

Spring Parade of Homes 2022
Online Registration Instructions

Please be sure you have reviewed the Rules & Regulations and Terms before completing the registration as your online registration indicates that you acknowledge having read the contract.

Question	Comments
Builder contact information	
Registration Options	Select "First Entry plus Sign Deposit" for the first entry, "Second Entry plus Sign Deposit" for the second entry, and so on.
First Name, Last Name	
Email	
Company name as registered with the ND or MN Secretary of State	For First Entry only.
List Trade Name(s) under which individual does business	Type Not Applicable if needed. For First Entry only.
Individual Name(s) matching name under which license is held	Names must match name under which license is held. For First Entry only.
Alternate Contact Email	Alternate contact who should also receive Parade communications from HBA.
Builder information for promotional materials. Fields apply to First Entry only.	
Company Name to be listed in Parade promotions	
Phone Number to be listed in Parade promotions	
Website to be listed in Parade promotions	
NAHB/NDAB Professional Designations	CAPS, CGB, CGR, CGP, NDPB.
ND License	All license numbers must belong to the Builder and building permits for any Entry must have been issued to the Builder. Type Not Applicable if needed.
MN License	All license numbers must belong to the Builder and building permits for any Entry must have been issued to the Builder. Type Not Applicable if needed.
Entry information	
Entry Street Address	
Entry City	
Entry Development Name	
Does the builder own this entry?	If Builder does not own the Entry, Builder must complete the Owner's Participation Agreement.
Latitude/Longitude Coordinates	Example: 46.877186, -96.789803
Has entry been in a previous Parade?	Yes/No
If entry has been in a previous Parade, please select the most recent Parade it was in	Fall 2020, Spring 2020, Fall 2019, Spring 2019, Not Applicable

Entry information cont.

Entry Price (including lot and built-ins)	Builder understands that this price is the selling price of the house and lot entered "as shown," excluding only furniture, draperies and freestanding appliances. All "built-ins," including built-in appliances, are included in the Parade price. Misleading or confusing pricing is prohibited. Builder agrees to price the house fairly, so that Builder can reproduce the same house (subject to market conditions) on an equally valued lot, after the completion of the Parade, for the same sale price.
Is Entry For Sale	Yes/No
Total Square Footage of Entry not including garage	Square footage accounts for the livable fourseasons space in a home. A porch or a garage, even if heated and finished, don't count.
Style of Home	Rambler, Two-Story, Split-Level, Twin Home, Condo, Row House
# of Finished Bedrooms	
# of Finished Bathrooms	
Home Category- Multigenerational Home	Select if this category applies to your Entry.
Home Category- One-Level Living	Select if this category applies to your Entry.
Home Category- Smart Home	Select if this category applies to your Entry.
Home Category- Green Build	Select if this category applies to your Entry.
Home Category- Home Owners Association	Select if this category applies to your Entry.
Home Category- Basement	Select the type of basement, if applicable, for your Entry.
Foundation Type	Basement, Crawl Space, Slab on Grade
Does your Entry have an Energy-Efficiency Certification?	Yes - Energy Star / Yes - HERS Index / None
My Entry will be available	Open House style during the Parade hours, By Appointment Only during the Parade hours
Feature 1 to be used for promotions	6 word max, no abbreviations
Feature 2 to be used for promotions	6 word max, no abbreviations
Feature 3 to be used for promotions	6 word max, no abbreviations

Extras

Are you interested in having a vehicle in the Entry driveway from a vehicle sponsor?	Yes/No
Are you interested in being a Luxurious Featured Home?	Luxurious Featured homes must be over \$750,000 and are required to be staged during the Parade.
Will you be offering any events or special promotions at your Entry?	Events can include cooking demonstrations, food trucks, etc. Special promotions may include discounts, add-ons or enhancements.
If yes, please share the details of your special promotion or event to be shared during Parade promotions (Type Not Applicable if needed).	Please be as specific as possible. If you're unsure of the details right now, you can put 'Unsure of details at this time'.

Additional Items

Shoe Covers	Shoe covers are sold in bundles of 100 shoe covers.
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Checkout

Builders may select to be Invoiced for the amount due, but Builder acknowledges that the application is not complete until payment is received in full. When your application has been accepted and payment is received, you will receive confirmation by email from Allison Weckman.

Supporting Documentation

After submitting the online registration of your entries, you must email the following supporting documentation to allisonw@hbafm.com.

3-D Rendering	Builder will provide a color, 3-D rendering of entry that is 6" tall x 9" wide and 300dpi. Include landscaping and plenty of sky around the rendering; do not crop the rendering at the exact size of the home.
Company Logo	PDF, AI, EPS, or PSD files preferred. Builder will provide a color, electronic company logo. Only needed if NEW from last year or if this is Builder's first year (3" wide and 300dpi).
Building Permit	
Certificate of Liability Insurance	
Certificate of Occupancy	Deadline to provide is May 6.
Owner's Participation Agreement (if applicable)	If Builder does not own the Entry, Builder must complete the Owner's Participation Agreement.
Featured Home Addendum (if applicable)	If Builder is interested in being featured as a Luxurious Featured home, Builder must complete the Featured Home Addendum. Luxurious Featured homes must be over \$750,000 and are required to be staged during the Parade.
Home Description (Included with online listing only)	Builder will provide a description, 75 words or less, in paragraph form, submitted by email. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc. Include Builder name, Entry address, phone, website and any other critical information.
Driving Directions (Included with online listing only)	Builder will include a map of the development with the Entry's location and all street names clearly indicated or place the pin online through web submission OR write the directions to the home starting from I-29 or I-94 or Hwy 10. Do not rely on online maps, which often have incorrect locations. Include cardinal directions (east, west, north, south) rather than turn left or right (i.e., From (I-94) take (Veterans Blvd, 9th St E) and head south. Take (name of road) and head east/west (.2 miles).
Company Biography (Included with online listing only)	Builder will provide a description, 75 words or less, in paragraph form, submitted by email. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc. This is a description of your company and services.

Important Dates

March 25	Builder proofs emailed by HBA staff
April 1	Advertising sales close
April 1	Builder approvals due
May 2	Magazines available at all Hornbacher's locations
May 6	Certificates of Occupancy due
May 6, 8 a.m. - 4 p.m.	Sign and flag pick-up at HBA of F-M
May 7-8, 14-15 & 21-22, open Noon - 5 p.m.	Spring Parade of Homes
May 23-26	Signs and flags due for sign deposit refund
June 2	Parade Celebration at Rose Creek Golf Course