



2010 TOUR: DEADLINES & SCHEDULE

Item	Date/Deadline	
Deadline to enter projects into Tour <ul style="list-style-type: none"> ● Project Entry Agreement ● Homeowner Agreement ● Entry Fee 	Tues	March 2
Deadline to submit project information <ul style="list-style-type: none"> ● Project Description Form, ● Copy of insurance & builders license, 	Tues	March 9
Deadline for project photography	Mon	March 15
Deadline for advertising in Tour Guide	Wed	March 31
Participants proof project pages for Tour Guide	Wed	March 31
Guide released to printer	Wed	April 7
Tour Guide available to distribute to local showrooms	Sat	April 17
Mass mailing to promote Tour, glossy 4 page piece	Thurs	April 29
Street Banner on display (<i>possibly</i>)	Fri	April 30
Small articles in annarbor.com- print and online editions	Thurs	April 8 April 15 April 29
Big article in annarbor.com print issue	Thurs	May 6
Participants pick up signs, tickets, and Tour Guides	Thurs	May 13
Tour of Remodeled Homes	Sat	May 15
	Sun	May 16



Project Entry Agreement

TOUR PARTICIPANT INFORMATION:

Company: _____

Contact: _____

City/State/ZIP: _____

Phone: _____ Fax: _____

E-Mail: _____

PROJECT INFORMATION:

Project Address: _____

Project Type: _____

PROJECT TEAM:

Remodeling Contractor Self Other: _____

Architect/Designer Self Other: _____

Permit Holder of Project Self Other: _____

_____ Other: _____

Note: The design and remodeling firms should be given the opportunity to receive credit in the guide and in the project. The participant submitting this entry is responsible for the entire submission.

ENTRY RULES:

1. Tour Dates & Hours:

Saturday	May 15th 2010-	12:00 noon to 6:00 pm
Sunday	May 16th 2010-	12:00 noon to 6:00 pm

2. Due by Tuesday **March 2, 2010** by Tour participant
 - Project Entry Agreement (this form)
 - Homeowner's Agreement
 - Entry Fee : \$1,500.00

3. Due by Tuesday **March 9, 2010** by Tour participant.
 - Project Description Form
 - Insurance Certificate - \$1 million coverage of general liability, showing NARI of Southeast Michigan as an additional insured during the Tour dates.
 - Copy of current Michigan Builder's License (if applicable)

4. Due by Monday **March 15, 2010** by Tour participant.
 - Professional photographs of project for Tour Guide

5. All submitting information is to be delivered to either the office of the Tour Chairman- Gary Rochman, or the office of the NARI Executive Director- Leslie Kusek. It is the participant's responsibility to ensure the materials are received no later than 5:00 pm on the due dates.

6. The participant must be a NARI member in good standing as of March 2, 2010, and remain in good standing through the Tour.

7. The remodeling project must have been completed no more than three (3) years before the Tour. The project must involve a significant change in shape, form, or function of the residence, and not have been featured in any other home show or tour. This Tour is limited to residential remodeling projects.

8. The participant agrees to adhere to the purpose of the Tour of Remodeled Homes which is to showcase our participating members, to promote a professional image and increase our credibility as a NARI Chapter, to benefit the public by creating an interest in the remodeling of existing homes, and to feature the high quality workmanship of our Chapter.

9. Participant agrees to abide by the following presentation and performance standards:
 - a) Adequate staff will be provided to insure that at no time during the tour hours will any member of the general public be left unsupervised in any area of the project on display.
 - b) Presentation shall not include any promotion of sales of products or services unrelated to participating members.
 - c) All neighbors in the immediate vicinity of the project who may be affected by the Tour traffic must be notified at least four (4) days prior to the event.

- d) Directional signs provided by NARI of Southeast Michigan are to be distributed and displayed in such a manner as to facilitate easy location of the project site. The provided house sign is to be prominently displayed in front of the project. Participant is responsible for the return of all signage provided by the chapter at the follow-up NARI meeting.
 - e) All areas of the project being shown, including yard areas where traffic may exist, are to be kept clean, safe, and presentable during all Tour hours, and are to be left in the same state at the end of the event.
 - f) No bathrooms are to be made available to the public.
 - g) Shoes and booties must be worn. Participant must provide booties for people to wear while walking through the projects. Bare feet or feet covered with socks only are not permitted.
 - h) Guided tours of the home are NOT allowed during event hours in the Tour.
 - i) The project will not be open to the public prior to the Tour dates.
10. Participants in the Tour will be given 25 complimentary tickets. Participants may purchase an unlimited number of discount tickets at \$5.00 each, which will be stamped "COMPLIMENTARY." Discount tickets are non-refundable.
11. The Participant may withdraw from participation on or before March 2, 2010, at 5:00 pm. The Participant will be subject to a non-refundable administrative fee of \$200. Withdrawals after March 2, 2010, are allowed, however, the entry fee will not be refunded.
12. The Board of Directors of NARI Southeast Michigan reserves the right to ban a participant from future Tour participation in the event that said participant violates the outlined rules.

I have read the above rules and agree to abide by them.

Signature: _____ Date: _____

Company: _____

NARI OFFICE USE ONLY

Date submitted: _____

Existing Member

New Member

Entry fee submitted: _____

Check #: _____



Project Description Form

Company Name: _____

(Please verify- this is how company name will appear on all marketing materials)

Project Type: _____

Address of Project: _____

City of Project: _____

Name of person submitting this form: _____

Phone #: _____ Fax #: _____

Email Address: _____

About Your Project (100 words or less, written below or on separate sheet):

About Your Company (100 words or less; send electronic logo to staff@narisemich.org): _____

Map/Directions — attach a map with major cross streets and detailed directions to your project (100 characters maximum).



Homeowner's Agreement

- I hereby agree to allow my home to be entered in the 2010 Tour of Remodeled Homes, sponsored by NARI of Southeast Michigan. I understand that my home will be opened to the general public during the following dates and hours:

Saturday May 15th 2010 - 12:00 noon to 6:00 pm

Sunday May 16th 2010 - 12:00 noon to 6:00 pm

- My home is being entered in the Tour by: _____
(Participant- NARI member)
- I will permit the participant to supervise my house during the above listed dates and hours.
- I entrust the participant to provide adequate staff and management for the event, to ensure that at no time will any member of the general public be left unsupervised in any area of my home or property.
- I verify that my remodeling project was completed within the last three (3) years and is the work of the above named participating NARI member.
- I understand that my project will be displayed in promotional materials and on the NARI website.
- I have read the Project Entry Agreement and understand the responsibilities and obligations of the participant.
- I understand that liability insurance coverage will be provided by the participant.

Signed: _____ Date: _____
(Homeowner)

Address: _____

Signed: _____ Date: _____
(Participant)