

2019 ASID Interior Design Tour

General Rules and Designer Responsibilities

1. Selection Criteria

- ☐ Applicant must be an ASID MN Professional, Allied or Associate Member
- ☐ Project must be completed in the last three years
- ☐ Project must demonstrate code compliance
- ☐ There must be available parking near the project's site
- ☐ Condition of the exterior and interior of the home are expected to be well-maintained
- ☐ The location of the home may be a factor
- ☐ Overall functionality, creativity, details and material selections will be considered
- ☐ Overall space, lighting and furnishing plan will be considered
- ☐ Overall clarity and presentation of the design/concept statement and project will be considered
- ☐ Project has a special story, feature, area of interest

2. Applicant will submit the following via Dropbox by **November 15, 2018**:

- ☐ Tour Application
- ☐ Photos of project (they do not need to be professional photos for application)
- ☐ Project Description and Materials Checklist

3. After acceptance into the tour the Applicant will provide the following via Dropbox by **December 20, 2018**:

- ☐ Signed Designer Letter of Agreement
- ☐ Signed Homeowner Letter of Agreement
- ☐ \$1000 Entry Fee (by check only)
- ☐ Certificate/Proof of Insurance
- ☐ Copy of Homeowner's Proof of Insurance (provided to designer by homeowner), required only if pets of any kind will be staying on premises during the tour.
- ☐ Map and directions to your entry location

4. Applicant or representative from the firm will:

- ☐ Attend kit delivery meeting in **April 18, 2019**
- ☐ Help promote the tour via social media and other outlets

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5. ASID MN Interior Design Tour committee will provide:

- ☐ Coordination and marketing of the tour
- ☐ Welcome sign
- ☐ Directional signage
- ☐ Shoe coverings
- ☐ Deposit bag (primed with change for selling tickets)
- ☐ Tickets
- ☐ Ticket tracking sheet
- ☐ Sponsor materials and more

6. Applicant agrees to the following:

- ☐ Allow committee members to preview the project **December 3-6, 2018** (the time will be coordinated with the designer), acceptance into the tour will be announced by **December 10, 2018**
- ☐ Provide additional information as requested my Midwest Home magazine via Dropbox at a later date:
 - Minimum of two professional photographs of each project room represented on the tour, including photographer's information
 - Designer Biography
 - Designer Headshot
 - Company Logo
 - Detailed directions to the home from the nearest highway
 - Number of directional signage needed (arrows)
 - Project questionnaire
 - Floor plan (if available)
 - Before/in-progress photos and videos (if available)
- ☐ Staff the entirety of the tour with representatives from their firm
- ☐ Staff a ticket taker and provide a table and chair for them
- ☐ Display printed materials provided by ASID MN/Midwest Home either in the kitchen or on the table with the ticket taker
- ☐ Block access to the rest of the home as necessary
- ☐ Set up and take down directional signage while adhering to local rules related to signage
- ☐ Provide a basket for used booties
- ☐ Return all materials ASID MN office by **April 22, 2019**