



2020 Spring Remodeler's Home Tour Contract

Company: _____ Fee \$ _____

Remodeler: _____

Address: _____ Date _____

City, St, Zip: _____

Phone: _____ Ck # _____

Fax: _____

Email: _____

Website: _____

Project Address: _____

Type of Project (as listed in Tour Guide book and online):

1. The Remodeler shall open their project to the public during the following tour dates and hours.
 - Saturday, April 25, 2020 11:00 a.m. - 5:00 p.m.**
 - Sunday, April 26, 2020 11:00 a.m. - 5:00 p.m.**

2. Remodeler must submit the following materials at the time of entry into the Tour:
 - This completed Remodelers Home Tour Contract
 - Tour Publication & Marketing Information
 - Home Owner's Contract
 - Insurance Certificate, \$1 million liability, showing the BRAG Ann Arbor as an added insurer
 - Copy of current Michigan Builder's License
 - **Entry Fee Schedule:**
 - "Early Bird" – by February 14, 2020**
 - \$1,500.00 for BRAG Ann Arbor members**

 - Regular deadline - by March 9, 2020**
 - \$1,600.00 for BRAG Ann Arbor members**

3. The remodeling project **must have been completed** between April 24, 2017 and April 24, 2020. It must constitute any project that showcases a change in shape, form or function of the residence. The tour is limited to residential projects.
4. The remodeler agrees to adhere to the goals of the Remodeler's Home Tour: To showcase the quality of workmanship achieved by the membership of our Association, to provide opportunities to increase the remodeler's exposure to the public, to stimulate the public's interest in remodeling projects, and to increase the credibility and promote the professional image of remodelers.
5. The remodeler agrees to provide adequate staff and site management to ensure that at no time during tour hours will any members of the general public be left unsupervised in any area of the homeowner's property.
6. The remodeler agrees to provide a certificate of insurance that shows a \$1,000,000 umbrella coverage of general liability and to include the Builders and Remodelers Association of Greater Ann Arbor as an added insurer to this policy during Home Tour.
7. Remodeler agrees to abide by the following presentation and performance standards:
 - A. Presentation shall not include any promotion or sales of products or services unrelated to the Remodeler's Council of Greater Ann Arbor (Remodeler's Council hereafter) of the Builders and Remodelers Association of Greater Ann Arbor activities.
 - B. Remodeler is to notify all neighbors in the immediate area of the home being shown, who may be affected by Tour traffic, at least three (3) days prior to the event.
 - C. All areas of the home being shown, including yard areas where traffic will exist, are to be kept clean and presentable during all show hours, and are to be left in the same state after Tour is over.
8. Each participating remodeler is given 20 complimentary tickets. Additional tickets to give to clients are available for half of face value each. The remodeler may purchase an unlimited number of discount tickets (which will be stamped "COMPLIMENTARY"). Discount tickets are not refundable.
9. The Board of Directors of the Remodeler's Council reserves the right to ban a remodeler from future Tour participation in the event that said remodeler violates the outlined rules and regulations; or violates the Remodeler Code of Ethics.
10. There will be **no refunds after March 9, 2020.**

11. TICKET, SIGNAGE, & PUBLICATION PICK-UP

- A. You will need to pick up a large yard sign, directional signs, tickets and publications the week of the event from the BRAG Ann Arbor office.
- B. Your company representative will need to sign a receipt and agree to bring any cash and leftover tickets to BRAG Ann Arbor no later than the Tuesday after the event.
- C. You will then need to return the cash and unsold tickets to BRAG Ann Arbor to avoid being charged.
- D. Offer the book as a free program to visitors entering your home.
- E. During the event, you will be required to collect cash for the tickets, which are \$10 each (ages 16 & under free). If you run low on tickets or books, please call the cell phone number that will be included in the ticket packet and request them.

I have read all of the rules and regulations and agree to adhere to them.

Signature _____

Print Name _____ Date _____

Document Submission Checklist:

	<u>Due Date:</u>
- Signed contract with check (EARLY-BIRD)	February 14^h
- Signed contract with check	March 9th
- Tour Publication & Marketing Information	March 9th
- Homeowner's signed contract	March 9th
- Insurance certificate	March 9th
- Copy of current Michigan Builder's License	March 9th
- Photographs due (flexible with advanced notice)	March 9th
- Approval of Publication Page Proof	March 25th

Tour Publication & Marketing Information

Project Descriptions

Please send us a typed **project description** and **company description(s)** that can be copied into your project page. **Both descriptions combined should not exceed a total of 210 words.** They must be formatted as paragraphs and refrain from using bullet points and excessive special formatting. Descriptions must outline the remodeling project, i.e. outlining features about the remodeling aspects of the project and must exclude sales language. (Suggested content: Discuss Before & After issues.)

Map Information

Directions, parking instructions, which side of the street the home is, etc.

Directional Signs

Directional signs are to be used in the neighborhood to help people find your project. Please indicate the number of signs you need. **Eight (8) signs are included with entry fees. Additional signs may be used for the Tour. Signs may or may not have numbers affixed. Remodeler may place vinyl numbers on signage at their own expense.**

_____ right turn _____ left turn _____ straight ahead

Photos

You may submit your own high quality photos. Or, one pre-staged photo shoot with architectural photographer, CJ South, can be secured for \$250. The photo shoot includes up to 3 final images, edited and delivered to BRAG. You have up to 1 hour of the photographer's time, on location. The photographer will work with you to get the best images possible and you will be able to review each image during the photo shoot. For additional photos or time, please consult CJ for an estimate. Travel fees may apply for locations outside Washtenaw County.

Please provide the photographer's name or studio to be credited with the photo. Please contact us to discuss any questions you may have, or to plan for later submission.

- Maximum total photo area: Approximately 8.375" x 5", Minimum Resolution: 300 dpi
- Acceptable Formats: JPG, TIFF, EPS, PDF. Photos are in color. Multiple photos may be included, as well as "before & after" shots. **Photos are due to BRAG Ann Arbor by March 9th.**

Pete Nowakowski, BRAG Ann Arbor
[734-996-0100](tel:734-996-0100) | pnowakowski@bragannarbor.com

CJ South, Photographer
www.cjsouth.com | [734-436-1331](tel:734-436-1331) | cj@cjsouth.com

Logo

Send us a high resolution logo for the publication and large yard sign upon entry.

2020 Remodeler's Home Tour

Home Owner's Contract

I hereby agree to allow my home to be entered in the 2020 Spring Remodeler's Home Tour.

I understand that my home will be open to the public on the following dates and hours:

Saturday, April 25, 2020	11:00 a.m. – 5:00 p.m.
Sunday, April 26, 2020	11:00 a.m. – 5:00 p.m.

I will permit _____ to supervise my house during the above listed hours.

I entrust him/her to provide adequate staff and management for the Tour to ensure that at no time will any members of the general public be left unsupervised in any area of my house and/or property.

I verify that my remodeling job was completed within the last three years and is the work of the remodeler noted above.

I have read the Remodeler's Contract with the Builders and Remodelers Association of Greater Ann Arbor, and understand the responsibilities and obligations of the remodeler.

I understand that liability insurance coverage will be provided by the Remodeler.

Signature _____

Print Name _____ Date _____

Address _____

2020 Suppliers and Subcontractors

Please fill in the names of the suppliers and subcontractors that were part of this project. BRAG staff will use this information to solicit advertising for the Tour guide and membership (critical financial support for this event). BRAG will not share this information with other participants.

Suppliers/Subcontractors List

Company/Contact Name

Contact Info

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MANS offers remodelers up to \$1,000 off Tour Fee.



MANS Lumber, through its partnership with BRAG, is pleased to sponsor a Remodelers Home Tour offer for BRAG Members in Spring of 2020.

Any BRAG member purchasing materials through MANS Lumber for use in a 2020 Spring Remodelers Home Tour property, will receive 10% off the total purchase towards the entry fee for the fall Remodelers Home Tour. *For example, if you spend \$10,000 at MANS for a project that will be featured in the tour, MANS will pay \$1,000 towards your entry fee. (\$1,000 maximum)*

Mans Lumber and BRAG are committed to a partnership that supports the efforts of remodelers in and around southeastern lower Michigan. Through this special offer, MANS Lumber hopes to provide remodelers with another competitive advantage and access to new business that comes from Tour participation. Whether it be windows, exterior doors, flooring, kitchen and bath cabinets, interior doors, siding, decking, or rough lumber, let the experts at MANS Lumber help you with your project and take advantage of this unique program.

For information on this program, please contact Erika Back at eback@manslumber.com

2275 S. Industrial Hwy., Ann Arbor, MI 48104, (734) 217-3260



800-TRY-MANS

www.MANSLumber.com