



NARI Greater Cleveland Remodeled Homes Tour

## SUBMISSION FORM

**Tour Dates: June 10-11, 2017**

**COST: EARLY BIRD by 12/15/16 is \$1,250**

After Dec. 15<sup>th</sup> is \$1500, \$950 each additional project

**NUMBER OF TOUR SITES ARE LIMITED. PROJECTS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS UPON COMMITTEE APPROVAL. ALL SUBMISSIONS AND ENTRY FORMS ARE DUE NO LATER THAN FEBRUARY 15, 2017.**

**MEMBER COMPANY NAME:** \_\_\_\_\_

**MEMBER CONTACT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **WEB SITE:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TYPE OF PROJECT:**  ADDITION  BASEMENT  BATHROOM  BEDROOM  GARAGE  KITCHEN  OUTDOOR  
 WHOLE HOUSE  OTHER \_\_\_\_\_

**MARKETING/ADVERTISING CONTACT (NAME)** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**MARKETING/ADVERTISING EMAIL ADDRESS:** \_\_\_\_\_

### **CRITERIA**

The following criteria have been established as required for your project to be considered for inclusion in the NARI GREATER CLEVELAND Remodeled Homes Tour:

1. You must be a member in good standing of the NARI GREATER CLEVELAND.
2. The project will be expected to have features that showcase your best work. Project must be completed between January 1, 2014 and March 1, 2017 and minimum price range is over \$30,000. Entries will be heavily scrutinized for staging and presentation.
3. You must have the Owner(s) written approval to participate.
4. There must be adequate parking at the site.
5. Your project must be located within the northeast Ohio area. All other surrounding areas will be considered on a case by case basis.
6. Maximum 18 homes selected.
7. Must include a payment of \$1500, and \$950 for each additional project to participate.
8. You must agree by signing below to be solely responsible for the safety and well-being of the visitors to your site on the days of the Tour. Your signature also acknowledges your willingness to fulfill the Requirements of Participation and to hold the NARI GREATER CLEVELAND harmless.
9. You must obtain written authorization from appropriate parties allowing for a home in a gated community to participate in the Tour.
10. Owner(s) signature below authorizing his/her home to be available for viewing on the Tour dates and to be available for one photo shoot for the Tour Guide.

NO REFUNDS once a submission form is submitted and the project is approved for inclusion of the tour.

## What happens once I complete a Submission form?

**THE FOLLOWING MUST BE COMPLETED WITHIN 30 DAYS OF SUBMISSION FORM - and no later than 2/15/16**

**SUBMIT REQUIRED FORMS** - You will need to provide signed copies of the **Homeowners Agreement** and **Photographer's Release**, as well as complete a **"Which Products Did I Use"** form. These forms will be provided to you in a Dropbox folder that will be emailed via Dropbox. If you do not already have Dropbox on your computer, please use the link that will be provided in your invitation email to install.

If you have more than one project submission for the Tour, you will be provided with one folder for each project. Do not put multiple projects into one folder.

**UPLOAD COMPLETED FORMS AND PROJECT PICTURES** - Be sure to upload the completed forms mentioned above in PDF format, as well as a 'before' and 'after' pictures of the project in JPG format in the corresponding project folder.

- Click on "View Folder" in your Dropbox invitation email to go to your entry folder. From this screen, you can "Drag and Drop" your required forms and/or photos, or click on the [+] Upload button at the top of the page to upload the files.
- All 'before' and 'after' pictures must be of high quality resolution of at least 300 dpi, a minimum size of 4x6 (1200 x 1800 pixels), and no larger than 10 MB each.(1MB is an ideal size). If your project is not yet completed, please provide the concept drawing of your finished project but *all projects must be completed by March 1, 2017.*

### **AUTHORIZATIONS**

The undersigned Member of the NARI GREATER CLEVELAND hereby agrees to fulfill the following Requirements of Participation should his/her project be selected for the 2017 NARI GREATER CLEVELAND Remodeled Homes Tour. The Member further agrees to be responsible for the safety of the attending public at their particular participating location.

Member Name \_\_\_\_\_

Member Signature \_\_\_\_\_

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

The undersigned Owner agrees to allow the named Company to submit his/her home for consideration for inclusion in the 2017 NARI GREATER CLEVELAND Remodeled Homes Tour and to make it available for viewing on June 10<sup>th</sup> and 11<sup>th</sup>, 2017. The undersigned Owner also agrees to make his/her home available for one photo shoot and/or one video shoot for the Tour Guide and other advertising mediums, such as newspaper and television with 24 hour notice.

Owner Name \_\_\_\_\_

Owner Signature \_\_\_\_\_

Any media presentation or appearance regarding the home that is in the Tour of Homes must be approved by the Executive Director prior to the engagement. Any printed product regarding the home in the Tour must have the NARI Greater Cleveland Logo on the material and needs to be approved by the Home Tour Coordinator and/or the Executive Director.

**No alcohol** may be served during the Tour hours at the home.

- You must have a commercial general liability insurance policy in force at the time of the event
- You must staff your site for the two days of the Tour. A minimum staff will consist of a cashier, a docent, and an assistant.
- You must install signs provided by NARI Greater Cleveland at and near your site on the morning of the first day of the Tour, maintain those signs for the duration of the Tour, and remove them at the conclusion of the event.

- Your company will be required to attach a link of the NARI Greater Cleveland Remodeled Homes Tour on your company's website homepage.
- You will be required to adhere to the recommendations of the NARI Greater Cleveland Tour Procedures & Policies.
- You or a representative from your company must be at the mandatory meetings listed below:
  - o May 5<sup>th</sup> Member's meeting – NARI Greater Cleveland Office
  - o June 5<sup>th</sup> Member's Pick-Up – NARI Greater Cleveland Office
  - o June 8<sup>th</sup> Preview Party – TBD
  - o June 12<sup>th</sup> Member's Drop off – NARI Greater Cleveland

**ALL SUBMISSION FORMS AND DROPBOX UPLOADS MUST BE COMPLETED BY FEBRUARY, 15, 2017 TO:**

**NARI Greater Cleveland  
3500 Lorain Ave. #200  
Cleveland OH 44113**

**Any questions please call 216-631-7764 or Email: [lindsay@naricleveland.com](mailto:lindsay@naricleveland.com)**

The selection committee will view submitted entries March 18<sup>th</sup> and 19<sup>th</sup>.  
You will be informed by phone or email Monday, March 21st if your entry has been chosen.