



2012 Parade of Homes **Builder Application**

September 8-9, 14, 15-16

Saturday & Sundays 10:00a.m.—6:00p.m.
Friday 4:00p.m.—8:00p.m.

Welcome to the SWMBIA 2012 Parade of Homes—the largest residential construction showcase in southwest Montana. We are working to make this Parade of Homes, our 21st annual home tour event, the best home marketing promotion ever. Our goal is to allow the builder, associated trade contractors and suppliers the opportunity to show the projects they are building in our community and the pride they have in their Association membership.

Everything you need to participate in the Parade of Homes is included in this guide. Please review it and call the SWMBIA office if you have any questions.

Applications will not be considered until ALL required documents are attached.

WHY PARTICIPATE IN THE TOUR?

- ✓ You get a two page Parade Magazine feature in the *Parade of Homes* magazine, over \$3,000 value by itself. The Magazine is utilized year-round.
- ✓ Many hundreds of ticket-paying attendees come to the Parade of Homes over the five days.
- ✓ It's the largest and most exclusive Parade event in our area.
- ✓ Some suppliers may offer a product discount on homes showcased in the Parade.

ENTRY FEE ALSO INCLUDES:

- ✓ Two page feature in official *Parade of Homes* magazine, and a one page feature in the Bozeman Daily Chronicle "Parade of Homes" insert. A 36,000 reader distribution.
- ✓ Radio, newspaper, website, advertising the Parade of Homes.
- ✓ Official "Parade of Homes" sign to be placed in front of entry home.
- ✓ All necessary directional signs and shoe covers for attendees.
- ✓ Follow-up recognition in SWMBIA Publications and other media, plus recognition and complementary dinner at the Parade of Homes Kick-Off Party.
- ✓ Two passes on the chartered VIP Builder's Tour bus, September 6th.

Southwest Montana Building Industry Association

1716 West Main Street Suite 8-G Beaver Pond Plaza
Bozeman MT 59715
(406) 585-8181 FAX (406) 585-7530
www.swmbia.org

Southwest Montana Building Industry Association
BUILDER ENTRY FORM
For participating in the 2012 Parade of Homes
(To be submitted with Builder Letter of Intent)

Please complete this Builder Entry Form (for each individual address) to enter a Parade Home in the 2012 Parade of Homes, an event owned and produced by the Southwest Montana Building Industry Association, a Montana nonprofit corporation ("SWMBIA"). Elevations, floor plans, and a rendering for the entry can be submitted with this form. Additional and updated information may be requested. Builder assumes sole responsibility for submitting correct, accurate, and up-to-date information regarding his/her entry. All entries are submitted subject to the approval of SWMBIA and SWMBIA hereby reserves the right to refuse any entry, at its sole discretion. Note: Builder Entry Forms and Applications will not be considered if not submitted in full!

Submission Checklist:

- Builder Entry Form
- Builder Entry Fee
- Written construction/completion schedule
- Map with Directions to home
- Builder Write-up
- Home Write-up
- Company Logo (on file?)
- Color Rendering or Photo of the Home.
- Name of Advertiser for 1/3 page
- List of Sub Contractors
- Photo of Builder (on File?)
- Floor Plan (optional)
- Letter From Builder asking for acceptance
- Letter of Recommendation (ie.. bank, supplier, sponsor)
- Scheduled interview with Parade Committee
- Certificate of Liability Insurance

Parade Home Address and unit #: _____

Directions to Parade Home: _____

Lot Size: _____ Number of Bedrooms _____ Number of Baths _____

Please check one:

- Single Family Detached Single Family Attached Condominium
- Rental Other (describe) _____

Please check all that apply:

- New Construction Remodel
- Spec Custom Builder's Home

Please circle your response:

Will anyone other than the Builder, YES NO
such as a third party owner, purchaser,
or tenant, occupy or have the right to
occupy the Parade Home at any time
prior to September 1, 2012?

**SOUTHWEST MONTANA BUILDING INDUSTRY ASSOCIATION
2012 PARADE OF HOMES
BUILDER PARTICIPATION AGREEMENT**

AGREEMENT entered into this _____ day of _____, 2012, by and between the **Southwest Montana Building Industry Association, a Montana nonprofit corporation (“SWMBIA” or the “Association”)**, and _____ (“Builder”)

RECITALS:

- A. The Association owns and produces an annual event in Southwest Montana, known as the Parade of Homes (the “Parade”), for the purpose and displaying and promoting the work, products and services of its Builders and Associate Members.
- B. The intent of the Parade from its inception has been, and shall continue to be, to display and promote the craftsmanship and professionalism of the local home building industry. Accordingly, all Parade homes should be constructed “on site” and, to the greatest extent possible, utilizing and incorporating local labor and materials.
- C. The Association desires to have Builders participate in the 2012 Parade of Homes and Builders desires to enter a Parade home in the 2012 Parade of Homes.

In consideration of the mutual promises and covenants set forth herein, and agreeing to be legally bound, Association and Builder hereby agree to the following terms and conditions:

Please initial by each below, showing your understanding and agreement to the following promises and covenants:

_____ 1. **PARADE DATES**

The dates of the 2012 Parade are as follows: September 8-9, 14, 15-16, 2012. Builder’s Parade Home shall be open for public viewing, during all scheduled Parade hours, on each and every day of the 2012 Parade.

_____ 2. **CONSTRUCTION AND COMPLETION**

Builder shall begin construction of Builder’s Parade Home in sufficient time that it will be completed by September 6, 2012. Before July 1, 2012, the Builder agrees to meet with the parade inspection committee at the proposed Parade Home to check the progress of the home and determine if the home will be finished by September 6, 2012. At this time the Builder shall provide assurance of completion to the Association, or Builder may be asked to withdraw from the 2012 Parade. In such an event, Builder agrees to abide by the Association’s decision. Builder further agrees, in such an event, that all entry fees and any membership fees paid in advance shall be NON-REFUNDABLE and forfeited to the Association. No Homes completed prior to September 1, 2011 will be accepted for entry in the 2012 Parade.

_____ 3. **MEMBERSHIP**

Builder Member acknowledges that Builder Member is, and has been, a member of the Association, in good standing, for at least two full years prior to the date of execution of this Agreement. In the event that Builder Member has not been a member of the Association, in good standing, for at least two full years prior to the date of execution of this Agreement, Builder Member agrees to submit, at the time this Agreement is executed, the following: (1) a written request for variance to the Board of Directors from your membership Sponsor (2) 3 Letters of Recommendation from current SWMBIA Members. (3) Review of previous projects. Should a variance be accepted, two (2) years of membership dues must be collected by the Association.

_____ 4. **ENTRY FEE**

Builder agrees to pay the Association an entry fee as follows: Applications may not be considered if not submitted in full prior to May 1st.

- Application and fee submitted on _____ \$3,500.00
or before **April 15th**, 2012 (early entry)

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- Application and fee submitted after April 15th, 2012 to April 30th. \$4,000.00
- Application and fee submitted after May 1st \$4,500.00

Should early Parade entry withdrawal be warranted, \$250.00 of entry fee plus up to half the dollar amount of total entry may not be refunded to cover graphic design costs already incurred.

All Builder training sessions, the Kick-Off Party, the VIP Tour are mandatory to attend by the Builder. Failure to attend an event or failure to comply with the “guidelines for successful completion” may result in the forfeit of the \$1,000 compliance fee submitted with your application. Please refer to “Guidelines for successful completion” which are included in this application packet.

Builder Entry includes Advertising Fee, which includes:

Two Builder pages in Parade of Homes Magazine, programs at Parade Home, collective Radio, Newspaper, and Television Advertising, plus any other media or advertising utilized by Association.

5. ACCEPTANCE

The Association shall have a four (4) week period, from the application deadline, to accept or reject this application and within that time shall provide return of deposit and entry fee without any penalty or prejudice. The Association reserves the right to interview applicants previous to acceptance. The Association also reserves the right to limit the total number of homes in the Parade of Homes. The Association may, at its discretion, limit the number of entries to one (1) house per builder.

6. TYPE OF CONSTRUCTION

Builder’s Parade Home shall be a site built home utilizing Southwest Montana resources.

7. LOCATION OF PARADE HOME

Parade Home entries located within Gallatin County are preferred, however, the Association may, in its sole discretion, accept entries in the surrounding areas. The Association shall have the right to reject any Parade Home entry for any or no reason, including, without limitation, the following: location, logistical concerns, distance between Parade Home entries, multiple Parade Home in a single subdivision, type of construction, architectural design, parking concerns, concerns with public and legal access, safety and liability issues, road conditions, or any other issues or concerns deemed significant by the Association.

8. SIGNED LETTER OF CREDIT RECEIVED

9. VIEWING HOURS

Builder shall keep Builder’s Parade Home open to the public viewing, with Builder’s representative and support staff in attendance on the days and during the hours fixed by the Association, which times constitute the official hours of the Parade of Homes advertised to the general public. Only the home registered in the Parade of Homes built by the builder will be open during the Parade hours: Two weekends, Saturday—Sunday 10am—6pm, and Friday evening viewing 4pm—8pm.

10. CLEAN UP

Builder agrees to remove trash and building debris from the Parade Home building site periodically during the construction, and to clean the site for the purpose of advertising photography in August and September and prior to opening day.

11. LANDSCAPING

Builder agrees to install **sod** with shrubbery in the front of the property on which the Parade Home is located. Builder is encouraged to provide additional landscaping for aesthetic and marketing purposes.

12. SIGNS

Builder will place an official Parade of Homes sign on the front of the property. Metal panels will be furnished by the Association with a white wooden frame for the panels to be furnished by the builder. The official Parade of Home sign, as designed and required by the Association, may be displayed at the Parade Home location no sooner than 90 days prior to Parade of Homes and construction of home must be substantially complete. The official Parade of Homes sign must be removed by December 31st of the calendar year in which the Parade Home was entered. The Builder retains ownership of the white wood frame, while the Association retains ownership of the large green metal panels that utilizes Parade of Homes Logo. If Builder would like to donate the white frame to the Association, the Association will store the sign at no cost to the builder. There shall be no other exterior signs on the site during the Parade. Interior signs will conform to SWMBIA's codes and requirements. Interior signs will be limited to 5" x 9" in size, clear or white plexi-glass with teal or hunter green print. **Only SWMBIA members shall be allowed to place signs in Home during the event, and only SWMBIA members are allowed to display promotional materials in the garage during the Parade.** Tables, photos, awards and product information and displays in the garage are at Builder's discretion.

13. **DECORATING**

Builder will have the Parade Home decorated and furnished in the living areas. The "living areas" shall include, at a minimum, the living room, dining room, family room (recreation room), one bedroom (preferably the master bedroom), and kitchen. It is recommended that all rooms be decorated because this increases the appeal of the Parade Home, and reflects positively on the Builder's image. Builder is responsible for contacting and working with decorator and/or furnisher in the Parade Home. Builder is responsible for decorator/furnisher complying with sign requirements.

14. **TRADE CONTRACTORS AND SUPPLIERS**

Each Parade Builder agrees to provide, no later than **July 1, 2012**, names of all trade contractors and suppliers who are providing materials or services for the Builder's Parade Home. These trade contractors and suppliers shall be listed on the Builder's Page of the Parade Magazine of members in good standing of the Association. Those trade contractors and suppliers who are SWMBIA members will be indicated by a method chosen by the Association. The Builder, at Builder's own expense, may provide a handout listing the names of the trade contractors and suppliers who provided materials or services for the Builder's Parade House. This handout may be distributed at the entrance of the Parade Home or in the garage. **Each builder is requested to give serious consideration, priority, and preference to using only trade contractors and suppliers who are current members of the Association.**

15. **DISPLAYS**

Builder may use only the garage or basement area for the purpose of displaying home models or construction cutaways. No displays are permitted anywhere else in the Parade Home, except for the garage or basement area. The exhibitor's product or services must be related directly to the building industry, and the **exhibitor must be a member, in good standing, of the Association.** The Association reserves the right to adjust or remove any displays.

16. **GARAGE**

Builder shall have the garage finished with drywall, taped, and painted if it is to be used as a display area. The area shall be free of debris and other items that may become a hazard.

17. **TICKET SALES**

Builder agrees, at Builder's expense, to provide adequate personnel to assure proper operation of Parade activities during all hours Builder's Parade Home is open to the public. This shall include distribution of Parade Programs and literature, the selling of Parade of Homes tickets, and the collection and retention of funds from the selling of Parade tickets.

18. **SHOWING AND ACCESS**

Builder shall have Builder's Parade Home open and staffed during all official Parade hours. In the event Builder does not have Builder's Parade Home open during the Parade's scheduled hours, the Association has the right to open Builder's Parade Home and to the public, and staff such home without liability. A fine may be levied for failure to comply.

19. **OCCUPANCY**

Builder's Parade Home shall not be occupied by a buyer or tenant during the Parade. The Association shall not be responsible for any personal property items left in Builder's Parade Home or liable for any loss of such items. The Association must approve any exceptions to the occupancy provision.

20. **OPEN HOUSE PRIOR TO PARADE**

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Builder agrees not to hold a formal open house once the home is staged and show ready for the Parade of Homes. Builder recognizes that excessive exposure of Builder's Parade Home prior to the Parade may detract from the success of the Parade and the number of visitors at Builder's home during the Parade.

21. REALTORS

The Association requests that Builder encourage the Real Estate Company they contract with to not actively promote other properties at the Parade Home during the Parade of Homes open hours, unless in the garage display. The intent is to maintain the integrity and spirit of the Parade, and not dilute the impact for Builders who are Parade participants. Participating Builders wanting to hold another home open during the Parade hours will need Association approval. A charge may be levied to Builder if found by the Association to be using Parade supplies at a non-Parade home.

22. LIABILITY

Builder shall be solely responsible for insuring that Builder's Parade Home and site is maintained in a safe condition for entry by the general public at all times during the 2012 Parade. Builder agrees to protect, indemnify and hold harmless the Association and its Parade of Homes Committee, officers, directors, agents, employees, and volunteers from and against any loss claim, or damage caused to any person or property by any defect or dangerous condition in Builder's Parade Home or on Builder's site. In addition, Builder specifically agrees to defend, at Builder's sole expense, any claim or action covered by the aforesaid indemnity, which may be asserted or brought against any of the indemnified parties. **A certificate of liability insurance naming the Association as a 'ADDITIONAL INSURED' during the Parade of Homes must be received by the Association no later than August 31st, 2012.**

23. INSURANCE COVERAGE

Builder shall, at Builder's expense, carry and maintain in force throughout the last day of the 2012 Parade of Homes a Commercial General Liability policy with liability limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. A Certificate of Liability Insurance, with a 10 day notice of cancellation provision, detailing the limits and the policy dates must be provided to the Association by **August 31st 2012**. Builder shall also, at Builder's expense, carry and maintain in force throughout the last day of the 2012 Parade of Homes adequate fire and casualty insurance on Builder's Parade Home, and upon any and all furnishings and personal property therein. A Certificate of Fire and Casualty Insurance, with a 10 day notice of cancellation provision, detailing the limits and the policy dates must be provided to the Association by August 31, 2012.

24. CLEANING

Builder shall be responsible for the daily cleaning of the interior of Builder's Parade Home and the maintenance of the exterior of the house, landscaping, garage, carports, porches, and building site. Builder's Parade Home shall, at all times throughout the 2012 Parade, be presented in a manner consistent with all requirements of this Agreement and all Parade Rules and Regulations.

25. VEHICLE PARKING

Builder shall provide a convenient area for vehicle parking during all hours of the Parade. The Builder may offer to automobile dealers, who are members of the Association, the opportunity to place a vehicle at the Parade Homes.

26. ADMISSION

The Association shall determine the admission charge for entry into the 2012 Parade of Homes. However, Builder's staff, support crew, and exhibitors may not be charged any admission fee in exchange for staffing said Builder's home.

27. ADVERTISING

The Association agrees to provide, at the Association's expense and discretion, advertising media sufficient to successfully promote the 2012 Parade and any and all associated activities.

28. PARADE PROGRAM

The Association agrees, at the Association's expense and discretion, to produce a Parade of Homes Magazine or Program ("Parade Magazine") for distribution to the general public during the event. The Parade Magazine may include a floor plan (optional) and rendering (required) of each Parade Home, a recent picture of the Builder, and a brief write-up highlighting Builder's Parade Home. The Association agrees to furnish copies of the Parade Magazine to each participating Builder for their use during the Parade. Additional Parade Magazines shall be made available at each Parade Home for distribution to

Southwest Montana Building Industry Association

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general public. **All rendering and floor plans (optional) shall be camera ready, shall comply with all Parade Magazine specifications, and shall be submitted to the Association no later than July 1, 2012.**

29. **RULES AND REGULATIONS**

Builder shall fully comply with all rules and regulations governing the 2012 Parade.

30. **FUTURE PARTICIPATION**

The Builder agrees that failure to comply with any part of this Agreement shall result in being declared ineligible to participate in future Parades by the Association for a period of two (2) years. If Builder's Parade Home is removed from the 2012 Parade due to violation of this Agreement or inability to complete Builder's Parade Home by the deadline set forth in this Agreement, the Builder's entry fee will be forfeited to the Association.

31. **DEFAULT BY ASSOCIATION**

If the Builder faithfully performs the covenants and obligations imposed by this agreement, and SWMBIA fails to complete its obligations hereunder, the Builder shall be entitled to a refund of the entry fee, and both parties shall be relieved of any further obligations hereunder.

32. **DEFAULT BY BUILDER**

In the event of default under this Agreement by Builder, any and all deposits and fees paid by the Builder shall be forfeited. The Association shall also be entitled to pursue all available remedies at law or in equity, including injunctive relief, in addition to enforcing any penalties or remedies otherwise specified in this Agreement.

33. **EXPENSES**

The parties agree that they shall each pay their own expenses incidental to the preparation, execution and delivery of this Agreement and the consummation of the transactions described herein or undertaken in connection herewith, including, without limitation, all fees of counsel, accountant, and other professional fees and expenses.

34. **ENTIRE AGREEMENT MODIFICATIONS**

This agreement and the documents delivered in connection herewith constitute the entire agreement between parties with respect to the transactions contemplated hereby and supersede all prior agreements or understandings between the parties with respect thereto. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated, except by an instrument in writing signed by the party to be charged.

35. **HEADINGS**

The descriptive headings contained herein are for convenience of reference only and shall not affect the meaning or interpretation hereof.

36. **COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

37. **GOVERNING LAW**

This Agreement shall be governed by and construed accordingly to the laws of the State of Montana and jurisdiction relative to any dispute shall be in the State of Montana.

38. **BINDING EFFECT**

This Agreement shall be binding and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assignors.

39. **WAIVER**

No failure to exercise and no delay in exercising any right, power, or privilege hereunder shall operate as a waiver thereof. No waiver of any breach of any provision hereof shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision. NO extension of time of performance of any obligations or other acts hereunder or under any other agreement shall be deemed to be an extension of time for performance of any other obligations or any other acts. The right and remedies of the parties under this Agreement and any other document delivered in connection herewith are in addition to all other rights and remedies, at law or equity that each party may have against the other party.

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40. **SEVERABILITY**

In the event that any provision of this Agreement is determined to be partially or wholly invalid, illegal or unenforceable, then such provision shall be deemed to be modified or restricted to the extent necessary to make such provision valid, binding and enforceable or, if such a provision cannot be modified or restricted in a manner so as to make such provision valid binding or enforceable, then such provision shall be deemed to be excised from this Agreement and the validity, binding effect, and enforceability of the remaining provisions of this Agreement shall not be affected or impaired in any manner.

41. **ATTORNEY'S FEES**

In any action brought by either of the parties hereto to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to an award of all costs of such action and a reasonable attorney fees as determined by the Court.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date written below.

SWMBIA:

BUILDER:

(Southwest Montana Building Industry
Association, a Montana nonprofit corporation)

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

(If BUILDER is a corporation or other legal entity, signer hereby represents and warrants that he/she is duly authorized to execute this agreement on behalf of such entity.)

**2012 Parade of Homes
Violations and Fine Schedule**

____ Builder.

Please initial by each item to reflect your understanding of the fine schedule.

The participation of the Parade of Homes Builders is vital to the success of the Parade of Homes. We encourage Association Members to participate.

The Association will deduct a fine for the following infractions:

REQUIRED ATTENDANCE MEETINGS AND EVENTS:

- ____\$100 Failure to attend the Parade of Homes Builder Orientation Meeting
Date: TBA (usually in mid-June)

- ____\$300 Failure to attend the Parade of Homes Kick-Off Event and Dinner
Date: TBA, (Late August, early September)

- ____\$300 Failure to attend the Parade of Homes VIP Tour
Date: September 6, 2012

- ____\$100 Failure to pick-up necessary Parade of Homes Supplies from the Association office, Friday, September 7, 2012

- ____\$100 Failure to attend the Parade of Homes After-Parade Debriefing and Comment Session.
Date: _____(tba)

- ____\$100 Failure to return Parade of Homes supplies and equipment back to association office by September 17, 2012.

- ____\$100 Open House prior to Parade of Homes.

- ____\$100 Showing other homes during Parade of Homes hours.

Builder

Date

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Southwest Montana Building Industry Association

1716 West Main Street Suite 8-G BeaverPond Plaza

Bozeman MT 59715

(406) 585-8181 FAX (406) 585-7530

www.swmbia.org

Letter of Credit

Date

Name

Name

Address

City State Zip

Re: Customer Name
Letter of Credit No. _____

Dear Sir/Madam:

We hereby open our irrevocable standby Letter of Credit in your favor for the account of _____ for a sum not to exceed the aggregate amount of \$ _____ in U.S. Dollars available by your one or more clean drafts drawn at sight on us. Each draft so drawn must be marked "drawn under Southwest Montana Building Industry Association, 1716 W.Main St. Suite 8-G Bozeman MT 59715, irrevocable standby Letter of Credit No _____" and be accompanied by a signed statement from _____ that _____ has failed to honor its contractual agreement.

This credit is subject, so far as applicable, to the "Uniform Customs and Practice for Documentary Credits", 2007 Revision, the International Chamber of Commerce Publication No. 600.

We hereby agree that all drafts so drawn under and in compliance with the terms of this Letter of Credit will be duly honored if drawn and presented for payment to our office, Southwest Montana Building Industry Association, 1716 West Main Street Suite 8-G Beaver Pond Plaza, Bozeman MT 59715.

This Letter of Credit will terminate on _____ at 5:00 p.m..

Sincerely,

Officer
Title

**SOUTHWEST MONTANA BUILDING INDUSTRY ASSOCIATION
2012 PARADE OF HOMES
BUILDER COMPLETION AGREEMENT**

This agreement is to ensure completion of the home entered in the SWMBIA Parade of Homes. The builder has two (2) options for fulfilling this agreement:

1. Builder can write a check for \$5,000.00 to SWMBIA. SWMBIA will deposit check into interest bearing account. Deposit will be returned in full plus interest if no violations occur. Deposit is returned as early as home completion is verified.
2. Builder can submit a letter of credit from their bank with SWMBIA to be in receipt of funds if violation occurs. Builder responsible for line of credit.

Violation of this completion agreement will result fine schedule below:

- ___\$1,000 Failure to have home ready for the Parade of Homes VIP Builders Tour
September 6, 2012
- ___\$1,000 Failure to have home ready for the Parade of Homes First Saturday by 10am
September 8, 2012
- ___\$1,000 Failure to have home ready for the Parade of Homes Friday 4pm
September 14, 2012
- ___\$1,000 Failure to have home ready for the Parade of Homes Second Saturday 10am
September 15, 2012

If home is not complete fine schedule will be implemented and home will not be allowed to be open to public. All SWMBIA Signage will be removed and notices will be placed to inform public that home is not complete and not safe to tour.

BUILDER:

By: _____

Title: _____

Date: _____

Parade of Homes Construction Completion Checklist

In an effort to show the public the best possible effort, the following items will be completed before the beginning of the Parade of Homes.

Please initial to indicate your understanding and compliance of the following items.

Exterior

- All curbside yards to be landscaped with sod or fully developed lawn that is irrigated and manicured properly.
- Construction equipment such as job trailers, forklifts, bobcats to be removed from site.
- Official SWMBIA Parade of Homes sign installed and visible.
- Site clean and free of garbage and/or debris.
- Unauthorized signage removed from site.
- All exterior finish components installed. This list includes but is not limited to: roofing, fascia, soffit, siding, decks, rails, patios, doors, chimneys, etc. Those products that require painting or staining must be finished.
- Side and back yards to be final graded with no excess dirt piles inside the property lines.
- Out-Building either attached or detached. 100% finished on the exterior.
- Safety provisions in place for hazards such as non-visible steps, swales, ditches, bridges.

Interior

- Unfinished rooms shall not be displayed to the public. These rooms must be locked with proper signage for no entry.

Finished rooms that will be displayed to the public:

- Finished to include walls, ceilings and floors. Finish includes electrical, telecommunications, low voltage, sound components, plumbing, mechanical, thermostat controls, cabinetry, doors, hardware, countertops, appliances, HVAC, overhead doors, fireplaces.
- Finished rooms include the display area in the garage.
- Cleaned professionally.
- All tools & improper signage removed.
- Approved signage properly displayed and only display current SWMBIA Member company names.
- Heating and Air Conditioning equipment installed, tested and inspected for safety.
- Plumbing inspected by local or State certified inspector.
- Electrical inspected by local or state certified inspector.
- Certificate of Occupancy from City of Bozeman.
- Safety inspection for all homes outside the city jurisdictional area. Inspection can be done by certified inspector, licensed home inspector or the SWMBIA parade inspection committee, which includes at least two (2) Builder Members.
- Furnishings in Living Room, Dining Room, Master Bedroom & Bath, Foyer and Kitchen.