Homes by Architects Tour
Architect Agreement

The undersigned architect must be a current AIA Minnesota member in good standing and agree to abide by all of the following rules and regulations:

1. The Home/Residence
   1.1 The firm submitting the home is the firm of record and the architect submitting is a registered architect, lead designer of the home, and a current AIA Minnesota member.
   1.2 The architect is responsible for completion of the residence prior to the tour.
   1.3 A certificate of occupancy is required for all new construction projects. The architect will notify AIA Minnesota immediately if a Certificate of Occupancy is not yet issued as of August 15, 2020. AIA Minnesota reserves the right to refuse ticket holders entry to a project if a COO is not furnished by tour weekend and public safety is considered to be at risk.
   1.4 The home must be owner occupied. No home on the tour can be for sale before or during the tour. Absolutely no soliciting of home buyers is allowed before or during the tour.
   1.5 The final decision on the inclusion of a residence in the tour will be made by the AIA Minnesota residential architecture committee and AIA Minnesota staff. The participation fee payment will be collected after final home selections have been made.

2. Changes/Cancellation
   2.1 Subject to AIA Minnesota approval and payment of a $250 program change fee, the architect may change the originally submitted home to a different home. Requests for changes will be accepted until May 31, 2020. No changes will be allowed after this date.
   2.2 If the architect withdraws a home from the tour for any reason (including non-completion or lack of certificate of occupancy) prior to March 31, 2020, a refund of 60% of the fee will be issued; prior to April 30, 2020, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After June 1, 2020, the entry fee is non-refundable and must be paid in full. Participation fees may not be transferred to a future tour in the event a home is withdrawn from the tour.

3. The Program Guide / Advertising
   3.1 The architect must submit any changes to the home profile (including maps, photos, logos or information relating to the project, the architect, the firm or special transportation arrangements) to AIA Minnesota by July 1, 2020. A final proof showing all relevant project information will be given to the architect by July 31. If the proof is not subsequently approved by the architect, any errors in the printed program guide will be the architect’s sole responsibility.
   3.2 If errors or omissions occur in the program guide after the final proof has been signed by the architect (including maps, photos, logos or information relating to the project, the architect, the firm or special transportation arrangements), AIA Minnesota will make every effort to correct them wherever possible.
   3.3 Errors must be reported to AIA Minnesota through written communication by August 1, 2020 or any claim for refund will be forfeited.
Architect Agreement, continued

4. During the Tour
   4.1 The home will be open to the public for viewing during all hours of the tour: September 26 from 10:00 am to 5:00 pm and September 27 from 10:00 am to 5:00 pm.
   4.2 The architect will adequately staff the residence during all hours of the tour and will be present during tour hours to speak with attendees.
   4.3 All municipal, county and MN D.O.T. ordinance rules related to signage, parking and transportation will be followed. If transportation to/from the site is required, the architect will make all necessary arrangements by July 1, 2020.
   4.4 No third-party advertising is permitted at the residence, with the exception of paid and approved event sponsors. Any companies exhibiting without prior approval will be asked to either pay the appropriate sponsorship fees or will be expected to remove all signage and leave the residence immediately. Failure to comply with sponsorship registration requirements shall result in an additional $1,000 fee payable by the architect.
   4.5 All signage will be removed by 10:00 pm on Sunday September 27, 2020.

5. Insurance
   5.1 The Architect will maintain insurance as specified below:
      5.1.1 General liability insurance that includes AIA Minnesota as an additional insured.
      5.1.2 Worker’s compensation insurance on the architect, the architect’s employees and volunteers.
      □ Check the box if the following applies:
      Pursuant to Minnesota Workers Compensation Law, the architect is a Sole Proprietorship, a Small Partnership, or a Closely Held Corporation and the architect chooses not to purchase worker’s compensation insurance. The required worker’s compensation waiver agreement is signed and enclosed (contact AIA Minnesota for waiver).
   5.2 The architect will provide insurance certificates to be kept on file at the AIA Minnesota office. The certificates of insurance must state that AIA Minnesota is an additional insured on the general liability insurance and voluntary compensation (coverage for volunteers working at the firm’s request and not including the AIA Minnesota Representatives) is included on the workers compensation policy.
   5.3 AIA Minnesota shall not be responsible for liabilities resulting from any existing conditions on the premises or from any failure by the architect to maintain the insurance required herein.

I wish to enter the 2020 Homes by Architects Tour and agree to abide by all of the rules and regulations listed in this agreement. I understand that failure to comply with any of the rules or guidelines in this document may result in a denial of participation privileges for the 2021 tour. In the event of any dispute or contest relating to any part of the tour rules, regulations or guidelines, the final decision will be made solely by AIA Minnesota.

Architect Signature

Date