

# Parade OF HOMES

**Payment must accompany contract  
for submission in the Parade.**

## 2023 Spring Entry Contract May 14-21

**Deadline - February 24, 2023**

Address of Entry \_\_\_\_\_

Name of Entry \_\_\_\_\_

Subdivision \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Email \_\_\_\_\_

*I agree to cooperate with the Parade of Homes Committee and to abide by the terms and conditions found on page 2 of this form.*

Signature \_\_\_\_\_

Price/Price Range: \_\_\_\_\_

With Lot: \_\_\_\_\_

Without Lot: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

Finished Square Feet: \_\_\_\_\_

This home is: Presold \_\_\_\_\_

For Sale \_\_\_\_\_

Professionally Staged: yes \_\_\_\_\_ no \_\_\_\_\_

This home uses a natural gas furnace and water heater (no heat pump): yes \_\_\_\_\_ no \_\_\_\_\_

**Directions to the home will be on each entry page. You must provide specific turn-by-turn directions when you submit your narrative. Directions will not count towards your 250-word limit.**

**Online Guidebook:** The online Guidebook will include a link to your company website or video tour of the home provided here:

\_\_\_\_\_  
*If you do not provide a link, it will not be included in the online Guidebook. Links will go live by the Friday prior to the start of the Parade.*

Sales by: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Entry Fees

Payment is due with contract on **February 24**. There is no discount for more than one entry. Credit card payments will incur a 3% convenience fee.

\_\_\_\_\_ Single-family: \$800

\_\_\_\_\_ 2-4 plex\*: \$950

*\*with multiple units open*

### Builder Page Proofs

Proof(s) of your Parade page(s) will be emailed to the principal member for your company. If you have additional recipients you would like your proof(s) emailed to, please list them below:

**Please see other side for contract terms and conditions.**



**Return this contract to:** 6100 S. 58th Street, Suite C,  
Lincoln, NE 68516  
Email: michaela@hbal.org

**Questions?** Call 402-423-4225

## Dates to Remember

- |                    |   |
|--------------------|---|
| <b>February 24</b> | Contract Deadline: Payment, Photo/Renderings & Narratives Due   |
| <b>May 12</b>      | Sign pick-up at HBAL Office<br>8:00 - 10:00 a.m.  |
| <b>May 14-21</b>   | Parade of Homes<br>Sundays 1:00 - 6:00 p.m.,<br>Weekdays 6:00 - 9:00 p.m.,<br>Saturday 1:00 - 6:00 p.m. |
| <b>May 22</b>      | Sign return at HBAL Office<br>8:00 - 9:00 a.m.  |

**BUILDER QUALIFICATIONS FOR PARADE PARTICIPATION** - Builder must be a member to participate in the Parade of Homes. Should a non-member wish to participate they must submit their application for membership along with a contract to enter the Parade of Homes. Participation is open to all builder members in good standing.

**NON-ENTERED HOMES** - Any exploitation of the benefits of the Parade for non-entries by any builder member or associate member of this Association will be considered a violation of our Association's Bylaws. If any builder or associate has any question or doubt about a possible violation, he/she should submit his/her intention to the Parade of Homes Committee for its determination. Violations could result in removal of any entry from the Parade and from possible denial of entry in subsequent years' Parades, and other action approved by the Board of Directors. Penalties will depend upon the evaluation of each violation on an individual basis and the decision of the Board of Directors.

### Builder Participants agree to:

1. Participate with a new, not previously occupied home(s) built by the entrant.
2. Have the entry open **Sundays 1:00 to 6:00 p.m., Weekdays 6:00 to 9:00 p.m.** and **Saturday 1:00 to 6:00 p.m.**
3. Display the HBAL site sign prominently in the front yard of the entry. Directional signs should be placed in areas directing Parade attendees to the builder's home(s).

**Sign pick-up:** Friday, May 12 8:00 to 10:00 a.m. HBAL Office  
**Sign return:** Monday, May 22 8:00 to 9:00 a.m. HBAL Office

**There is no deposit required for signs**, however the individual designated to pick up signs will verify and sign for the number of signs checked out. **The builder will be charged \$75 for each sign not returned.**

4. Have final inspection completed by Building & Safety **AND THE DECISION OF THE PARADE OF HOMES COMMITTEE** by the opening date and time. **See Final Inspection Guidelines below.** If a builder cannot have **FINAL OCCUPANCY** by opening date, the builder will (a) contact the HBAL office so changes can be made to the Guidebook and newspaper ads; (b) take all appropriate measures to adequately inform the public that the entry will not be open; (c) exclude the Parade signs; (d) will place a sign at least the size

of the official site sign in the yard of the entry advising that the entry will not be open; and (e) will pay all costs for these actions. Failure to comply could result in being barred from subsequent Parades.

5. Provide information for the Guidebook by **February 24**. This includes the price of your home, logo, rendering or photograph, narrative and directions. Renderings must be **professional** drawings. Renderings and narratives are subject to approval of the Parade Committee. **Narratives must be under 250 words to fit on the page properly.** Member logos should be sent as illustrator or vector art files whenever possible. Acceptable logos include the builder's company logo, real estate logo and utility company logo. Any other logos are used at the discretion of the Parade of Homes Committee.

*Guidebook information may be emailed to michaela@hbal.org. Call 402-423-4225 for questions regarding format.*

6. Notify HBAL **IN ADVANCE** if you are unable to have your entry open-- **NO EXCEPTIONS!**
7. Builder must notify HBAL if an accident or injury occurs at the entry during the Parade of Homes.

### The Parade of Homes Committee will provide entrants with:

1. A comprehensive advertising campaign.
2. One site sign and two directional signs per entry, or more if route evaluation indicates. A sign asking the public to "Please Remove Your Shoes," "Keep Children In Hand" and other necessary directives will also be provided at no cost to the builder.
3. A full page in the Parade Guidebook showing your rendering and narrative. Builders will receive a proof of their page by email if we have an email address on record.
4. The option to purchase a full page ad opposite your entry page at a discounted rate. (This ad must be about the builder's business only.)
5. Guidebooks for each entry. Some Guidebooks will be held in reserve to be picked up during the Parade. Builders should advise HBAL if they need additional books or if they have excess books for redistribution to others.
6. An online Guidebook (including a link to your website or video tour if provided) will supplement the printed Guidebook.

## Final Inspection Guidelines for Builders in the Parade

The following are guidelines which the Building & Safety Department requires in order to have a house open in the Parade of Homes. These items are required. Please observe. Your Parade contract requires that your home have final inspection.

### City of Lincoln Building & Safety Department

#### Parade of Homes Code Items to be completed Prior to being Open to the Public

A show home in the Parade of Homes needs to meet basic safety criteria due to the large volume of public that passes through each home. Final inspections for all sections (plumbing, mechanical, electrical, building) must be scheduled AND completed before a house can be open to the public as a show home. As a reminder, each contractor or subcontractor must schedule their respective inspections separately for each permit. A building inspection can occur only after plumbing, mechanical and electrical finals have taken place. When all final inspections have taken place, the building inspector may issue a Certificate of Occupancy or a Temporary Certificate of Occupancy. Temporary Occupancy permission may be granted by the building inspector based on the following guidelines:

#### Building

- Address posted on the exterior of the house
- Sidewalks, steps completed leading to main entrance
- Handrails and guards on decks, porches, stairs
- Smoke detectors installed throughout the house
- Door hardware installed on all exterior doors
- Tripping hazards have been corrected due to uneven floor finishes

#### Electrical

- Main electrical panel is properly enclosed and doors installed
- All switch and outlet plates covered
- Lighting fixtures installed (substitute fixtures may be used)
- Outdoor lighting installed

#### Plumbing

- Main plumbing fixtures installed
- Any missing plumbing fixtures need to have waste piping sealed
- Water heater needs to be installed
- All gas piping must be final inspected and approved for furnaces, water heaters, fireplaces, etc.

#### Mechanical

- Heating/AC must be operational
- Bathroom exhaust fans need to be installed
- Floor registers installed

**These guidelines are not considered to be all inclusive but meant to assist the permit applicant in obtaining permission to have a Parade home open to the public.**