



2023 Fall Remodeler’s Home Tour Contract

Remodeler: _____ Fee \$ _____

Collaborator (optional): _____

Address: _____ Date _____

City, St, Zip: _____

Phone: _____ Check # _____

Contact Person: _____

Email: _____

Website: _____

Project Address: _____

Type of Project (as listed in Tour book and online):

1. The Remodeler shall open their project to the public during the following tour dates and hours.

Saturday, October 28, 2023 11:00 a.m. - 5:00 p.m.

Sunday, October 29, 2023 11:00 a.m. - 5:00 p.m.

2. Remodeler must submit the following materials at the time of submission:

- This Remodelers Contract
- Tour Book Page Layout Form
- Home Owner's Contract
- Insurance Certificate, \$1 million liability, showing the BRAG Ann Arbor as an added insurer
- Copy of current Michigan Builder’s License
- **Entry Fee Schedule:**

“Early Bird”– by June 30, 2023

- \$1,500.00 for BRAG Ann Arbor members

Regular deadline - by August 11, 2023

- \$1,600.00 for BRAG Ann Arbor members

MULTIPLE PROJECT DISCOUNT: Each subsequent entry’s fees will be reduced by \$250!

3. The remodeling project must have been completed in the last 3 years. It must constitute any project that showcases a change in shape, form or function of the residence. **The tour is limited to residential remodeling projects.**
4. The remodeler agrees to adhere to the goals of the Remodeler's Home Tour: To showcase the quality of workmanship achieved by the membership of our Association, to provide opportunities to increase the remodeler's exposure to the public, to stimulate the public's interest in remodeling projects, and to increase the credibility and promote the professional image of remodelers.
5. The remodeler agrees to provide adequate staff and site management to ensure that at no time during tour hours will any members of the general public be left unsupervised in any area of the homeowner's property.
6. The remodeler agrees to provide a certificate of insurance that shows a \$1,000,000 umbrella coverage of general liability and to include the Builders and Remodelers Association of Greater Ann Arbor as an added insurer to this policy during Home Tour.
7. Remodeler agrees to abide by the following presentation and performance standards:
 - A. Presentation shall not include any promotion or sales of products or services unrelated to the Remodeler's Council of Greater Ann Arbor (Remodeler's Council hereafter) of the Builders and Remodelers Association of Greater Ann Arbor activities.
 - B. Remodeler is to notify all neighbors in the immediate area of the home being shown, who may be affected by Tour traffic, at least three (3) days prior to the event.
 - C. All areas of the home being shown, including yard areas where traffic will exist, are to be kept clean and presentable during all show hours, and are to be left in the same state after Tour is over.
8. Each participating remodeler is given 20 complimentary tickets. Additional tickets to give to clients are available for half of face value each. The remodeler may purchase an unlimited number of discount tickets (which will be stamped "COMPLIMENTARY"). Discount tickets are not refundable.
9. The Board of Directors of the Remodeler's Council reserves the right to ban a remodeler from future Tour participation in the event that said remodeler violates the outlined rules and regulations; or violates the BRAG Ann Arbor Code of Ethics.
10. There will be **no refunds after August 25, 2023.**



11. TICKET, SIGNAGE, & PUBLICATION PICK-UP

- A. You will need to pick up a large yard sign, numerous directional signs, tickets and publications the week of the event from the BRAG Ann Arbor office.
- B. Your company representative will need to sign a receipt and agree to bring any cash and leftover tickets to BRAG Ann Arbor no later than the Tuesday after the event.
- C. You will then need to return the cash and unsold tickets to BRAG Ann Arbor to avoid being charged.
- D. Offer the Tour book and Remodelers Council Directories as a free program to visitors entering your home.
- E. During the event, you will be required to collect cash for the tickets, which are \$10 each, or check people in who purchase them digitally by verifying their printed or digital ticket. If you run low on tickets or books, please call the cell phone number that will be included in the ticket packet (Pete: 734-635-4017).

I have read all of the rules and regulations and agree to adhere to them.

Signed _____ Date _____

Print Name _____

Document Submission Checklist:

	<u>Due Date:</u>
- Signed contract with check (EARLY-BIRD)	June 30th
- Signed contract with check	August 11th
- Tour Publication & Marketing Information	August 11th
- Homeowner’s signed contract	August 11th
- Insurance certificate	August 11th
- Copy of current Michigan Builder’s License	August 11th
- Photographs due (flexible with advanced notice)	September 1th
- Approval of Publication Page Proof	September 15th

Tour Publication & Marketing Information

Project Descriptions

Please send us a typed **project description** and **company description(s)** that can be copied into your project page. **Both descriptions combined should not exceed a total of 210 words.** They must be formatted as paragraphs and refrain from using bullet points and excessive special formatting. Descriptions must outline the remodeling project, i.e. outlining features about the remodeling aspects of the project and must exclude sales language. (Suggested content: Discuss Before & After issues.)

Map Information

Directions, parking instructions, which side of the street the home is, etc.

Directional Signs

Directional signs are to be used in the neighborhood to help people find your project. Please indicate the number of signs you need. **Eight (8) signs are included with entry fees. Additional signs may be used for the Tour. Signs may or may not have numbers affixed. Remodeler may place vinyl numbers on signage at their own expense.**

_____ right turn _____ left turn _____ straight ahead

Photos

Photos are due to BRAG by September 1st. Contact us to discuss any questions you may have, or to plan for later submission.

- You must submit your own high quality photos or renderings.
- Multiple photos may be included, as well as "before & after" shots.
- Please provide the photographer's name to be credited with the photo.
- Maximum total photo area: Approximately 8.375" x 5", Minimum Resolution: 300 dpi
- Acceptable Formats: JPG, TIFF, EPS, PDF. Photos are in color.

Pete Nowakowski, BRAG Ann Arbor
[734-996-0100](tel:734-996-0100) | pnowakowski@bragannarbor.com

Logo

Send us a high resolution logo for the publication and large yard sign upon entry.



2023 Fall Remodeler’s Home Tour

Home Owner’s Contract

I hereby agree to allow my home to be entered in the 2023 Fall Remodeler’s Home Tour.

I understand that my home will be open to the public on the following dates and hours:

Saturday, October 28, 2023	11:00 a.m. – 5:00 p.m.
Sunday, October 29, 2023	11:00 a.m. – 5:00 p.m.

I will permit _____ to supervise my house during the above listed hours.

I entrust him/her to provide adequate staff and management for the Tour to ensure that at no time will any members of the general public be left unsupervised in any area of my house and/or property.

I verify that my remodeling job was completed within the last three years and is the work of the remodeler noted above.

I have read the Remodeler's Contract with the Builders and Remodelers Association of Greater Ann Arbor, and understand the responsibilities and obligations of the remodeler.

I understand that liability insurance coverage will be provided by the Remodeler.

Signed _____ Date _____

Address _____

2023 Suppliers and Subcontractors

Please fill in the names of the suppliers and subcontractors that were part of this project. BRAG staff will use this information to solicit advertising for the Tour guide and membership (critical financial support for this event). BRAG will not share this information with other participants.

Suppliers/Subcontractors List

Company/Contact Name

Contact Info

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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