



CENTRAL WASHINGTON TOUR of Homes™

Entry Fees

Completed builder registrations and payment must be submitted by **June 3, 2024** to participate.

\$2,250 Early Bird Home Entry

Registration and payment must be submitted before May 31, 2024.

\$2,500 Standard Home Entry

Registration and payment must be submitted before June 14, 2024.

\$1,250 Additional Home Entry

Discounted rate for entering an additional home.

\$1,250 Virtual and Print Home Entry

These homes will NOT be featured in-person.

Add On

\$1,500 Chefs on Tour Entry

Event must secure at least 3 homes to continue planning efforts.

Event Contact: Alyssa Howe ahowe@cwhba.org 509.388.5272



Builder Registration

Event Timeline

May 1	Early Bird Rate Ends
June 3	Registration & Payment Due
June 13	New Builder Orientation
June 21-July 15	Alyssa Out of Office (contact info coming soon)
July	Photography & Filming
August 1	Final Magazine & Website Proof
August 15	Builder Buddies Secured by Builder
September 10	Builder Bus Blast (<i>All Day</i>)
September 12 OR 13	Appreciation & Awards Event
September 14-15	Tour of Homes Weekend 1 (<i>10 AM - 4 PM</i>)
September 18	Chefs on Tour (<i>4 PM - 9 PM</i>)
September 21-22	Tour of Homes Weekend 2 (<i>10 AM - 4 PM</i>)

Committee Meetings

All meetings are scheduled for 11 AM at the CWHBA office and via zoom. Dates and topics are subject to change.

January 25: *Event Kick-Off Meeting*
February 22
March 28
April 25
June 13: *New Builder Orientation*
July 25
August 22: *Volunteer/Builder Buddy Info*
September 5: *Builder Event Prep*
September 26: *Event Recap/Feedback*



CENTRAL WASHINGTON
TOUR of
Homes™

Event Contact: Alyssa Howe ahowe@cwhba.org 509.388.5272

Standard Home Entry

Entry Rates

\$2,250

Early Bird (*Paid before May 1*)

\$2,500

Standard Home Entry

\$1,250

Additional Home Entry

Entry Requirements

Entries will only be accepted by CWHBA members in good standing who carry a current general contractor registration for residential construction. All participating builders must read and sign the Participation Agreement before June 14, 2024.

Homes are eligible for entry if completed within 24 months of September 1, 2024, must be built by the participating Builder, and must meet all eligibility requirements outlined in the Participant Agreement.

Builder Benefits

Digital Exposure

- 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 feature in the Home Resource & Buyers Guide
- 15-20 professional high-resolution digital image files
- Unique, tagged social media posts featuring each builder and 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 Appreciation & Awards Event
- Directional sign package to guide attendees
- Shoe covers will be provided to be worn by attendees

CENTRAL WASHINGTON
TOUR of
Homes™

Virtual Home Entry

Entry Rate

\$1,250

(Paid before May 1)

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.

Entry Requirements

Entries will only be accepted by CWHBA members in good standing who carry a current general contractor registration for residential construction. All participating builders must read and sign the Participation Agreement before June 14, 2024.

Homes are eligible for entry if completed within 24 months of September 1, 2024, must be built by the participating Builder, and must meet all eligibility requirements outlined in the Participant Agreement.

Builder Benefits

Digital Exposure

- 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 feature in the Home Resource & Buyers Guide
- 15-20 professional high-resolution digital image files
- Unique, tagged social media posts featuring each builder and 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 Appreciation & Awards Event



Chefs on Tour Entry

Entry Rate \$1,500

(Paid before June 3)

CWHBA 2024 Chefs on Tour™ Requirements

Requirements for All Participants:

- Presence on September 18th, 4 PM - 9 PM. Non-appearance or late cancellation may affect future event eligibility.
- Provide all required products for tastings (up to 350 attendees).
- Coordinate setup and cleanup with the builder, only serve in approved areas.
- Submit Liability Insurance proof, with CWHBA as an additional insured, 30 days before the event.

Chef/Restaurant Requirements:

- Display catering license/banquet permit and Food Handlers Card.
- Bring cookware, display items, cleaning supplies, and disposable utensils.

Winery/Brewery/Distillery Requirements:

- Tastings may not exceed 2-3 ounces
- Have a representative to explain products.
- Bring promotional materials, display setup, and beverage supplies.

General Recommendations:

- Consider having servers or representatives to interact with attendees.
- Promote the event through your social media and websites.

Builder and CWHBA Support:

- Builders provide garbage facilities and tables.
- CWHBA offers a \$700 chef stipend and \$250 beverage stipend, event headcount, and features participants in promotional materials.

Note: Any beverages that exceed the \$250 stipend given by CWHBA will count as a donation for Chefs on Tour.



Builder, Chef, & Beverage Benefits

Exclusive Online Visibility:

- Regular features in our weekly e-newsletter, including your logo and a direct link to your website.
- Your logo and website link on the Tour of Homes™ event webpage, enhance your online presence.

Event Signage and Recognition:

- Your logo displayed on signage at the designated Tour home, ensuring high visibility among attendees.
- A direct mention and tagging in the Chefs on Tour™ promotion, highlighting your brand.

Targeted Social Media Exposure:

- A custom promotional social media post dedicated to showcasing your involvement, reaching a wider audience.

Awards and Acknowledgment:

- The chance for one Chef company and one Beverage company to win the 2024 Chefs on Tour™ Peoples Choice Award, a testament to popularity and excellence in your field.

Exclusive Event Access:

- Attendance is limited to 350 guests, making the event highly exclusive and ensuring a quality, intimate experience for participants and attendees alike.

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 2024 Tour of Homes™, a home must be new or remodeled with all work completed no more than 24 months before September 1, 2024. A new home that had an existing foundation but no standing framed walls more than 24 months before September 1, 2024, 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 the Builder determines that an entry home will not be completed 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, the 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, 2024. After that date, CWHBA will not return any entry fee. There are no exceptions to this rule. Before the determined date, the 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

The 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 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.

Participation Agreement

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. Builder agrees to carry liability insurance, with CWHBA listed as an additional insured, containing a combined single limit of at least \$1,000,000 for each occurrence/\$1,000,000 aggregate, or its equivalent on my entry home on the dates September **14-15 and 21-22, 2024**. I understand that a copy of this certificate of liability insurance is a requirement for entry and that the certificate must be submitted by the 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.

Builder Agrees To

- Maintain adequate staffing throughout the event to assist with Homeowner's security.
- Make efforts to protect the 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.

Appendix A

Homeowner Release

By signature of this document, the Homeowner agrees to:

- Ensure the entry home will be available for photographing, allowing proper time for set-up and clean-up.
- Allow home to be available during the 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 2024 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 _____ Homeowner Signature _____ Date _____
Homeowner's Phone _____ Homeowner's Email _____
Tour Home Address _____

Participation Agreement

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.

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 2024 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 _____ Copywrite Holders Name & Company _____

Signature of Copyright Holder _____ Date _____ Print Name _____

Signature of Builder _____ Date _____ Print Name _____

Section 2: MUST be completed if Architect/Designer appears on the blueprints but DOES NOT claim a copyright.

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 _____

Section 3: Must be completed.

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 _____

Participation Agreement

Appendix C

Chefs on Tour Agreement

Attendees must follow Tour Rules, PLUS:

- Must be 21 years of age or older, and 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 on the additional event day listed: September 18, 2024
- Must enter the Tour of Homes™ and provide an accurate street address for their home by July 14, 2024.
- 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 the public to rest food and drink on
- Tasteful, light background music

CWHBA will provide the following:

- Support in securing chef/beverage companies and provide stipends
- Permit from Liquor and Cannabis Board
- Bottled water or water with cups for 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:



Builder Registration

Company Name _____ Contact Name _____

Phone _____ Email _____

Website _____ Instagram _____ Facebook _____

Builder Name (s) _____

Contractor License # _____ Expires _____

Designations/Certifications _____

Tour Package

___ \$2,250 Early Bird Standard Home Entry (*Must be paid by May 1 to receive*)

___ \$2,500 Standard Home Entry ___ \$1,250 Additional Home Entry

___ \$1,250 Virtual Home Entry ___ \$1,500 Chefs on Tour Entry



Tour Home Entry

Tour House Address _____ City _____ State ____ Zip _____

Name of Tour Home/Development (*Required for Promotional & Navigational Purposes*)

___ Bedrooms ___ Bathrooms ___ Levels

_____ Sq. Ft. (*How much will be finished by time of event*) ___ Wheelchair Accessible

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 agree 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 3, 2024. I understand that if the entry is not paid in full by June 3 CWHBA reserves the right to remove the builder from the Tour of Homes™ Event.

Builder Signature _____ Date _____

Payment Info

___ Credit Card ___ Check Enclosed

Name on Card _____ Credit Card # _____

Expiration Date _____ Security Code _____

Billing Address _____ Billing Zip Code _____

Cardholder Signature _____ Date _____

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

Send Completed Registration to Alyssa Howe at ahowe@cwhba.org