



2012 Local
Contractor of
the Year (CotY)
Program
Packet



CotYTM 2012 Awards

2012 Ohio Valley NARI Contractor of the Year Awards Program

Contractors throughout the Cincinnati Metropolitan area are invited to compete for the prestigious 2012 Ohio Valley NARI Contractor of the Year (CotY) Awards in recognition of their achievements completed between July 1, 2010 and November 4, 2011. Companies -- from one-person shops to the largest remodeling firms -- report that winning this award is a major factor in enhancing their image within the industry as well as with the buying public.

Each year Ohio Valley NARI has both first-time entrants and seasoned participants that go home with Local, Regional and National awards. No matter what your CotY experience level, follow these easy steps to be sure your entry is given full consideration by the judges and your work receives the recognition it deserves.

Why You Should Enter

Companies – from one-person shops to the largest remodeling firms – report that winning this award is a major factor in enhancing their image within the industry and with prospective customers, and is a major morale booster for their employees. The numerous marketing opportunities available to CotY winners help set your business apart from other remodeling companies, and Ohio Valley NARI helps by providing tools and resources to make the most of this distinguished honor.

~ *HouseTrends Magazine* - Ohio Valley NARI has forged an alliance with *HouseTrends Magazine*, a special interest publication with distribution throughout the greater Cincinnati area. *HouseTrends* will feature the winning Local CotY entries in their first 2012 publication. This feature will contain photos of the project with credits of the member name (including certifications if appropriate), and member company location. We are delighted that this alliance can provide Ohio Valley NARI Members and selected CotY entries with this level of regional exposure and visibility.

~ *Consumer Remodeling Guide* – Winning Local entries will be featured in the 2012 edition of the Ohio Valley NARI Consumer Remodeling Guide, a full-color, publication dedicated to the remodeling industry in the greater Cincinnati market.

~ *Cincy Home Magazine* – Ohio Valley NARI has established a relationship with the local Cincy Home Magazine to promote and endorse Ohio Valley NARI. Cincy Home Magazine is a Media Sponsor for the annual Evening of Excellence award ceremony and will feature CotY recipients in their publication after the first of the year.

~ **NARI Promotions** – Ohio Valley NARI sends press releases announcing local, regional and national winners to all area publications, many that request imagery from the award-winning projects. All winners receive press release templates ready for customization and distribution in their local markets.

~ **Local CotY Winners on the Web** – Ohio Valley NARI posts photographs from all winning entries to their website, www.naricincinnati.org, where they will reside for years of viewing pleasure.

About Photographs

Since your project cannot be judged in person, good quality photos are key elements in your presentation. Whether or not you use a professional photographer, it's good to keep a few things in mind:

- Take “before” photographs before the start of every project. If you make this a standard practice, you will be ready when the job you anticipated to be an average remodel turns out to be a CotY contender. Take these shots from many angles. Take photos for work-in progress if it will help show the complexity of the process or the obstacles encountered.
- No photos with the kids, the family pet or site workers...any people, animals, etc. that are visible within the photo will subject your entry to be disqualified. Do *not* provide photographs that reveal the identity of the client or your company. Entries displaying company name, logo, etc. (even in a reflection) will be subject to point deductions or disqualification.
- Take the “after” shots from the same angles as the before photos whenever possible. This helps give the judges a good perspective of the transformation. We also need related pairs (the before and after) for print and publication.
- Take both vertical and horizontal photos. If your project is published, it stands a better chance of being featured on a magazine cover if the editors have vertical shots from which to choose.
- Provide the project photos displayed in your entry on a CD and submit with the other required documents. Photos on this CD must be high resolution (300 dpi or better), and in JPG, TIFF, or EPS format. Larger photos give us more flexibility since we can always make them smaller. We may not be able to make them larger without losing quality. This CD will not be returned.
- Only include photos that will enhance the project entry. Although you have 15 pages, front and back, to display the project, you don't need to use them all.

Preparing a Winning Entry

Your ability to present your project in a manner that helps judges distinguish your project will go a long way to set you apart from the competition. The following tips from judges and staff are provided as guidelines, and are derived from feedback from recent program years:

- Plan your entry. A winner's entry is always well thought out. Arrange your photos, drawings, project descriptions, etc., in a way that's easy to follow from the beginning to the end of the project.

- Describe the client's needs/wants, and be sure your entry shows how you met those needs. Point out any obstacles and how they were handled. A concise project description at the front of the entry can help the judges understand what you were trying to accomplish, laying the groundwork for the project before they get into the detail.
- Avoid filling up your entry pages with too many words. Include **only** details that will help the judges determine why your project deserves high marks. We will not accept hand-written notes on the descriptive or photo pages as this detracts from the image of the entry. It is also important to limit your use of words. Less is more when it comes to the wording, unless there is something specific/unique that you are pointing out.
- When displaying photographs, show the before and after photos on facing pages whenever possible, so the judges don't have to flip back and forth over and over.
- Small captions near photos help tell the project's story. Avoid long narratives.
- Any photo enhancement is limited to brightness, contrast, or sharpness. No items may be added or removed through photo enhancement techniques. Do not add or subtract items, or change the image in any way that may increase or decrease the value of the project. The decision of the judges is final and the entry will be disqualified.

Team Entries

Ohio Valley NARI is aware that the efforts of several companies may be needed to complete a remodeling project, and would like to recognize all member companies that participated. When a CotY project is entered as a Team Entry, all **NARI member companies** involved (suppliers, services providers, etc.) can enter as one team and receive the recognition together for a reduced entry fee. The main contractor on the project (having supervision and control) is considered the lead entrant and should fill out the first page of the entry form. All participating team members need to fill out and sign the team entry portion of the form. Remember, NARI recognizes member companies in the CotY competition. Individual members of the same company do not need to enter as a team. All members of a winning team receive the same award and recognition as the team leader.

Pay Attention to the Requirements

Each year several entries receive point deductions, or worse, are disqualified, due to not adhering to a few simple rules. Common concerns:

- Entry received after the deadline, **5p.m. - November 7, 2011**
- Duplicate entry
- Project completion date outside of time frame
- Project doesn't contain before photos
- Missing information
- Member identity revealed in entry
- Entry over the page limit
- NARI member in good standing

Local CotY winners often edge out the competition by a fraction of a point. Don't let a deduction place another entry ahead of yours. Careful review of the following pages and double-checking the forms for accuracy and completeness will keep you off the violation list.

The Judging Process

Winners are selected by an impartial panel of judges who are experts from within the industry. The evaluation process is done without revealing company names. A Local Contractor of the Year (CotY) Award Recipient is an entry that demonstrates remodeling excellence. Entries are judged on functionality, problem solving, aesthetics, craftsmanship, innovation, degree of difficulty and entry presentation.

On rare occasions, no winner is selected in a particular category if Ohio Valley NARI standards are not met, judges are not required to present Local Awards in every category, and the decision of the judges is final. Please review the following guidelines to evaluate each entry:

Judging

The group of judges begins by individually comparing all the entries in a category. They may take a preliminary review of that group of entries, and then score the entries one by one, using the judge's ballot provided. They do not discuss the entries during this phase of the process, and they do not see other judge's score sheets. Once a category is completed, the ballots are collected and tallied. A score for each entry is obtained by averaging the judge's scores. The lowest average score obtained, providing the project represents at least a "better than average approach or result," determines the Local Recipient for each category. The process continues until all of the categories are judged.

The following criteria are some of the points the judges will be considering when reviewing each entry. This criteria set may be modified as necessary.

- **To what degree were the expressed needs of the client met?** Did the entry describe the client's needs and desires? Did the contractor show that those needs were met?
- **To what degree does the project enhance the existing structures functionally?** Do the room's new floor plans function well? Is the counter space or work area adequate to perform necessary tasks? Is there good traffic flow? Is safety addressed adequately? Are the materials functional? Is lighting addressed – both general & task?
- **To what degree does the project enhance the existing structure aesthetically?** Keep in mind the following design criteria: Line & rhythm, continuity and repetition, texture, color and contrast, symmetry and balance?
- **Is there evidence of superior craftsmanship?** Moldings, woodwork, stairs, cabinetry, countertops, tile, glass, marble, granite, metal, stone, masonry, other?
- **Were innovative uses of material and/or methods of construction used in the project?** Are innovative uses evident, or were any described and noted?
- **Did the contractor overcome difficult obstacles?** Were difficult obstacles encountered as described by the contractor and overcome in a creative way?

Rules & Guidelines

Residential and Commercial Categories

- 1) Only Ohio Valley NARI contractor members in good standing are eligible for individual entries. All entrants' membership records will be checked to verify their classification as a contractor member and member status.
- 2) Projects must have been completed between July 1, 2010 and November 4, 2011. **Only entries that have never been submitted in prior Local CotY contests are eligible.**
- 3) An Entry Form must be filled out completely, signed and inserted in the first sleeve of the entry binder. Please fill out one form for each entry.
- 4) All projects entered in CotY categories must be an improvement or addition to an existing structure. Entries for new/free standing buildings will not be accepted except where specifically noted.
- 5) All entries must be received at the Ohio Valley NARI office by 5:00 p.m., Eastern Standard Time, Monday, November 7, 2011. This deadline will be strictly adhered to and **no exception** will be granted.
- 6) The Proof of Time Form, Homeowner Affidavit and/or Photographer's Release information (when applicable) must be filled out for each CotY entry and inserted in the first sleeve of the entry binder.
- 7) A contractor member company may enter multiple categories; however, only two (2) entries will be accepted in each category. If more than two (2) entries are received from the same contractor member company for a single category, all entries submitted by the contractor member company in that category may be disqualified at Ohio Valley NARI's discretion.
- 8) Team entries are permitted in each project category. All team members must be NARI members. One member of each team must be classified as a contractor member with Ohio Valley NARI and be designated in the entry as the team contractor leader. The fee for an individual entry is \$85 per entry. The fee for a team entry is \$85 per contractor member and \$75 per team member per entry. Smaller but similar CotY plaques will be presented to other member companies on the winning team. All entry fees are nonrefundable, non-transferable, and cannot be carried over to subsequent years.
- 9) The project is limited to 15 pages, front and back, or 30 pages, one-sided. Entry materials must be included in the first sleeve/pages and will be removed upon arrival at the Ohio Valley NARI office. The 15 pages are reserved for text and photos describing the project. Please note entries must be presented in the following order of materials: Entry form and necessary entry materials, brief project description, background on the clients' needs and wants and how these were solved and before and after photos with captions.
- 10) Include a brief project description detailing all aspects of the job (1/2 page maximum is suggested). Use this space to help lay the ground work for the judges. Provide background on the clients' needs and wants and how they were solved. Explain special problems that

were encountered or features/designs unique to the project. Keep in mind the judging criteria (see guidelines). Refer to certain photos when discussing work.

- 11) The Entry Form or Team Entry Form (one only) must be filed out completely, signed and inserted in the first page/sleeve of the CotY entry. Please fill out one form for **each** entry. The Proof of Time Form, Homeowner Affidavit and Photographer's Release information must be filled out for each CotY entry and inserted in the first plastic sleeve also. If the photographer's release is altered in any way, you may lose the opportunity to have your winning project photos displayed. Also, you may lose the chance to have your project photos published in various trade and consumer publications.
- 12) Enclose "before" and "after" photographs of the entire job. Include "during" photos to show difficulty or innovative use of materials. Apply identification, including your company name, and category to your photo CD or the backs of all photos. If using photo prints, mount photos in such a way that they may be easily removed, if necessary, and enclose in clear plastic sleeves. Short captions should appear under each photo. If you refer to photos in your text, number them for clarity either within the caption or separately. Digital photo prints are preferred. Entries without "before" photos will not be judged. Before photos must show the project before any work has commenced. (i.e. A kitchen remodel with photos showing missing cabinets or other elements will be considered "during" photos and will not meet the "before" requirement.
- 13) A second print or CD-ROM with photos of all photographs (300 dpi high resolution) must be a part of each entry. These photos will be considered for use as publicity tools and will not be returned. For best display of winning photos, take "before" and "after" pictures from the SAME angle and they should have NO TIME STAMP on them.
- 14) All visible references to company name, address, city and state **must** be eliminated from the front of all photos and other materials used in the entry, or your entry could be disqualified.
- 15) Video and audio cassettes are not acceptable as part of the CotY entry.
- 16) Residential and Commercial Specialty categories must include the specialty in their entry form and in the descriptive text.
- 17) Residential Universal Design and Commercial Universal Design entries must clearly indicate both the problem and solution to that problem so that the judges can evaluate how well the entry met its stated goal.
- 18) **All** entries must include a copy of the contract, any change orders, and a homeowner affidavit from the customer as necessary proof of the projects total cost. Cost is defined as the contract price, all extras, change orders, and the fair market value of materials and products that were purchased, sweat-equity and in-kind services provided, and any sub contract work. The cost of all homeowner provided products, services, or labor must be included in this cost. All mark-ups and profit must be included in the cost provided. For member owned projects, costs must include normal mark-ups as if the project was contracted to an outside client. All entries will be screened for compliance with this requirement. Any exclusion of any portion of the project's total cost will be cause for the

entry to be judged in the “Over” category or disqualified without prior notification being given to the entrant.

- 19) All entries will be in a 1” loose-leaf binder, either black or white. No other form will be accepted.
- 20) All entries must include a copy of the contract, any change orders, and a special affidavit from the customer as necessary proof of the project cost, including cost incurred by the homeowner (i.e. purchase of materials and/or subcontracted work). Entries will be screened for compliance. Any exclusion of any portion of the project cost may cause the entry to be judged in the next higher value category without prior notification being given to the entrant. Entries not including these items will be disqualified without prior notification.

Entries disqualification checklist:

Entries may be disqualified if:

- ◆ Entries contain more than 15 pages, front and back, or 30 pages, one-sided. (Note: The Entry Form, Proof of Time Form, Homeowner’s Affidavit Form, and Photographer’s Release (if applicable), are to be contained in the first section of the entry and ***do not*** count towards the maximum page count). Entries not submitted with materials in the order as outlined in the Rules & Guidelines number nine (9) will be disqualified.
- ◆ Arrival at the Ohio Valley NARI Office after the deadline date of November 7, 2011 at 5:00 p.m. sharp Eastern Standard Time.
- ◆ Proof of Time Form is not submitted stating work was completed between July 1, 2010 and November 4, 2011.
- ◆ The project has been entered in more than one category or any portion of one project is submitted as a part of an entry in another category (i.e., an Entire House entry may not contain the photo of a remodeled bath if that bath is to be entered in the Residential Bath category).
- ◆ Photos are used incorrectly (i.e. photos with people/animals, interior photos are used in an entry where only exterior photos are allowed, company name is seen).
- ◆ Photos do not have captions or descriptions.
- ◆ There are no duplicates “before” and “after” photographs or digital prints included.
- ◆ The submitting company’s name, address, city and state are visible anywhere within the entry, except where required. The project description, photos or any other materials should in no way identify your company, its employees or officers.
- ◆ Project is entered into the wrong category.
- ◆ NARI member/entrant not in good standing

Good Luck! *For more information or questions regarding Ohio Valley NARI’s CotY competition, refer to the “Most Asked CotY Questions” handout included in this package. A complete listing of CotY categories follows.*

CotY Award Categories

1) Residential Kitchen Under \$40,000:

Best residential kitchen remodel with a total project cost under \$40,000. Only interior photos may be used.

2) Residential Kitchen \$40,001 to \$80,000:

Best residential kitchen remodel with a total project cost of \$40,001 to \$80,000. Only interior photos may be used.

3) Residential Kitchen \$80,001 to \$120,000:

Best residential kitchen remodel with a total project cost of \$80,001 to \$120,000. Only interior photos may be used

4) Residential Kitchen \$120,001 and Over:

Best residential kitchen remodel with a total project cost of \$120,001 and over. Use only interior photos.

5) Residential Bath Under \$30,000:

Best residential bath remodel with a total project cost under \$30,000. Only interior photos may be used.

6) Residential Bath \$30,001 to \$60,000:

Best residential bath remodel with a total project cost of \$30,001 to \$60,000. Only interior photos may be used.

7) Residential Bath \$60,001 and over:

Best residential bath remodel with a total project cost of over \$60,001. Only interior photos may be used.

8) Residential Interior Under \$100,000:

Best residential Interior with a total project cost under \$100,000

Includes, but is not limited to, such projects as family or recreation room remodeling, attic or basement conversions, etc. Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used.

9) Residential Interior \$100,001 and over:

Best residential interior with a total project cost over \$100,001

Includes, but is not limited to, such projects as family or recreation room remodeling, attic or basement conversions, etc. Work must be done within the existing walls of a residential structure. This category does not include room additions. Only interior photos may be used.

10) Residential Interior Specialty

This category represents a special interior element of a project. It includes, but is not limited to, such projects as railings and columns, brick, stone and masonry work; tiling; air conditioning and heating; fireplaces; exceptional tile work; built-in entertainment centers; vestibules; insulation; kitchen hoods; glass block; wall finishes such as plaster; flooring; best use of lighting or lighting control systems, or home automation. Work must have been done to the interior of an existing residential structure, and only interior photos may be used. The residential interior specialty must be specified in the entry materials and in the descriptive text in order to qualify.

11) Residential Addition Under \$100,000:

Best residential addition with a total project cost under \$100,000

Includes, but is not limited to, additions, add-a-levels, or attic build outs, which increases livable space of the existing home. The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

12) Residential Addition \$100,001 to \$250,000:

Best residential addition with a total project cost of \$100,001 to \$250,000

Includes, but is not limited to, additions, add-a-levels, or attic build outs, which increases livable space of the existing home. The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

13) Residential Addition \$250,001 and Over:

Best residential addition with a total project cost over \$250,001

Includes, but is not limited to, additions, add-a-levels, or attic build outs, which increases livable space of the existing home. The project cannot have changed the exterior footprint or elevations of the existing residential structure in more than one location. Interior and exterior photos may be used.

14) Residential Exterior Under \$100,000:

Best residential exterior with a total project cost under \$100,000

Includes, but is not limited to, alterations to the exterior of a residential building such as porticos, porches, decks, glass or screen enclosures, windows, dormers, and exterior resurfacing like siding, stucco, etc. which enhances the overall appearance of the exterior. The project cannot have added heated livable space to the home. Exterior photographs only.

15) Residential Exterior \$100,001 and Over:

Best residential exterior with a total project cost under \$100,001

Includes, but is not limited to, alterations to the exterior of a residential building such as porticos, porches, decks, glass or screen enclosures, windows, dormers, and exterior resurfacing like siding, stucco, etc. which enhances the overall appearance of the exterior. The project cannot have added heated livable space to the home. Exterior photographs only.

16) Residential Exterior Specialty:

This category represents a special exterior element of a project. It includes, but is not limited to, such projects as decks, columns, pagodas, trellises, arbors, fences and gates, patios and terraces, driveways, walkways, retaining walls, other masonry elements, fountains and water features, swimming pools and spas, best use of lighting control systems, or outdoor lighting. Also included may be detached structures such as garages, pool houses, studios, guesthouses, sheds, gazebos, pavilions, etc. Only exterior photos may be used. Work must have been done to an existing residential structure. The residential specialty must be specified in the entry materials and descriptive text in order to qualify.

17) Entire House Under \$250,000:

Best entire house with a total project cost under \$250,000

A project that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include a description of the portions of the existing structure that were incorporated into the finished project. Pictures and plans submitted with the entry must highlight those portions of the home retained in the new design.

18) Entire House \$250,001 to \$500,000:

Best entire house with a total project cost between \$250,001-\$500,000

A project that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include a description of the portions of the existing structure that were incorporated into the finished project. Pictures and plans submitted with the entry must highlight those portions of the home retained in the new design.

19) Entire House \$500,001 to \$1,000,000:

Best entire house with a total project cost between \$500,001-\$1,000,000

A project that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include a description of the portions of the existing structure that were incorporated into the finished project. Pictures and plans submitted with the entry must highlight those portions of the home retained in the new design

20) Entire House \$1,000,000 and Over:

Best entire house with a total project cost over \$1,000,000

A project that remodeled or renovated a substantial portion of the entire residential house, inside and outside, or where multiple additions and/or style changes in footprint or elevation have been made in more than one location. The entry must include a description of the portions of the existing structure that were incorporated into the finished project. Pictures and plans submitted with the entry must highlight those portions of the home retained in the new design

21) Residential Historical Renovation/restoration:

The renovation/restoration of the interior and/or exterior of a residential structure, or addition to a residential structure, built prior to 1935. Any and all changes are to have closely matched architectural style and building type. Any and all products used are to be of a material authentic in style to the area in which the building was originally built, paying special attention to period trim detail and period coloring. Restoration of missing historic features and added structures are to respect the essential historic character and architectural style of original building design.

22) Residential Universal Design:

The Residential Universal Design category will consider changes in residences that make them usable by people of all ages and physical capabilities. Projects can include, but are not limited to, accessible entrances, modified floor plans, barrier-free kitchens and baths and use of “smart home” technology. Emphasis will be on using products and design to create invisible solutions that blend with the surroundings. Clearly indicate both the problem and solution to the accessibility problem for evaluation of stated goals.

23) Commercial Interior:

Remodeling performed within the existing walls of a previously occupied commercial structure. Clearly define the type of client and the client’s needs in the project description. Only interior photos may be used.

24) Commercial Exterior:

Remodeling performed on the exterior of an existing commercial structure. Clearly define the type of client and the client’s needs in the project description. Only exterior photos may be used.

25) Commercial Specialty:

Includes, but is not limited to, such projects or operations as cosmetic facelift, siding, roofing, insulation; window, door, railing, columns, brick, stone, masonry work; tiling, solar panels; air conditioning and heating; gutters and leaders; etc. Work must have been done to an existing commercial structure. Clearly define the type of client and the client's needs in the project description. The commercial specialty must be included on your entry form and in the descriptive text to qualify.

26) Home Theater & Media Room Under \$150,000:

Best Home Theater & Media Room with a total project cost under \$150,000

A remodeled Home Theater or Media Room space within a house, must serve as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio and video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only if the space is an addition.

27) Home Theater & Media Room \$150,001 and Over:

Best Home Theater & Media Room with a total project cost over \$150,000

A remodeled Home Theater or Media Room space within a house, must serve as a home theater or media room that may include entertainment or game room areas. The space can be a remodel of an existing room, an addition or an attic conversion. The space must incorporate audio and video equipment and a designated viewing area. A/V equipment can be built-in or free standing. Interior views only if the space is an addition.

Send your CotY entry to:

**OhioValley NARI
136 South Keowee Street | Dayton, OH 45402
Tel: (800) 489-NARI | Fax: (937) 222-5794**

Most Asked CotY Questions

- Q. What is the deadline and is it flexible?**
A. The deadline for CotY entries is November 7, 2011 at 5:00 p.m. sharp Eastern Standard Time. It is not flexible and cannot be extended.
- Q. Should I call to confirm receipt of my entry to make sure it was entered in time?**
A. If the entry was mailed or delivered by contracted carrier.
- Q. When will the entries be judged? Who does the judging?**
A. Judging usually takes place within ten days of the deadline date. The judges will include experts from within the remodeling industry or related fields. There will be no "ties".
- Q. When will the winners be notified?**
A. Winners will be notified within one week of the judging date by mail. Winners will be announced at the Ohio Valley NARI December 2012 Evening of Excellence.
- Q. When must the project have been completed?**
A. The project must have been completed between July 1, 2010 and November 4, 2011. The project cannot have been submitted in a prior CotY competition.
- Q. What absolutely needs to be included in my entry to qualify?**
A. Your entry must include an Entry Form and Proof of Time Form filled out in their entirety. In all entries, you must also include a Homeowner's Affidavit, a copy of the contract and any change orders. A Photographer's Release must also be submitted if the photographers are owned by anyone other than the submitter.
- Q. What is needed if you are entering an "Under" category?**
A. You must include a copy of the contract, any change orders and a special Homeowner's Affidavit to prove that the project cost was under the allotted amount, including costs incurred by the homeowner (i.e., materials purchased or subcontracted work). *Please note that entries will be screened for compliance with this requirement. See CotY Rules & Guidelines for more details.*
- Q. Do I need to do anything different for a "Specialty" category?**
A. Entries for the Residential or Commercial specialty category must state the type on the Entry Form and inside the entry itself (in the project description).
- Q. How long will it take to get my entry back?**
A. The entry for local winners will be held for the CotY awards presentation in December. Because of publicity schedules, winning entries may be held for up to six months from the judging date. All other entries will be returned within one month of the judging date - if entrant would like to use the entry for NARI National CotY submission, they need to notify the Ohio Valley NARI office to expedite the entry return. Please make sure that you keep the original negatives and/or duplicates of your photos since this delay may occur.

If you have additional questions about the local CotY competition, please call the OHIO VALLEY NARI Office at (800) 498-NARI.

Entry No. _____

Date Received _____

Local CotY Entry Form
Note this entry form is three pages in total.

Enclosed is my entry in Ohio Valley NARI's **2012 Contractor of the Year (CotY)** competition.
Please submit my project in the _____ category.

If entering a specialty category, enter the specialty _____

The contents of my entry are contained in the enclosed CotY entry.

Name/Title: _____

Company Name*: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Team Member(s)

Name: _____

Name: _____

Company: _____

Company: _____

Enclosed is my entry fee check in the amount of \$_____ payable to Ohio Valley NARI.

Homeowner Affidavit

This section is required for all "Under" categories. For other categories, move to Proof of Time section.

Customer's Name: _____

Customer's Address: _____

Home Phone: _____ Work Phone: _____

I hereby acknowledge the total cost of remodeling my (enter project category) _____ completed by (enter contractor name) _____ was \$ _____. This figure includes the contract price, all extras, change orders and materials and/or subcontract work that I purchased or provided.

Homeowner's Signature Date

Before me appeared the contractor named above and he/she being duly sworn, states that the above information is true and correct and he/she has signed this instrument as his/her free act and deed.

Contractor's Signature **Date**

Notary Public **Commission**

Expiration

Proof of Time

Project must have been completed between July 1, 2010 and November 4, 2011.

Entrant's Name: _____

Customer Name: _____

Address: _____

Project Location: _____

Project Category: _____

Project Completion Date: _____

Owner agrees that the completion date above is accurate and authorizes and consents that any and all photographs taken of his/her premises by the contractor, its suppliers, and manufacturers may be used by any of them without limitations or restriction in any awards competition, and consents that said photographs may be produced for publication, advertising and display. Owner also authorizes

Customer's Signature Date

Photographer's Release

Must be completed by the photographer if the owner of the photographs is anyone other than the entry submitter.

Being the legal owner of the photographs taken of the premises at _____ for the 2012 NARI Contractor of the Year (CotY) Awards competition, I hereby consent to and authorize the National Association of the Remodeling Industry (NARI) and its agents and/or its assigns to photograph, use, print, reprint, and publish any and all of my photographs and reproductions thereof. These photographs may be reproduced in any print or electronic medium (now existing or hereafter developed). I further consent that the photography taken by me and submitted as part of this entry, with or without accompanying editorial matter, may be used for the purpose of promoting NARI and its programs and services, without limitation, in any publications, displays and exhibitions. I hereby release NARI and its agents from any and all liability arising out of or in connection with any use of the photographs. In consideration of the foregoing, NARI agrees to deliver to me two copies of the issue of the publication in which the photographs are first published or notification of use in electronic media. The undersigned represents that it has received an authorization/consent and release from the owner of the premises.

By: _____
(signature of the owner of the photographs)

Photographer's Printed Name: _____

Photographer's Address: _____

Promotional Agreement

Entrant agrees if his/her entry is selected as a winner, all promotion, advertising, business stationery and/or marketing literature used by himself/herself, his/her company, firm or corporation, wherein the award is mentioned, will clearly state the title of the award, the level of the award (Local), the category, and the year in which the award was given. The entrant understands Ohio Valley NARI will assume no responsibility for loss or damage of any materials submitted.

Entry Agreement

The undersigned hereby affirms and certifies that all facts and materials set forth herein are true to his/her own knowledge and belief, and that all required work relevant to this application and the materials furnished thereto was performed and furnished by the undersigned except where otherwise specifically set forth.

Entrant's Signature

Date

**Please print your company name at the top of the entry form exactly as you would like it to appear on an award should your entry be selected as a winner.*

**Entries should be submitted to:
Ohio Valley NARI
136 South Keowee Street * Dayton, OH 45402
(800) 498-NARI * Fax (937) 222-5794**

Local NARI Contractor of the Year (CotY) Recipient

Promotional Guidelines

Entries selected as Local Contractor of the Year (CotY) award recipients may be advertised and promoted provided the following guideline is observed:

All promotion, advertising, business stationery and/or marketing literature used by the individual, company, firm or corporation wherein the award is mentioned, will clearly state the title of the award, the level of the award (Local), the category, and the year in which the award was given.

Example: Ohio Valley NARI 2012 Contractor of the Year recipient in the Residential Exterior Specialty category.

The same guideline is applicable for radio and television advertising, video productions, and web sites.

The intent of this guideline is to identify specifics of award winners. It is not considered ethical to simply say “CotY Award Winner” since the award could have been awarded in previous years and possibly in a different category than usually identified with the contractor. Stating all of the requirements as outlined above avoids any misrepresentations whether intentional or accidental.

It should be noted that individuals, when submitting entries for the Local CotY Awards, sign a document clearly indicating conformance to these guidelines.