

## 2025 Parade of Homes Project Entry Form and Checklist

### 2025 Parade of Homes Event Dates:

Saturday, **September 27<sup>th</sup>** 10 AM – 4 PM

Sunday, **September 28<sup>th</sup>** 10 AM – 4 PM

### DEADLINES:

**Pages 1-2: Thursday, July 31<sup>st</sup>**

**Page 3: Thursday, August 14<sup>th</sup>**

### PARTICIPANT INFORMATION

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

First and Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Email: \_\_\_\_\_

#### Public Contact Information for Publication in the Parade of Homes Magazine:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### PROJECT

What type of project are you entering? Please check all that apply:

- ☐ NEW CONSTRUCTION
 ☐ CUSTOM BUILD
 ☐ REMODEL
 ☐ DESIGN  
☐ ADU
 ☐ COMMERCIAL
 ☐ OTHER: \_\_\_\_\_

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Size: \_\_\_\_\_ SF Will this project be finished by 9/26/25? ☐ Yes ☐ No

\*List Price: \$ \_\_\_\_\_ \*Cost of Project: \$ \_\_\_\_\_ \*# of Bedrooms: \_\_\_\_\_

\*# of Bathrooms: \_\_\_\_\_ \*Project Completion Date: \_\_\_\_\_

*\* Information for Publication in the Parade of Homes Magazine. If it does not apply to your project or you do not want it publicized, please leave it blank.*

## ENTRY FEE / PAYMENT

1<sup>st</sup> Project: \$ \_\_\_\_\_  
Additional Projects: (\$1050 x \_\_\_\_\_) \$ \_\_\_\_\_  
Refundable Sign Deposit: \$ \_\_\_\_\_ \$100.00  
Additional Signage: (\$10 x \_\_\_\_\_) \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

**First Project : \$1,500**  
**Additional Project: \$1050**  
**Refundable Sign Deposit: \$100**  
**Additional Signage: \$10 each**  
**Not a KBA Member? \$2080**  
(includes membership for 1 year)

Payment Type: ☐ Check to be Mailed or Delivered to the KBA Office  
☐ Send Me an Invoice  
☐ Credit or Debit Card Online at [www.KitsapBuilds.com](http://www.KitsapBuilds.com)  
(<https://business.kitsapbuilds.com/events/details/parade-of-homes-7188>) Credit or  
☐ Debit Card Over Phone (please call 360-479-5778 M-F 8 AM - 5 PM)

## PARADE TERMS AND CONDITIONS

*Please initial in each space after reading.*

\_\_\_\_\_ PARTICIPANT MUST BE A MEMBER IN GOOD STANDING OF THE KITSAP BUILDING ASSOCIATION THROUGHOUT THE CONCLUSION OF THE EVENT.

\_\_\_\_\_ ALL MODEL HOMES THAT ARE JOINTLY ENCLOSED IN A SALES CENTER MUST BE REGISTERED WITH THE PARADE (SEPARATE ENTRIES).

\_\_\_\_\_ ALL HOMES WILL BE OPEN AND STAFFED DURING OFFICAL PARADE HOURS.

\_\_\_\_\_ THERE MUST BE NO ACTIVE CONSTRUCTION ON SITE DURING THE ENTIRETY OF THE EVENT.

\_\_\_\_\_ IF YOUR HOME IS PROJECTED TO BE UNFINISHED BY THE EVENT DATE, YOU MUST CONTACT KBA TO DISCUSS DETAILS. A WALK-THROUGH MAY BE REQUIRED TO ENSURE SAFTY NEEDS ARE MET AND MUST TAKE PLACE NO LATER THAN 30 DAYS PRIOR TO THE FIRST DAY OF THE PARADE.

\_\_\_\_\_ SPECIFIC HOMES MAY BE REQUIRED TO OPEN PRIOR OR AFTER THE OFFICAL PARADE OF HOMES TO ACCOMMODATE THE JUDGES ROUTE.

\_\_\_\_\_ PARTICIPANTS ARE REQUIRED TO, AND RESPONSIBLE FOR, PROOFING THEIR OWN PAGE IN THE PARADE MAGAZINE TO ENSURE ALL DETAILS ARE ACCURATE. CONTENT EDITS CAN ONLY BE MADE DURING THE PROOFING PROCESS. TO ENSURE CONTINNUITY, LAYOUT AND FORMATTING OF THE GUIDE ITSELF CANNOT BE CHANGED.

\_\_\_\_\_ THIS APPLICATION MUST BE RECEIVED BY THE KBA OFFICE NO LATER THAN THURSDAY, JULY 31<sup>ST</sup> SUPPLEMENTAL INFORMATION & DEADLINES WILL BE REQUESTED OF YOU FOR THE PARADE OF HOMES MAGAZINE, AND DEADLINES MUST BE ABIDED BY.

I hereby enter the above-named project for the said entry fee as an official entry in the 2025 KBA Parade of Homes and likewise agree to abide by the terms and conditions set forth by the Parade of Homes Committee.

\_\_\_\_\_  
Participants Signature

\_\_\_\_\_  
Date

## 2025 Parade of Homes Supplemental Checklist

THE INFORMATION BELOW MUST BE SENT TO KBA BY **WEDNESDAY, AUGUST 14TH**

Wet Apple Media will be sending out magazine proof's in the beginning of August. Please be on the lookout for email from them.  
*Please complete the information below for EACH project submitted.*

### CHECKLIST OF ITEMS TO COMPLETE

\_\_\_\_\_ **COMPANY BIO:** Please provide a paragraph about the company. Paragraphs cannot exceed 60 words and may be edited to fit the constraints of the publication.

\_\_\_\_\_ **DESCRIPTION OF THE PROJECT:** Descriptions cannot exceed 100 words and may be edited to fit the constraints of the publication.

\_\_\_\_\_ **PROJECTS KEY FEATURES:** Formed in short bullet points. Must not exceed 8.

\_\_\_\_\_ **DETAILED DIRECTIONS TO THE PROJECT:** Ideally from the closest major intersection; not to exceed 55 words. Please note if your project can be found on google maps.

\_\_\_\_\_ **DIRECTIONAL YARD SIGNS NEEDED:** \_\_\_\_\_ **Right** \_\_\_\_\_ **Left.**  
These are the yard signs that you will place around the community to help lead guests to your project.

\_\_\_\_\_ **MARK YOUR LOCATION ON THE MAP:** Please mark your project's location on the provided map. If it does not fit within the boundaries, feel free to send a google image or something similar.

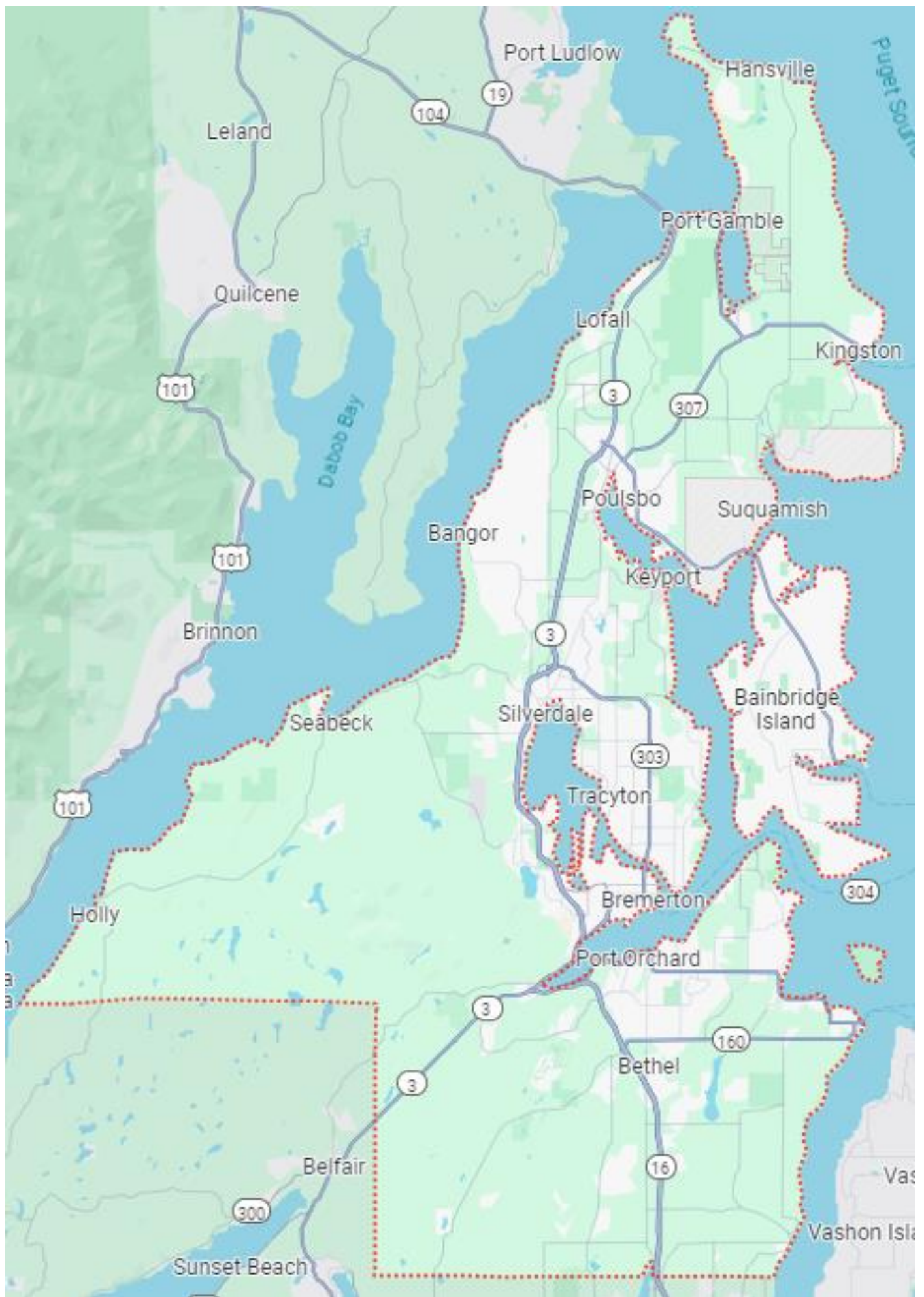
\_\_\_\_\_ **PHOTOS OF THE PROJECT:** Each Project will be featured on its own Parade of Homes Magazine page. Each project page will have one image. High resolution photos work best. See example of project page on the next page. Please include a signed copy of the included photo release form.

\_\_\_\_\_ **COMPANY LOGO:** High resolution photos work best.

\_\_\_\_\_ **PAYMENT IN FULL:** Must be submitted to KBA office by Friday, August 29<sup>th</sup>.

\_\_\_\_\_ **PROOF OF LIABILITY INSURANCE:** Must name Kitsap Building Association and additional insured. The participant agrees to carry at a minimum a one million dollar (\$1,000,000) comprehensive general liability insurance policy and agrees to carry insurance for the duration of the event. **See example insurance document on the last page.** Must be submitted to the KBA office by Friday, September 19<sup>th</sup>.

\_\_\_\_\_ **ALL PHOTOS OF YOUR PROJECT:** These will be used for display during the Parade of award banquet. For remodels, please include before and after photos.





# Sample Construction Company | Custom Build



1234 Sample Address Drive, Silverdale, WA 98999

5 bedroom | 3.5 baths | \$900,000

**The Home:** This is a sample description of the home pictured above. This is just sample text and will consist of much more relevant information than this text currently depicts, however it looks. This is a sample description of the home pictured above. This is just sample text and will consist of much more relevant information than this text currently depicts, however it looks. This is a sample description of the home pictured above.

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This is a sample description of the home pictured above. This is just sample text and will consist of much more relevant information than this text currently depicts, however it looks. This is a sample description of the home pictured above.

**Directions:** These will be personable directions to the home, giving people without phones the ability to visit these homes without having to use special navigation tools.

**SAMPLE CONSTRUCTION COMPANY**

360-123-1234

businesswebsite.com

- This is a bullet-style list of home features, and they can wrap to two lines if needed.
- This is a bullet-style list of home features.
- This is a bullet-style list of home features, and they can wrap to two lines if needed.
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**About Construction Company:** This is a sample bio for the construction company that can tell a little more about them. This is a sample bio for the construction company that can tell a little more about them. This is a sample bio for the construction company that can tell a little more about them. This is a sample bio for the construction company that can tell a little more about them. This is a sample bio for the construction company that can tell a little more about them. This is a sample bio.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
Your Insurance Company Name & Address	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Your Insurance Company	NAIC #
INSURED	INSURER B :	
Your Company Name & Address	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		L088000955	09/15/2025	10/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				

Expiration date must be AFTER the event or it will be rejected.

**PLEASE NOTE:** All participants must be covered to participate in the Parade of Homes. Please send your certificate to the KBA no later than Friday, September 19th.

**Kitsap Building Association**  
5251 Auto Center Way Bremerton, WA 98312  
Fax: 360-479- 0313 | Phone: 360-479-5779  
Email: JClough@kitsapbuilds.com

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Kitsap Building Association, it's chapters, officers, directors, employees, volunteers, and agents are named as additional insured with respect to insureds operations.

\*\*\*\*\*THIS CERTIFICATE REPLACES ALL PRIOR CERTIFICATES\*\*\*\*\*

**CERTIFICATE HOLDER****CANCELLATION**

Kitsap Building Association  
5251 Auto Center Way  
Bremerton, WA 98312

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## **RELEASE AGREEMENT**

Kitsap Building Association regularly seeks images and endorsements from clients, employees, visitors, and event participants for use in its business. This agreement authorizes Kitsap Building Association to use any image/images of you and or other property and/or any statements you may make to Kitsap Building Association directly or indirectly, with or without attribution, for Kitsap Building Association business purposes, as Kitsap Building Association may determine appropriate in its sole discretion, including, but not limited to, in newspaper and magazine publications, printed materials, electronic materials (including online websites and electronic mail campaigns), billboards, social media, other advertisements and/or other marketing on television and /or radio.

I hereby authorize Kitsap Building Association to take and use my images and /or other property and /or quotes or other statements I may make ("My Property") for any use Kitsap Building Association deems appropriate in its business, including in the promotion and marketing of Kitsap Building Association, without any further consideration. I understand that My Property may be used for any business Kitsap Building Association determines appropriate, including, but not limited to, marketing and advertising via newspaper and magazine publications, printed materials, online, billboards, television and/or radio.

I understand that my property may be altered. For example, my images may be altered, intentionally or unintentionally, and my quotations and/or statements may be edited. I affirmatively waive any right I might otherwise have had to inspect or approve the finished product or products, or the advertising copy or other published matter that may be used in connection with My Property, or the use to which it may be applied. I hereby release, discharge, and agree to hold harmless and defend Kitsap Building Association and its employees and contractors and all persons acting under their permission or authority, or those employees and contractors, and all persons acting under their permission or authority, or those for whom they are acting, from any liability by virtue of any blurry, distortion, alteration, optical illusion, or use in composite form, whether international or otherwise, of My Property.

I understand my name and identity may be revealed and or attributed to My Property, at Kitsap Building Association's sole discretion.

I fully discharge Kitsap Building Association, and affiliated companies with the respective officers, directors, trustees, employees, agents of each, including subcontractors, from any and all claims, monetary and otherwise, that I may have against Kitsap Building Association, and affiliated companies or subcontractors, arising out of the use of My Property.

I acknowledge that I am a legally competent adult and, if applicable, and authorized representative/guardian of the undersigned. This release will be binding on my heirs, legal representatives, successors, and assigns.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name\*: \_\_\_\_\_

\*(Note): Persons under the age of 18 must have a parent or guardian sign for them.)