



2020 Fall Tour of Homes Register Now

\$1350 per home if registered by Thurs., June 25, 2020

\$1700 per home after June 25TH

Final deadline, noon, Tuesday, July 14TH

Sept 18-20 & Sept 25-27

Fri. 4:30 - 7 pm | Sat. & Sun. 12 - 5 pm



Discount will NOT be allowed unless ALL registration material is received.

What Builders Are Saying...

- ✓ I sold 3 homes from the Spring 2020 tour.
- ✓ There is simply no better marketing tool than the Tour of HomesSM!
- ✓ Really Nice ~ Great value!
- ✓ Best VALUE for dollars spent to ATTRACT large crowds
- ✓ Very good interest in new homes
- ✓ Lots of Exposure
- ✓ Don't put your home on the Tour- then I will get more prospects.

Enter Your Development

Do you have a neighborhood that may not have a model ready for the Fall Tour? You can enter the development! See the rules under development listings.

Over \$40,000 In Mass Media To Promote This Event

- Radio
- Newspaper
- Magazine
- Billboard
- Tour Website
- Social Media

PLUS - Possible discounts on products showcased in tour homes AND - opportunity to market-share using Co-op logo.

Entry Fee Includes

- ✓ ½ page home profile and ½ page builder profile in the full color glossy Tour of Homes magazine. (\$1868 value)
- ✓ Mobile App listing for each home, a lead generating builder profile and professional photos taken of home.
- ✓ Year round listing on the website CMBATour.com
- ✓ Four "arrow" signs – installed for you
- ✓ Official "Tour of Homes" sign on a wooden post placed in front of home
- ✓ Pennant and other signs available
- ✓ Extra Tour magazines to distribute at your home
- ✓ Social ready photos on your free Website Listing

Enclosed: Tour Home • Builder Profile and Payment Form • Directions Form
• Guidelines CO Notice • Participation Agreement

Please call the Central Minnesota Builders Association (CMBA) office with any questions.

Phone: 320.251.4382 • www.cmbaonline.org • info@cmbaonline.org

1124 West Saint Germain Street, Saint Cloud, MN 56301



Tour Home

Information September 18-20 & 25-27



Home Entry Information

Company Name: _____

Home handicap accessible? yes no

Tour Home Address _____

City: _____

Development _____

Repeat Home? yes Spring Fall Year: _____
If not complete all forms

- Enclose image of home – full color 3D renderings are strongly encouraged or color photo in high res (300 dpi), tiff or jpeg format.
- Enclosure floor plan of home (for mobile app)

Pre-sold or occupied/lived in? Yes _____ No _____
If yes, a Hold Harmless and Indemnification Agreement must be signed.

Description of entry home (800 character max.) _____

Co-op Name:

Project Resources (only members will be listed, no additions after 7-12-2020)
Ten or less recommended for print:

Use previous logo from tour.

Appliances: _____ Flooring: _____

Spring _____
Fall _____

Bath Enclosures: _____ Garage Doors: _____

Building Material: _____ Geothermal: _____

Contact Information
Who will receive magazine ad proof?

Cabinets: _____ Home Automation/Security: _____

Closet Organization: _____

Concrete: _____ HVAC: _____

Counters: _____ Insulation: _____

Design: _____ Lighting: _____

*** Required information:**

Drywall: _____ Landscaping: _____

* Number of bedrooms: _____

Electrical: _____ Millwork: _____

* Number of bathrooms: _____

Exteriors: _____ Plumbing: _____

Fireplace: _____ Windows: _____

Other: _____

Style of Home (rambler, two story, etc.): _____

Actual Square Footage: _____

Price of home or price range \$ _____

Starting Price of Other Models: \$ _____

School District: _____

Home Title: _____

Builder Profile and Payment Form



FALL TOUR 2020

September 18-20 & 25-27

Company Name: _____

Builder Name: _____

Company Address: _____

City: _____ Zip: _____

Phone Number to be listed: _____

E-mail Address to be listed: _____

Years In Business: _____ Website: _____

MN Builder License Number: _____

Color photo of builder *attached* OR use from previous issue: Spring Fall Year:
Company logo *attached* use from previous issue: _____

Builder Profile

This should be a description of your company and the benefits of working with you.

Payment - No refunds after July 12, 2020

\$1700 per Home/Development \$ _____

\$350 Early-Bird Discount \$(_____)
if ALL material is received before noon, **June 25, 2020**

\$50 per ADDITIONAL "ARROW" SIGN - # of Additional = \$ _____
4 "Arrow" signs and one "Official" sign are included.

\$10 Tally Counter (optional) \$ _____

TOTAL DUE: \$ _____

Approved Amount \$ _____ Check # _____

Name on Card: _____

Address of Cardholder: _____

Card Number: _____ - _____ - _____ Exp. Date: _____ / _____ Security Code: _____

Signature: _____

Please return this form to CMBA via fax: 320-251-3754, email: Jessica@cmbaonline.org
or mail to: 1124 West St. Germain Street, St. Cloud, MN 56301

Directions Form

***** Must accompany registration *****

→ This information is for the sign installation company.



September 18-20 & 25-27
Friday 4:30 - 7 pm | Saturday & Sunday 12 - 5 pm

Company: _____
 Address of Home: _____
 Number of arrow signs needed: _____ (Fee includes 4 arrow signs, if more are listed below add \$50 each.)

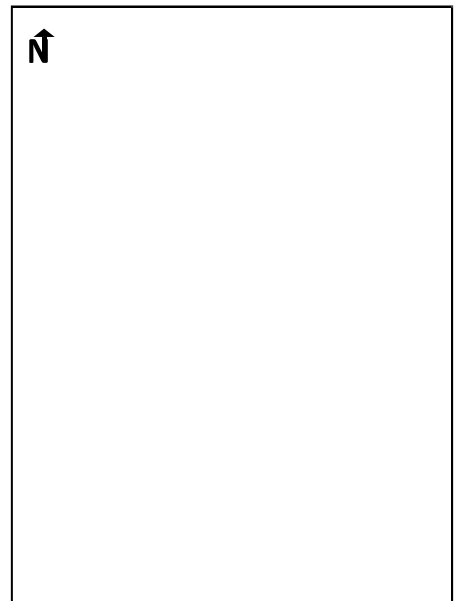
Maps to Tour Home:

Plat Map - mark exact location of Tour home **X**

Street Map – corresponding with 4 arrow sign locations below, location and which way arrow should point→.

If your instructions indicate placement of signs on highway right of way, refer to number 1 under “Additional Sign Fees” below.

Required: drawn map with corresponding driving directions. Use space provided. If home is located in an outlying town, include the town and where the home is located on this map.



List roadways for each arrow sign. (Do not place signs on city or state property.)

	Pointing <small>(Circle One)</small>
	N S E W
1. Intersection of _____ and _____	N S E W
2. Intersection of _____ and _____	N S E W
3. Intersection of _____ and _____	N S E W
4. Intersection of _____ and _____	N S E W

List additional arrow sign locations, or any special instruction for sign placement here:

Sign Memo

Any address or sign placement changes after submitted will be charged a change order fee. CMBA has hired a sign company to install Tour directional “arrow” signs as well as the wooden posts with the “official” Tour sign. **If any changes are made from this form, such as replacing missing signs, or other special requests, a sign change order form must be signed by your company representative before CMBA will act on your request. Contact the CMBA for a sign change order.**

- If your instructions direct the sign company to put the directional arrow signs in the Hwy right of way, you will be responsible to install the signs 4:30pm on Friday of the first weekend of the tour, remove them on Sunday, reinstall them Friday at 4:30 for the second weekend, and remove them Sunday after the tour and place at the home for the sign company to pick up. If signs are left on the right of way and removed by MNDOT, it is the builder’s responsibility to return the signs to CMBA or pay a \$50 per missing sign fee.
- If you move a sign, you must let CMBA know so we can inform the Sign Company where to find it after the Tour.
- The signs are an important part of the Tour’s success; so please monitor them to make sure you will get the best traffic results possible.

Additional fees may be assessed for the following reasons.

- Wooden Post in Front of Home
 - \$45 Move to new address from original registration.
 - \$60 Replace missing sign or post after installed.
 - \$100 Replace post and sign
- Directional Sign
 - \$35 per sign: Recover moved sign.
 - \$75 per sign: Add a sign not on “Arrow Sign Form”.
 - \$75 per sign: Replace missing sign.
 - \$200 per home: Remove all Tour signs early or install late.



Sept 18-20 & 25-27

Fri. 4:30 - 7 pm | Sat. & Sun. 12 - 5 pm



CO NOTICE

A copy of your Tour of HomesSM Certificate of Occupancy is required, ONE week before the tour opens.(9/12/2020)

If a CO is not provided, the home will be pulled off the tour. See rule # 1 on the Participation Agreement.

Guidelines

Questions? Call CMBA (320) 251-4382
ANY changes in registration – contact CMBA first



UNFINISHED HOMES

A copy of the certificate of occupancy (CO) will be required one week prior to the Tour. If no CO is provided, home will be closed, an unavailable for showing sign hung, and directional signs pulled. Additional fees will be charged to builder for early sign removal. See Participation Agreement for more details.

GUIDELINES FOR TOUR MAGAZINE CONTENT

- Any changes to your Tour registration must go through the CMBA office, not the Times Media. All Tour of HomesSM registration changes must be approved by the CMBA office. The CMBA office will forward the approved changes to the appropriate people.
- Only members of the CMBA are allowed to advertise in the magazine.
- Only member's logos and/or member's photos are allowed in the magazine.
- Ads featuring a "for sale" home or open house are not allowed unless the home is in the Tour. Generic pictures of a home are allowed.
- Ads with a map that shows locations referenced by numbers (other than the Tour map showing the locations of the homes) are not allowed.
- Ads produced by an ad agency should be sent to the CMBA for approval prior to sending to Times Media.
- Your supplementary advertising should refer to your home as a "**Tour**" home, not "Parade" home.

TALLY COUNTERS

We encourage all builders on Tour to purchase a tally counter, 1 per home, to keep track of adult tour attendance. This information is important to the tour committee in making decisions planning future Tour of HomesSM. For your convenience, these counters can be purchased through CMBA for \$10 each. See payment form to order your counters.

Hand Tally Counter



ENTRY CHECK LIST

- | | |
|--|---|
| <input type="checkbox"/> Completed Tour Home | <input type="checkbox"/> Photo of Builder |
| <input type="checkbox"/> Completed Builder Profile with entry fee included | <input type="checkbox"/> Company logo |
| <input type="checkbox"/> Completed Directions Form | <input type="checkbox"/> image of home or full color renderings are strongly encouraged by magazine deadline. |
| <input type="checkbox"/> Plat map (with X on lot and block of home) | <input type="checkbox"/> Floor Plans optional |
| <input type="checkbox"/> Map with location and arrow sign placement | <input type="checkbox"/> Certificate of Insurance coverage through 9/29/2020 |
| <input type="checkbox"/> Signed Participation Agreement | <input type="checkbox"/> Co-op logo (optional) |
| \$350 DISCOUNT | <input type="checkbox"/> Home number must be visible for sign installation |
| IF ALL items above are received by 6/25/2020 | <input type="checkbox"/> Proof of CO sent to CMBA by September 12, 2020 |

Participation Agreement

CMBA 2020 Fall Tour of HomesSM



Only builder members in good standing will be allowed to participate in the Fall Tour of HomesSM. Tour listings in the Tour magazine will be consistent in size and design, only one home per listing. As a participant in the Central Minnesota Builders Association Tour of HomesSM I agree to comply with the following rules and responsibilities.

1. For safety reasons, my home will be completed at time of showing. **A copy of the CO will be required. If it is not complete, I will agree to not show the home and my registration fee will not be refunded.** This includes all plumbing, all floor coverings, painting and staining, carpentry, etc. If home is completely finished, but does not have final hook-ups to electric, sewer, water or gas, the house may still be shown, if no safety hazards are present. A safe access into the home must be provided. Bank exterior escrow items are the only items to be accepted as incomplete during the winter. Additional fees will be incurred for removal of directional signs, and placement of Home Not Available for Showing sign. Any questions regarding the completion of my home shall be resolved by the Tour of HomesSM committee.
2. I agree to keep the Tour home open for public viewing, with an official representative on the days and during the hours fixed by the Tour of HomesSM committee. If my home is unavailable for showing for any reason, I will contact the CMBA office immediately. I agree to pay the additional fees that will be charged.
3. The CMBA promotes a "free and open to the public" Tour of HomesSM event. I will not charge admission and/or limit the type of people who tour the home, i.e. no children allowed, without express prior approval of the Tour of HomesSM committee and all restrictions must be included in all Tour of HomesSM listings.
4. I agree to not banner other homes that are not entered in the Tour and present them as a home on Tour.
5. I agree that realtors and/or sub-contractors and/or vendors may not place advertisement or signs on or in the Tour home or Tour magazine unless the company is a current member of the CMBA.
6. I agree to not have the Tour Arrow signs placed on the road easement right-of-ways and if the city or state removes them, it is my responsibility to pick up and re-install them. If I move a sign for any reason, I agree to notify the CMBA office of the sign's location.
7. Riders on the official Tour sign posts are sold to sponsors. I agree to not tamper with or remove any Tour sponsor signs.
8. I agree that if I change my Tour entry, I must submit it to the CMBA office immediately and any fees incurred due to the change, will be charged back to me.
9. **New Home** - I agree to show only new homes or homes that have been in the Tour a maximum of 6 consecutive Tours, but may not be lived in for more than one Tour.
10. **Remodeled Homes** less than one year old. The remodeled project must be valued at a minimum of 30% of the "before project" house value (excluding the land value) and will be listed in the *Tour of HomesSM* magazine as a remodeled home.
11. **Townhome developments** with model homes may be shown as long as new units are still under construction. This does not include rental units.
12. **Occupied home** – If the home is occupied, I will sign a CMBA "hold harmless agreement."
13. **Development Listings**
 - 13.1. The builder submitting the entry must be the fee owner of at least one portion of the development and there must be an approved preliminary plat.
 - 13.2. I will make an effort to have an on-site sales facility (sales trailer, model center or alternative building type) that is safe for consumers to visit and permitted by the appropriate municipality if necessary.
14. I agree that the Tour of HomesSM committee shall have the right to decide all questions concerning the general conduct and the day-to-day operation of the Tour of HomesSM and any and all disputes, which may arise.
15. I agree that I am solely responsible for insuring the Tour site is maintained in a condition safe for entry of the general public. I agree to protect, indemnify and hold harmless the Central Minnesota Builders Association, the Tour of HomesSM committee, and their officers, directors, agents and employees from and against and defend at my own cost any claim or action covered by the aforesaid indemnity which is asserted or brought against any of the indemnified parties. Any errors or omissions concerning a participant's Tour home or maps in any publication or related advertising, press release, etc., are the responsibilities of the participant. All errors will be called to the attention of the Tour of HomesSM committee.
16. **Brand of Home/Francize:** Builder members with an exclusive franchise agreement with a Home Branding company may market the Brand of Home/Francize in their Tour listing.
17. I agree if I break any of the above rules, I may be suspended from participating in the Tour event for one full year.

AGREEMENT

In the interest of fairness, I agree to comply with the above rules and responsibilities. This agreement and contract made and entered into this _____ day of _____, by and between the Central Minnesota Builders Association and _____ (participant). Any changes in this contract or deviation from it must have the approval of the Tour of HomesSM committee.

PARTICIPANT

BY: _____

LICENSE #: _____

DATE: _____

CENTRAL MN BUILDERS ASSOCIATION

BY: _____

TITLE: _____

DATE: _____



