



HBA OF Greater Springfield 2026 PARADE OF HOMES PARTICIPATION AGREEMENT

2026 Parade – June 5 – 7, 2026

New Construction and Remodels

ELIGIBILITY:

1. Builder must be a Home Builders Association of Greater Springfield (“HBA”) member in good standing and not delinquent in monetary obligations to the HBA. If Builder is a member of NAHB/OHBA through another association, the fee structure is different.
2. Entries must be ready for viewing by noon on the Thursday prior to the Parade opening.
3. Interior decorating, furnishings and landscaping are strongly recommended to enhance an entry’s appearance but are not required.
4. If Builder fails to comply with any provision of this Agreement, they may be declared ineligible to participate in this and future Parades. HBA shall have sole discretion to determine whether Builder has complied with this Agreement.
5. Remodeling projects are eligible if residence, or any part of it, has undergone change in shape, form, or function.

ACCESSIBILITY & PARKING:

6. Access to entry, including driveway and walkways, must be safe and clear for the public to enter.
7. Neighborhood parking will be used where sufficient. If neighborhood parking is insufficient, Builder must submit a traffic flow plan for committee approval.

DATES/HOURS & STAFFING:

8. 2025 Fall HBA Parade of Homes is October 17-19. During all stated hours, entry must be open for viewing and Builder must have at least one representative on-site. Any exceptions must be approved by Parade committee.

SAFETY, SECURITY & INSURANCE:

9. Builder assumes responsibility for appropriate health & safety precautions and best practices before, during and after Parade. HBA will issue recommendations that satisfy government mandates at the time of the Parade. If Builder does not follow mandated guidelines, HBA has the option to close the entry to the public.
10. Builder has sole responsibility for security of the entry and property during construction and Parade.

11. Builder will carry liability insurance containing a combined single limit of at least \$1,000,000 each occurrence/\$1,000,000 aggregate or its equivalent on entries to be effective October 1 – October 31, 2025.
12. Builder agrees to indemnify and hold HBA harmless, to the fullest extent permitted by law, for bodily injury, property damage or other liability occurring, arising out of or in any way relating to HBA Parade of Homes.

IN-HOME PROMOTIONS:

13. Interior signage is allowed at the discretion of the Builder. Builder agrees to display HBA sponsor promotional information in a prominent area.
14. Only current HBA members in good standing are permitted to advertise on-site. This policy promotes a positive experience for visitors and maximizes marketing value for event sponsors and members.

SIGNAGE:

15. HBA will provide exterior Parade branded signs for use at the site during the Parade. Builder may display their own sign and “For Sale” real estate sign. All other exterior signs must be signs of HBA members in good standing. Exterior signage control is at the discretion of HBA in cooperation with the Builder.
16. Builder will leave HBA Parade of Homes sign posted and clearly visible for the duration of the Parade.
17. HBA will provide directional signs to guide public to the site. Builder is responsible for placement of directional signs. Builder must adhere to local sign placement rules within the area of which the entry is located.
18. At the conclusion of the Parade, Builder will remove all signs and return signs and stakes to HBA.

PHOTOGRAPHY:

19. Builder agrees to work with HBA selected photographer to schedule a convenient time to video/photograph entry. Builder understands photography will only take place once entry is staged. If home will not be staged, photography will only take place if entry is complete.
20. If a scheduled photography appointment is not cancelled at least 24 hours in advance, Builder will pay a \$250 cancellation fee. This fee also applies if entry must be rescheduled because Builder fails to show at

scheduled appointment or entry is not properly prepared for photo shoot.

unless that open house can be shown to be part of said company's established open house schedule.

ENTRY INFORMATION:

21. Builder is responsible for submitting entry information by established deadlines. This includes proofing information to appear in marketing pieces.

PAYMENT:

22. HBA requires \$1,000 payment at time of entry. Final payment is due on or before 05/01/2026.
23. Entries may be cancelled prior to 05/01/2026 for a full refund. Cancellations after 05/02/2026 will not receive any refund.

OPEN HOUSES & PARADE OF HOMES TRADEMARK:

26. No HBA member, whether participating in the Parade or not, will use "Parade of Homes" in connection with any form of advertising or promotion activity outside of the HBA sponsored event.
27. All members will show further courtesy by not conducting an open house during Parade event hours,

LICENSE & INDEMNIFICATION:

28. Notwithstanding any other provision of this agreement, Builder hereby grants HBA a non-exclusive, royalty-free, sub-licensable right and license to use all entry details, photos, descriptions, drawings, blueprints, advertisements (collectively the "Materials") provided to HBA for reproduction, publication, and other use by HBA and authorized third parties for the promotion and operation of the Parade of Homes before, during and after the event.
29. Builder hereby represents and warrants that Builder is the owner/licensee of the materials and Builder has the right and/or license to provide the materials to HBA for use before, during and after the event. Further, Builder hereby agrees to hold harmless and indemnify HBA from any, and all, third-party claims, demands, fees and costs (including reasonable attorney fees) associated with the use of the Materials used by HBA in relation to this event.

By signing this form, I acknowledge that I have read and understand the rules of participating in HBA of Greater Springfield Parade of Homes event and the violation of these rules may lead to loss of eligibility for future HBA Parade of Homes and imposition of a period of membership probation.

Member Company Name: _____

Contact Name: _____

Contact Email: _____ Contact Phone Number: _____

Authorized Representative Signature: _____

Print Name of Authorized Signer: _____

Of House Entries: _____ House Tier Level: _____

(House Tiers: Tier 1- Houses \$750,000+, Tier 2- Houses \$500,000 - \$749,999, Tier 3- Houses \$350,000 - \$499,999, Tier 4- Houses \$0 - \$349,999)

Address of House Entered: _____

Please provide a list of potential Greeting Partners for your home entry. These would be companies you worked with on your home that would be willing to assist as volunteers during Parade hours. If no potential partners are provided, a Greeting Partner may be assigned to your home. _____

**Return signed agreement to HBA Office | events@hbaspringfield.com
417.881.3711 | 636 W Republic Road, Suite D108 | Springfield**