



Parade of Homes & Developments

June 12 – 15, 2025

Builder Contract

HBA Northwest Michigan
 3040 Sunset Lane
 Traverse City, MI 49684
 HBANWMI.com | (231) 946-2305
 Brayton@HBANWMI.com

1. Enter the 2025 Parade of Homes

- a. All Parade of Homes contracts and associated documentation must be submitted to the Home Builders Association of Northwest Michigan, Inc. (HBANWMI) office, located at 3040 Sunset Lane, Traverse City, Michigan no later than 4:30 p.m. April 4, 2025. By initialing each page and completing each document provided, you agree and adhere to the rules.

2. Parade Participation Contract and Fees

- a. A signed contract and entry fee payment in full is required to enter into an agreement with the HBANWMI for home entry, advertising, and promotional services related to the 2025 Parade of Homes. Fee is non-refundable.
 - i. HBANWMI member entry fee of \$2,500 will be applied to registrations received by January 10, 2025.
 - ii. Non-member entry fee of \$3,250 will be applied to registrations received by January 10, 2025.
 - 1. Additionally includes HBANWMI 1-year membership (\$600 value)
 - iii. A member entry fee of \$3,000 will be applied to registrations received after January 10, 2025.
 - iv. Non-member entry fee of \$3,800 will be applied to registrations received after January 10, 2025.
 - 1. Additionally includes HBANWMI 1-year membership (\$600 value)
 - v. All registrations include:
 - 1. Matterport 3D Immersive Tour up to includes up to 4000 square feet. An additional charge of \$100 per 1000 square feet over 4000 square feet will be applied. (\$650 value)
 - 2. Full-page ad adjacent to his/her display page in the 2025 Parade of Homes Tour Guide. (\$1650 value)
 - 3. Listing included in the 2025 Parade of Homes App. (\$350 value)
- b. A Surety (Performance) Bond of \$750.00 will be collected at the time of application. If no violations occur by the builder, full reimbursement will be issued after the 2025 Parade of Homes event has been completed and all HBANWMI-owned materials have been returned (signs, etc.). The Parade Builder has the right to appeal any violation charges, in writing to the Board of Directors, whose decision shall be final.
- c. Failure to abide by the Rules and Regulations of the 2025 Parade of Homes contract will be considered a violation of this contract. Violations will result in the forfeiture of part or the entire \$750.00 bond. Non-compliance with any section of the contract by the Builder may result in the automatic removal of the Parade Home from the 2025 Parade of Homes event and the forfeiture of the \$750.00 bond. Other violations of the Rules and Regulations set forth in this contract will be assessed as follows:

1 st Violation	\$200	Total Penalty	\$200
2 nd Violation	\$250	Total Penalty	\$450
3 rd Violation	\$300	Total Penalty	\$750

- d. The Parade of Homes Committee has sole discretion over the content of advertising and promotional services provided in conjunction with the Parade of Homes. The Parade of Homes Committee reserves the

right to edit any tour guide submissions that do not meet the HBANWMI standards of quality, integrity, and ethical business practices.

- e. Parade contracts and required documentation must be received by April 4, 2025, deadline or a \$500 late submission fee will be contractually charged. The HBANWMI reserves the right to reject any contract submitted after the contract deadline, even those accompanied by late submission payments.

3. Parade of Homes Dates and Hours of Operation

Thursday, June 12	12:00 p.m. – 8:00 p.m.
Friday, June 13	12:00 p.m. – 8:00 p.m.
Saturday, June 14	9:00 a.m. – 7:00 p.m.
Sunday, June 15	11:00 a.m. – 4:00 p.m.

4. Builder Eligibility Requirements

- a. Builder must hold an individual Michigan Residential Builder license which is current and valid.
- b. In the case of an LLC, Sole Proprietorship, or Corporation, the Resident Agent/Qualifying Officer of that entity must hold an individual Michigan Residential Builder license which is current and valid.
- c. Builder or Resident Agent of a Builder’s LLC, Sole Proprietorship, or Corporation must be the signatory on the contract.
- d. Builder must be a member in good standing of the HBANWMI.
- e. Builder entering this contract states that he/she is the owner of the home plans and/or has exclusive rights, including that of copyright, to construct the home.
- f. Builder agrees to defend, indemnify and hold harmless, the HBANWMI, including its officers, directors, employees, and agents from any and all claims of third parties, including, but not limited to, copyright infringement or conversion, which may be asserted as a result of the inclusion of the home in the 2025 Parade of Homes, or the inclusion of drawings or floor plans of the home in any printed or electronic publication of the HBANWMI, publicizing or in conjunction with the 2025 Parade of Homes.

5. Subcontractors, Suppliers, and Builder Agents

- a. The HBANWMI encourages Builders to exclusively utilize HBANWMI member subcontractors and suppliers for Parade homes.
- b. Sub-contractors and Suppliers must be current HBANWMI members to market themselves and/or their products during the Parade at the Parade home. Allowing non-members to participate or advertise is considered a violation of this contract.

6. Final Inspection and Certificate Deadlines

- a. All Builders must submit the following documents by 4:00 p.m., May 30, 2025.
 - i. Temporary or Final Certificate of Occupancy.
 - ii. Certificate of Insurance for the Parade Home providing Commercial General Liability Insurance and naming the Home Builders Association of the Grand Traverse Area, Inc. as additional insured. The coverage limits shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b. A final inspection performed by a representative of the Parade of Homes Committee may take place one week prior to the Parade.

7. Parade Rules and Regulations

- a. Every Parade Home is expected to be a new home. The HBANWMI is allowing new homes, with a Certificate of Occupancy received no sooner than June 16, 2024, to be eligible as a 2025 parade home.
 - i. Pre-sold Parade Homes require a signed Homeowner Release Agreement prior to the opening of the Parade.
 - ii. Homeowners in these occupied homes must also agree to vacate the premises during the entire Parade, June 12 through June 15, and agree to allow their home to be open to the public

throughout the Parade of Homes.

- b. New homes that were previously featured in a Parade of Homes may be re-entered into the 2025 Parade of Homes.
 - i. The 2025 Parade of Homes Tour Guide will note those homes that were previously entered.
 - ii. Previous year awards may be displayed in the home.
- c. Parade homes must be open to the public throughout the entire Parade of Homes designated days and hours.
- d. Home Exterior: The Builder will provide finished sidewalks and driveways, and shall have all siding, painting, and/or brick on the exterior of the Parade Home(s) completed. The front yard will be landscaped with a “finished” look, seeding or sod is required, with the rear and side yards in the final-grade stage so the home is accessible and safe. Any exceptions to this rule must be reviewed with the Parade Committee.
- e. Home Interior: The Builder agrees that the entire interior finish shall be in place and interior painting shall be completed. Floor coverings shall be installed and all fixtures shall be in place. There must be no unsightly storage.
- f. Any portion of the home that is intended to be finished by Parade that has already been started prior to Parade, must be completed in order to be judged and opened to the public.
- g. Furniture: The Builder has the option of showing the Parade Home furnished, partially furnished, or unfurnished.
- h. Home Features: The Builder agrees to provide a listing of features and details of their Parade Home(s) for the general public.
- i. During the hours of operation, the HBANWMI requires the Builder or on-site builder representative to have a phone so that the HBANWMI or Parade Committee members can contact that home.
- j. The Builder shall not require the public to remove their shoes before entering a Parade Home, with the exception of pointy-heeled shoes. The Builder may use runners on the floor and/or provide shoe covers to protect the floor coverings. Shoe covers are the responsibility of the Builder and may be purchased at many medical supply companies.
- k. The Builder will provide a table and two chairs to adequately accommodate the non-profit personnel working at the home, selling tickets, and providing information to the public about the home and Builder.
- l. The Builder will provide additional seating for the public and a functional shoe-covering container (if applicable) at the home entrance.
- m. The Builder may use the garage as a sales area to promote their business or that of the HBANWMI member sub-contractors and suppliers who participated in the construction of the Parade home. Sub-contractors and Suppliers must be HBANWMI members to market themselves and/or their products during the Parade.
- n. The Builder agrees that all interior signs located in the living areas of the home will be no more than 12 x 14 inches. No individual price tags will hang from products within the Parade home. Product and price lists are acceptable. It is up to the Builder to “police” their Parade home for compliance.
- o. The HBANWMI will provide a numbered promotional flag sign to be placed in the ground in front of the home. It is the builder’s responsibility to pick up the sign from the HBANWMI office and return the sign within 1 week following the Parade.
- p. The Builder understands that no yard signs will be posted at the Parade property during the Parade except the Parade sign provided and the real estate sign (if applicable). The real estate sign cannot obstruct the event signage or violate local regulations.
- q. The Builder agrees to prohibit the sale of food or drinks on the premises, nor promote any other organization than the HBANWMI and local non-profit partner organization.
- r. Alcohol is strictly prohibited on-site at the premises of the Parade home(s) during operating hours of the Parade.
- s. The Builder is to notify all neighbors in the immediate area of the home being shown (any neighbor that may be affected by Parade traffic) no less than 2 weeks before the Parade.

8. Builder Provisions

- a. The Builder will receive a full-page color display page in the 2025 Parade of Homes Tour Guide. See

- Addendum A for display page requirements and information on submission of Parade home information.
- b. Builder contact information shall include address, phone, and website. The HBANWMI member company contact is the name that will be published and recognized in all official Parade of Home marketing.
 - c. The Builder's project will be displayed on the HBANWMI website.
 - d. The Builder will receive one large number specific Parade flag sign. Additional signage may be provided by request and at the discretion of the HBANWMI.
 - e. The Builder will receive twenty (20) complimentary 2025 Parade of Homes tickets for the builder's use in promoting the event. Additional tickets can be purchased by the builder at 50% off.
 - i. Stacking of ballots is prohibited.
 - ii. Builders should encourage ticket holders to vote for their favorite home in each category.
 - f. The Builder will be provided with volunteer personnel to host the home during the event.
 - g. The Builder will receive a discounted rate of 30% on any additional advertising purchased in the Parade of Homes App (enhanced options) or Tour Guide.

9. Required Tour Guide Submission Materials for a Parade Home

- a. See Addendum A for information on submission of Parade home information.
 - i. Home price category is listed "AS IS" without land.

10. Substitutions

- a. Parade home entries may be substituted by the builder provided that a payment of \$500 is included with the new entry details. The builder may also be billed an additional amount to cover the actual costs incurred for having to recreate advertising materials. No substitutions allowed after April 19, 2025.

11. Withdrawal of Entry

- a. If a builder has signed the HBANWMI Parade of Homes contract, paid the applicable fees, and has decided to withdraw, the Builder must submit a written request to the HBA Parade of Homes Committee providing the reason for withdrawing from the 2025 Parade of Homes.
- b. There will be no refund of entry or advertising fees paid.
- c. The Builder may be responsible for additional costs incurred by the HBANWMI for advertising material modifications and to notify the public, volunteers, and other stakeholders about the withdrawal of the entry.

12. Parade Tour Guide Review and Approval of Copy

- a. The 2025 Parade of Homes Tour Guide Listing proofs will be provided digitally, it is the responsibility of the Builder, or Builder representative to verify and approve.
- b. Each participating Builder is required to review the 2025 Parade of Homes Tour Guide and sign off with approval. Those who do not review their submission accept the materials as prepared without expectation of revisions, after the printer's deadline.
- c. Neither the HBANWMI nor its employees, agents, or representatives will be liable for any damages related to misprints, errors, or omissions that may occur on the Builder pages or within the advertising appearing or failing to appear within the publication. The HBANWMI will not be held responsible for any misprints, errors, or omissions of the printer after the Builder or Advertiser proof review has been completed.

13. Awards and Judging

- a. The Parade of Homes entries will be pre-judged by independent judges on Monday, June 9, 2025, and/or Tuesday, June 10, 2025. The builder or representative from the company must provide entry into the home at the pre-scheduled time. The HBANWMI will present award announcements for display prior to the opening of the Parade.
- b. Independent judging categories include:
 - i. Best Primary Suite
 - ii. Best Kitchen

- iii. Best Interior Design
- iv. Best Exterior Design
- v. Best Craftsmanship
- vi. Best Overall Winner (Extraordinary detail, design, quality, and perceived value)
- c. The People's Choice will be awarded in each category per public vote during the Parade of Homes.
- d. Awards and a press release will be distributed after the Parade concludes.

14. Failure to Abide by Rules

- a. Failure to follow the agreements established in the Parade of Homes contract may result in a loss of participation privileges for up to two (2) years as recommended by the Parade of Homes Committee and approved by the Board of Directors. The Builder has the right to appeal in writing to the Board of Directors.
- b. Depending on the violation, an independent third-party group may be consulted at the sole discretion of the HBANWMI Board of Directors.
- c. Failure to abide by the Parade of Homes contract will be considered a violation of this Contract. Non-compliance relative to necessary signatures, waivers, agreements, Certificates of Occupancy, or Certificates of Insurance will result in automatic withdrawal from the Parade of Homes.

15. Misunderstandings or Disputes

- a. The requirements contained within this Contract are discretionary with the HBANWMI. The Board of Directors is responsible for determining Contract compliance. The Board of Directors shall be the authority in resolving disputes regarding this Contract.
- b. Any further contested decisions are to be resolved through mediation or with legal counsel in Grand Traverse County, Michigan. The Builder is responsible for any fees or costs incurred by the Association in enforcing this Contract and resolving disputes.

16. Security

- a. Builders shall be solely responsible for the security of their Parade home, both during construction and during Parade of Homes.

17. Contract Conditions

- a. This Contract shall be binding upon both the HBANWMI and the Builder for themselves or any entity they represent, their successors and assignees.

I, the undersigned, have read and understand the Contract for the 2025 Parade of Homes. I further pledge that I am legally qualified to enter into this agreement for myself as an individual, or for my company as Qualifying Officer or Resident Agent. I hereby agree to all stated timelines, terms, and conditions of the contract.

Parade Builder Company Name: _____

Parade Builder Company Website: _____

Parade Applicant Name: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____ Email: _____

Parade Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Total Amount Due: \$ _____ Check #: _____

Credit Card #: _____

Name on Card: _____

Expiration Date: _____ V Code: _____

Billing Address of Card: _____

City: _____ State: _____ Zip Code: _____

Builder Signature: _____ Date: _____

DUE DATE NO LATER THAN APRIL 4, 2025

Office Use Only

Acceptance by HBA: _____

Invoice #: _____ Date Processed: _____ By: _____



Parade of Homes & Developments
June 12—15, 2025
Builder Contract

HBA Grand Traverse Area
3040 Sunset Lane
Traverse City, MI 49684
HBANWMI.com | (231) 946-2305
brayton@hbagta.com



DEFENSE & HOLD HARMLESS WAIVER

The Home Builders Association of Northwest Michigan, Inc. accepts no responsibility for the sale of any Parade Home. Furthermore, the Home Builders Association will not be held responsible for any damage which may occur in connection with the public or private viewing of the Parade Home.

The Builder as a Sole Proprietor, Partnership, or Qualifying Officer of a Corporation further agrees to defend, indemnify, and hold harmless the Home Builders Association of Northwest Michigan, Inc. from any damages or costs stemming from such threatened liability and to indemnify the Home Builders Association of the Northwest Michigan, Inc. in the event liability is found. The only exception to the Builder’s obligations to defend, indemnify and hold harmless the Home Builders Association of Northwest Michigan, Inc. is if HBANWMI is found to be the sole cause of said damage.

By the signature(s) below, the Builder certifies that he/she has carefully read the 2025 Parade of Homes Contract, Defense & Hold Harmless Waiver, and Parade Home Readiness Criteria. In addition, if the home has been pre-sold a Pre-Sold Parade Home Buyer/Homeowner Release Agreement must be signed and submitted.

Parade Builder Company Name: _____

Parade Applicant Name: _____

Company Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Mobile: _____ Email: _____

Parade Home Street Address: _____

City: _____ State: _____ Zip Code: _____

The Builder License must be current and verified prior to Contract acceptance.

Builder License #: _____ Expiration Date: _____

Signature: _____ Date: _____

Corporation or LLC Qualifying Officer Name: _____

Signature: _____ Date: _____



Parade of Homes & Developments
June 12-15, 2025
Addendum A—Tour Guide Information

HBA Grand Traverse Area
 3040 Sunset Lane
 Traverse City, MI 49684
 HBANWMI.com | (231) 946-2305
 brayton@hbagta.com

Please Print Legibly

Builder Name				
Parade Home Address				
City, State, Zip				
Township				
Entry Type (Choose All That Apply)	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel	<input type="checkbox"/> Development	<input type="checkbox"/> Waterfront
	<input type="checkbox"/> Single Family	<input type="checkbox"/> Condo / Multi-Family	<input type="checkbox"/> Green Certified / Verified	
Home Information			Deadline	HBA Use
	# of Bedrooms		April 4, 2025	
	# of Bathrooms			
	Total SQ FT of Finished			
	Main Floor			
	Upper Level			
	Lower Level			
Fair Market Value (FMV)	Total SQ FT of FMV "As IS" Without Land			
Home Price Information	Selling Price			
Project Description and Information Checklist	Submit the following information electronically to caroline@HBANWMI.com		April 4, 2025	
	<input type="checkbox"/> Description of home with a maximum of 210 characters <input type="checkbox"/> High-resolution company logo <input type="checkbox"/> High-resolution photo of Parade home <input type="checkbox"/> High-resolution photo of non-dimensional floor plan <input type="checkbox"/> Hand-drawn site map showing the nearest major crossroads or landmarks. The address must be clearly noted. <input type="checkbox"/> Parade home contractors list (form provided)			
Is Home Sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, a completed Home Buyer Release is required.			
Builder Ad Page	Submitted as flattened PDF	<input type="checkbox"/> Artwork Submitted	May 5, 2025	
Additional Advertising	<input type="checkbox"/> Yes <input type="checkbox"/> No	Artwork Size:	May 5, 2025	
COO & COI	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Certificate of Insurance	May 30, 2025	