



## **FOLLOW THESE EASY STEPS TO ENTER THE 2010 FALL PARADE OF HOMES!**

### **1. Be a member in good standing**

In order to enter the Parade of Homes, you must be a member in good standing. Please contact the BAGI office at 317-236-6330 if you need to make sure that your membership is current.

### **2. Compile your entry materials**

Make sure that you include all of the entry materials in your submission:

- a. A signed Builder or Developer Participation Form (the rules);
- b. A completed Builder or Developer Entry Form;
- c. A photo request form if necessary;
- d. A sign package order form if necessary;
- e. A certificate of liability insurance on each Parade entry; and
- f. Payment – you should either send payment in full via check payable to BAGI or complete the attached credit card form.

### **3. Check for accuracy**

You will receive a proof of your information prior to printing. At this time, you will be able to make minor changes to your information, so make sure that what you are submitting is accurate!

**Please note:** Should you sell your home prior to the Parade you will be able to pull your entry and receive a refund as long as you notify the Association in writing by 4:30 pm on Thursday, September 30th.

### **4. Return materials to the BAGI office by Friday, September 24, 2010.**

Mail forms to PO Box 44670, Indianapolis, IN 46244-0670 or fax them to (317) 236-6340.

**You may make photo copies of the forms if you are planning to submit multiple entries (only one signed "Rules" form is necessary per firm).**

**If you have questions or need additional forms,  
please contact Stacy at, 317-236-6330 or [stacyo@bagi.com](mailto:stacyo@bagi.com).**



# Builders Association of Greater Indianapolis Parade of Homes – Builder Entry Form

October 16<sup>th</sup> & 17<sup>th</sup> and October 23<sup>rd</sup> & 24<sup>th</sup>  
1:00 – 5:00 pm

## 1. Entry Information

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

Development Name *(as to be published)*: \_\_\_\_\_

Address of Entry: \_\_\_\_\_ City: \_\_\_\_\_ 9-digit Zip: \_\_\_\_\_ - \_\_\_\_\_

Web site: \_\_\_\_\_ Phone # for Entry: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Exact Price\*: \_\_\_\_\_ Starting Price of other Models in Community: \_\_\_\_\_

*\*Exact price includes all upgrades, furnishings, lot, etc.*

Was this model entered in the 2010 Spring Parade event?

Yes       No

If yes to above, would you like BAGI to reuse the information from that event to create this year's builder profile? *(If you check yes, you may disregard items #2, #4 and #5 below. Please answer #3 and #6).*

Yes       No

## 2. Model Entry Photo

*(must be at least 3" x 5" at high resolution (300dpi); jpg or tif format)*

- I will email my electronic COLOR **photograph** to [stacyo@bagi.com](mailto:stacyo@bagi.com) by 9/24/10.
- I will email my electronic COLOR **rendering** to [stacyo@bagi.com](mailto:stacyo@bagi.com) by 9/24/10.
- I do not have a color photograph or rendering. I will submit the paperwork to have a photo taken.

## 3. Home Description

Please provide a brief description of the entry. Descriptions can be no more than 100 words. Any bulleted home features have a maximum of four words per line.

*(Home descriptions will be edited for grammar, spelling, clarity, consistency, conciseness, etc. It is important that the terminology on all entry pages be consistent).*

---

---

---

---

---

---

---

---

---

---

#### **4. Driving Directions**

Please provide "To the Door Driving Directions" for the entry. Directions can be no more than 50 words.

*(Driving directions will be edited for grammar, spelling, clarity, consistency, conciseness, etc. It is important that the terminology on all builder pages be consistent).*

---

---

---

---

---

---

---

---

#### **5. Where is your home located?** The homes will be divided into five sections (North, South, East, West & Central). **Where is your home located?**

- North** – North of I-465; East of I-65; West of SR 67
- South** – South of I-465; East of SR 67; West of I-74
- East** – North of I-74; East of I-465; West of SR 67
- West** – North of SR 67; West of I-465; South of I-65
- Central** – Inside I-465

#### **6. Low or No Maintenance Entries**

The homes are located in a community with an association that maintains exterior yards and buildings. These homes will be featured geographically with the other homes entered, but tagged as a "Low or No Maintenance". Is this home a low or no maintenance entry?

- Yes       No

**In order to complete your entry, you must do the following:**

**Step 1:** Determine if you need a picture taken or to order additional signage.

**Step 2:** Submit the following: this entry form; a signed rules page; certificate of insurance form (showing coverage from 10/15/2010 – 10/25/2010); sign order form if necessary; picture order form if necessary; and payment to PO Box 44670, Indianapolis, IN 46244-0670.

**Step 3:** Wait for your entry confirmation and proof

**All entries are due by 4:00 pm on Friday, September 24th!**

Entries due by  
4:00 pm on  
Friday, Sept. 24th

2010 Parade of Homes – Fall Edition  
**BUILDER PARTICIPATION FORM**  
(The Rules)



I am currently a member in good standing of the Builders Association of Greater Indianapolis and I wish to enter the 2010 Parade of Homes Fall Edition, and hereby agree to abide by the following rules and regulations:

1. I understand that the published price is the selling price of the home entered "as shown", excluding only furniture, draperies and free-standing appliances. All "built-ins", including appliances and wallpaper are included in the Parade price. There will be no misleading or confusing price. If I am disqualified due to a price discrepancy, I will not be allowed to submit entries in the next event.
2. My Parade entry is new, has NEVER been occupied, and will be open for public viewing during ALL of the Parade hours, October 16 & 17 and 23 & 24, 1:00pm – 5:00pm.
3. I agree to offer my Parade home for sale for NO MORE than the advertised price for 60 days after the Parade is over. I understand that failure to do so will result in a one-year suspension from Parade participation. You may reduce the price at any time without penalty.
4. A Parade entry proof will be returned to the Builders Association within their established deadlines. If a proof is not returned within the allotted time, I understand that BAGI will not make additional attempts to contact me. If I fail to submit timely changes to my proof, any mistakes printed in the publication will be my responsibility.
5. I agree that all information on the Parade forms will come from the builder and will be my responsibility. No information is to be dispensed by a Realtor or agent. I can be reached during business hours at the number listed at the end of this form.
6. I agree to carry liability insurance on all of my Parade homes from October 15 – October 25, 2010. I understand that a copy of this certificate of insurance is a requirement of entry and will be submitted by September 24, 2010.
7. I agree that all damages due to errors or omissions concerning my home(s), the maps, or my firm, in the Parade publication, or any related advertising, press releases, etc., are limited to a maximum of a refund of my Parade entry fee. I agree to call any errors to the attention of the Parade of Homes Committee, in writing, by Monday, October 18, 2010.
8. If my house will be incomplete, unsafe, or not available for showing at the time the Parade opens, I agree to note that fact in the text of my Parade home entry ad when I receive my proofs and will also send a typewritten letter to the BAGI office. If I have an incomplete, unsafe or unavailable home on September 30, 2010, and have not noted that fact on my proof, I understand that my participation privileges will be suspended for one year.
9. I agree that if I sell my Parade home prior to the start of the Parade, I will not allow buyers to move in until after the Parade is completed (October 25, 2010). I will notify the Builders Association of Greater Indianapolis if the house is sold prior to the start of the Parade.
10. I understand that the pull out date for removing my entry from the Parade marketing is September 30, 2010. After that date, my money will not be returned and the home will appear in the Parade marketing. Refunds will be issued for 'pull out' requests received prior to September 30, 2010. There are no exceptions to this rule!
11. I agree that I will price the house fairly, so that I can reproduce the home at the Parade price on an equally valued lot, for 60 days after the completion of the Parade.

12. I understand that all builders or developers who have an active ownership interest in the Parade entry, or who share in the profits from the sale of the Parade home, must all be members in good standing of the Builders Association of Greater Indianapolis.
13. I agree that I will follow any local directional sign ordinances. Furthermore, I agree to reimburse the Builders Association of Greater Indianapolis or any event sponsor for any fines or penalties imposed due to my failure to follow such ordinances. I acknowledge that I have received and reviewed the "Directional Signage Guidelines" as established by BAGI.
14. Any violation of the above rules will result in a one year suspension from participation in the Parade of Homes. The final decision regarding rule violations will be made by the Parade of Homes Committee and is final and binding.

---

**BUILDER'S SIGNATURE** \_\_\_\_\_

**BUILDERS NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_ **CELL #** \_\_\_\_\_

**# OF ENTRIES** \_\_\_\_\_ **x \$500 =** \_\_\_\_\_

**ENTRY PHOTOS:** (please check an option below)

\_\_\_\_\_ I will be sending my photos via email to [stacyo@bagi.com](mailto:stacyo@bagi.com) by 9/24/2010.

\_\_\_\_\_ I need to have photos taken. I am submitting the appropriate forms.

**# OF PHOTOS TO BE TAKEN** \_\_\_\_\_ **x \$25 =** \_\_\_\_\_

**SIGNAGE:** (please check an option below)

\_\_\_\_\_ The signs provided with my entry are sufficient.

\_\_\_\_\_ I need to purchase additional signage. I am submitting the appropriate forms.

**# OF ADDITIONAL SIGN PACKAGES** \_\_\_\_\_ **x \$50 =** \_\_\_\_\_

**TOTAL AMOUNT DUE:** \_\_\_\_\_

**Please send your completed rules page to Stacy at [Stacyo@bagi.com](mailto:Stacyo@bagi.com) or (317) 236-6340.  
Payments should be mailed to PO Box 44670, Indianapolis, IN 46244-0670.**



## Parade of Homes – Photo Request Form

Builder Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Fax # \_\_\_\_\_

Property Address \_\_\_\_\_

(Must include St., Ave., Circle, Pl., etc.)

City \_\_\_\_\_ Zip \_\_\_\_\_

(Mandatory)

Subdivision \_\_\_\_\_ Style of Home \_\_\_\_\_

(Ranch, 2-story, Colonial, etc.)

Home Faces \_\_\_\_\_

(east, west, etc.)

---

### **DIRECTIONS TO HOME**

### **REQUIRED INFORMATION – PHOTO WILL NOT BE TAKEN WITHOUT IT!**

Special Instructions for Photographer:

**NOTE: Submit one Photo Form for each Parade entry you wish to be photographed.  
If you have questions, contact Stacy at [stacyo@bagi.com](mailto:stacyo@bagi.com) or (317) 236-6330.**

## **WEEKEND DIRECTIONAL SIGN GUIDELINES**

In many municipalities the use of weekend directional signs have been prohibited because of the perception of the over use of these signs. However, most municipalities realize the importance of these tools to the building industry and have allowed a continued moderate use of weekend directional signs. In an attempt to ensure the privilege of using weekend directional signs to continue, the BAGI Board of Directors has adopted the following guidelines. These guidelines do not circumvent local laws regarding weekend directional signs. Wherever such laws exist it is important that the users of weekend directional signage comply with local laws.

**I. As a commitment to membership in BAGI every builder, interim builder, developer and sign company (hereinto referred to as "member") who use or erect weekend directional signs shall sign this commitment form and agree to the following conditions:**

1. Size of sign shall not be larger than 2'x2', or 4 square feet. *Exception:* Signs with more than one builder/developer or subdivision may not exceed 2'x3', or 6 square feet. Total number of signs per public intersection per builder/developer name shall be limited to (1) one sign per corner and (4) four signs per intersection outside of the subdivision where community is located. *Exception:* builder/developer who has more than (1) one community in different directions from the public intersection shall be allowed (2) signs per corner.
2. Signs should be placed more than 50' from the intersection.
3. Total number of signs per builder/developer per subdivision are limited to 25 signs.
4. No marketing riders shall be attached to the sign.
5. No signs shall be placed on highway intersections.
6. Signs shall not be placed on defined high traffic intersections.
7. Condition of signs shall be professional and well maintained.
8. Signs shall be erected on weekends from Friday p.m. to Sunday p.m.
9. Total number of signs per builder/developer name shall not exceed two (2) signs per mile per direction on any road straight away.

**II. Any BAGI builder, interim builder, developer and sign company member who use weekend directional signs, but does not comply with the aforementioned guidelines will be notified of his/her non-compliance by the following means:**

1. BAGI staff contacted by public or member of the Association.
2. Volunteer board member contacted to confirm infraction.
3. If violation exists member will be notified of infraction by letter/call from the CEO of the Builders Association of Greater Indianapolis.
4. If violation is not corrected or another infraction occurs letter/call goes out to member from the CEO of the Builders Association of Greater Indianapolis.
5. The member understands that non-compliance with these commitments or a large number of complaints against the member may require that the member address the BAGI Board of Directors. The Board may impose sanctions on the member. Those potential sanctions may include, but are not limited to eliminating membership privileges and/or expulsion from the Association.



## Parade of Homes Sign Package Order Form

Included in your entry fee are three signs and arrows. Two are directional signs to be placed by you and one is to be placed in front of your Parade entry.

If you have a Parade of Homes entry that is deep within a neighborhood or is a bit tricky to find, you may need more directional signs to help get traffic to your door.

To order more directional signs, just complete this order form and send it, along with your entry forms and payment, to BAGI, PO Box 44670, Indpls., IN 46244-0670

---

### Directional Sign Package

Builder/Developer Name \_\_\_\_\_

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

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

# of sign packages \_\_\_\_\_ per entry

### **OR: If you need sign packages for multiple entries, fill out the below:**

# of sign packages \_\_\_\_\_ Entry Address \_\_\_\_\_

# of sign packages \_\_\_\_\_ Entry Address \_\_\_\_\_

# of sign packages \_\_\_\_\_ Entry Address \_\_\_\_\_

**TOTAL # of sign packages** \_\_\_\_\_ **x \$50 =** \_\_\_\_\_

(Each sign package contains TWO directional signs to be placed by you.)



## Credit Card Form Authorization Form

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

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

Credit Card # \_\_\_\_\_ Protection # \_\_\_\_\_  
3 or 4 Digits  
found on back of card

Expire Date \_\_\_\_\_ / \_\_\_\_\_  
Month Year Card Type (circle one) VISA Mastercard

Name that appears on Card \_\_\_\_\_

Street Address of Card Holder \_\_\_\_\_

Zip Code (Must be zip for the card's mailing address) \_\_\_\_\_

Amount Authorized to Charge \_\_\_\_\_

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

Would you like a receipt? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have requested a receipt how you would you like to receive it?

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

\_\_\_\_\_ Mail: \_\_\_\_\_

**Please submit this form with your entry paperwork.**  
**Entries and payment are due by Friday, September 24, 2010.**  
Submit to: BAGI, fax – 317-236-6340; Mail – PO Box 44670, Indianapolis, IN 46244

If you have questions or need additional information, contact Stacy at 317-236-6330 or [stacyo@bagi.com](mailto:stacyo@bagi.com).