

# Builder Registration & Tour Home Submission



## Yakima & Kittitas

Tour of Homes™: Sat/Sun, September 9 & 10, 10 AM-4 PM  
Sat/Sun, September 16 & 17, 10 AM-4 PM  
Chefs on Tour™: Wed, September 13, 4 PM-9 PM  
*Appreciation & Awards Event: Thursday, September 7*  
*Builder Bus Blast: TBD*

## Other Important Dates

May 31	Early Bird Rate Ends
June 15	Registration & Payment Due
TBD June	New Builder Orientation
July	Photography & Filming
July 28	Final Builder Proof Approval Deadline for Tour Magazine/Website

## Entry Fees

Completed builder registrations and payment in full must be submitted no later than **June 15th, 2023**

**\$2,250**

### Early Tour Home Entry

Before May 31, 2023

**\$2,500**

### Standard Tour Home Entry

Due Before June 15, 2023

**\$1,500**

### Chefs on Tour™ Signature Event

Add on ONLY. Each region must secure at least 3 homes to continue planning efforts.

**\$1,250**

### Additional Tour Home Entry

**\$1,250**

### Virtual & Print ONLY Tour Home

These homes will NOT be featured in-person, and will ONLY be featured virtually and in print.

## Send Complete Registration Form to:

Shelly Parker, Events Director  
sparker@cwhba.org  
3301 W. Nob Hill Blvd., Yakima, WA 98902  
Office: 509.454.4006

— EST. 1955 —

**CWHBA**

# STANDARD TOUR HOME ENTRY

<b>Early Tour Home Package</b> (Paid Before May 31)	<b>\$2,250</b>
Standard Tour Home Package	\$2,500
Additional Tour Home Entry	\$1,250



## Entry Requirements

Entries will only be accepted by CWHBA members in good standing that carry a current general contractor registration for residential construction. **All participating builders must read and sign the Participation Agreement prior to June 15, 2023.**

Homes are eligible for entry if they are completed within 24 months of September 1, 2023, must be built by the participating Builder and meet all eligibility requirements outlined in the Participant Agreement.

## BUILDER BENEFITS

### CWHBA Project Feature Web Page

- ◆ Complete builder profile with company description, builder certifications & a home highlight narrative
- ◆ A featured exterior home photo with 15-20 interior/ exterior/aerial high-resolution photos
- ◆ 360-degree [Matterport](#) virtual tour of the home interior.
- ◆ Approx. 1-minute professionally produced video (Hosted on vimeo.com, embed code available following the event)
- ◆ List of subcontractors, suppliers, staging, and support companies directly included in the project
- ◆ Builder-direct contact form

### Print Advertising & Media

- ◆ Full page highlight feature in the Home Resource & Buyers Guide
- ◆ 15-20 professional high resolution digital image files
- ◆ Unique, tagged social media posts feature and each builder/project

### Indirect Advertising

- ◆ Extensive event promotion including radio commercials, targeted digital advertising, press releases
- ◆ Highlights of unique features of projects/trends included in marketing media
- ◆ Mass media campaign and targeted online advertising driving traffic to your project

### Other Items Included

- ◆ 10 Tickets to the Tour of Homes™
- ◆ 2 Tickets to the Awards & Appreciation Event
- ◆ Directional sign package to guide attendees
- ◆ CWHBA will assign a volunteer to support event ticketing and greet attendees
- ◆ Shoe covers will be provided to be worn by attendees
- ◆ Cleaning supplies, signage and additional personal protective equipment (if necessary according to applicable Public Health District recommendations in each region at the time of the event)

# VIRTUAL TOUR HOME PACKAGE

**Virtual Tour Home Package**

**(Paid Before June 15)**

**\$1,250**

Should a homeowner or builder not wish to host an in-person event at their tour home, entries may be submitted for a Virtual Tour Home Package and an address will not be featured in the live tour materials. CWHBA may limit the amount of virtual packages available per region.



## Entry Requirements

Entries will only be accepted by CWHBA members in good standing that carry a current general contractor registration for residential construction. **All participating builders must read and sign the Participation Agreement prior to June 15, 2023.**

Homes are eligible for entry if they are completed within 24 months of September 1, 2023, must be built by the participating Builder, and meet all eligibility requirements outlined in the Participant Agreement.

## BUILDER BENEFITS

### CWHBA Project Feature Web Page

- ◆ Complete builder profile with company description, builder certifications & a home-highlight narrative
- ◆ A featured exterior home photo with 15-20 interior/exterior/aerial high-resolution photos
- ◆ 360-degree [Matterport](#) virtual tour of the home interior.
- ◆ Approx. 1-minute professionally produced video (Hosted on vimeo.com, embed code available following the event)
- ◆ List of subcontractors, suppliers, staging, and support companies directly included in the project
- ◆ Builder-direct contact form

### Print Advertising & Media

- ◆ 1/2-page highlight feature in the Home Resource & Buyers Guide
- ◆ 15-20 professional high resolution digital image files
- ◆ Unique, tagged social media posts feature and each builder/project

### Indirect Advertising

- ◆ Extensive event promotion including radio commercials, targeted digital advertising, press releases
- ◆ Highlights of unique features of projects/trends included in marketing media
- ◆ Mass media campaign and targeted online advertising driving traffic to your project

### Other Items Included

- ◆ 5 Tickets to the Tour of Homes™
- ◆ 2 Tickets to the Awards & Appreciation Event

# BUILDER INTEREST FORM

## Builder Contact Information

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Billing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contractor License # \_\_\_\_\_ Expires \_\_\_\_\_

Builder Name \_\_\_\_\_ Photo Headshot: (Circle one) On file / Will provide

Years in Industry \_\_\_\_\_ Years in Business \_\_\_\_\_ Specializes in \_\_\_\_\_

CWHBA Member since \_\_\_\_\_ Designations/Certifications \_\_\_\_\_

## Tour Home Specifications

Tour House Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Name of Development (if applicable) \_\_\_\_\_

### Tour Package

\_\_\_\_ Standard Tour Home Package

\_\_\_\_ Additional Home Entry

\_\_\_\_ Virtual Only Tour Home

### Category: (Mark one)

\_\_\_\_ Single Family Custom

\_\_\_\_ Single Family Spec

\_\_\_\_ Multi-Family

\_\_\_\_ Entire Home Remodel

\_\_\_\_ Partial Remodel\* (list rooms)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Bedrooms    \_\_\_\_ Baths    \_\_\_\_\_ Sq. Ft. (finished)    \_\_\_\_\_ Sq. Ft. (unfinished)

Level: (Mark one)    \_\_\_\_ One-story    \_\_\_\_ Two-story    \_\_\_\_ Three-story

Wheelchair Accessible? \_\_\_\_

### Event Package & Region: (Select all that apply.)

Virtual and Print  
ONLY  
Tour of Homes™  
Beginning  
September 9

Kittitas Tour of  
Homes™  
September  
9-10 & 16-17

Yakima  
Chefs on Tour™  
September 13

Yakima  
Tour of Homes™  
September  
9-10 & 16-17

# PARTICIPATION AGREEMENT

## General Terms of Eligibility

To be eligible to participate in the Tour of Homes™, the entry participant (Builder) must be in the business of building/remodeling single residence units in Central Washington Home Builders Association (CWHBA) service counties (Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima). Builder must be registered with the Washington State Department of Labor and Industries Builder Registration Division and carry a current bond.

To be eligible for entry in the 2023 Tour of Homes™, a home must be new or remodeled with all work completed no more than 24 months prior to September 1, 2023. A new home which had an existing foundation but no standing framed walls more than 24 months prior to September 1, 2023 will be allowed to enter as new construction.

All home entries will charge the Tour of Homes™ ticket admission price determined by CWHBA. Builder will not charge any admission fees other than those required by CWHBA.

CWHBA prohibits Builder from obtaining advertising or sponsorship dollars separate from those generated by the official event and the CWHBA Tour of Homes™ publication.

## Home Completion

An entry home is considered complete when all work is finished and Builder qualifies for a Certificate of Occupancy. Landscaping, including sod, is not a requirement for completion, but CWHBA strongly encourages sodding at least the front yard.

Builder will ensure that the ground surrounding the entry is neat and orderly, and will not work on the home (inside or outside) during the Tour of Homes event.

If Builder determines that an entry home will not be complete on time, CWHBA must be notified by both a phone call and in writing no later than noon of the day before any Tour of Homes event at that home. Builder must return all signage and will not be allowed to open during the Tour of Homes. If an incomplete or unsafe home opens during the Tour of Homes event, Builder is in violation and may receive a penalty as determined by CWHBA.

## Accuracy of Information

Builder is responsible for the accuracy of all information on the entry form, proofs, and award forms. The illustration and description must accurately reflect the home, as shown, and not be misleading to the consumer, subject to penalty by CWHBA. A representative from CWHBA may inspect the entry home to ensure that the house is open during the Tour of Homes™ hours, is the same price listed in the Home Resource & Buyers Guide, and is complete. All media mock-ups and proofs of artwork and web content should be acknowledged in writing by the Builder or an authorized representative and must be returned to CWHBA by the date noted on the proofs; CWHBA will not be liable for any print mistakes.

## Safety

Builder is solely responsible for ensuring the safety and security of the home and all visitors during the Tour of Homes™ and will indemnify, defend and hold harmless CWHBA and its officers, directors, employees, members, and volunteers against any claims, actions, expenses, or their liabilities for personal injury, theft, or property damage sustained to any persons caused in whole or in part by any acts and/or omissions of Builder occurring at or relating to or resulting from Builder's entry in the Tour of Homes™. Entries with a wheelchair-accessible icon must accommodate all visitors, including those in wheelchairs or other mobility devices. Failure to do so will result in a minimum loss of eligibility for one Tour of Homes™ event.

## Cancellation

Builder's last day to remove an entry home from the Tour of Home™ event is July 31, 2023. After that date, CWHBA will not return any entry fee. There are no exceptions to this rule. Before the determined date, Builder is eligible for a refund of all but \$500 in administrative expenses. There are no exceptions to this rule. With this, CWHBA will maintain rights to any media and website features.

## Signage & Hours

Builder is responsible for keeping the entry home open and staffed for public viewing during the Tour of Homes™ hours. Entry home will be complete and ready for showing by 10 am, the opening day of the Tour of Homes™ event. Builder will be place directional yard signs on the morning before the respective regional event begins and must remove them by the last day. Only CWHBA approved signs will be allowed on-site and all directional yard signs will remain posted and visible for the duration of the entire event. The directional signs remain the property of CWHBA and can be removed for cause.

## Awards

Judging of Central Washington Tour of Homes™ awards will take place the week before each regional event weekend. CWHBA will secure judges from out of the area to judge the homes and group the appropriate categories. All entry homes will be eligible for awards as long as they can be viewed in-person by the judges and CWHBA representatives Event attendees vote on people's choice awards during the Tour of Homes™ event. Judged awards will be announced and handed out at the CWHBA Installation Event in December.

## Hold Harmless

Builder agrees to indemnify and hold CWHBA harmless, to the full extent permitted by law, for bodily injury, property damage, or other liability occurring, arising out of or relating to Tour of Homes™ entry or entries in this event. For those who are featuring in-person homes, Builder agrees to carry liability insurance, with CWHBA listed as an additional insured, containing a combined single limit of at least \$1,000,000 each occurrence/\$1,000,000 aggregate, or its equivalent on my entry home on the dates that correspond with the regional event location **September 9-10, 13, and/or 16-17**. I understand that a copy of this certificate of liability insurance is a requirement for entry and that the certificate must be submitted by final proof deadline. I understand and agree that if I do not provide a certificate of liability, I will not open my home to the public, I am in violation, and the penalty may include loss of eligibility for up to two years of Tour of Homes™ events and probation for up to three years.

## Acknowledgement & Signature

By signing this agreement, I acknowledge I have read and understand the rules of participation in the Central Washington Tour of Homes™ and agreed that everything included in the registration is true and accurate. I agree to participate in the above-listed event and pay all monies due before **June 15, 2023**. I understand that if the entry is not paid in full by June 15, 2023, CWHBA reserves the right to remove the builder from the Tour of Homes™ Event.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Company Name \_\_\_\_\_ Contractor License Number \_\_\_\_\_

Printed Full Name (Builder) \_\_\_\_\_

Tour Home Address \_\_\_\_\_

## Payment Info

Please Mark One: \_\_\_\_\_ Bill Me \_\_\_\_\_ Credit Card \_\_\_\_\_ Check Enclosed

### Credit Card Processing

Note: A 3% fee will be added to all credit card payments

Name on Card \_\_\_\_\_

Credit/Debt Card Number \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# APPENDIX A

## HOMEOWNER RELEASE

### By signature of this document, Homeowner agrees:

- Ensure the entry home will be available for photographing, allowing proper time for set-up and clean up.
- Allow home to be available during entire event, allowing for proper time for set-up and clean up.
- Make every effort to present the project at its best throughout the event and photography sessions.
- Allow for the display of additional signage in your home during the event.
- Allow photographs of the home to be used for publicity by CWHBA and/or the Builder.

In consideration of Homeowner's receipt of supplier/subcontractor discounts for agreeing to allow the home to be shown in the year 2023 Tour of Homes™, the Homeowner agrees to reimburse Builder any costs including, but not limited to, such supplier/subcontractor discounts, and Builder's Tour of Homes™ entry fee of \$ \_\_\_\_\_, in the event the home cannot be shown for any reason.

Homeowner Name (s): \_\_\_\_\_

Tour Home Address: \_\_\_\_\_

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

Homeowner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Signature (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

### Builder Agrees To:

- Maintain adequate staffing throughout the event to assist with Homeowner's security.
- Make efforts to protect Homeowner's property by sectioning off areas not shown, protecting carpet, landscape, etc.
- Maintain liability insurance on the property during the entire tour. A Certificate of Insurance to the prescribed limits will be kept on file at the office of the CWHBA in Yakima, Washington.

Builder's Name: \_\_\_\_\_

Builder's Signature (s) \_\_\_\_\_ Date: \_\_\_\_\_

This agreement becomes part of the 2023 Central Washington Tour of Homes entry documents and should be attached to the contract for a completed entry kept on file at the Central Washington Home Builder's Associations Office in Yakima, Washington.



# APPENDIX B

## BLUEPRINT RELEASE

If a copyright is held by the architect/designer and/or the builder whose name appears on the blueprints,

- ♦ **Section 1** MUST be completed. If NO copyright is held on the plan,
- ♦ **Section 2** MUST be completed. If Architect/Designer appears on the blueprints but DOES NOT claim a copyright,
- ♦ **Section 3** MUST be completed.

**1** I claim a copyright on the plan being submitted by \_\_\_\_\_ (Builder) at the Tour of Homes™ entry address \_\_\_\_\_ and I authorize CWHBA to publish this plan in their 2023 Tour of Homes™ Feature on the CWHBA website and/or other media. The correct copyright information you are to publish with this plan is as follows:

\_\_\_\_\_  
Copyright                  Copyright Holders Name & Company (as it should appear)

\_\_\_\_\_  
Signature of Copyright Holder                  Date                  Signature of Builder

\_\_\_\_\_  
Print Name (Copyright Holder)                  Date                  Print Name (Builder)

**2** The undersigned represents and warrants that neither the undersigned nor any other party claims any copyrights on the plan submitted with this entry.

\_\_\_\_\_  
Signature of Builder                  Date                  Print Name

**3** The undersigned represents and warrants that the Architect/Designer appears on the blueprints, but they DO NOT claim a copyright on the plan.

\_\_\_\_\_  
Signature of Builder                  Date                  Print Name



# APPENDIX C

## *chefs* on TOUR™ AGREEMENT

### Attendees must follow Tour Rules, PLUS:

- ◆ Must be 21 years of age or older, staff must verify that attendees are 21 or older
- ◆ Must have an official Chefs on Tour™ ticket to enter
- ◆ Each attendee will be given a food and drink pass with their event ticket

### Builder is required to:

- ◆ Have the home open the additional event day listed:
  - ◆ September 13 (Yakima)
- ◆ Must enter the Tour of Homes™ and provide an accurate street address for their home by July 15, 2023
- ◆ Pay CWHBA directly for service & food display featured on Chefs on Tour™
- ◆ Remove all trash from the event that evening
- ◆ Provide contact information to be exchanged between builder and chef: coordinate specifics, space availability, stove needed, serving area, etc.
- ◆ Make sure attendees know not to sit on furniture
- ◆ Provide proof of liability insurance on the property on specified Chefs on Tour™ date - \$1,000,000 Coverage

### Builder is required to supply the following at the Tour Home location:

- ◆ Liquid dish/hand soap and paper towels
- ◆ Oven, stovetop and refrigerator for chef's use
- ◆ Serving table/area with clean linen
- ◆ Serving items: plates/cups/utensils/napkins
- ◆ Two trash cans with liners: chef and public

### It is also suggested Builder provides the following:

- ◆ Some seating, ideally outdoors weather permitting
- ◆ Some tables, with or without seating, for public to rest food and drink on
- ◆ Tasteful, light background music

### CWHBA will provide the following:

- ◆ Secure chef/beverage companies and provide payment
- ◆ Permit from Liquor and Cannabis Board
- ◆ Bottled water or water with cups to the public
- ◆ Tasting glasses
- ◆ 2 Chefs on Tour™ Tickets

Builder agrees to the above list and pay the \$1,500 Chef/Beverage stipend. Homeowner agrees to have Tour Home open one additional evening, allowing a professional Chef/Restaurant to utilize the kitchen and designated serving area. Also, allowing alcohol to be served in accompaniment with the food. CWHBA reserves the right to limit quantity of participant based on the CWHBA will be held harmless of any damages/costs incurred during Chefs on Tour™. I agree to the Chefs on Tour™ rules and will agree to the terms listed above:

Homeowner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Builder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tour Home Address: \_\_\_\_\_

Chefs/Restaurants I would enjoy featuring in my home: \_\_\_\_\_

Wineries/Breweries/Distilleries I would enjoy featuring in my home: \_\_\_\_\_

