



HAVAN AWARDS FOR HOUSING EXCELLENCE

2024 Call for Entries Package

Submission deadline: 4 p.m. Monday, January 15, 2024 online at havan.ca/awards

RULES AND REQUIREMENTS

The Homebuilders Association Vancouver (HAVAN) Awards of Housing Excellence is an annual awards program, which recognizes excellence in residential new-home construction, renovation, and design in Metro Vancouver. This is an invitation to HAVAN members in good standing to enter the 2024 HAVAN Awards.

ELIGIBILITY TO ENTER

1. HAVAN Members Only + HAVAN Builder on the Project

- All projects must be built/renovated by a HAVAN-member builder and listed on the online entry form.
 - Categories 1 – 31, 49-53, 55 and 56 HAVAN builder must be listed as a **primary entrant**.
 - Categories 32 – 48 and 54, HAVAN builder must be listed as **primary entrant** or **Major Associate**.
- To be eligible to enter and be acknowledged, the builder, major associates, and associate companies listed on the entry form must be HAVAN members in good standing.
- Non-members will not be mentioned in promotions and are not permitted to use HAVAN Awards branding. If non-members worked on your project, encourage them to become a member before the entry deadline.

2. PROJECT COMPLETION DATE + LOCATION + PHASES

- Projects built or renovated within the two-year period of **January 1, 2022 to January 15, 2024** are eligible to enter the 2024 HAVAN Awards. Projects must be complete, except if entering categories #44 *Best Interior Design Display Suite: Multi-Family Home*, #45 *Best Interior Design Display Home: Single-Family Production Home*, and #48 *Best Marketing Campaign*.
- Project location may be outside of Greater Vancouver but must be within British Columbia.
- Projects/phases entered into past HAVAN Awards are only eligible to enter the 2024 HAVAN Awards if submitted into different categories than previously entered, regardless if the entry won or not.
 - If a new phase is entered, it must have significant differences from prior phases. A showhome in a development can only be entered once, even if the same showhome is used to sell multiple phases.
- The same project may enter into more than one size-based category if it has units that meet the size requirements. Entry information and supporting materials must be of the qualifying unit.

ACKNOWLEDGING MAJOR ASSOCIATES AND ASSOCIATES

HAVAN builders are encouraged to acknowledge member collaborators as Major Associates (up to 2 per entry) or Associates (up to 3 per entry). The HAVAN Awards only acknowledge HAVAN members in good standing, so if your project associates are not members, encourage them to sign up! **Associate companies will not be added after the Monday, January 15, 2024 Call for Entries deadline.**

To see how Major Associates vs Associates are acknowledged a finalist/winner, refer to section “PROMOTION OF FINALISTS/WINNERS” on page 6.

SUBMISSION DEADLINE, FEES AND PAYMENT METHODS

Entries only accepted online via <https://havan.ca/awards>. Deadline is **4 pm, Monday, January 15, 2024**, including all entry forms, supporting materials and payment (pay with your Visa/ MasterCard directly on the online form). Cheques payable to HAVAN must be received by January 15, 2024. **No extensions. Unpaid entries will not be judged.**

Entry Fees: Award Categories 1 - 56: **\$299 + GST per entry.**
Grand HAVAN Awards (categories 57 - 63): **\$499 + GST per entry**

AUTHORIZATION FORMS

All entries submitted by someone other than the HAVAN-member builder must upload the signed *Builder Authorization Form* onto the entry form. Where noted in specific categories, entries must also include signed *Homeowner Authorization Form*. You may use the CHBA Homeowner Authorization Form that gives sign-off for all three Association level award programs (CHBA National, CHBA BC Georgies and HAVAN Awards). These forms are available in this document's appendix, or online <https://havan.ca/awards>.

HOME TYPES AS DEFINED IN THE HAVAN AWARDS

Ensure your projects are entered into the correct categories. The HAVAN Awards distinguishes project types:

- **Production (single- and multi-family):** The home plan is part of a production (tract) builder's stockplans (models) intended to be repeated on several home sites and offered for sale on speculation. Typically, these homes are built as large-scale projects like master-planned communities.
- **Custom-spec homes:** Custom-spec homes are built for sale on speculation and typically built on a single lot. In the HAVAN Awards, custom-spec builders must enter projects in the *Custom/Custom-Spec* categories, NOT *Production* categories. This applies also to the design categories.
- **Multiplex homes:** Multiplex homes are considered custom-spec builds and should be entered in those specified categories. It is an in-fill home/project that increases site density, with each unit having a separate entrance. This includes renovated/custom/custom-spec projects on a single-lot and conversion dwellings, which are existing houses that have been divided into two or more dwelling units (e.g. duplex, triplex); thereby increasing density.
- **Custom homes:** Site-specific home built from a unique set of plans for a specific client.

ASK US! If you are not sure where a project belongs, contact HAVAN before you submit the project. Projects entered in incorrect categories will be moved or disqualified without notice or compensation. A project cannot be entered in both Production and Custom/Custom-Spec categories.

LET'S GET YOUR ENTRIES STARTED

1. Go online to <https://havan.ca/awards>
2. **Before you start your entry, you need a unique ID number for each entry. Click on the [online entry form link](#) and enter the basic information for your first entry, then click save.** The online platform (AwardForce) will generate a unique ID for that entry, to be used to label photos and supporting documentation (i.e. floorplans, authorization forms). There will be a unique ID for each entry.
3. Check out the [HAVAN Awards Toolkit](#), which includes downloadable forms, worksheets, and other resources. Use the worksheets to prepare your entries before you upload online and for back-up copies – technical glitches can happen, and we can't accommodate deadline extensions!
4. **Read through the category requirements carefully.**
 - **Entrant and Project Information:** Check your spelling. HAVAN will not make corrections once an entry is submitted. Information provided on the entry form will be printed EXACTLY as submitted for media releases, marketing, certificates, and awards.
 - Do not use UPPER CASE, unless that is how you want the info published. It will be printed 'as is.'
 - Ensure company name includes correct suffix (i.e. Ltd., Inc.).
 - **Acknowledge your Major Associates and Associates at the time of entry.** Up to 2 Major Associates and 3 Associates per entry. Major Associates on winning entries will receive a HAVAN Awards trophy; Associates receive a certificate! Not sure where to put an associate company? See *PROMOTION OF FINALISTS/WINNERS* item on page 6 for details on how each category of associates are acknowledged.

- **Project Description**
 - Answer the category criteria. Each criterion is worth up to 10 points.
 - Text is limited to 300 words maximum. Grand HAVAN Awards are 400 words maximum.
 - Use point form to maximize information.
 - Text should correspond to submitted images.
- **Builder and Homeowner Authorization Forms**
 - Signed *Builder Authorization Form* and *Homeowner Authorization Form* (where required) **MUST** be uploaded to the online entry form.
 - Homeowner Authorization Form features permission for all three award levels – CHBA National, CHBA BC Georgie Awards, and HAVAN Awards – get it signed once and use for all awards programs this year.
 - Builder Authorization Forms:
 - Non-builder members submitting entries must upload a signed Builder Authorization Form.
 - Builders submitting their own projects do not need to submit a Builder Authorization Form.
- **Budgets**
 - Categories that require budget information have a ‘budget’ tab on the online entry form. Some categories only require a budget total or selling price.
 - Budget worksheet is general so ensure you include all applicable line items to address the category.
 - Round totals to the nearest \$100.
 - Budgets are reviewed by judges who are homebuilding industry professionals. If there are questions about the budget, the judges may request detailed proof to support your submission or may disqualify your entry if the appropriate line items are not included.
 - What is shown in the photos must be included in the budget at **fair market value** (except decorative items, small appliances, and furniture), even if received discounts (e.g. builder entering personal home may not have paid project management fee, received at-cost materials/labour, etc.). **This program is promoted to consumers so entries must accurately represent what is attainable at the noted budget.**
- **Plans**
 - Where requested, plans (floor, site, landscape, etc.) must be uploaded as one PDF onto online form.
 - No company information or logos (yours or project consultants)! Label plans only with the category number and unique ID number, or entry will be disqualified (even if info is not mentioned in entry). For renovations, label before/after plans and keep same scale/orientation, where possible.
- **Digital Assets and Video (Best Marketing Campaign and Grand HAVAN Awards) *Optional**
 - Best Marketing Campaign: Entrants may submit up to four digital assets, in addition to the required photos and project description.
 - Grand HAVAN Award: Entrants may submit one video, which may be used for marketing purposes.
 - Under the “Digital Assets/Video” tab on the online form, add the URL links to the digital assets related to the entered marketing campaign. This may include commercials, social media clips, vlogs, etc. Ensure they are accessible to HAVAN/outside users – passwords or other instructions to be added in the “Extra box” found on the online form. Do not upload original video files.
 - Videos must be 2 minutes or less, and company/project branding is permitted.
- **Home’s Square Footage:** The total square footage of the home includes above- and in-ground space (main and upper floor AND basement), excluding land and garage.
- **Photos**
 - Refer to each category’s criteria for number of images and specific photo requests.
 - Ensure your digital photos meet the specifications below or they will not be judged:
 - **DO NOT SUBMIT RENDERINGS, photo collages or virtual furnishings/staging.** What is submitted must be available to be seen in person. EXCEPTION: Renderings of buildings are permitted in the Best Marketing Campaign category only.
 - **IMAGES MUST BE ANONYMOUS.** No logos, signage, or any identifying features in your images, unless specified in the category criteria.

- **PEOPLE ARE NOT PERMITTED IN PHOTOS**, including blurred or computer-generated images.
 - **EXCEPTION:** 'before' renovation photos, where unavoidable. Person must be blurred and company identification worn on that person must also be removed.
- **Resolution:** 300 dpi with a maximum file size of 5 MB (print-ready quality)
- **Format:** Only high-resolution .jpg files are accepted.
- **Orientation:** Images may be vertical, horizontal, or square in orientation.
- **Colour:** Images must be in colour only.
- Images may not include layers or borders/frames.
- Images may not be modified, enhanced or distorted (removing signage/people is permitted).
- 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 to accurately judge the entry.
- **Suggestions:**
 - Submit a selection of photos that are both vertical and horizontal in orientation.
 - When submitting a single project into multiple categories, include a variety of images and make sure photos highlight category criteria.
 - Before/after photos taken from the same angle are helpful to assess improvements.
 - Photography credit is optional but is often requested by media, so include yours on the online form. Although encouraged, photographers do not have to be HAVAN members. Non-members will not be mentioned in any Awards branding/promotions/trophies.
- **Entry Marketing Write-up. Optional but a good idea**
 - Limit 150 words. *Not applicable for points.*
 - A ready-to-publish description about the project (as it relates to that category), which may be used for marketing purposes if a finalist/winner. Don't make it sales-driven or include dated info (e.g. pricing, saying available for sale, etc.). At its discretion, HAVAN may edit these write-ups to suit the media in which it will be used. To be submitted at time of entry or after finalist announcement (responsibility of the finalist to submit to HAVAN).

5. Label your photos and plans correctly

- **All entry materials and photos must be anonymous, using only the unique ID number.** Inclusion of company names, logos, addresses or any type of identification anywhere on entry materials, other than on the entry and permission forms, will result in the entry being disqualified. Take special care to review floorplans and photos, especially lawn signs, property signage, site flags or display TVs.
 - **EXCEPTIONS:**
 - Best Marketing Campaign: company and project branding permitted on photos.
 - Grand HAVAN categories: photos of team engaging in activities described in the criteria and a one-minute promotional video (both items are not judged).
- **How to label your photos (naming your original files and when uploading)**
 1. Add the **category number**
 2. Add the **entry unique ID number**
 3. Add the order in which the photos are to be shown
 4. If a renovated project, indicate if a photo/ is '**b' (before)** or '**a' (after)**.
 5. Select your '**choice' photo** (renovation entries to specify their 'before' AND 'after' CHOICE photos). This will be the primary photo used in media/HAVAN promotions if a finalist/winner. Ensure it reflects the entered category. If none indicated, HAVAN will select the photo(s) without prior approval from entrant.
- **How to label your plans**
 - Add the **category number**
 - Add the **entry unique ID number**
 - If a renovated project, indicate which is '**b' (before)** or '**a' (after)**.

EXAMPLE: Entry 516 (unique ID) is a renovation entered in category 7. Builder is submitting five images in total (two “before” and three “after”) plus a set of floorplans as requested in the category requirements.

This is how to label the photo files:

IMAGE 1: **7_516_1_b_Choice.jpg**
IMAGE 2: **7_516_2_a.jpg**
IMAGE 3: **7_516_3_a_Choice.jpg**
IMAGE 4: **7_516_4_a.jpg**
IMAGE 5: **7_516_5_b.jpg**

Floorplans to be labeled: **7_516_before** and **7_516_after**

JUDGING

- Each entry will be judged by a panel of judges from outside the Metro Vancouver area, selected for their expertise in their respective fields within the homebuilding industry. **Judges’ decisions are final.**
- All award submissions – entry information, photos, write-ups and supporting materials -- are shown to the judges without any identification to ensure integrity of the judging process.
- Each entry will be judged on submitted materials and how well it meets the category criteria.
- An accounting company confirms judges’ submitted scores and calculates scores for Grand HAVAN Awards.

HAVAN and the HAVAN Award judges reserve the right to:

- Cancel, combine, and split any category due to numerous or insufficient number of entries or to better reflect the entered projects, without prior notice or compensation to entrants.
- Withdraw a category (and declare no winner) if none of the entries meet minimum category requirements without prior notice or compensation to entrants.
- Declare no winner in a category with only one entry if the entry does not represent a winning submission but may extend an "honourable mention" if the entry met minimum category requirements, without notice or compensation to the entrant.
- Request additional information from entrants, regarding any submission.
- Submitted budget information is received in confidence and will only be viewed by judges as part of the submission. Budget information is not publicly published.
- Move an entry into another category if, in the judges’ opinion, it is more appropriate in another category, without notice to entrants. All judges must agree 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 agree before entry is disqualified.
- Disqualify an entry that displays company identifying information on submitted materials other than the unique ID number, unless where specifically requested, without notice or compensation to the entrant.
- Disqualify an entry at any time, even after being recognized as a finalist or winner, if the member is not in good standing with HAVAN, without notice or compensation.
- Send any issues/complaints to the Awards Review Committee for review and resolution.

HAVAN reserves the right to use entrants’ submitted materials, for the promotion of current or future HAVAN Awards, and other media opportunities, without prior notification to the entrants. By entering the HAVAN Awards, the member acknowledges they have read and agreed to the rules and terms set out in this document.

HAVAN AWARDS FINALISTS ANNOUNCEMENT AND GALA

- **Finalists’ Reveal Event:** To be confirmed.
- **HAVAN Awards Gala: Saturday, May 4, 2024.** HAVAN Award winners will be revealed at the Awards Gala at the JW Marriott Parq Hotel in Vancouver. Tickets will go on sale in 2024.

PROMOTION OF FINALISTS/WINNERS

FINALISTS: HAVAN-member builders and Major Associates are mentioned in the media release, on the website, and receive a finalist certificate. Associates are listed on the website and receive a certificate.

WINNERS: HAVAN-member builders and Major Associates are mentioned at the Gala, in the media release and on the website, and receive a certificate and trophy. On the certificate and trophy, the builder and major associate will be co-named, and both will receive a copy. E.g. *ABC Construction with XYZ Design Studio*. HAVAN-member Associates receive a certificate and mentioned on the HAVAN Awards website. Associates may purchase a trophy after the event.

HAVAN AWARDS LOGO USE

Finalists and Winners of the HAVAN Awards must use the HAVAN-supplied logo, which specifies the **year** in which it was awarded when promoting oneself. Non-members associated with a winning/finalist project are not permitted to use any HAVAN Awards branding. Companies who are no longer members will not be permitted to use the HAVAN Awards branding.

AWARDS REVIEW COMMITTEE

The HAVAN Awards Review Committee is an advisory group for the HAVAN that meets on an as-needed basis, to review issues arising from the HAVAN Awards for Housing Excellence, which may include entry challenges, submission questions, budget inquiries, and other complex matters requiring panel review and resolution.

DISCLAIMERS

- HAVAN reserves the right, at any time, to remove a member and their project(s) from the awards process or recognition, without compensation for any costs incurred in relation to entering the HAVAN Awards, if their membership is in arrears more than 30 days, as they are no longer considered a member in good standing.
- To protect the integrity of the HAVAN Awards, all entrants are expected to abide by HAVAN's Code of Ethics. If it can be shown at any time leading up to, and after, the final awarding of the HAVAN Awards that a member is conducting business practices that are detrimental to the integrity of HAVAN, that participant will be disqualified and will not be compensated for any costs incurred in relation to entering the HAVAN Awards.
- Any current or past finalist/winner who is not in good standing due to any violation of HAVAN's bylaws and policies may have their company and projects removed from all past/current HAVAN Awards-associated promotions, will not be permitted to use the HAVAN Awards branding (including the formerly named Ovation Awards and reNOVATION Awards), and may be banned from future participation, unless reinstated as a member in good standing as per HAVAN's policies. This will be done without notice or compensation to the member (or former member).
- Disciplinary action will be taken if any member misuses the HAVAN Awards or its branding.
- HAVAN is not responsible for incorrect entry information, photos and supporting information due to entrant's error.
- HAVAN reserves the right, at any time, to change the HAVAN Awards' identity and any or all program elements and requirements, without prior notice or compensation to past or current participants.
- As the HAVAN Awards are owned by the Homebuilders Association Vancouver (HAVAN), non-HAVAN members will not be promoted in the HAVAN Awards. Non-HAVAN members are not permitted to advertise or use HAVAN Awards-related branding. HAVAN-member entrants are responsible for ensuring there is compliance with non-member associates and that they are aware of this restriction before entering.
- HAVAN has the right to remove an entry/finalist/winner from the HAVAN Awards if a homeowner rescinds their permission to have the home as part of the Awards at any time, without compensation to the entrant.
- The HAVAN Awards Review Committee decisions are final and binding.
- Decisions made by HAVAN and the HAVAN Awards judges are final and binding.

QUESTIONS? Contact Wendy McNeil, HAVAN VP of Marketing and Education (778-373-9781, wendy@havan.ca).