



MINNESOTA RIVER BUILDERS ASSOCIATION'S  
**TOUR OF HOMES**

*Don't let the deadline pass you by!*

# **2017 FALL TOUR OF HOMES**

**Saturday & Sunday, October 14 & 15, 11 AM–5 PM**



**Registration Deadline is Friday, September 1, 2017**

**Early Registration Fee for MRBA Members: \$600 for 1<sup>st</sup> Home;  
\$300 for 2<sup>nd</sup> Home; \$100 for each successive home.**

**Registrations received after September 1: \$700 for 1<sup>st</sup> Home**

**Turn in your registration materials at the MRBA Office  
530 N. Riverfront Drive, Suite 230 Mankato, MN 56001**

**Minnesota River Builders Association**  
Phone: 507-625-7138 | Email: [mnrba@hickorytech.net](mailto:mnrba@hickorytech.net)

The MRBA Fall Tour of Homes is just around the corner. We hope all of you are having a productive 2017 and have homes you would like to enter in this year's Fall Tour.

Enclosed in this mailing you will find all the information you need to enter your home(s).

**Application for Entry** Please complete this application and return to MRBA by **Friday, September 1**

***Photo or Elevation Drawing of Front of Home.*** We would like to keep the Tour of Homes guidebook as uniform as possible.

***Up to 5 Interior Photos, 2 Minimum***

**See below for photo guidelines. If needed, more time is available to get photos turned in. You'll be notified of deadline.**

**Images Size:**

1200x900, 72dpi maximum

**Featured Images on Entries:**

Always use a **Landscape** Photo, or crop a portrait photo to a Square

***Company Logo***

***Home Information (see Entry Form)***

***Please include a list of MRBA members who worked on your home.***

**Features of the Home**

Describe your home to the public. Please take the time to fill this out as accurately as possible. Use no more than **100** words. Those that do not meet these criteria will be edited.

**Participation Agreement**

This form must be completed and signed in order to enter a home in the tour.

**Insurance**

An insurance certificate is required for participation in the Tour of Homes. It **MUST accompany** your entry.

**Entry Fee**

**\$600** for members

**\$1,200** for non members

Fee for each additional home from the same builder is **\$300** for members, **\$600** for non members.

We look forward to another outstanding Fall Tour of Homes! Please feel free to contact me with any questions you might have regarding the tour.

Amy Kolb  
MRBA Executive Director

# 2017 Fall Tour of Homes Participation Agreement

This Participation Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by and between the Minnesota River Builders Association (MRBA) and \_\_\_\_\_, builder.

The purpose of this Participation Agreement is for the mutual understanding of said Builder and the MRBA for the showing of a house(s) in the 2017 Fall Tour of Homes.

The builder agrees that the house(s) entered in said Tour shall conform to the rules and regulations established by the Tour of Homes Policy Committee for the 2017 Fall Tour of Homes, a copy of which is attached hereto and made part of this agreement.

The builder agrees to pay an entry fee of \$600 for members, \$1,200 for non members. Fee for each additional home from the same builder is \$300 for members, \$600 for non members. Builder shall forfeit the registration fee if he withdraws his entry after September 12, 2017. After September 12, information will still be included in guidebook and marked "Not Available for Showing."

The MRBA agrees that portions of the entry fees shall be used for the purpose of producing and promoting the Fall Tour of Homes to ensure public attendance to the greatest extent possible. All methods of the Fall Tour of Homes promotion shall be determined by the Tour of Homes Committee.

**Builder agrees to have his/her house(s) open for public showing during the published times of the Fall Tour of Homes. The builder agrees that builder or representation of the builder's company MUST be present during all tour hours. The Tour of Homes Committee kindly asks that you respect the public's time and privacy. We require that there be no high sales pitch being conducted during the tour hours. Should you have any questions, please contact the MRBA**

"Builder shall at all times during the Fall Tour of Homes maintain insurance on the home(s) entered in the Fall Tour of Homes as follows:

1. General Comprehensive Public Liability Insurance against claims for bodily injury, death, and property damage occurring on, in, or about the home(s) and the adjoining streets, sidewalks, and driveways, such insurance to afford protection of not less than \$1,000,000.00 with respect to bodily injury or death to all persons in any one accident and not less than \$250,000.00 with respect to property damage in any one occurrence, or such other amounts in excess of the amounts as set forth above as MRBA shall reasonably request;
2. Such other insurance as MRBA may reasonably request;
3. Such insurance shall be written by companies of recognized financial standing that are well rated by a national rating agency and are legally qualified to issue such insurance in the State of Minnesota, and such insurance shall name as the insured parties, MRBA, or its assigns and Builder, as their interests may appear. Such insurance may be obtained by Builder by endorsement on its blanket insurance policies, provided that (i) such blanket policies satisfy the requirements specified herein and (ii) MRBA shall be furnished with the certificate of the insurer to the effect that (a) the amount of insurance allocable to the home(s) is not less than the amount required by this Participation Agreement and (b) the protection afforded MRBA and Builder is not less than the protection which would have been afforded under a separate policy or policies relating only to the home(s). MRBA shall not be required to prosecute any claim against any insurer or contest any settlement proposed by any insurer, provided that Builder may, at its cost and expense, prosecute any such claim or contest any such settlement, in such event, Builder may bring any such prosecution or contest in the name of MRBA, Builder, or both, and MRBA shall cooperate with Builder and will join therein at Builder's written request upon receipt by MRBA of any indemnity from Builder against all costs, liabilities, and expenses in connection with such cooperation, prosecution, or contest;
4. Builder shall deliver to MRBA promptly after the execution and delivery of this Participation Agreement the original or duplicate policies or certificates of insurers satisfactory to MRBA evidencing all the insurance which is then required to be maintained by Builder hereunder; and
5. Builder shall indemnify and save harmless MRBA from and against any and all liability, loss, damages, expenses, costs of action, suits, interests, fines, penalties, claims, and judgments (to the extent that the same are not paid

out of the proceeds of any policy of insurance furnished by Builder to MRBA pursuant to this Participation Agreement) arising from injury or claim of injury, during the term of this Participation Agreement to person or property of any and every nature, and from any matter or thing growing out of the Spring Tour of Homes.”

***Violation of Tour of Homes rules and guidelines may result in suspension of future Tour of Homes privileges.***

The address of the house(s) entered in the 2017 Fall Tour of Homes is (are):

1) \_\_\_\_\_

2) \_\_\_\_\_

**By signing here the Builder agrees to strictly adhere to the foregoing Agreement and Tour of Homes Guidelines and certify that said contractor is the entity who holds the building permit for the above listed property.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Builder/Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
MRBA Representative

**Minnesota River Builders Association  
2017 Fall Tour of Homes  
Application for Entry**

The information listed below will be used in the tour guide booklet for the Fall Tour of Homes. Please be accurate and specific in your description. **(Fill out one entry form for each home.)**

Builder/Company Name: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ License # \_\_\_\_\_

**TOUR ENTRY INFORMATION**

Tour Home Street Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Specific Directions to home:**

\_\_\_\_\_  
\_\_\_\_\_

Please check one of the following  Model Home  Builder's Personal Home  Pre-sold

Is this house For Sale?  Yes  No

Is this house handicapped accessible?  Yes  No

Please return with your contract the following items for your builder page in the guidebook:

1. Description of home (100 words or less)
2. Photo of Home **Please email photos to [mnrba@hickorytech.net](mailto:mnrba@hickorytech.net)**
3. Up to 5 Interior Photos, 2 Minimum
4. Company Logo, Address, Phone, website
5. List of MRBA Members who worked on this home. Member list will be provided.
6. Finsihed Sq. Ft: \_\_\_\_\_ Total Sq. Ft: \_\_\_\_\_ Garage Stalls \_\_\_\_\_  
# of Bedrooms \_\_\_\_\_ # of Baths \_\_\_\_\_ Lot Amenities (i.e. wooded, landscaped, etc.) \_\_\_\_\_
7. Certificate of liability insurance  
*(If you had a home in the 2017 Spring Tour, MRBA should have a copy of insurance. Please call Amy to check if still current)*

## TOUR OF HOMES GUIDELINES

**MISSION STATEMENT:** The Tour of Homes is dedicated to promoting home ownership and the promotion of local craftsmen, through the use of progressive home designs, coupled with the use of innovative products and ideas, resulting in a positive image of home builders to the community.

The following safety rules and Tour Guidelines are intended to help builders display their best work in a safe and consistent manner. Exceptions to any of the rules or guidelines must be pre-approved by the committee board.

### Safety

1. All homes must be code compliant.
2. Builder agrees at Builder's expense to carry and maintain adequate liability insurance and will provide proof of insurance to the MRBA prior to the event.
3. All equipment, tools and building debris must be removed from the home prior to opening day (including dumpsters).
4. Stairs must be of a permanent and finished product including treads and risers. Entry stairs must be safe and secure with platform or landing that is code compliant
5. Safety rails and handrails must be conformed to occupancy standards and regulations
6. Must have at least 4' even and level walking path, free of cracks. Must be safe and secure and must be code compliant
7. All garage doors must be installed
8. Garage flooring must be poured – if not, this area must be roped off
9. Basement flooring must be poured – if not, this area must be roped off
10. If patio decking is not completed, the doors must be made inoperable
11. Any doors without proper landing should be made inoperable

13. All unsafe or hazardous materials will be stored in areas not accessible to the public.
14. All wiring and outlets accessible to the public should be turned off at the panel box or installed properly to eliminate shock hazards.
15. There will be no construction going on during the tour hours.
16. Must have natural daylight or household lighting – if too dark applicable areas must be roped off.
17. Must conform to the IRC Building Code.

**A project will only be considered completed when these safety rules have been met.**

### Guidelines

1. All Builders must be in good standing as of September 1, 2017 to be allowed to participate in the MRBA Tour of Homes at the member rate. Good standing is defined as, but not limited to, paid membership, licensed builder, no legal judgments against them or their company, and a good, honest reputation is upheld. **Non members can pay the non member established rate.**
2. Each participating builder will be required to sign an application and participation agreement for entry and pay his entry fee on or before the deadline.
3. All houses without a Certificate of Occupancy will be inspected by the Tour of Homes Committee on Wednesday, October 11. If a home is closed for inspection for any reason, notification will be made immediately to the Builder.

No refund of fees will be issued after September 12, 2017.

4. Each Builder will be required to pay an entry fee for each house entered. The entry fee and deadline dates will be determined by the Tour of Homes Committee.
5. There shall be an admission charge as established by the Committee. MRBA will furnish the tickets to be purchased. It is the responsibility of the Builders to make sure that a ticket is purchased prior to the public viewing.
6. House can be built on speculation, a model home, or a pre-sold custom home. Model homes and spec homes may be represented more than one consecutive year.
7. All homes must be on their own titled lot and must rest on a continuous block, wood or concrete perimeter foundation. They must have a pitched and shingled roof, residential siding, and have a width of not less than 24 feet.
8. The house should be of excellent exterior design appeal
9. Builder is encouraged to use new and innovative products.
10. It is the Builder's responsibility to have his home open and manned during official tour hours.
11. Builders are encouraged to have their tour house decorated and furnished in at least the living area. The minimum living area is interpreted to mean the living room, the dining room, family room, one bedroom (preferably the master bedroom), and kitchen.
12. In an effort to provide consistency to the public, builders are encouraged to route people in the front door and out the garage if possible. Builders will also be provided with over the shoe booties to alleviate confusion as to whether shoes should be on or off.

**13. Builders may have the following signs displayed outdoors:**

- a. Builder's company sign**
- b. MRBA Tour of Homes signs provided by the MRBA**
- c. Signs of MRBA members who worked on the EXTERIOR finishes of the home.**
- d. Realtor's sign if home is for sale and only if realty office is a MRBA member**

14. Interior signs are allowed for businesses that have worked on the project only if they are MRBA members. Builders are encouraged to help keep all interior signs tasteful and uniform. **If a builder wishes to allow a non-MRBA member to display a sign he will be charged \$100.00 per vendor.** Non-members can be listed on the builder's own printed material (non-display) with no penalty.

15. Questions and final decisions on all matters of the general policy and the day-to-day operations of the Tour of Homes will be referred to the Chairperson of the Tour of Homes Committee for discussion with the committee and the MRBA.

16. The MRBA and the Fall Tour of Homes reserves the right to accept or deny any application as they see fit.

17. We will have a **mandatory Sign Pick Up** for all builders participating in the Fall Tour. At this we will hand out money bags, tickets, booties and all signage. Attendance at this time is required unless prior arrangements are made with Amy Kolb at 625-7138.

**Sign Pick Up will be held at:**  
Cherry Creek, Inc.  
150 St. Andrews Court, Mankato

**Thursday, October 12, 8:30 AM**

**18. All signage, ticket sale bags and other material must be returned to Cherry Creek Cabinetworks, 150 St. Andrews Ct, Mankato, between the hours of 9-11 AM on Monday, October 16. If you need special arrangements, please contact Amy Kolb prior to the above noted date.**