



SUBMISSION FORM

Tour Dates: September 21-22, 2019

COST: \$1500, & \$950 for each additional project

NUMBER OF TOUR SITES ARE LIMITED.

PROJECTS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS UPON COMMITTEE APPROVAL.

ALL SUBMISSIONS FORMS ARE DUE NO LATER THAN FRIDAY, MAY 24th, 2019*

MEMBER COMPANY NAME: _____

MEMBER CONTACT: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

CELL PHONE: _____ **WEB SITE:** _____

Projects will be selected by location, grouping them geographically to best serve those participating. Please list all project(s) you'd like to be considered for the tour in order of your preference. Only one project (if any) will be selected from those you have listed below, unless you have indicated "NO" to the following question.

Submitting ONE Project location for Tour ☐ YES ☐ NO... If NO, list total number of projects you'd like included on Tour _____

Project #1 - ADDRESS/CITY: _____

TYPE OF PROJECT: ☐ ADDITION ☐ BASEMENT ☐ BATHROOM ☐ BEDROOM ☐ GARAGE ☐ KITCHEN ☐ OUTDOOR
☐ WHOLE HOUSE ☐ OTHER _____

Project #2 - ADDRESS/CITY: _____

TYPE OF PROJECT: ☐ ADDITION ☐ BASEMENT ☐ BATHROOM ☐ BEDROOM ☐ GARAGE ☐ KITCHEN ☐ OUTDOOR
☐ WHOLE HOUSE ☐ OTHER _____

Project #3 - ADDRESS/CITY: _____

TYPE OF PROJECT: ☐ ADDITION ☐ BASEMENT ☐ BATHROOM ☐ BEDROOM ☐ GARAGE ☐ KITCHEN ☐ OUTDOOR
☐ WHOLE HOUSE ☐ OTHER _____

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, 2016 and June 1, 2019** 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.

(Complete back side)

ALL SUBMISSION FORMS MUST BE COMPLETED BY Friday, May 24, 2019* and CHECKS PAYABLE TO:

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

Any questions please call (216) 631-7764 or email: info@naricleveland.com

**The selection committee will view submitted entries and will notify you by phone or email if your entry has been chosen.*

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 2019 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 SIGNATURE _____ DATE _____

MARKETING/ADVERTISING CONTACT (NAME) _____ PHONE: _____

MARKETING/ADVERTISING EMAIL ADDRESS: _____

What happens once I complete a Submission form?

***THE FOLLOW MUST BE COMPLETED WITHIN 30 DAYS OF SUBMISSION FORM - and no later than 6/10/19**

REQUIREMENTS OF PARTICIPATION

SUBMIT REQUIRED FORMS - You will need to provide signed copies of the 1) **Homeowners Agreement**, 2) **Photographer's Release**, as well as completed 3) **"Which Products Did I Use"** form. These forms will be provided to you in a Dropbox folder once your project(s) has been approved for admittance on the tour. You will receive the link to access this folder via Dropbox invitation email. If you do not already have Dropbox on your computer, click on the link provided in the Dropbox invitation to create a free account to log in and 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 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 June 10, 2019.**

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 Tour Participant meetings*: (i.e. **Aug. 6th** Participant's Conference Call; **Sept. 16th** - Optional Participant Pick-Up @ NARI office; **Sept. 19th** - Tour Preview Party; **Sept. 23rd** - Materials Drop-off @ NARI office) ****Dates subject to change with prior notification.**