



**FOLLOW THESE EASY STEPS  
TO ENTER THE 2010 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 authorization 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!

**4. Return materials to the BAGI office by March 5, 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 – Developer Entry Form**

**April 10<sup>th</sup> & 11<sup>th</sup> and 17<sup>th</sup> & 18<sup>th</sup>  
Noon – 6:00 pm**

**1. Entry Information**

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

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: \_\_\_\_\_

Price Range of Lots: \_\_\_\_\_ Anticipated Price Range of homes in Community: \_\_\_\_\_

**Lot sales are available to:**

- General Public
- Preferred Builders Only\*

\* If lots are sold to preferred builders only, you MUST include that your description below.

**Was this development entered in the 2009 Parade event?**

Yes                      No

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

Yes                      No

**2. 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 3/5/10.

I will email my electronic COLOR **rendering** to [stacyo@bagi.com](mailto:stacyo@bagi.com) by 3/5/10.

I do not have a color photograph or rendering. I will submit the paperwork to have a photo taken.

**3. Entry Description**

Please provide a brief description of the development. Descriptions can be no more than 100 words. Any bulleted features have a maximum of four words per line.  
*(Entry descriptions will be edited for grammar, spelling, clarity, consistency, conciseness, etc. It is important that the terminology on all builder 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 development located?** In the Parade of Homes marketing materials, the entries will be divided into five sections (North, South, East, West & Central).

**Choose a section below:**

**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**

These communities have an association that maintains exterior yards and buildings. These entries will be featured geographically with the other entries, but tagged as a "Low or No Maintenance". Is this community 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 4/9/2010 – 4/19/2010); 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, MARCH 5, 2010!**

**Entries due by  
4:00 pm on  
Friday, March 5th**

2010 Parade of Homes – Spring Edition  
**DEVELOPER 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 Spring Parade of Homes, and hereby agree to abide by the following rules and regulations:

1. I understand that the published price is the selling price of the lots entered "as shown". 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 development will have a staffed location on site that will be open to the public during ALL of the Parade hours, April 10, 11, 17 & 18, 2010; Noon – 6:00pm.
3. I agree to offer my Parade lots 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.
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 developer 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 developments from April 9 – April 19, 2010. I understand that a copy of this certificate of insurance is a requirement of entry and will be submitted by 3/5/2010.
7. I agree that all damages due to errors or omissions concerning my development(s), the maps, or my firm, in the Parade marketing materials, 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, April 12, 2010.
8. If my development/lots 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 development 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 development or lot on March 26, 2010, and have not noted that fact on my proof, I understand that my participation privileges will be suspended for one year.
9. I understand that the pull out date for removing my entry from the Parade marketing is March 26, 2010. After that date, my money will not be returned and the home will appear in the event marketing. Refunds will be issued for 'pull out' requests received prior to March 12, 2010. There will be no exceptions to this rule!
10. 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 such, must all be members in good standing of the Builders Association of Greater Indianapolis.

11. 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.
12. 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.

---

**DEVELOPER'S SIGNATURE** \_\_\_\_\_

**DEVELOPER'S 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 3/5/10.

\_\_\_\_\_ 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

Developer Name \_\_\_\_\_

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

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

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

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

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

(Mandatory)

Name of Subdivision \_\_\_\_\_

What would you like photographed? \_\_\_\_\_

(entry monument, sales center, etc.)

---

### **DIRECTIONS TO COMMUNITY**

### **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.**



## 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.)

## **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.



## 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, March 5, 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).