

# Homes by Architects Tour

## Call for Entries

### **Purpose**

The Homes by Architects Tour, founded by AIA Minnesota in 2008, is a two-day event and public outreach opportunity where architect-designed homes from around the state are showcased to a public audience.

By showcasing the highest-quality new and remodeled, architect-designed homes from a range of project types, sizes, budgets, and sites, the event strives to demonstrate the value of architect-led residential design and educate the public about the quality and diversity of skills an architect can offer.

Additionally, the tour provides an opportunity for AIA Minnesota members to promote their services, expand their client base, and showcase their high-quality work.

### **Event Dates**

The Homes by Architects Tour is a hybrid event. Homes will be available to tour in person on Saturday, September 23 and Sunday, September 24, 2023, from 10:00 am to 5:00 pm each day. A virtual tour will be available to view online Saturday, September 23–Sunday, October 8 and will be re-released in January 2024.

### **Eligibility**

Residential projects designed by a registered architect, or a team where a registered architect is the lead designer, who is a current AIA Minnesota member are eligible. Projects may be new construction, remodels, or additions, and must have been completed within the past six years (as of January 1, 2023) or, if new construction, must be scheduled for completion by September 1, 2023.

Projects should exemplify the best qualities of an architect's work, demonstrate an innovative use of design solutions and/or materials, and tell a compelling story. Single-room or small-in-scope projects may undergo additional scrutiny to ensure they adequately illustrate the objectives of the event.

No firm may have more than 25 percent of the homes on the tour, and no single architect may have more than two projects on the tour.

## Choose to Show Your Project In-Person, Virtual, or Both Ways

AIA Minnesota is pleased to offer three options for showcasing your project:

1. In-person only
2. Virtual only
3. Both in-person and virtual

In the **virtual** scenario (Option #2), a project is showcased completely online through photography and videos (provided by the architect) and via a virtual Matterport tour (coordinated by AIA Minnesota). The physical property address of a virtual project will not be disclosed and no tour goers will have in-person access to the home.

For projects that are to be showcased **in-person and virtually** (Option #3), firms will have the option of having the Matterport tour filmed well in advance of the in-person tour weekend, or to have it filmed on the Friday before (Friday, September 22) or Monday after (Monday, September 25). The Homes by Architects virtual tour website will be updated with any Matterport tours that were filmed on September 22 or 25 in time for the January 2024 re-release.

## Step 1: Submission Process

To submit a project for consideration of inclusion on the tour, the following information is required:

- **Project information:** address, project type, square footage, date of completion, description
- **Entrant information:** firm information, design team names, firm logo, architect headshot or team photo
- **Project images:** high-resolution, print-ready project photos or, if no print-ready photos are available at the time of submission, renderings, sketches, plans, construction photos or scouting shots
- **Consent forms:** signed consent from homeowners, signed Architect Agreement form
- **Supplier Information:** list of all project partners along with contact information for each
- **New in 2022:** Paragraph on how the project demonstrates at least one [AIA Framework for Design Excellence category](#)
- **New in 2023:** Description of sustainable design elements and/or processes

Materials must be submitted electronically using [AIA Minnesota's online awards platform](#). The deadline to submit projects without paying a late fee penalty is **Friday, April 21, 2023 by 12:00 pm CT**. **After this date, any projects accepted on the tour will be subject to a \$100 late fee.**

## Step 2: Selection Process & Criteria

A submission is considered complete when all portions of the application are completed and signed, including signed consent from the homeowners to participate in the tour if their home is selected. By completing a submission, you are not ensured a spot on the tour.

Members of the AIA Minnesota residential architecture committee will review all submitted projects at the May 2, 2023 meeting and evaluate each one fairly and objectively, with a primary goal of selecting

a diverse and representative range of project types, scopes, budgets, and sites that best support the programmatic objectives of the tour.

All submissions are subject to final approval by AIA Minnesota staff.

Submissions are reviewed with the following questions in mind:

- Does the project demonstrate innovative use of design solutions and/or materials?
- Does the project tell a compelling story that would be appealing to a broad audience?
- Does the project illustrate the value of architectural services in the design solutions?
- **New in 2023:** Does the project feature sustainable design elements and/or processes?
- **New in 2023:** Taking into consideration the other tour submissions, how well would this project add variety to the tour?

### **Step 3: Confirmation of Projects & Payment of Participation Fees**

**New, lower virtual tour fees this year!**

Following completion of the selection process, all submitters will be notified of the outcome. Submitters whose projects were selected for inclusion on the tour will be invited to attend an orientation session and participation fees will be collected.

- In-person format participation fee: \$2,600
- Virtual format participation fee: \$400 + the cost of the Matterport filming\*
- Virtual format participation fee if firm owns and is willing to use their own Matterport camera\*\*:  
\$400
- Both in-person and virtual format participation fee: \$3,000 + the cost of the Matterport filming\*
- Both in-person and virtual format participation fee, if firm owns and is willing to use their own Matterport camera\*\*:  
\$3,000

*\*AIA Minnesota staff will coordinate Matterport filming, doing their best to find to find an affordable vendor that meets the tour's quality standards.*

*\*\*Subject to AIA Minnesota staff verification of firm's ability to produce a Matterport virtual tour that meets the tour's quality standards.*

Participants may choose from two payment schedule options:

- **Plan A.** Payment in full by May 31, 2023.
- **Plan B.** Two installments: initial payment of 50% of participation fee on May 31 and final payment of remaining amount plus 10% administrative fee by June 30, 2023.

### **Questions**

Contact Ann Mayhew at (612) 767-1740 or [mayhew@aia-mn.org](mailto:mayhew@aia-mn.org).

# Homes by Architects Tour

## In-Person 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 (COO) is required for all new construction projects. The architect will notify AIA Minnesota immediately if a COO is not yet issued as of August 15, 2023. AIA Minnesota reserves the right to refuse ticketholders 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 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, 2023. 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 May 31, 2023, a refund of 60% of the fee will be issued; prior to June 15, 2023, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After June 15, 2023, 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 3, 2023. A final proof showing all relevant project information will be given to the architect by July 25. 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 approved 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.

# In-Person Tour 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 23, 2023, from 10:00 am to 5:00 pm and September 24, 2023 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 is responsible for making all necessary arrangements and informing AIA Minnesota of those arrangements by July 25, 2023.
- 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 24, 2023.
- 4.6** Architect agrees to comply with any and all regulations and requirements set forth by AIA Minnesota to ensure the health and safety of ticket holders, clients, volunteers, staff, and architects.

## 5. Insurance

- 5.1** The Architect will submit to AIA Minnesota a Certificate of Liability Insurance containing commercial general liability insurance coverage of at least \$1,000,000 per occurrence, valid from September 23-September 24, 2023.
  - 5.1.1** Said Certificate of Liability Insurance will name as an additional insured **AIA Minnesota, 105 5th Avenue South, Suite 485, Minneapolis, MN 55401.**
  - 5.1.2** Said certificate will contain worker's compensation insurance coverage 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 agrees to indemnify and hold AIA Minnesota harmless against any claims that arise out of the Architect's participation in the Homes by Architects Tour, including claims for personal injury or property damage, unless the claim arises out of AIA Minnesota's gross negligence, recklessness or willful misconduct. The Architect's indemnification obligation includes payment of AIA Minnesota's reasonable attorney fees as they are incurred and payment of any sums AIA Minnesota becomes obligated to pay a claimant.

I wish to enter the 2023 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 2024 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

# Homes by Architects Tour

## Virtual 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** 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 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, 2023. 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 May 31, 2023, a refund of 60% of the fee will be issued; prior to June 15, 2023, a refund of 40% of the fee will be issued. All withdrawals must be submitted in writing immediately to AIA Minnesota. After June 15, 2023, 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 3, 2023. A final proof showing all relevant project information will be given to the architect by July 25. 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 approved 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.

# Virtual Tour Architect Agreement, continued

## 4. During the Tour

- 4.1** The Matterport film of the home will be available to the public for viewing for the duration of the virtual tour: September 23, 2023, through October 8, 2023, and for a potential “re-release” in early 2024.
- 4.2** No third-party advertising is permitted at the residence to be viewable in the Matterport and/or Mattertags, 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.

## 5. Insurance

- 5.1** The Architect agrees to indemnify and hold AIA Minnesota harmless against any claims that arise out of the Architect’s participation in the Homes by Architects Tour, including claims for personal injury or property damage, unless the claim arises out of AIA Minnesota’s gross negligence, recklessness or willful misconduct. The Architect’s indemnification obligation includes payment of AIA Minnesota’s reasonable attorney fees as they are incurred and payment of any sums AIA Minnesota becomes obligated to pay a claimant.

I wish to enter the 2023 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 2024 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

# Homes by Architects Tour

## In-Person Tour Homeowner Consent

The undersigned hereby agrees to the following terms:

1. Allow the residence to be available for public viewing for the duration of the event: September 23 and 24, 2023, from 10:00 am to 5:00 pm.
2. Make a reasonable effort to present the residence at its best during the tour (valuables and prescription medications should be secured or removed).
3. Allow photographs of project to be used for publicity by AIA Minnesota.
4. Allow for the display of additional signage in the home during the tour.
5. 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.
6. No third-party advertising is allowed on premises during the tour with the exception of paid event sponsors.
7. Ensure pets are secure or in an off-limits area of the home during tour hours, or remove pets or animals from the site if they are not conditioned to feel comfortable around large groups of people.
8. Maintain property owner's insurance containing personal liability coverage. Homeowners should advise their insurance agent of the event and contact their insurance agent with any questions relating to their property owner's insurance. Kraus-Anderson Insurance is the insurance agent for AIA Minnesota.
9. Homeowner agrees to indemnify and hold AIA Minnesota harmless against any claims that arise out of the Homeowner's participation in the Homes by Architects Tour, including claims for personal injury or property damage, unless the claim arises out of AIA Minnesota's gross negligence, recklessness or willful misconduct.

Homeowner name(s): \_\_\_\_\_

Homeowner signature(s): \_\_\_\_\_

Project address: \_\_\_\_\_

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

**Prior to the tour, local television and print media often request to interview homeowners. Please indicate whether you are open to speaking with the media:**

Yes

No

# Homes by Architects Tour

## Virtual Tour Homeowner Consent

The undersigned hereby agrees to the following terms:

1. Allow the residence to be filmed for a Matterport virtual tour video. Filming may be done by a third-party coordinated by AIA Minnesota in collaboration with the architect, or by the architecture firm.
2. Allow the residence's Matterport video to be available for public viewing for the duration of the virtual event: September 23, 2023, through October 8, 2023, and during a potential "re-release" of the virtual tour in 2024.
3. Make a reasonable effort to present the residence at its best during the Matterport filming.
4. Allow photographs of project to be used for publicity by AIA Minnesota.
5. 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.
6. No third-party advertising is permitted at the residence to be viewable in the Matterport video and/or Mattertags, with the exception of paid and approved event sponsors.
7. Homeowner agrees to indemnify and hold AIA Minnesota harmless against any claims that arise out of the Homeowner's participation in the Homes by Architects Tour, including claims for personal injury or property damage, unless the claim arises out of AIA Minnesota's gross negligence, recklessness or willful misconduct.

Homeowner name(s): \_\_\_\_\_

Homeowner signature(s): \_\_\_\_\_

Project address: \_\_\_\_\_

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

**Prior to the tour, local television and print media often request to interview homeowners. Please indicate whether you are open to speaking with the media:**

Yes

No

# List of Suppliers

Suppliers and vendors are an important aspect of the Homes by Architects Tour. Their support is critical to the event's success, and their presence in the homes gives added value to attendees. Please list all of your product suppliers so that we can approach them for sponsorship opportunities. This is a great way for them to participate and represent their work in your home for additional exposure and potential new business. Use additional pages, if necessary.

Builder/Contractor: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Interior Designer: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Window Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Door Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Exterior Siding Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Lighting Company: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Paint Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

A/V Company: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

# List of Suppliers (continued)

Suppliers and vendors are an important aspect of the Homes by Architects Tour. Their support is critical to the event's success, and their presence in the homes gives added value to attendees. Please list ALL of your product suppliers so that we can approach them for sponsorship opportunities. This is a great way for them to participate and represent their work in your home for additional exposure and potential new business.

Plumbing Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fireplace Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Kitchen Appliance Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Countertop Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hardware Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tile Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Flooring Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cabinetry: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Roofing Product/Supplier: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pool Supplier or Other Exterior Features: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

OTHER: List other unique items like security system, metal work, patio furnishings, fencing, etc.