Builder Agreement

This application is received contingent upon your continued HBA membership throughout the duration of the **Parade**. It will be voided if the builder membership is terminated before the tour begins and all monies paid will remain with the HBA.

READ AND INITIAL EACH AGREEMENT POINT

- ___ 1. All dues, assessments, etc. owed to the HBA by the builder, must be paid in full before this entry form is processed or the home can not participate on the parade. The HBA will give notice of money owed, and a 10 day grace period will follow.
- ___ 2. If entry form is incomplete, it will be returned and billed at the new deadline price upon re-submission. No exceptions will be made. An entry form will be considered incomplete if all copyright information or floor plans are not included.
- ___ 3. Entry fees are non-refundable.
- ___ 4. Unfinished/Sold Entries: It is unfair to the public to promote entries that are not finished or not open for viewing during the parade. Therefore, you must notify the HBA **by August 17** to place a SOLD stamp in the Parade Guide, if the home is not available to be opened during the parade or is unsafe for viewing. If your home does not have adequate and safe access with stair railings, it is considered unfinished and needs to be reported to the HBA. (Also see Safety and Signage Regulation page 8 of this form).
- ___ 5. A home on the Parade of Homes is defined by the HBA as: Official tour number is displayed on the home; home is accessible by a paved street from the development entrance to the entry; home's drive and walkway to the entry door are installed; interior carpet/flooring is installed and it is safe for the public to tour
- ___ 6. The builder is solely responsible for ensuring the safety and security of the home and its visitors during the parade and will indemnify, defend and hold harmless the HBA and its officers, directors, members employees and volunteers against any claims, actions, expenses or other liabilities for personal injury of property damage occurring at or directly relating to or resulting from the home.
- ___ 7. All homes entered into **the** Parade of Homes must be new homes, that has **never** been occupied but can include a refurbished loft space or condominiums.
- ___ 8. All homes entered must be unlocked and open FREE to the public **from 11 am to 6 pm each day** of the Parade, **Sept 22 – Oct 7**. Failure to have the home open will jeopardize participation in future HBA parades.
- ___ 9. Directional arrows used to direct the public to tour homes are NOT allowed in city right-of-ways. Failure to take down directional arrows will jeopardize the tour's future sign usage for the tours. Builders are responsible for making sure the signs come down one day after the tour closes
- ___ 10. Builder agrees that the HBA is not responsible for error on tour entries if the entry was not proofed.

IMPORTANT ENTRY INFO (KEEP FOR YOUR RECORDS)

ENTRY CHECKLIST

**Do you have everything you needed to complete your entry?
Before you submit your entry, be sure you have everything to avoid penalty or delays.**

Entry Form: Please make sure your home information is complete including accurate spelling of home address, subdivision, name, website and phone number for Parade Guide.

Artwork: You have a set of blueprints and/or copies of the plans with front elevations and floor plans to submit to the Parade Dept. or you have listed the accurate information necessary to use artwork from a previous parade.

Copyright Release: If there is a copyright on the plan you are submitting, you **MUST** get a **NEW** signature for the copyright release. If you fail to acknowledge the copyright on the plan, you are responsible for any actions taken against your company for copyright infringement.

Builder Agreement: We must have your signature. Did you sign and return the Builder Agreement?

BE SURE TO READ THE RULES AND REGULATIONS OF THE TOUR ON THE FOLLOWING PAGE

SAFETY & SIGNAGE REGULATIONS

Please be aware of the sign ordinance that are in force in the cities where your tour entries are located. Some cities require advance permits before tour arrows or banners may be mounted. Many cities prohibit arrows from being placed on telephone poles and on the municipal structures. If there is a questions as to the display of banners and arrows, contact your City Planning Director.

All parade signs must come down the day after the parade concludes. Cities have strict sign ordinances in place forbidding the use of signs in city right-of-ways. The HBA has worked with city officials to allow the HBA parade arrows to be up for the two weeks of the event. If parade signs do not come down, the cities will revoke the privilege of displaying the arrows for the events, or issue fines to builders.

If your entry will not be completely finished but you still wish to open it to the public, please investigate the guidelines that your city requires for public traffic through an unfinished home. A few items to consider are:

1. permanent or temporary safety rails should be placed on open sides of stairways, landings, porches, etc
2. prevent access to areas which may be unsafe or hazardous
3. store all unsafe or hazardous materials in areas not accessible to the public
4. all wiring and outlets accessible to the public should be turned off at the panel box properly to avoid shock hazards

Deadlines

		Black & White	Color
Jun 22	Early Deadline	\$1150	\$1395
July 9	Regular deadline	\$1350	\$1595
July 16	Late deadline	\$1995	\$2295
July 17 - 22	Builder Proofing		
Aug 3	Early deadline Contest	\$275	
Aug 7 – 13	Online Viewing as seen in book		
Aug 10	Substitution within subdivision deadline		
Aug 17	Late deadline contest	\$425	
Aug 20	Deadline to get contest marketing material and price changes		
Aug 20	Sold/const stage status notification deadline		
Sept 18-19	Material pick up		
Sept 20 - 21	Judging		
Sept 22 – Oct 7	Parade dates		
Sept 26	Awards Ceremony		

RULES & REGULATIONS

How to Enter:

1. Complete entry form including copyright page and signed builder agreement.
2. Include payment by check or credit card. Entry will not be processed until both payment and entry forms are received. Fees are NON-REFUNDABLE.
3. For new entries, include a set of blueprints or reduced on 8 ½ x 11 sheets. For previous entries, note previous parade number and year. Be sure your reference is correct.
4. Return **COMPLETE** packet to HBA. You may direct any questions to Gina at (816) 733-2219 or email gina@kchba.org.

Eligibility:

You must retain your membership throughout the parade.

All outstanding membership dues or other monies owed must be paid in full before any tour materials will be distributed on Material Pick Up day.

Changes/Cancellations:

There are no cancellations or refunds. Changes made to artwork after the artist has completed the drawings will be billed at actual production cost.

Unfinished/Sold Entries:

It is unfair to the public to promote entries that are not finished or not open for viewing during the parade. Therefore, you must notify the HBA by **Aug 20**, to let us know what stage of construction your parade home will be at the beginning of the parade, (Sept 22). A stamp in the Parade Guide on your home listing page will indicate which construction stage the home is at. If your home does not have adequate and safe access with stair railings, it is considered unfinished and needs to be reported to the HBA. (Also see Safety and Signage Regulation page 8 of this form).

Copyright Section:

HBA cannot publish copyrighted artwork without a signed release from the copyright holder for each Parade/Tour. **THIS INCLUDES HOMES ENTERED IN PAST PARADES/TOURS.** Entry will not be processed until this section is complete.

Maintenance Provided Communities:

A Maintenance Provided community, as defined by the HBA, meets the following criteria:

- a) snow removal and lawn care are provided;
- b) homes association exists;
- c) homes association dues are collected

Proofing:

Builder Proofing Errors by the HBA will be corrected at no-charge while a change in information will be billed at \$50 each. The HBA is not responsible for incorrect information for entries not proofed. Proofs of your entries for the magazine will be available for online proofing. We will send an email out with instructions on how to access the proof as well as the process on how to make changes if any of the information is incorrect. Please inform us if you have changed your email or don't receive the email. We want to give everyone a chance to see their listing prior to printing. We will not be able to change the format and design of the pages (that is done by the Tour Committee with the intent to be consistent, professional and fair to all builders), however if there is a spelling error or any incorrect information you will be able to make changes. If no changes are received we will proceed with the printing process and your entry will appear in the Parade Guide with the information provided.