



2018 Builder Entry Form & Information

September 14th-16th

September 22rd-23rd

An opportunity to shine!

The 2018 NIBCA Parade of Homes will showcase the work of North Idaho's leading builders, top architects, interior designers, landscapers, home automation specialists, kitchen and bath designers, and suppliers of building products. Don't miss this opportunity to meet the public and engage potential buyers while you showcase your unique style and craftsmanship!



**North Idaho Building
Contractors Association**
NIBCA

1928 N. 4th Street, Suite A
Coeur d'Alene, ID 83814

(208) 765-5518
Fax (208) 765-5519

Info@NIBCA.com

NIBCA 2018 Parade of Homes Entry Form Packet Index

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Please note: we need each of the following items per home entered:

- \$1,000 Deposit
- Permit Information
- Parade Home Information- Page 11
- Subcontractor & Supplier List - Page 12-13
- Directions to Your Home - Page 14
- Marketing Statement for your Home- Page 14
- Home Rendering & Floor Plans
- 1 current company Logo emailed to Info@NIBCA.com

THANK YOU for entering your home in the 2018 Parade of Homes Show!

What is the Parade of Homes Show?

This is a five-day event, September 14-15-16, 22 and 23, where new homes are open for the public to tour.

The North Idaho Building Contractors Association and Parade of Homes Committee strive to present a Parade of Homes showing only homes which are of excellent design, workmanship, and appeal to the public touring the homes.

Why would I want to participate?

Placing prospective clients in a home you crafted allows homeowners an opportunity to physically experience the quality and craftsmanship you have to offer.

Each year, the Parade receives thousands of visits. People are looking to gather ideas, get inspired, and learn about the latest design trends. Potential clients are eager to meet and speak with a contractor with whom they can connect. The Parade gives you the opportunity to present yourself to these people in a unique way and allows them to see you as a knowledgeable, professional contractor who can turn their home dreams into a reality.

How will the public know I'm participating?

An entry in the Parade also means plenty of publicity. A dynamic advertising campaign, with the sole purpose of driving prospective clients to Parade homes, includes:

- Radio – Hundreds of radio spots on different stations throughout a three-week period and one, 3 hour live-remote spot at the home of your choice available to the highest bidder.
- Recognition on the NIBCA website, through email blasts, and social media prior to and during the Parade.
- Parade of Homes Guidebook - Distributed through advertisers, member businesses, Show Homes, and community racks in local stores. All Parade entrants receive an extensive advertisement in the guidebook.
- Your Show Home and information about your company will be featured on the turn-by-turn navigation Parade Craze App.
- Newspaper print ad about the Parade of Homes and builders published one week prior to the event.

How do I know it will work?

The Parade of Homes has been bringing contractors and clients together for well over a decade. Members of the North Idaho Building Contractors Association continually use the Parade to successfully market their company, place people in their homes, and generate sales.

Awards

A People's Choice Award will be selected from the public and other award winners will be selected by a panel of judges from the industry! All award winners will be advertised on the NIBCA website upon completion of the Parade.

Important Dates

Required at Registration

- ✓ NIBCA Membership current through 09/30/18
- ✓ Signed Parade of Homes Show Contract – Pg. 5
- ✓ Company Logo
- ✓ Current Idaho Contractor Registration number
- ✓ Certificate of General Liability Insurance Coverage with NIBCA listed as an additional insured
- ✓ Copy of each Parade Home's Permit
- ✓ Company & Builder History/Information Forms
- ✓ \$1,000 Deposit per home

Wednesday, July 18th, 2018

- ✓ **NIBCA Mandatory Parade of Homes Builder Meeting at 4:00 pm at the NIBCA Office**
- ✓ Last day to enter as a Builder in the Parade
- ✓ Directions to Parade Home(s) Due
- ✓ Parade Home Information with Sale & Structure Price Due
- ✓ Parade Home Marketing Statement Due
- ✓ Color Front Elevation Rendering/Floor Plans Due
- ✓ Company Photo for Program Due (Optional)
- ✓ Sub-Contractor & Suppliers List Due
- ✓ Remaining entry fee balance Due
- ✓ Shoe Cover Order Due (Optional)

Mon. – Wed., Aug 6th – 8th, 2018

- ✓ The Builder's information in the Show Guidebook will be available for proofing by the Builder or his/her representative.

Thursday, Aug 9th, 2018

- ✓ All changes to the Builder's information in the Show Guidebook must be complete.

Friday, August 17th, 2018

- ✓ All changes to the information in the Parade Craze App must be complete.

Friday, September 7th, 2018

- ✓ Any needed codes/keys given to the NIBCA Office to enter homes for judging/photos

Tuesday, September 11th, 2018 (POH Judging Day)

- ✓ Homes must be completed for committee Home Review
- ✓ Judges will be visiting home and taking pictures

Friday, September 14th, 2018

- ✓ Parade of Homes Night of Awards
- ✓ **Hayden Lake Country Club**
- ✓ 5:00 – 10:00 pm
- ✓ Each Builder will receive 2 complimentary tickets to the event per home entered.

Dates for the 2018 Parade of Homes Show

- ✓ **Friday, September 14th**, 1:00 pm – 6:00 pm
- ✓ **Saturday, September 15th**, 11:00 am – 6:00 pm
- ✓ **Sunday, September 16th**, 11:00 am – 6:00 pm
- ✓ **Saturday, September 22nd**, 11:00 am – 6:00 pm
- ✓ **Sunday, September 23rd**, 11:00 am – 4:00 pm



2018 BUILDER CONTRACT ACKNOWLEDGEMENT

(Please print or type)

Company Name: _____

Builder / Owner Main Contact: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone Number: (_____) _____ Cell phone: (_____) _____

Email Address: _____ Alt. Email Address: _____

Web Site: _____ ID Contractor Registration Number: _____

I have read the North Idaho Building Contractors Association 2018 Parade of Homes Show Contract and understand all rules, regulations, requirements, and conditions set therein. I agree to abide by all terms, parameters, and guidelines as stated within the Contract and commit to meet all deadlines and dates as referred to and incorporated herein.

DATED THIS _____ DAY OF _____, 2018

Name (Please Print): _____

By (Signature): _____

Items required with Registration as a participating Builder of the Show

- Signed "Parade of Homes Show Contract" (This Page - 5)
- Company & Builder History (Page 10)
- Payment: \$1,000 Registration fee (per home entered)
- Permit Information (per home entered)
- Insurance Information
- High Quality Company logo (email to Info@NIBCA.com)

I understand that the following items are due No later than Wednesday, July 18th, 2018

- Remaining entry fee balance
- 2018 Parade Home Information (Page 11) per home
- Subcontractor & Supplier List (Page 12 & 13) per home
- Directions & Marketing Statement (Page 14) per home
- Shoe Cover Order (Page 15) Optional
- Color Front Elevation Rendering & Floor Plans Due (per home)
- Company Photo for Program Due(Optional)



North Idaho Building Contractors Association

2018 Parade of Homes Show Contract

This Parade of Homes Show Contract (Contract) is made by and between the North Idaho Building Contractors Association, Inc. (NIBCA), and the undersigned Builder (Builder). WHEREAS, the NIBCA conducts its annual Parade of Homes Show (Parade) and the Builder desires to participate in the Parade; **NOW THEREFORE**, the parties agree as follows:

1. **THE PARADE:** The NIBCA shall organize, advertise, and conduct the Parade through its representatives serving as the Parade of Homes Show Committee (Parade Committee). Dates of the Parade will take place as set by this Committee.
2. **QUALIFICATIONS OF A PARTICIPATING PARADE OF HOMES SHOW BUILDER:**

To qualify for entry in the Parade, the Builder must;

 - A. Supply proof of his/her Idaho Contractor Registration Number at the time of registering,
 - B. Have NIBCA membership dues paid in full prior to the execution of the Parade of Homes contract, and the Builder's NIBCA membership must remain current prior to and through the length of the Parade. Should the Builder's membership status change for any reason, the Builder and his/her Parade Home entry(s) shall be eliminated from the Parade. All paid fees related to the Parade shall be forfeited.

Change of Membership Status: NIBCA By Laws, Article V, Section 3: Revocation or Suspension of NIBCA membership

 - 1) "...for failure to meet his/her financial obligations to the Association..."
 - 2) "...for conduct detrimental to this Association..."
 - 3) "...refusal to follow the written direction given by the Board of Directors."
3. **ENTRY OF PARADE HOME:** The Builder shall construct and enter the designated home (the Parade Home) in the Parade. The Builder shall make the Builder's Parade Home available for public tours during the Parade at the times designated by the NIBCA Board of Directors, acting through its Parade Committee.

*No substitution of building plans and/or rendering descriptions will be allowed after the date specified by the Parade Committee. A Builder may sell and close on their Parade Home, but **may not allow occupancy until after the close of the Parade.** Should the Builder allow occupancy of the house prior to the close of the Parade, all Parade-associated fees will be forfeited and the Builder disqualified from the current Parade.*

A pre-existing home may be entered into the current year's parade if it meets with the following criteria:

 - A. The home(s) has/have been made within the same year of the Parade.
 - B. The home(s) has/have never been occupied.
4. **BUILDER'S AGENT:** The Builder acknowledges and agrees to be bound by all representations, approvals, or other statements made on behalf of the Builder by the Builder's designated agent.
5. **REGISTRATION FEES:** To participate in the Parade, a Builder must pay the following **non-refundable fees**: The total entry fee of **\$2,500** payable as follows:
 - A. The nonrefundable registration fee of **\$1,000** is due at time of registration. Should the Parade entry be withdrawn due to unforeseen circumstances out of the Builder's control (i.e. failure in customer's financing, change of customer's desired builder on project, etc.) prior to the final installment of \$1,500.00 being due, the Builder may make a written request to the NIBCA Board of Directors that the NIBCA hold his/her \$1,000.00 registration fee with intent to apply the funds to the following year's Parade of Homes Show. With NIBCA Board approval, the registration fee of \$1,000.00 shall be held in a designated account for a

period of one year. If the Builder does not participate in the following year's Parade, said Builder shall forfeit the fee.

- B. **SECOND INSTALLMENT:** A nonrefundable **final installment of \$1,500** is due by Wednesday, **July 20th, 2018**. If final payment is not received by the specified date, the Builder will be removed from the current Show and all paid fees forfeited.
6. **ADDITIONAL HOMES:** Up to two (2) additional homes may be entered into the Show for a fee of \$1,500 for the second home and \$2,500 for the third home entered into the Parade; payable at the time of executed Contract submission.
- Late entry:** I understand I may miss full advertising benefits, including representation in the Parade of Homes Guidebook, and accept full responsibility for the timely submittal of all forms and required marketing information.
7. **INSURANCE REQUIREMENTS:** The Builder shall maintain, throughout the term of the Parade, and at Builder's own expense, general liability insurance that lists NIBCA as an additional insured in the amount of \$1,000,000 property damage and \$300,000 single-limit liability, for personal or bodily injuries. Such liability insurance is to cover losses caused or incurred by Builder, Builder's servants, agents, employees, subcontractors, guests, business invitees, and other third parties. **The Builder shall deliver to the NIBCA a Certificate of Insurance evidencing this coverage at such time of registering as a participating Builder within the Parade.**
8. **ADVERTISING**
- A. Neither the Builder nor his agent shall advertise the entry home as an entry into the Parade during an open house for public viewing prior to the opening day of the current year's Show. The Builder is to notify his marketing agent or designated representative regarding the pre-parade advertising policy. The Builder will be held responsible for any infraction of the set policy and they will result in the Builder being ineligible for the current Parade. All paid fees related to the Parade shall be forfeited.
- B. Builders are allowed to use any subcontractor or supplier they choose. However, **subcontractors, suppliers, and other firms who are not current members of the NIBCA will not be allowed to promote their firms nor their products through signage in the homes, garages, or staffing the homes.** This rule includes, but is not limited to, car dealers putting automobiles in driveways, Realtors marketing the home/subdivision, food & beverage dealers selling products, firms providing furniture, art work, accessories, etc. Non-members of the NIBCA are welcome to advertise in the Parade of Homes guidebook.
- C. The 'name' given to the Parade entry for magazine and advertising purposes may not include reference to a specific location or landmark which could cause identification of the home's location; i.e. a development's name, the street name where the home is located, a nearby river, stream, mountain, prairie, meadow, etc.
- D. In the instance that complimentary advertising is made available to the Parade builder for his/her Parade entry, said advertising layout is to contain:
- 1) Primary recognition of the builder, the home, the Show dates, the Show sponsors, and the NIBCA.
 - 2) The builder may make reference that the home is for sale and reference the selling agent with less impact and importance than the above stated primary content of the ad.
- E. During the dates of the Parade, the Builder may advertise the Builder's home as a Parade of Homes entry. The Builder may also advertise at the Show Home, past, present, and future projects that are solely related to the Builder.
- F. The Builder agrees **not to hold an open house** at the house enrolled in the Parade **for a period of at least one month** prior to the Parade.

9. GENERAL RULES AND REGULATIONS GOVERNING PARTICIPATION IN THE PARADE:

- A. All Parade-related deadlines as set by the Parade Committee must be adhered to.
- B. If the Builder states a designated agent, the Builder is bound by the representation, approval, and acceptance of his designated agent.

- C. All plans, maps, logos, and articles describing the Parade Home must be received by the NIBCA on or before the date specified by the Parade Committee. **The required information includes, but is not limited to the Parade of Home's front elevation color photo or rendering and floor plan.** In the event that any of the required information does not reach the NIBCA by the stated date, the NIBCA will contract said work at the Builder's expense. If payment for said work is not received by the stated date, the Builder forfeits all fees and he/she will be disqualified from the Parade.
- D. The Builder must submit the Sale/Re-Sale Price & Home Replacement Cost (for the structure only) of the Parade Home entry on the date specified by the committee. **Altering of the Sale/Re-Sale Price & Home Replacement Cost dollar amounts will not be permitted after the date stated by the Parade Committee.**
- E. **PARADE PUBLICATION:** All information published in the Parade of Homes Magazine will be published in standardized form.
- 1) Individual Builder's pages may be modified as long as the Magazine's uniformity is preserved.
 - 2) Such changes must be submitted to the committee for approval prior to the date specified.
 - 3) The Builder's page in the Magazine will be made available at the NIBCA office for proofing on the stated date. ***The Builder is responsible for all proofing.***
- F. All changes to the information published in the turn-by-turn navigation Parade Craze App must be submitted prior to the date specified. This information includes, but is not limited to builder information, home information, directions, and the home's pin location on Google Maps. ***The Builder is responsible for all proofing.***
- G. A representative from Parade Craze will reach out to each Parade builder to schedule a time to take photos of the home. These photos will be posted in the Parade Craze App for the public to view and will be available for purchase to the Builder. If a photography appointment is canceled or rescheduled less than 24 hours prior to the appointment for any reason (i.e. home locked, builder or rep. not present, home not finished, etc.), the ***Builder will be responsible for paying a rescheduling fee to Parade Craze.***
- H. Each Builder's Parade Home must be open on the Show dates. The Builder shall have an authorized individual present in the Show Home during all times that the Parade is open for public tours.
- I. Homes are required to reach completion as defined by the date set by the committee.
- J. **DEFINITION OF A COMPLETED HOME FOR "HOME REVIEW" BY PARADE COMMITTEE:**
- 1) **Finished Flooring:** All carpet, tile, hardwood, and vinyl installed. All stair coverings installed.
 - 2) **Interior Trim:** All stair railings completed and installed. All interior trim completed and installed (base, casings, windowsills, aprons, etc.).
 - 3) **Electrical:** All appliances installed. All interior light fixtures installed and working. All smoke detectors installed. All doorbells installed. All exterior lights completed, installed, and working. All garage doors completed, installed, and working.
 - 4) **Plumbing:** All plumbing fixtures completed and installed.
 - 5) **Exterior:** All exterior siding completed and installed. **All exterior painting completed.** All exterior trim completed and installed. All exterior doors installed with locks. All masonry installed and completed, including chimneys.
 - 6) **Concrete:** All walkways completed. All driveways completed. All patios completed. All curbs completed.
 - 7) **Decking:** All exterior decking, rails, and stairs installed and completed.
 - 8) **Drywall:** All drywall installed and completed (tape, textured, painted, etc.).
 - 9) **Cabinets and Countertops:** All Cabinets and countertops installed and completed.
 - 10) **Landscaping:** Front-view of Parade home to be landscaped. Builder's Optional landscaping items: Trees, shrubs, fountains, etc. Written petitions requesting no landscaping must be submitted to the Parade of Homes Committee for review.

- K. **FURNISHINGS:** Furnishing the Parade Home is to the Builder's benefit and at his/her discretion. Examples of possible unfurnished rooms are basements, bonus rooms, and garages. These rooms still need to be deemed safe for public by the Parade Committee.
- L. **INCOMPLETE HOMES:** If a Parade Home is not safe for public viewing on the day of the Parade Committee's Home Review, the Builder must, to remain in the Parade, post a non-refundable \$1,000 bond to cover all expenses incurred by the NIBCA and/or the Parade Committee in the event an advertising campaign is deemed necessary notifying the viewing public of the incomplete-status of the Parade Home. Such advertising is necessary if the Parade Home is not completed by the day prior to the Parade's opening date. **The decision of the Parade Committee Representatives will be final.**
- M. **SIGNAGE:** The Builder is responsible for identifying the location for the official Parade of Homes Show sign signifying their home as a Parade entry per Parade Committee location criteria. The Parade of Home's sign will not be placed on the outside structure of the home. NIBCA will provide a designated number of directional signs per Parade home. The Builder is responsible for acquiring the signage from the NIBCA office, placing all directional signs directing the public to the Parade home, and returning all directional signage to the NIBCA office after the close of the Parade.
- N. **HOME REVIEW CATEGORIES AND CRITERIA:** Rating categories, rating criteria, rating dates, and times will be set by the Parade Committee. ALL entries in the Parade will be judged and inspected for safety and compliance by an NIBCA official on **Wednesday, September 12th** beginning as early as 7:00 a.m. and must be unlocked and available for viewing. Any unfinished portions of a home will not be judged and should be blocked off if deemed unsafe for the public.
- O. **ADMISSIONS:** - Every home in the Show will be staffed by a representative(s) designated by you. Please communicate the name of this person(s) to the Parade Committee during show hours to check for tickets, sell tickets, and collect money. There will be an admission charge to the general public and every person entering the home during the Show time must have a ticket or must purchase a ticket prior to entering each home unless they are a builder or one of their representatives.
- The goal of the Parade Committee is to push ticket sales ahead of time to reduce ticket collection at each home. Tickets will be available at selected sponsor locations in advance of the Parade for 2 tickets for \$10.00. During the Parade, tickets will be available for purchase at every Show Home for \$10 each. Tickets are priced per person except for children that can be carried (4 years and under).
- The Builder is responsible to work with the Parade Committee and provide a convenient location, a table, and a chair for the Admissions Volunteer. Builders' personnel who are working the home will not be charged an admission fee.
- Shoe Covers are available for order through the NIBCA Office and their use should be encouraged. Bare feet or spike heels should not be allowed. No pets, strollers, beverages, or food should be allowed in the Parade homes. It is the sole responsibility of the Builder and staff to enforce these policies.
- P. **ANY VIOLATION OF THE RULES AND REGULATIONS** of this Contract will result in forfeiture of fees and loss of eligibility for Parade participation in the current year and/or for a designated length of time, as determined by the NIBCA Board of Directors.
10. **DAMAGE TO PARADE HOME:** The NIBCA shall not be held responsible for any damage, casualty, or loss which may occur to the Builder's Parade Home, its contents, or any other property of the Builder. The Builder agrees that the security of the Builder's Parade Home is the sole responsibility of the Builder.
11. **REJECTION OF THE CONTRACT:** The Parade Committee shall, with direction from the NIBCA Board of Directors, make void this contract, retain all fees paid by the Builder, remove the Builder and the Builder's Parade Home entry(s) from the Show and delete all related advertising if there is:
- 1) A change in NIBCA membership status per NIBCA By Laws Article V, Sec.3
 - 2) A failure to pay in-full all fees, according to the set schedule of payment dates
 - 3) An infraction of any item included in this contract

The Parade Committee and the NIBCA Board of Directors reserve the right to accept or deny any and all applications. Questions regarding the eligibility of a house should be directed to the Parade Committee and or The NIBCA Board of Directors. **If a Builder fails to comply with this entire agreement, they may be declared ineligible to participate in this and future Parades.**

12. **INDEMNIFICATION:** The Builder shall Indemnify, hold harmless and defend the NIBCA from any and all claims, actions, damages, or expenses which arise by reason of, or in connection with, his/her Parade Home, including but not limited to claims arising from the construction of, false advertising of, or public viewing of the Parade Home.
13. **BINDING EFFECT:** This agreement shall be binding upon the successors and assigns, personal representatives, heirs, administrators, executors, legatees, and devisees of the parties hereto.
14. **WAIVER:** Any departure from the conditions and terms hereof, or any delay in the enforcement of the same by the parties hereto, shall not operate to waive or be a waiver of the rights of these parties to stand upon the strict letter or construction of this agreement or to require performance in accordance with the express terms set forth herein.
15. **CONTRACT CANCELLATION:** The NIBCA reserves the right to cancel this contract due to fire, strike, lockout, or other cause beyond its control. Should this contract be canceled by the NIBCA, all deposits and monies received will be returned, less any non-refundable expenses incurred by the NIBCA with the understanding that the NIBCA shall have incurred no liability, penalty, or interest whatsoever.
16. **LEGALITIES:** This contract is made and executed under the laws of the State of Idaho. In the event of any litigation between a Builder and the NIBCA, the legal venue shall be in Kootenai County, Idaho. If any party retains legal counsel to enforce any provisions hereunder, or if any party brings suit to enforce any provisions hereunder, the prevailing party shall be entitled to its reasonable costs and attorney fees. This contract constitutes the entire agreement between the NIBCA and the Builder. No modifications hereof shall be valid unless it is made in writing and signed by the NIBCA and the Builder.



2018 NIBCA Parade of Homes Magazine Subcontractor/Supplier List

*Please print or type the information onto this form for **each home you enter into the Parade of Homes**. This information will be listed in the Parade Craze App and the Show Guidebook. It is the Builder's responsibility to proof this information to make sure it is listed correctly in the Show Guidebook by **August 9th** and the Parade Craze App by **August 17th**. No corrections can be made after these dates.*

You can email this information to the office at Info@NIBCA.com.

Builder/Company: _____

Name of Parade Home: _____

This list of names and companies will be printed in the Parade of Homes magazine as the subcontractors and suppliers that assisted in the construction of your Parade home. Please include subcontractor and suppliers, utilities, banks, appliances, etc.

The NIBCA office will identify the members, if unknown. **Please use additional copies or send your own spreadsheet containing the same information to the NIBCA office if needed**

Subcontractor / Supplier Business Name	Subcontractor / Supplier Business Address	Subcontractor / Supplier Business Contact Name	Subcontractor / Supplier Contact Email	NIBCA Member
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Directions to Your 2018 Parade Home

Please Print or Type this form for **each home you enter into the Parade of Homes.**

Parade of Homes. This information will be listed in the Parade Craze App and the Show Guidebook. It is the Builder's responsibility to proof this information to make sure it is listed correctly in the Show Guidebook by **August 9th** and the Parade Craze App by **August 17th**. No corrections can be made after these dates.

You can email this information to the office at Info@NIBCA.com.

Builder/Company: _____

Name of Parade Home: _____

Parade Home Address: _____

Latitude: _____ Longitude: _____

Please note: This is exactly where the pin for your home will be on Google Maps.

Please describe (in as few words as possible – but in detail) the directions to your Parade of Homes Entry. Begin with directions from the freeway or a main Highway (i.e. Hwy 95, Hwy 41, Hwy 53). Please use North, South, East, and West in conjunction with right and left when stating which way to turn at intersections.



Marketing Statement for Your Parade Home

Write a short “sales” description (80 words maximum) of your Parade Home entry.

(This information will be used on your builder’s page in the Parade Magazine and in the Parade Craze App to entice the public to your home.)



2018 Parade of Homes Shoe Cover Order Form

Please return this form to the NIBCA office by Wednesday, July 18th, 2018 to ensure that your order is available in time for the Show.

Each case includes 100 shoe covers (50 pairs) with white non-conductive latex grids.

Cost per case is \$20 (includes tax & shipping)

Company Name: _____

Builder / Owner Main Contact: _____

Number of Cases Requested: _____ **Total at \$20 per case: \$** _____

Payment is due upon order. Acceptable forms of payment are cash, check, or credit card.

Payment Type (Please select one)

- Check Enclosed, Check Number _____
- Cash
- Please Invoice
- Credit Card

Name on Card: _____ Card Type: _____

Card Number: _____ Expiration Date: _____ CSV Code: _____

Email Orders may be sent to Info@NIBCA.com or to the fax number listed below.

NIBCA Office Hours for pick-up are Monday-Friday 9:00 am to 4:00 pm