

## Parade of Homes Rules and Regulations

Due June 1, 2024

All rules, regulations, and Parade of Homes details are established and enforced by the POH planning committee, with the support of South Central Wisconsin Builders Association's Board of Directors.

Please note that formatting may vary depending on end user device. Read carefully and complete appropriately. Contract is on the last page of this packet.

### Section 1: Eligible Participants

A. Any person, partnership, firm or corporation that derives a major portion of their or its income from the proceeds of building or remodeling housing units, or a combination of housing units and/or apartments, commercial and industrial buildings, within the territorial jurisdiction of the South Central Wisconsin Builders Association, hereinafter referred to as SCWBA, who, by the contract deadline, is a current member with fully paid dues and no outstanding balances and is in good standing with the Association, and who shall agree to abide by the bylaws of the Association and subscribe to the Code of Ethics is eligible to participate in the Parade of Homes (hereinafter referred to as the POH).

### Section 2a: Contract Package (New Homes)

Each Builder needs one Contract Package per home/outdoor space entered into the 2024 POH. Each contract package MUST include all of the following items:

- A. Parade of Homes Fee: \$1750 (up to \$350 may be returned as deposit if all deadlines met)
- B. Signed POH Contract (last page).
- C. Current Certificate of Liability Insurance showing insurance levels as follows:
  - Auto \$1,000,000 (or as required by statutes)
  - General Liability \$1,000,000
  - Worker's Compensation (as required by statutes)
  - Endorsement of SCWBA as an Additional Insured
  - If no Workers Compensation is provided and if the member is a Sole-Proprietor, please have the insurance agent add to COI: "No employees or elects to be covered under Workman's Compensation."
- D. Exterior and Floor Plan Materials (Needed for Contracted Rendering Provider ) **Due June 10th**
  - Construction Document Set
  - Front and Side Exterior Elevations
  - ALL Floor Plans
  - Set of ¼ scale printed drawings including elevations and floor plans
  - Exterior Color Selections worksheet

• *IMPORTANT INFO: Our rendering agent has asked that these documents be submitted in ¼ in scale hard copies. Please include any pictures of the home that you feel may be helpful in creating a rendering.*

## **Section 2b: Contract Package Remodeled Homes/Outdoor Spaces**

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Each Builder needs one Contract Package per home entered. Each contract package MUST include all of the following items:

- A. Remodeled Homes Fee: \$1750 up to \$350 deposit may be returned if all deadlines met)
- B. Signed POH Contract.
  - Current Certificate of Liability Insurance showing insurance levels as follows:
  - Auto \$300,000 (or as required by statutes)
  - General Liability \$250,000
  - Worker's Compensation (as required by statutes)
  - Endorsement of SCWBA as an Additional Insured
  - If no Workers Compensation is provided and if the member is a Sole-Proprietor, please have the insurance agent add to COI: "No employees or elects to be covered under Workman's Compensation."
- C. Rendering of Outdoor Space or remodeled area(s).

### **Section 2c: Virtual Options**

- A. Virtual Viewing Only Fee \$1750 with NO Deposit Return
- B. Virtual Tours can be added to any entry. Commitment must include pre-payment for the added virtual filming expense and be included in contract submission or with late request notification.

### **Section 3: Withdrawal from POH**

- A. **With Refund:** If a builder withdraws from the POH by July 5<sup>TH</sup> of the POH year because street access to the home has not been completed by the local municipality, township or county, the Deposit and Entry Fee will be returned to the Builder less any costs incurred by SCWBA, (ex. Renderings, plan book changes, etc.).
- B. **Without Refund:** In the event of supply chain issues, the POH Committee reserves the right to determine if other early withdrawal will be permitted and may request documentation of delays.
- C. No other early withdrawals will be permitted without forfeiture of your entire fee.

### **Section 4: Rules for ALL Parade of Homes ENTRIES**

- A. The rules of the POH shall be reviewed at the Post POH Planning Session. Any changes in the Rules and Regulations shall be presented to the SCWBA Board of Directors. Upon the Board's approval, the Rules and Regulations stand as revised.
- B. By entering the POH, all participating Builders acknowledge acceptance of, and agreement to, abide by said Rules and Regulations
- C. Entering the POH acknowledges acceptance of the Rules and Regulations.
- D. Rules and Regulations acceptance includes deadlines and requirements from outside vendors used in promoting and developing elements of the POH.

- E. Lawns must be seeded or sod, and complete landscaping is encouraged. 3
- F. Houses must have a completed interior and exterior:
1. All floor coverings, light fixtures, built-in appliances, cabinets, mirrors and plumbing fixtures installed - but not required to be operational. Drapes, blinds, and curtains are optional.
  2. All homes strongly encouraged to have fully furnished living room, dining room, master bedroom, and family room areas.
  3. No participant is permitted to block the view of any room from the public, except the basement and shall have all floor coverings, light fixtures, and all built in appliances, cabinets, mirrors, and plumbing fixtures installed, but are not required to be operational.
- Failure to comply with this rule may be judged to be an unfinished home.
- G. Type and size of new homes is at the discretion of the Builder; however, SCWBA encourages an upgrade or unique design to the home.
- H. A copy of occupancy permit must be provided and must be dated within 1 year of POH date.
- I. A Parade Home may not be occupied for more than 12 months prior to the POH.
- J. Any home entered may not be occupied during the dates and hours of the POH.
- K. Food and Beverage distribution subject to local ordinances and laws during all hours of operation of Parade of Homes. NO Alcohol or prepared food may be distributed.
- L. Builders can enter a maximum of three (3) homes in the POH.
- M. In order to enter a remodeled home in the POH, builder must have actively worked on the remodeling project in the last calendar year, and remodeled area of home must be a minimum of 150 square feet.
- N. The inclusion of all entries, are at the discretion of the POH Committee.
- O. Outdoor Spaces shall abide by any rules deemed applicable.

### **Section 5: Location**

The SCWBA Parade of Homes and Tour of Remodeled Homes includes Rock County, WI unless other sites are approved by the SCWBA committee and Board of Directors.

### **Section 6: Advertising**

- A. Parade Homes MAY be shown via Public Open Houses for the sole purpose of selling the home, but ONLY prior to and/or after the POH event. No open houses can be hosted between August 15 and September 23, no exceptions. Private showings ARE permitted.
- B. Builders may display their own "HOME FOR SALE" sign on the property prior to the start of the POH and/or may display realtor signs IF the realtor is a member of SCWBA.
- C. Any marketing done by any party prior to the LAST day of the POH must include the SCWBA POH logo.
- D. ALL POH entrants must comply with ALL marketing deadlines as initiated during POH marketing process.
- E. Full virtual tours and other digital touring access and showcasing of the entry is prohibited; up to and through the last date of the POH. Photos and teasers ARE permitted.

### **Section 7: Garage Rentals**

- A. The Builder must fill both garage rental spaces to vendors of choice (ONLY SCWBA Member vendors) by August 1st. Should Builder not fill both garage spaces Builder surrenders the right to SCWBA POH Committee to fill garage rental spaces to other members interested.
- B. All rentals are to be paid to SCWBA.
- C. Any business renting a garage space must provide SCWBA with a current Certificate of Insurance endorsing SCWBA as an Additional Insured.
- D. Any party renting a garage space should maintain and keep it in an orderly and clean fashion.
- E. All garage displays must be related to the building industry.
- F. The POH Committee shall set rent rates and structure.
- G. 2024 Garage rental fees shall be \$350 per space.

### **Section 8: Completion of Parade Homes**

- A. All homes entered in the POH shall be completed and inspection ready, as defined in this contract, by 8:00 a.m. on September 6th of the POH year
- B. The Executive Officer of SCWBA shall act as the Completion Committee Chairman. He/She will recommend a builder/s to assist in the inspection. If possible, this builder will be a builder member from another local builders association or a SCWBA builder member not participating in the POH.

- C. Inspections will begin September 6th or after.
- D. Home must be inspection ready by the date deadline above.
- E. Failure to complete by date of inspection will result in loss of deposit in full and POH committee's right to refuse participation in the following year.
- F. Must provide certificate of occupancy from local municipality by inspection deadline.

### **Section 9: Penalties**

- A. The penalty for not abiding with the POH Rules and Regulations, in addition to the penalties mentioned elsewhere in these Rules and Regulations, may result in a ruling of ineligibility to participate in the POH the following year, and monetary fines may be imposed by the POH Committee upon the discretion of the POH Committee and/or the SCWBA Board of Directors.
- B. The final decision on all matters of general policy of the Parade of Homes shall be referred to the Chairman of the Parade Committee for disposition with the committee and the SCWBA Board of Directors.

### **Section 10: Virtual Disclaimer**

- A. The Parade of Homes offers a hybrid experience with in-person tours plus optional virtual viewing for participants who choose to add this option onto their entry fee. If you choose to add virtual to your entry you must allow SCWBA and third party vendors to photograph and film your entry for our virtual viewing. By signing you agree to allow SCWBA to showcase your entry on their virtual platform throughout the entire year following POH (through July 31).
- B. Virtual filming must be paid for in advance and all elements completed by any and all deadlines extended by SCWBA and any SCWBA contracted vendors.

### **2024 POH Dates/Times:**

September 19th 11am-5pm

September 20th 3pm-8pm

September 21st 11am-5pm

September 22nd 11am-5pm

**PARADE OF HOMES CONTRACT**

Sign/return this page, along with the following items to the SCWBA office: **Due June 1**

Note: If you are entering additional homes, please photocopy this sheet for submission.

- I have completed a contract AND submitted check payment **per each** Parade Home Entry. Entry Fee: **[\$1750] each entry submission**. ALL payments are due with contracts and are included.
- Add virtual viewing to my entry for an **additional \$500**. Payment is included with my entry fee. Total including virtual is \$2250 per entry.
- Certificate of Liability Insurance is included
- Key or Garage Code \_\_\_\_\_ (circle one)
- Updated Logo is being emailed
- Exterior and Floor Plan Materials Due June 10<sup>th</sup>

Note: Please include any pictures of the home that you feel may be helpful in creating a rendering.

**CONTRACT STATEMENT**

I, THE UNDERSIGNED, AS A BUILDER PARTICIPANT IN THE SCWBA PARADE OF HOMES, HAVE READ, UNDERSTAND AND AGREE to abide by the operating Rules and Regulations of the Parade of Homes. I further agree to comply with Pre-POH Pick-Up Day DATE AND LOCATION TBD, to ensure compliance to the operating POH Rules and Regulations. Notification will be published/sent via email. I will provide a key, properly marked, or garage entry code for my Parade Home/s on or before the Pre-Parade Mandatory Meeting to ensure entrance for the Completion Inspection Committee and Bus Tour participants. I also agree to attend the Post-POH Mandatory Meeting, date TBD, as announced by the POH Committee, to provide input into next years POH. I further agree, in the event of a misunderstanding or dispute regarding any of the Rules and Regulations, to accept the decision of the POH Committee as final. I have retained a copy of this Agreement. It is acknowledged that all actions and budgets of the South Central Wisconsin Builders Association Parade of Homes Committee have been sanctioned by the South Central Wisconsin Builders Association Board of Directors.

I agree to allow SCWBA and third party vendors to promote my entry to market the event.

I agree and understand that I must man and be present at my entry during ALL hours of the Parade of Homes and will provide one person to welcome guests and another to take tickets.

**Floorplan**

At the discretion of the Parade of Homes Committee, ALL 2024 Parade of Homes floor plans will be included in the Plan book.

**Parade Home Address:** \_\_\_\_\_  
Street address City State Zip

**Builder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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September 22nd 11am-5pm

Last updated April 2024