

# Online Registration Guidance | Spring Parade of Homes

## Two weekends plus Mondays: May 6-8 and 13-15, 2023

The Parade of Homes now includes multiple types of housing, new builds, remodeled projects and rental properties on both the Spring and Fall parade events. Email [janna@hbafm.com](mailto:janna@hbafm.com) with any questions!

**IMPORTANT: Our registration process has changed slightly from past events.**

First, you will register your Parade entries and company information in the Growthzone event which will confirm payment and your acknowledgement of the rules & regulations and terms. Then you will enter entry details into online forms for each separate entry.

## STEP 1 – EVENT REGISTRATION (COMPANY NAME & PAYMENT)

To start, the registration page looks like the image below:



Scroll down to review the rules and regulations, terms, owner’s participation agreement, featured home addendum and pricing.

### Registration Options

Registration is now open for the 2023 Spring Parade of Homes, May 6-8 & 13-15!

**Participants:** View the [Rules & Regulations and Terms](#) before registering! Your online registration indicates that you acknowledge having read the contract. If applicable, access the [Owner’s Participation Agreement](#). If you are interested in being listed as a Featured Home, please complete the [Featured Home Addendum](#).

<b>New Builds</b>		<b>Sign deposit per entry</b>
<b>Early registration ends March 10</b>		
New Build 1st Home: Early	\$ 1,380	\$ 255
New Build 2nd Home: Early	\$ 1,260	\$ 255
New Build 3rd Home: Early	\$ 1,140	\$ 255
New Build 4th Home: Early	\$ 1,020	\$ 255
New Build 5th Home: Early	\$ 900	\$ 255
New Build 6th Home: Early	\$ 780	\$ 255
<b>Regular registration ends March 20</b>		
New Build 1st Home	\$ 1,560	\$ 255
New Build 2nd Home	\$ 1,440	\$ 255
New Build 3rd Home	\$ 1,320	\$ 255
New Build 4th Home	\$ 1,200	\$ 255
New Build 5th Home	\$ 1,080	\$ 255
New Build 6th Home	\$ 960	\$ 255
<b>Remodeled Homes and Rental Properties</b>		
<b>Early registration ends March 10</b>		
Remodel or Rental 1st Entry: Early	\$ 1,035	\$ 255
Remodel or Rental 2nd Entry: Early	\$ 945	\$ 255
<b>Regular registration ends March 20</b>		
Remodel or Rental 1st Entry	\$ 1,170	\$ 255
Remodel or Rental 2nd Entry	\$ 1,080	\$ 255

Fees are non refundable after March 24, 2023.

Shoe Covers: \$25 per 100 shoe covers *(Must be ordered no later than April 15.)*

Make your selections here, paying attention to the New Build, Remodeled Home and Rental Property Fee Items.

Name	Price	Quantity
NEW BUILD First Entry Including sign deposit	<del>\$1,815</del> \$1,635	- 0 +
NEW BUILD Second Entry Including sign deposit	<del>\$1,695</del> \$1,515	- 0 +
NEW BUILD Third Entry Including sign deposit	<del>\$1,575</del> \$1,395	- 0 +
NEW BUILD Fourth Entry Including sign deposit	<del>\$1,455</del> \$1,275	- 0 +
NEW BUILD Fifth Entry Including sign deposit	<del>\$1,335</del> \$1,155	- 0 +
NEW BUILD Sixth Entry Including sign deposit	<del>\$1,215</del> \$1,035	- 0 +
REMODELED HOME First Entry Including sign deposit	<del>\$1,425</del> \$1,290	- 0 +
REMODELED HOME Second Entry Including sign deposit	<del>\$1,335</del> \$1,200	- 0 +
RENTAL PROPERTY (BUILDING) First Entry Including sign deposit. Each entry can have up to 4 units open/promoted per registration.	<del>\$1,425</del> \$1,290	- 0 +
RENTAL PROPERTY (BUILDING) Second Entry Including sign deposit. Each entry can have up to 4 units open/promoted per registration.	<del>\$1,335</del> \$1,200	- 0 +

Fill in your company information as needed.

**Attendee #1** Total: \$1,635 - *Discounts have been applied*

Enter contact name and click search...

First Name  Last Name  Email Address  Company  Title

Company name as registered with the ND or MN Secretary of State \*

List Trade Name(s) under which individual does business (type "Not Applicable" if needed) \*

Individual name(s) matching name under which license is held \*

Company name to be listed in Parade promotions \*

Website to be listed in Parade promotions \*

Phone number to be listed in Parade promotions \*

NAHB/NDAB Designations \*  
-- Select as many options as apply --

MN License (type "Not Applicable" if needed) \*

ND License (type "Not Applicable" if needed) \*

Point of contact name \*

Continue filling in your company information as needed.

Additional Information

Point of contact name \*

Point of contact email address \*

Point of contact phone number \*

Company Bio \*

Please provide a description of your company and services in paragraph form, 75 words or less. Do not use all capital letters. Submissions will be edited for spelling, grammar, length, etc.

Logo

Please upload the Logo to use for Parade promotions (in .jpg format).

20Mb max

No file chosen

Certificate of Insurance

Please upload proof of Participant's insurance or email to .com.

20Mb max

No file chosen

Rules and Regulations \*

Have you read and accepted the [Rules and Regulations](#)?

If you accept, please type your name. \*

I have read, understand, and agree to the [Rules and Regulations](#).

Note: You will have an opportunity to upload supporting documentation in STEP 1. If it is not available, you must email items when they become available to [janna@hbafm.com](mailto:janna@hbafm.com).

### STEP 1 COMPANY SUPPORTING DOCUMENTATION

- Company Biography (Included with online listing only) Participant 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.
- Company Logo PDF, AI, EPS, or PSD files preferred. Participant will provide a color, electronic company logo. Only needed if NEW from last year or if this is Participant's first year (3" wide and 300dpi).
- Certificate of Liability Insurance

Make your shoe cover selection as needed and your payment wishes (invoice or pay by credit card). Participants may select to Pay by Invoice for the amount due, but Participants acknowledge 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 Janna Koble.

Additional Items			
Name	Description	Price	Include
Shoe Covers	Shoe Covers for Spring Parade of Homes	\$25	<input type="text" value="0"/>

  

### Payment Information

Pay  Pay by Invoice

Bill To

Total Amount

Total Discount

Tax

Payment Amount

Card Information

Securely and conveniently store card

Powered by **stripe**

Send Event Confirmation Email to Registrant

Be sure the “Send Event Confirmation Email to Registrant” is checked and Pay or Submit. You will receive a confirmation email that looks like the following.

**Thank you for completing the first step to register.**

**You're not done quite yet. There is one more step:**

- If you registered for a **New Build**, please complete one form per entry:
  - [NEW BUILD Registration](#)
- If you registered for a **Remodeled Home**, please complete one form per entry:
  - [REMODELED HOME Registration](#)
- If you registered for a **Rental Property**, please complete one form per building entry:
  - [RENTAL PROPERTY \(BUILDING\) Registration](#)

*\*\*\*\* For example, if you are registering three homes, you will need to complete the registration form three separate times.*

\*Please note that your entry is not confirmed until your payment, your entry form(s) and all supporting documentation is received.

Mark your calendars for the following **Important Dates**:

- **March 20:** All supporting information listed below, with the exception of the Certificate of Occupancy due by March 20.
- **March 24:** Participant proofs emailed by HBA staff
- **March 24:** Deadline to cancel entry to receive credit toward future Parade
- **March 31:** Participant approvals due
- **March 31:** Advertising sales close
- **May 1: Magazines available at all Hornbacher's locations**
- **May 3:** Certificates of Occupancy or proof of final inspections due
- **May 4-5:** Sign and flag pick-up at HBA of F-M, 8 a.m. - 4 p.m.
- **May 6-8 & 13-15:** Spring Parade of Homes, Saturday & Sunday Noon - 5 p.m. and Monday noon - 8p.m.
- **May 16-17:** Signs and flags due for sign deposit refund

*No refunds will be given for signs returned after May 19.*

Unless submitted with your registration, please email the following supporting documentation to [Janna@hbafm.com](mailto:Janna@hbafm.com).

## STEP 2 - ONLINE FORM(S) FOR SPECIFIC ENTRY INFO

Click the appropriate form link in the email (referenced above) to input specific details about each home/entry:

- NEW BUILD Registration
- REMODELED HOME Registration
- RENTAL PROPERTY (BUILDING) Registration

You must submit a separate form for each entry address. Each form allows multiple entry submittals.

Your application is not final until the second step has been completed. The online form can be copied and pasted into a Word document if you need to prepare information for submittal.

You will not be able to save your progress. The image below shows what the New Build Entry Form looks like. The Remodel and Rental forms look similar, but all three collect slightly different information.

NEW BUILD Entries for the 2023 Spring Parade of Homes

### NEW BUILD ENTRY FORM

**IMPORTANT: Our registration process has changed slightly from past events.**

Before completing this form, you must register your Parade entries and company information in the event which will confirm payment and your acknowledgement of the rules & regulations and terms.

Then, use this form to input specific details about each entry.

**Your application is not final until both steps are complete.**

For advertising in the publication or [paradefm.com](http://paradefm.com), please reach out to [janna@hbafm.com](mailto:janna@hbafm.com).

**Participants:** Please complete all fields.

Fields marked with an \* are required.

Company name to be listed in Parade promotions \*

Entry Address \*

Entry City \*

Has Entry been in a previous Parade? \*

Note: You will have an opportunity to upload supporting documentation in STEP 2. If it is not available, you must email items when they become available to [janna@hbafm.com](mailto:janna@hbafm.com).

## STEP 2 ENTRY SUPPORTING DOCUMENTATION

- Building Permit
- Certificate of Occupancy
- 3-D Rendering Participant will provide a color, 3-D rendering (new builds) or photo (remodels and rental properties) 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 entry.
- Home Description (Included with online listing only) Participant 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.
- Driving Directions (Included with online listing only) Participant will include a map of the development with the Entry's location and all street names clearly indicated 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)).
- Owner's Participation Agreement (if applicable) If Participant does not own the Entry, Participant must complete the Owner's Participation Agreement.
- Featured Home Addendum (if applicable) If Participant is interested in being featured as a Featured Home, they must complete the Featured Home Addendum. Featured Homes must be over \$950,000 and are required to be staged during the Parade. Admission fee applies and is donated to charity.