

2018 VBIA Parade of Homes ENTRY CHECKLIST

Entries: All payment checks* must be delivered to: VBIA office, 104 LaCosta Lane Suite #130, Daytona Beach, FL 32114 **as well as all forms completed and entry materials on this checklist** (Logos, photos, elevations, etc.) **completely submitted electronically** on line no later than 5:00 pm Friday, January 12th, 2018.

***Partial payments will not be accepted. Checks without completed & signed forms and exhibits will be returned. Any exhibits sent to VBIA email accounts will be rejected, we cannot handle them!**

The Entry Application is completely on line: <http://www.njorder.com>

_____ Signed Contract, Completed Official Entry Form(s) One complete form per entry.

_____ LOGO: Minimum 200 DPI Electronic Color

_____ ENTRY DESCRIPTIONS: Maximum 12 features in bullet point format (Max. of up to 25 Characters per line)

_____ ENTRY DIRECTIONS: Maximum of 3 lines, up to 25 characters per line.

_____ ENTRY FLOOR PLAN: Single-Family or Multi-Family Entry – Minimum 200 DPI Electronic / Color or Black & White

_____ ENTRY ELEVATION: Single-Family or Multi-Family Entry – Minimum 200 DPI Electronic Color –Rendering or Photo. *We will accept a rendering if the home is unfinished at the time of entry submission. If the project is thereafter completed, you may submit a photo of the completed project which we will substitute into the Parade Guidebook if received by **5:00 pm January 12, 2018**. Otherwise submitted rendering will be used.

_____ Proof of liability insurance (**Minimum \$1,000,000 for each occurrence & Minimum \$2,000,000 General Aggregate**). Policy must be valid February 23, 2018 through March 25, 2018. Must list: Volusia Building Industry Association, Inc. 104 LaCosta Lane, Suite 130, Daytona Beach, FL 32114 as additional insured.

For Development / Community Entries Only

_____ Community Entrance or Common Area: Rendering or Photograph-

_____ Site Plan: Rendering or Photograph

_____ Description & Directions: Same word count as Single-Family homes entry.

Questions? please contact the VBIA, 386-226-1414 or office@volusiabia.com.