



# 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** All construction of the project must be completed by August 1, 2020, and the home must be film-ready by that date.
- 1.3** 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.
- 1.4** 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 June 30, 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) prior to June 15, 2020, a refund of 60% of the fee will be issued; prior to July 1, 2020, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After July 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 Participation fees may not be transferred to a future tour in the event a home is withdrawn from the tour.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 15, 2020. A final proof showing all relevant project information will be given to the architect by August 1. 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, or the firm), 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 15, 2020 or any claim for refund will be forfeited.



## Architect Agreement, continued

### **4. Preparing for the Virtual Tour**

- 4.1** AIA Minnesota will make arrangements for a photographer to visit the project at a time that is convenient to the homeowners and architecture firm staff in order to capture footage for the virtual tour. The home should be in film-ready condition by the date and time of the photographer visit. No subsequent visits will be coordinated unless requested by the photographer/videographer.
- 4.2** Architect should advise homeowners to remove any sensitive personal items or information on display in the home prior to the photographer visit. No residents of the home will be captured in the filming.
- 4.3** No third-party advertising is permitted at the residence, with the exception of paid and approved event sponsors. Any companies displaying signage or material without prior approval will be asked to pay the appropriate sponsorship fees. If fees remain unpaid following the conclusion of the tour, AIA Minnesota reserves the right to invoice the architect for the fees.

### **5. Insurance**

- 5.1** The Architect will provide a general liability insurance certificate that names AIA Minnesota as an additional insured.
- 5.2** 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.

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Architect Signature

Date