



Builders Association of Dubois County



PARADE OF HOMES “2015”

INFORMATION SHEET FOR ASSOCIATES

1. 2015 Parade dates are June 12,13, & 14. Hours will be:
Friday: 5:30 p.m. until 8:30 p.m.
Saturday: 10:00 a.m. until 4:00 p.m.
Sunday 12:00 Noon until 4:00 p.m.
2. Deadline for completion of home(s) is June 10, 2015, at 12:00 a.m. (midnight).
3. Builder, employee of builder, or designated realtor must staff each home in Parade. The builder’s vendors are encouraged to assist in showing the home and in promoting their products. Vendors and realtors can also relieve the builder so he can take a break. BADC members only.
4. Only members (including realtors and realty companies) of the Builders Association of Dubois County will be allowed to advertise on site, in the home, or in our “Parade of Homes” advertisements.
5. BADC will advertise on the radio, billboards and all local newspapers. You may advertise on your own if you wish. Logo shirts or name tags for people working in the homes would be nice.
6. Vendor signs on site must be approved by the builder. They shall be printed on one side and measure 18” x 24”. Vendor must be a member of BADC to put sign in yard.

7. All signs must be erected Friday A.M. June 12, 2015.
8. All signs must be taken down on Sunday after Parade closes.
9. Inside signs, literature, and business cards of BADC members who are vendors are allowed with the builder's approval. The inside signs are to be provided by the vendor. Signs and information for non-members are not allowed.
10. Parade of Homes booklets will be available in each home for guests to take.
11. There shall be no door prizes or prize drawings at any Parade home. Small giveaways i.e., pens, notepads, etc. are OK to have sitting on the counter for people to take.
12. Free admission to all guests.



B.A.D.C.

Full Page ad - \$700

Price sheet for advertising in the 2015 Parade of Homes book
15,000 books will be distributed throughout the area and at all of the
homes in the parade

Don't miss your chance to advertise during this great event.

Rates for 2015 are:

Full Page - \$700

1/2 page - \$400

1/4 - \$225

Business card size - \$150

To advertise contact Tracy Lee at tracylee@twc.com or call 812-634-0091
or return this sheet with the information below and your business card to
BADC, P.O. Box 254, Jasper, IN 47546. You may sketch out your ad
information on the back of this sheet.

1/4 Page ad - \$225

Half Page ad - \$400

Yes, please reserve my spot for advertising.

Business name _____

Contact _____

size of ad

- Full page - \$700
- 1/2 page - \$400
- 1/4 page - \$225
- business card - \$150

enclose check payable to:
Builders Association of Dubois County

Business card ad - \$150



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PARADE OF HOMES “2015”

BUILDER’S CONTRACT

1. 2015 Parade dates are June 12,13, & 14. Hours will be:
Friday: 5:30 p.m. until 8:30 p.m.
Saturday: 10:00 a.m. until 4:00 p.m.
Sunday 12:00 Noon until 4:00 p.m.
2. Builder member shall be in good standing as of January 1, 2015.
Entries must be submitted by a builder member only.
3. Entry fee per home \$2,500.00 with \$500.00 refundable after Parade closes provided all requirements are met. Balance of \$2,000.00 is non-refundable unless event is canceled. Entry fee is due when home is entered.
4. Entries will be accepted between September 1, 2014 and December 31, 2014.
5. Valid entries will only be homes that have been started within 10 months prior to the parade dates.
6. Either the builder or a designated representative of the builder must be present at 3 of the 5 monthly meetings (January, February, March, **April, May**) prior to the start of the Parade. This person must be present at the **April and May** meetings. (For information and any questions that could arise.)

7. Builder must carry \$1,000,000 liability insurance and list the Builders Association of Dubois County as additional insured on all homes entered in the Parade. Must provide copy of Certificate of Insurance to BADC prior to the start of the Parade.

If the house is sold, the homeowner must have homeowner's insurance. A copy of the summary page of the policy is to be given to the Builders Assn.

8. Each builder shall provide to BADC:
 - a. Signed contract and check by **December 31, 2014**.
 - b. List of vendors and sub-contractors, member and non-member by **January 1, 2015**.
 - c. Architectural drawing by **January 1, 2015**.
 - d. Physical address (911) by **January 1, 2015**.
 - e. Brief directions on how to find the home by **January 1, 2015**.
 - f. Brief description of home including square feet by **January 1, 2015**.
 - g. Certificate of Insurance by **May 12, 2015**.
 - h. If house is presold, copy of Homeowners Ins. – **June 1, 2015**.

The signed contract and check can be given to Brad Persohn at Central Concrete Supply. Other items (b – h) should be sent to Tracy Lee at P. O. Box 254, Jasper, IN 47547-0254 or faxed to Tracy at 812-634-0097.

9. Homes must be completed by **midnight** the Wednesday of the Parade. Builder will be notified as to the inspection time on Thursday. The exterior shall be complete to final grading and yard seeded or strawed. If strawed, a minimum of 30' around perimeter of home is required. The interior shall be completed including all floor coverings.

10. Builder, employee of builder, or designated realtor must staff each home in Parade. The builder's vendors are encouraged to assist in showing the home and in promoting their products. Vendors and realtors can also relieve the builder so he can take a break. BADC members only.
11. Only members (including realtors and realty companies) of the Builders Association of Dubois County will be allowed to advertise on site, in the home, or in our "Parade of Homes" advertisements.
12. Outside Signs:
 - a. BADC will provide a sign designating that the house is a "Parade of Homes" entry and will have the times of the Parade listed.
 - b. BADC will provide (3) directional signs for each site. They should be placed at strategic locations so visitors can find the home. The size is 28" x 22" and is printed on both sides.
 - c. Vendor & Sub-contractor signs
 - a. Displaying of any signs must be approved by the "Builder." All exterior signs must be 1) 18" X 24", 2) printed on one side, and 3) must have wire type frame.
 - d. Builders can use their own advertising sign if they wish. No sign used for the Parade shall exceed 9 square feet.
 - e. All signs will be erected Friday A.M. June 12, 2015.
 - f. All signs should be taken down on Sunday after Parade closes.
 - g. All vendor & subcontractor signs must be picked up on Monday following Parade. Each vendor or subcontractor is responsible for collecting their signs.

- h. Representatives from the BADC will pick up “Parade of Homes” signs & BADC directional signs. Please have these signs at the Parade home. These signs will be picked up the Monday following Parade.

- 13. INSIDE SIGNS
 - a. Inside signs, literature, and business cards of BADC members who are vendors are allowed with the builder’s approval. The inside signs are to be provided by the vendor. Signs and information for non-members are not allowed.
 - b. Each builder has the option of having a “list” of vendors, both member and non-member inside the house. Those who are members should have an asterisk* or in **bold print**, recognized in some way.

- 14. If home is sold and occupied by owner before the Parade, **all areas of the home including closets and garage must be accessible. “Homeowners are responsible for protecting and securing their possessions.”** We highly recommend that the home not be occupied before the Parade.

Homeowner will sign a waiver to absolve Builders Association of Dubois Co. of any responsibility for personal belongings.

- 15. There shall be no door prizes or prize drawings at any Parade home. Small giveaways i.e., pens, notepads, etc. are acceptable.



Builders Association of Dubois County



PARADE OF HOMES “2015”

INFORMATION SHEET FOR BUILDERS

1. BADC will advertise on the radio, billboards and all local newspapers. You may advertise on your own if you wish. Logo shirts or name tags for people working in the homes would be nice.
2. Parade of Homes booklets will be available at each home in the Parade.
3. Shoe Covers should be available for guests or a plastic liner on the carpeting could be used. BADC will provide shoes covers.
4. Free admission to all guests.
5. You can have a book at the entrance where people sign their names. Try to get a count of the number of people who toured the home. Some people do not like to sign the book – perhaps a counter would work. After the Parade, we would like to have an approximate number for each day.
6. Have parking for several cars.
7. If you have a home in a new development, it would be helpful if street signs were up.
8. Signs that you can place in your home:
 - a. Kindly Remove Your Shoes or Place Booties Upon Your Feet
 - b. No Bare Feet, Please
 - c. No Food or Drinks Inside

- d. Do Not Use Toilet
- e. Do Not Use This Door
- f. Please Exit Through This Door

INFORMATION SHEET FOR BUILDERS

- 9. Suggestions to make your home attractive:
 - a. Have some furniture in the home.
 - b. Have some decorating done.
 - c. Have it cleaned.
 - d. We have furniture dealers and interior decorators who are members.