



GVHBA OVATION AWARDS 2018

Entry Rules and Requirements



OVERVIEW

The Greater Vancouver Home Builders' Association (GVHBA) *Ovation Awards* is an annual awards program, which recognizes excellence in residential new-home construction, renovation and design in Metro Vancouver. This is an open competition to the members of the GVHBA.

ELIGIBILITY CRITERIA

- Open to GVHBA members in good standing only.
- The primary company submitting the entry must be the **Builder Company** (Builder, Renovator or Developer – see full definitions below). GVHBA has the right to request documentation to authenticate an entrant's classification at any time. If unable to provide valid proof, the entrant's submissions will be disqualified from the 2018 Ovation Awards.

TERM DEFINITIONS

Builder Company: A Builder/Renovator is the professional who chooses the trades, establishes budgets and contracts, enforces quality and safety, pulls permits, pays invoices, and provides the warranty. They are ultimately responsible for all aspects of the job. They are the Prime contractor establishing and enforcing the prime contract. The renovator/builder company must have a Certificate of Insurance. A Builder must be a BC Housing Licensed Residential Builder and have WorkSafeBC coverage; renovator must have appropriate WorkSafeBC coverage as a prime contractor.

Major Associates are defined as the interior designers, designers, architects and marketing companies that have contributed to a project. GVHBA encourages builder members to acknowledge up to two Major Associates for each entry – a great way to recognize these important partnerships. To be recognized, a Major Associate **MUST** be a GVHBA member in good standing.

Associates are suppliers and subtrades that have contributed to a project. GVHBA encourages builder members to acknowledge up to three associates on each project. To be recognized, an Associate **MUST** be a GVHBA member in good standing.

NON-BUILDER ENTRANT EXECPTIONS: A Major Associate/Associate may submit an entry **ONLY** if the following criteria are met:

- Major Associate/Associate has obtained written authorization from the Builder Company, which **MUST** be submitted with the entry. A sample Builder Authorization Form is included in Appendix A of this document and is also available via the online *Awards Toolkit*.
- The Major Associate/Associate and the Builder Company are GVHBA members in good standing.
- All entry forms must include the Builder Company's information.
- If a Marketing Company enters the awards on behalf of a Builder (eg. as the Builder), they are not required to submit a written Builder Authorization Form, nor do they have to be a member (reminder: non-members will not be given recognition for their association with the project in the Ovation Awards, regardless is the entry is named a finalist or winner).

- For categories 35 – 38 (Best Outdoor Living and Best Landscaping), a landscaper can enter as a “Major Associate,” with written authorization from the builder. The builder must be included in the online form. Both the builder and the landscaper MUST be GVHBA members. No exceptions.
- For category 45 (Excellence in Building Science Innovation in Residential Construction), the sub-trade/supplier of the technology can enter as a “Major Associate,” with written authorization from the builder. The builder must be included in the online form. Both the builder and the sub-trade/supplier MUST be GVHBA members. No exceptions.
- Renovation and new-home construction projects/phases built, renovated, developed, created and/or marketed within the period of **January 1, 2016 to January 22, 2018** are eligible for the 2018 GVHBA Ovation Awards. **EXCEPTION: Highrise developments have a three-year eligibility period (January 1, 2015 to January 22, 2018).**
- Project location may be situated outside of the Metro Vancouver area but must be within the province of British Columbia. (i.e. Whistler, Sunshine Coast, Gulf Islands, Victoria, Kelowna), provided the member entrant’s primary business office is located in Metro Vancouver.
- Projects/phases entered into a past Ovation Awards are ONLY eligible to enter the 2018 Ovation Awards if submitted into different categories from those previously entered, regardless if the entry won or not. If a new phase is entered, it must have substantial differences from a previously entered phase, and the project/phases falls within the eligibility period. If there are questions regarding substantial differences between phases, the builder/entrant will be required to provide details regarding the changes to be eligible to continue through to the judging process.
- Entrants submitting a renovated or custom home must obtain the homeowners’ written authorization and include a copy with their submission, uploaded to the photo area via the online entry form. A sample letter is included in Appendix B of this document and available via the online *Awards Toolkit*. New spec/production homes (single- or multi-family) do not require homeowner authorization.

SUBMISSION DEADLINE

- Deadline for entries, all documentation and fees: **12 noon, Monday, January 22, 2018.**
- Access the online entry form: www.ovationawards.ca/call-for-entries.
- Details regarding required supporting documentation is outlined for each category, in the *Categories and Criteria* document. It is the entrant’s responsibility to ensure all information is submitted correctly and on time.

ENTRY FEES AND PAYMENT

- Award Categories 1 - 47: \$250 + \$12.50 GST = **\$262.50 per entry.**
- Grand Ovation Awards (categories 48 - 51): \$400 + \$20 GST = **\$420 per entry.**
- Payment for entries due **12 noon, Monday, January 22, 2018.** Pay online when submitting your entries, or send a cheque to GVHBA (payable to GVHBA; #1003, 7495 – 132 Street, Surrey, BC, V3W 1J8). When sending a cheque, please include a list of the entries you have submitted online.
- Entries will not be judged without payment.

ENTRY PREPARATION

The online Ovation Awards Toolkit available at www.ovationawards.ca/call-for-entries includes downloadable forms, checklists, requirements, and a contact list of members who provide services to assist with award submissions. **NOTE:** GVHBA is not involved in transactions of hiring members on the contact list.



***TIP:** GVHBA strongly suggests downloading and using the Award Toolkit documents available online as drafts of your online submissions. Remember, technology is not perfect, so having a back-up copy of your entries is always a good idea!*

ONLINE ENTRY FORM

All entries are submitted online at www.ovationawards.ca/call-for-entries. The online entry form has instructions on how to use the system, including a helpful video tutorial.

Unique ID:

- A unique ID number is generated for each online entry. This number is to be used to label/identify any required supporting documentation (i.e. floorplans, images, authorization forms).

ENTRY EXAMPLE:

You submit your “Hudson” project in category 20 via the online entry form and the system sends you an email with your unique ID number: **20_5555**.

- **All entry materials must be anonymous, using only the unique ID number.** Inclusion of company names, logos, addresses or any type of identification anywhere on entry materials (including photos and floorplans), other than on the entry form and if specified in a category or supporting material (permission forms require company information), will result in the entry being disqualified.

Entrant and Project Information:

- Information provided on the entry form will be printed EXACTLY as submitted for news releases, promotions, publications, certificates and awards.
 - Take extra care to ensure all spelling is correct before submitting each entry.
 - Do not use UPPER CASE.
 - Ensure company name includes correct suffix (ie. Ltd., Inc.).
 - GVHBA will not make any corrections to an entry once it has been submitted.

Project Description:

- Text is limited to a **maximum of 300 words, except for the Grand Ovation Awards which allows up to 350 words.** Point form is strongly recommended.
- Text must answer category criteria.
- Text should correspond to images submitted.



Category criteria is listed in the Categories and Criteria document, and each criterion is worth 10 points so make sure you address each to maximize eligible points. To make it easier for the judges, describe how the project meets each criterion based on the order (and what they will see in each) of the photos.

Budgets: Categories that require project budgets have a designated area on the online entry form that needs to be completed. Some categories only require a budget total. Round the totals to the nearest \$100. Refer to the *Categories and Criteria* document for specific category requirements.

IMPORTANT NOTE FOR BUDGETS: Price of the renovation/new-home build must include all materials, labour, fixtures, major appliances, professional services, municipal fees, overhead costs, etc AT **MARKET VALUE**. Any work completed or items purchased by the homeowner/contractor/subcontractors/etc.) must be included in the budget. If any item is reused (e.g. appliances, cabinets) its current market value must be included.

For example, if the builder entrant builds their own home, costs are typically at a contractor-reduced rate but if entering into these awards, the pricing should reflect market values. This is a consumer-facing marketing program and GVHBA wants to ensure winners in dollar-value categories accurately communicate the real costs of the project to consumers – what consumers can reasonably expect to pay for a similar project.



As a rule, what is shown in the photos must be accounted for in the budget at market value (except decorative items, small appliances and furniture).

Photography credit (optional): If the entrant wants to acknowledge the photographer(s) used for the submitted images, please note it on the online form. These photos may be used by media, so if photo credits are required, please provide GVHBA with the information. Although encouraged, photographer does not have to be a GVHBA member.

ADDITIONAL SUPPORTING DOCUMENTATION

Where required, supporting documents must be submitted by **12 noon, January 22, 2018**.

Builder Authorization Form: In categories where a Major Associate/Associate submits an entry, a signed *Builder Authorization Form* is required and a PDF copy **MUST** be uploaded to the online entry form (where photos are uploaded). A sample letter is included in Appendix A in this document and via the online *Awards Toolkit*. Both the Major Associate/Associate entrant and Builder must be a GVHBA member in good standing.

Homeowner Authorization Form: For renovated or custom homes, entrants require a signed *Homeowners' Authorization Form*. Upload a PDF copy via the online entry form (where photos are uploaded). A sample letter is included in Appendix B in this document and via the online *Awards Toolkit*. New spec/production homes (single- or multi-family) do not require homeowner authorization. Alternate release forms, which clearly includes/names the GVHBA Ovation Awards, will be accepted.

Plans: Where requested, print copies of the plans (floor, site and/or landscape, etc.) must be submitted to GVHBA on or before **Monday, January 22, 2018**:

GVHBA Ovation Awards Committee
#1003, 7495 – 132 Street, Surrey, BC V3W 1J8

Ensure the plans meet the following criteria:

- Five printed copies of all required plans **must be pre-organized and stapled as sets**. One set of plans is given to each judge.
- Plans must be printed on one-sided 8 ½" x 11" white paper only.
- Do not submit binders or folders.
- Plans should be simplified/pared down so it is easy for judges to read (eliminate any unnecessary information).
- For all renovation categories, two separate plans ("before" and "after" the renovation) must be included and labeled. Ensure the "before" and "after" plans are the same scale and orientation.
- Plans must be labelled using only the unique ID number.
- **No company identification (including logos) is allowed on plan(s), or entry will be disqualified.**
- When mailing plans, include a cover sheet listing all submitted entries and categories.

PHOTOGRAPH SUBMISSION CRITERIA

- Digital photographs are to be uploaded via the online entry form.
- Refer to each award's criteria for required number of images, available in *Categories and Criteria* document available as part of the *Awards Toolkit* on the Ovation Awards website. Do not submit more than the required number of images requested for each category as any additional will not be judged (GVHBA will randomly decide what photos will be excluded).
- Ensure your digital photos meet the below specifications or they will not be judged:
 - RESOLUTION: **300 dpi with a maximum file size of 5 MB** (adjust the image size to fit this file size requirement).
 - FORMAT: Only high-resolution .jpg files are accepted.
 - ORIENTATION: Images may be vertical, horizontal or square in orientation.
 - COLOUR: Images must be in colour (black-and-white, grayscale or sepia images will not be judged).
 - Images may not include layers or borders/frames.
 - All images must be anonymous – do not include people, logos, signage or any identifying features in your images, unless specified in the category criteria.
 - Images may not be modified, enhanced or distorted in any way (other than to remove identifiable signage/people).
 - DO NOT submit renderings or photo collages.
 - Do not add text overlays on photos.
 - Images must be clear. Dusk/evening photography is permitted. NOTE: judges must be able to see home details must be viewable to accurately judge the entry.



GENERAL PHOTO TIP: From a media perspective, think about submitting photos that are both vertical and horizontal in orientation. As media have different requirements, having a selection of photos that meet their space specifications allows your projects to potentially be used more often.

TIP FOR RENOVATION CATEGORIES: Before-and-after photos taken from the same view-point are helpful for judges to visually assess the changes.

NAMING PHOTO FILES:

EXAMPLE:

Submitting four images, two before and three after, for a renovation project:

20_5555_1_b_Choice.jpg

20_5555_2_a.jpg

20_5555_3_a_Choice.jpg

20_5555_4_a.jpg

20_5555_5_b.jpg

Based on the example above, the unique ID number generated for this entry is 20_5555. When labelling the image, after each unique ID number:

- Add the sequential number to indicate the order in which the photos will be shown.
- For renovations, add either “b” or “a” to identify “**b**efore” and “**a**fter” images
- Finally, add “Choice” to ONE image (for renovations, one “before” *and* one “after” choice image). This photo is to be counted as one of the photos requested for the category (not an extra photo).
 - **NOTE:** The identified *choice* photo will be used for promotional purposes, website, Gala, etc. if the entry is a finalist/winner.



GVHBA is not responsible for incorrectly tagged images (e.g. photos do not match an entry's unique ID number) due an entrant's error.

Once uploaded, photos cannot be changed.

JUDGING

Each entry will be judged by a panel of four to five distinguished judges from outside the Metro Vancouver area, selected for their expertise in their respective fields. Judges' decisions are final.

GVHBA and the Ovation Award judges reserve the right to:

- Cancel, combine or split any category due to numerous or insufficient number of entries, without prior notice to entrants.
- Withdraw a particular category (and declare no winner) if none of the entries meet the minimum category requirements.
- Declare no winner in a category with one entry if the entry does not represent a winning submission, but may extend an "honourable mention" if the entry met minimum category requirements.
- Request additional information regarding any submission.
- Budgets will only be viewed by judges during designated judging days, if requested.
- Move an entry into another category if, in their opinion, it is more appropriate in another category, without notice to entrants. All judges must be in agreement before an entry is moved.
- Disqualify an entry if it does not meet the category criteria, entered in the wrong category, or provided information that is incomplete, falsified or inaccurate, without notice or compensation to the entrant. All judges must be in agreement before entry is disqualified.
- Disqualify an entry that displays company identifying information on submitted materials other than the unique ID number, unless where the specifically requested.
- Disqualify an entry if the member is not in good standing with GVHBA, without notice or compensation.

DISCLAIMERS

- GVHBA reserves the right, at any time, to remove a member from the awards process or recognition, without compensation for any costs incurred in relation to entering the Ovation Awards, if their membership is in arrears in excess of 30 days, as they are no longer considered a member in good standing.
- It is important to the integrity of the GVHBA, Ovation Awards, and the residential construction industry that all entrants conduct themselves in such a manner as to demonstrate good business practices. If it can be proven at any time leading up to, and after, the final awarding of the Ovation Awards that a member is conducting business practices that are detrimental to the integrity of GVHBA, the awards or the industry, that participant will be disqualified and will not be compensated for any costs incurred in relation to entering the Ovation Awards.
- Any current or past finalist/winner who is not in good standing due to any violation of GVHBA's bylaws and policies, may have their company and corresponding projects removed from all past and future Ovation Awards materials, such as the website, and be banned from any future participation and association with the program, unless reinstated as a member in good standing as per the aforementioned GVHBA bylaws and policies.
- Disciplinary action will be taken if any member purposely advertises the awards incorrectly.
- GVHBA is not responsible for incorrect entry information, photos and supporting information due an entrant's error.
- Decisions made by GVHBA and the Ovation Awards judges are final and binding.

RETURN OF ENTRY MATERIAL

Submitted materials become the property of GVHBA and will not be returned.

GVHBA OVATION AWARDS FINALISTS 'OIREE AND GALA

Finalist Reception:

Finalists will be announced at an exclusive Finalists 'Oiree on Thursday, March 1, 2018 at 130 West in Vancouver. **For each entry submitted, your company will receive one complimentary ticket** to this highly anticipated industry event. Tickets are limited – if available, extra tickets will be made available for purchase by entrants starting January 2018 online at www.ovationawards.ca.

Gala:

GVHBA is excited to announce that the Ovation Award winners will be revealed at the GVHBA Ovation Awards Gala on Saturday, April 28, 2018 at the new JW Marriott parq Vancouver Hotel in Vancouver. Tickets will be available starting January 2018 online at www.ovationawards.ca. You are encouraged to bring your team, clients and suppliers to the events. Make it a celebration for everyone!

NAMING FINALISTS/WINNERS

At the Finalists 'Oiree and Gala, only the GVHBA-member Builder Company and GVHBA-member Major Associates (interior designer, architect, designer and/or project marketing company) will be announced, receive a trophy and be mentioned in the media release. GVHBA-member Associates will receive a certificate and be listed on the GVHBA Ovation Awards website.

If a project is a finalist/wins, the GVHBA-member Builder Company will be listed first, followed by the GVHBA-member Major Associate, and then the GVHBA-member Associates (where applicable), regardless of who submitted the entry. The Builder Company is mentioned in all entries and must be a GVHBA member.

GET YOUR MAJOR ASSOCIATES/ASSOCIATES TO BECOME A MEMBER! The GVHBA Ovation Awards only acknowledge companies that are GVHBA members in good standing, so if your key suppliers, subtrades and/or project associates are not members, encourage them to contact GVHBA for membership information.

PROMOTION OF OVATION AWARDS: FINALISTS AND WINNERS

- Winners/finalists of the Ovation Awards (and previously the reOVATION Awards) must use the GVHBA-supplied logo and specify the **year** in which it was awarded.

Correct: *GVHBA Ovation Award Single-Family Home Builder of the Year 2017*

Incorrect: *GVHBA Ovation Award Single-Family Home Builder of the Year**

**It is incorrect because the year in which the award was won is not identified.*

- Promoting oneself as a finalist or winner of a particular category, members are expected to ensure their messaging is clear – award, date, winner and/or finalist – to avoid confusion or misleading claims.
- Award finalists and winners will be provided an Ovation Awards logo for advertising and promotion purposes. Available in a variety of electronic formats, the Ovation Awards logo specifies the category and year for which it was awarded and cannot be altered.

AGREEING TO GVHBA OVATION AWARDS ENTRY RULES AND USAGE TERMS

- GVHBA reserves the right to use any or all of the entrants' materials, including submitted photography, for the promotion of current or future GVHBA Ovation Awards, and other media opportunities, without prior notification to the entrants.
- By entering the Ovation Awards, the GVHBA member has acknowledged and agreed to the rules and terms set out in this document.

QUESTIONS ABOUT THE OVATION AWARDS?

Contact Dawn Sondergaard, Acting VP of Marketing and Education (778-373-9783, dawn@gvhba.org).

APPENDIX A: GVHBA OVATION AWARDS BUILDER AUTHORIZATION FORM

This form is also available separately on the Ovation Awards online Awards Toolkit

I/We, the undersigned, hereby give our authorization to _____ (name of person) of _____ (name of company), our Project Designer/Architect/Interior Designer/Marketing Company, to enter our project in the 2018 Greater Vancouver Home Builders’ Association (GVHBA) Ovation Awards.

We understand that the entry will consist of written information about our **new home / home renovation project**, as well as photographs, drawings, budgets, and/or plans.

We also understand that in the event the project is named finalist/winner, the Project Designer/Architect/Interior Designer/Marketing Company who submitted the entry and my company will be acknowledged on all marketing and promotions, including but not limited to, Ovation Awards finalist certificates and trophies.

We also understand that the GVHBA, at its discretion, will have the right to use the photographs included in the entry for marketing and promotional purposes, including the right of the GVHBA and/or third parties to record and broadcast photographic images used at the GVHBA Ovation Awards Gala.

We further understand that the GVHBA will not at any time reveal the civic address of the project/home. When identification is necessary (e.g. for media announcements of finalists and winners), only the Project Name identified below and general geographical location (e.g. town, municipality, area or province) of our home and/or the company will be noted.

We understand that by providing permission, we are not allowed to revoke permission at any point once the waiver has been signed.

Name of Project as listed on Ovation Awards’ online entry form

Address of Project (Unit number/House Number, Street Name, City)

Phone number of Builder Company Signatory

E-mail of Builder Company Signatory

Signature of signing authority of Builder Company
(builder/renovator/developer)

Print name of signing authority of Builder Company
(builder/renovator/developer)

Date

APPENDIX B: GVHBA OVATION AWARDS HOMEOWNER AUTHORIZATION FORM

This form is also available separately on the Ovation Awards online Awards Toolkit

I/We, the undersigned, hereby give our permission to _____ (name of person) of _____ (name of company) to enter our home in the 2018 Greater Vancouver Home Builders' Association (GVHBA) Ovation Awards.

We understand that the entry will consist of written information about our **new home / renovated home**, as well as photographs, drawings, budget and/or plans.

We also understand that the GVHBA, at its discretion, will have the right to use the photographs included in the entry for marketing and promotional purposes, including the right of the GVHBA and/or third parties to record and broadcast photographic images used during the GVHBA Ovation Awards Gala.

We further understand that the GVHBA will not at any time reveal the civic address of our home. When identification is necessary (e.g. for media announcements of finalists and winners), only the Project Name below and general geographical location (e.g. town, municipality, area or province) of our home and/or the company will be noted.

We understand that by providing permission, we are not allowed to revoke permission at any point once the waiver has been signed.

Name of Project as listed on online entry form

Address (Unit number/House Number, Street Name, City)

Phone number of homeowner signatory

E-mail of homeowner signatory

Signature of homeowner

Name of homeowner (print)

Signature of homeowner

Name of homeowner (print)

Date