

Experience the Possibilities
Parade OF Homes

Brought to you by Home Builders Association of Metropolitan Harrisburg

September 23 – October 1, 2023 | Mon-Fri: 3pm–6pm Sat-Sun: 11am–6pm

ENTRANT APPLICATION AND AGREEMENT

The following document registers a Company (Builder or Remodeler) for the Home Builder Association of Metropolitan Harrisburg’s PA Parade of Homes. Entries must be submitted for each property separately. Complete thoroughly, ensuring that all information is correct. Once complete, submit either by mail to 2416 Park Drive Harrisburg, PA 17110 or via email to Andreja@harrisburgbuilders.com.

Early Bird Deadline: June 30, 2023 | Final Registration Deadline: July 31, 2023

All basic Entry details are required at the time of Application submission for Application to be considered complete.

Company Name _____

Company Address _____

Company City _____ State _____ Zip Code _____

Primary Contact _____

Phone _____ Email _____

Secondary Contact _____

Secondary Contact Phone _____ Secondary Contact Email _____

Company Website _____

Number of Entries Expected _____

As a benefit of entering a home in the Parade, your company will be promoted as a part of the Parade marketing schedule through social media and any other media channels utilized by the HBA. Please attach an “About Us” description of your company (125 words or less).

Authorized Signature _____ Date _____
(upon reading all Terms and Conditions)



Home Builders Association of Metropolitan Harrisburg
2416 Park Drive Harrisburg, PA 17110
717-232-5595 ext.105
andreja@harrisburgbuilders.com

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LIVE ENTRY INFORMATION

(Virtual Parade Included)

All Entry information is required at the time of application submission.

Has this home been entered into our Parade before? _____

Any home that has been entered in a prior HBA Parade is not eligible for judging. See Page 4 for complete Terms & Conditions.

Single Family _____

Multi-Family: Condo _____ Multi-Family: Apartment _____

East Shore _____ West Shore _____

Home Sale Price or Apartment Rental Price _____

Community or Development Name _____

House Model Name/House Name _____

Street Address _____

Township, Zip _____

Square Footage _____ Number of Bedrooms _____ Number of Bathrooms _____

Listing Information (if applicable):

Company _____

Agent Contact Name _____

Agent Contact Email Address _____

Agent Contact Phone Number _____

Home Description for website (Up to 150 words):

Home description for publication: (Limit - 5 bullet points = five lines of text, 80 characters per line):

Entry Location Latitude and Longitude (this helps us create the map for publication):

Directions (From major highways to entry location):



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VIRTUAL ONLY ENTRY INFORMATION

For Houses not open to the public, Remodels/Additions, and Specialty Spaces

All Entry information is required at the time of application submission.

Virtual Only Submissions Will Not be Judged

Single Family _____

Multi-Family: Condo _____ Multi-Family: Apartment _____

Renovation or Addition _____

Specialty Space or Room _____

Home Sale Price or Apartment Rental Price _____

Renovation/Addition/Specialty Space Price _____

Township, Zip _____

Square Footage _____ Number of Bedrooms _____ Number of Bathrooms _____

Home, Renovation/Addition or Specialty Space Description for website (Up to 150 words):

Home, Renovation/Addition or Specialty Space Highlights (Limit - 5 bullet points = five lines of text, 80 characters per line):



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Terms and Conditions

The undersigned company or associated representative (hereinafter “Entrant”) and the Home Builders Association of Metropolitan Harrisburg (hereinafter “HBA”), hereby enter a legal agreement for the 2023 Parade of Homes Event (the “Event”) scheduled for **September 23, 2023 to October 1, 2023**. In submitting this Agreement, Entrant acknowledges that all Terms and Conditions for the event have been received and reviewed, and furthermore, the Entrant agrees to perform and comply with all requirements stated therein.

1. FEES

Fees include Live Event & Virtual Parade Website

Early Bird Builder Member Registration per Entry: \$3,400
Early Bird Builder Member Registration for 3+ Entries: \$3,250 per Builder Member Standard Registration per Entry: \$3,650
Builder Member Standard Registration for 3+ Entries: \$3,400 per Non-member Builder Registration per Entry: \$4,400

Virtual Parade Only—Available for houses not open to the public, Remodel/Additions & Specialty Spaces (i.e. pools, outdoor living spaces, etc.)

Early Bird Member Registration per Entry: \$1,750
Member Standard Registration per Entry: \$1,850
Non-member Registration per Entry: \$2,450

Early Bird Deadline: June 30, 2023

Standard Registration Deadline: July 31, 2023

2. REGISTRATION AND REQUIRED FIELDS PER ENTRY

Below is a list of required information that each Entrant must provide. After the close of the Home Entry Deadline, any entry exceeding word count limitations will be revised with the help of the HBA and the guidance of the Entrant. Entrant information needs to be entered only once, via this document. All other fields refer to the home entry and will need completed for each home.

Entrant Information:

Company Name
Company Address
Primary Contact with details
Secondary Contact with details
Company Phone Number
Primary Contact Email Address
Company Website
Entrant Description (Up to 150 words)
Company Logo (high res jpg or png file only)

Entry Information:

All basic Entry details are required at the time of Application submission for Application to be considered complete. See Page 2 or Page 3 for all required Entry Information.

Entry Media

Photos and videos (Include front elevation and interior and exterior photos—limit of 50)
Floorplans

Send all Entry information, photos, and videos via Dropbox, Google Drive, Teams, etc. to: andreja@harrisburgbuilders.com

3. FINAL DEADLINES

Final deadline for Entry Content and Exterior Photos will be **August 7, 2023**. This information is shared with the publishers and promoters; therefore, absolutely no changes will be accepted after this date.

Final deadline for Interior Photos and Videos will be **September 1, 2023**.

Final Deadline for Request for Refund (maximum of 50%) will be **August 7, 2023**.

4. PAYMENT

Make all payments payable to the HBA.

5. Refunds

50% of the entry fee, per canceled home, is refundable until **August 7, 2023** after which date the fee becomes non-refundable.

6. GENERAL LIABILITY COVERAGE

The Entrant must maintain general liability insurance and builders risk insurance for each entry in the Parade, which *must name the Home Builders Association of Metropolitan Harrisburg as an additional insured*. The general liability insurance shall have a minimum coverage of \$2,000,000. The Certificate of Insurance shall be delivered to the HBA no later than **September 1, 2023** either by mail or by email at Andreja@harrisburgbuilders.com. **Please include dates from 09/01/2023 through 10/03/2023 and addresses for all entries.** This can be combined onto one document.

7. REPRESENTATION

At all times during the Parade of Homes, the Entrant shall have a responsible representative at the home(s). The Entrant may staff the home(s) at any other times at his/her discretion.

8. INDEMNIFICATION

Entrant shall indemnify, defend and hold harmless the HBA from and against any and all claims and demands of loss whatsoever, caused to any person or property, arising directly or indirectly out of the business conducted in or about Entrants’ Homes or arising directly or indirectly from any act or omission of the Entrant, its servants, its employees, its contractors or agents and from or against any and all cost, expenses (including reasonable attorney’s fees) and liability incurred with any claim or proceeding brought thereon.



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9. SALE OF ENTRY

In the event the Entrant sells the home(s) enrolled in the Parade after publication deadline of **August 7, 2023** home(s) must remain open to tour. If home(s) is sold prior to publication deadline, home profile will be marked as Sold on the Parade of Homes website and the address will be removed. The home(s) will be moved to Virtual Only unless otherwise agreed upon.

10. JUDGING

Notify the HBA if any entry is not to be judged. If no notice is received by the Entrant, all qualified entries will be judged. Homes participating in the Parade for a second or subsequent time are not eligible to be judged. Judging will take place between **September 11–13, 2023 between the hours of 9:00 am and 5:00 pm.**

Entries to be judged may either provide a key to the HBA, provide a lock box access code, or simply leave the home open during the applicable judging period. Homes that are not accessible may not be judged. Entrants may pick up any keys at the HBA office after judging has been completed.

Virtual Only Entries will not be judged; they are for visual online exposure only.

No one is to be in the home during the judging process. Entrants may not confer with the judges at any time.

Homes must be ready for judging and considered to be in a safe condition. Homes not presented in such a manner will not be judged.

Each entry will be assigned by the HBA to a specific category for judging purposes based on such factors as: single family home or multi family home, overall price, etc. The Entrant must therefore accurately state in the application the specific and total sale price of each entry to include any/all “extras” contained in the home, including the lot.

11. LANDSCAPING

Green, mature lawns are desirable and highly recommended, but the ground shall be seeded and covered with straw if the lawn is not mature.

12. SIGNAGE

Entrants may request any number of yard signs needed to direct visitors to the entry home. Counts must be received by the HBA no later than **September 1, 2023** and must include the directions needed (left/right or straight). Signs may only be used to direct visitors to 2023 Parade of Homes entries.

A fee of \$10 per sign/stake will be charged and billed to any Entrant that does not return signage to the HBA.

Pick up days for signs and guides will be **September 15, 2023** from 9:00 am to 3:00 pm at the HBA office basement garage.

13. MEDIA PACKET & PROMOTIONS WORKSHOP

You will receive a media packet to assist you in promoting this event. The HBA will be holding a Parade Promotions Workshop on Thursday, August 25 at 3:00pm via Zoom. In addition, as a benefit of entry, the Entrant company will be promoted as a part of the Parade marketing schedule through social media and any other media channels utilized by the HBA.

14. VIOLATION

Any violation of this Agreement and Terms and Conditions may result in rejection of future entries.

16. SPONSORSHIPS

The HBA reserves the right to associate any virtual tour with a sponsor’s logo and/or website.



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2023 Parade Deadlines / Schedule

Early Bird Registration Deadline: June 30, 2023

Final Deadline for Standard Registrations: July 31, 2023

Request for Refund Deadline: August 7, 2023

Final Deadline for Details, Floorplans, and Exterior Photos: August 7, 2023

Parade Promotions Workshop: August 25, 2023 at 3:00pm via Zoom

Final Deadline for Interior Photos and Videos: September 1, 2023

Certificate of Insurance Delivery Deadline (Dated 9/1/22—10/3/22): September 1, 2023

Yard Signage Requests Deadline: September 1, 2023

Vendor Sign & Guide Pick-Up Day: September 15, 2023

Awards Judging: September 11 - 13, 2023

Parade of Homes Gala: September 20, 2023

Parade of Homes: September 23 - October 1, 2023

Virtual Parade opens September 23 and runs on PParadeofHomes.com for 12 months



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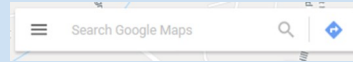
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DETERMINING LATITUDE AND LONGITUDE - HOW TO GUIDE

Step 1 Open Google Maps (<http://www.google.com/maps>)

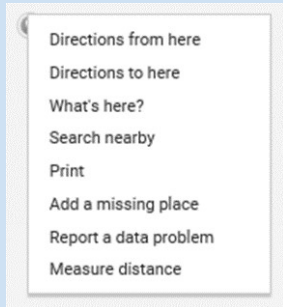
Step 2 Into the search bar in the upper left, enter the home address.



Step 3 The pin generated may or may not be placed in the ideal position. To insert a new pin, use your mouse pointer and click a single time in the correct location. A small grey pin will appear in this newly selected location. 

Step 4 Hovering over either the original pin or the newly placed pin, right click.

Step 5 Click What's Here?



Step 6 A small window will load in the lower center of your screen. Within that window, latitude and longitude coordinates will be generated for the pin location.

