

Thank you for your interest in opening your home for Sustainable House Day. The date will be Sunday 16th September 2018 and homes will be open between 10am-4pm.

What your participation means to us

Everything. Without the valuable contribution of homeowners this wonderful initiative would not be possible. As a grassroots event we aim to empower people to embrace eco-friendly and sustainable practices and lifestyles. Through this peer to peer education event, your valuable knowledge and experience will help us engage and inspire your community to take their own steps to living a lighter existence on the planet as well as promote the benefits of sustainability. In exchange, we hope that you find participation in this event rewarding. We thank you again for your time and support.

Participating guidelines

To ensure the integrity and high quality of sustainable homes for Sustainable House Day 2018, all submissions will be required to have a minimum of four sustainable features and will be subjected to an approval process by the organising committee. All decisions are final and no correspondence will be entered into.

Application process

To apply to showcase your home for Sustainable House Day you'll need to complete all sections of the online profile by Sunday 26th August 2018, although we ask that you to complete the form as early as possible. The form will take approximately 10-20 minutes to complete. We recommend you have all relevant information with you when filling out the form. You'll need to upload at least one photo (up to 2MB in size) to complete the process.

Approval process

The assessment for approval will be done by the Alternative Technology Association (ATA).

All homes will be required to be:

- Submitted application by Sunday 26th August 2018
- Have a current homes and contents insurance plan
- Have a minimum of four sustainable features
- Have a commitment to sustainable lifestyles

How we will support you.

The ATA and the team at Sustainable House Day are here to support you. We'll provide you with direction and documents to assist you in opening your home. In addition, we will be conducting a national marketing, PR and social media campaign to build a profile of the event and the homes opening. Our assistance includes:

- A step-by-step How-To Event Guide with relevant tips and suggestions
- A media guide along with template media releases to use in the promotion of your open house

- Poster and flyer templates
- Directional signage and resource material that can be downloaded from the SHD website
- Information signage to use at your home on the day

Your responsibilities as a homeowner – Terms & Conditions

As a participant in Sustainable House Day 2018 I agree to the below terms and conditions:

- All open homes/gardens need to showcase a minimum of **four** Sustainable Living features. We request that you complete the online form and provide a description of your sustainable home. This information will be on the website and will assist visitors. Please also upload any high resolution images for use in media if required. (up to 2MB and the images look best if they're all landscape or portrait)
- Homeowners/property owners will be required to be available to discuss the "sustainable elements & features" of the property between the times of 10am to 4pm on Sunday 16 September 2018. (minimum opening times is 4 hours)
- Homeowners /property owners have the option to charge a "gold coin" donation with funds to go towards a charity of your choice. This must be advertised on your house profile on the SHD website. It is also your responsibility to check with your insurance company whether this affects your insurance policy. You will be required to email us confirmation of payment to your chosen charity after the event.
- Homeowners/property owners must hold a current home/property/building insurance policy OR your business and display sites carry current public liability insurance (for business and display suite only). *We recommend you check your own policy regarding public liability.*
- Homeowners/property owners will be responsible for supplying volunteers/staff to help you on the day (*we recommend* a minimum of 5 people there on the day, but this will differ depending on how you run your home open and layout of your home)
- Homeowners/property owners must organise placement of a statement of entry of conditions (supplied by SHD), a sign in sheet (for return to SHD), Photo Consent Form and local directional signage (supplied by SHD) for your home/property on the day of your event. All of these forms can be downloaded from the SHD website [here](#).
- Homeowners/property owners are responsible for engaging 'experts' to attend your event to provide advice to attendees (optional)
- Homeowners/property owners are requested to assist in local advertising and promotion and sponsorship arrangements (optional)
- Homeowners/property owners are requested to provide access to sponsors on the day of event in the form of provision of materials for distribution or a representation onsite (optional)
- Homeowners/property owners provide permission for all supplied photography of your property to be used in the marketing and promotion of Sustainable House Day. Homeowners are required to provide permission when choosing the option which allows SHD to use images online, in magazine spreads or in the promotion of SHD. (Photographers details will be required in this instance)
- Homeowners/property owners must take all precautions in respect of factors such as public safety, fire and emergency procedures, public health, first aid and child protection pursuant of the Child Protection (Prohibited Employment) Act 1998. A risk management document and checklist will be supplied and must be completed, and emailed back to us by the 2nd September 2018

- Homeowners/property owners may need to make yourself available for media interviews
- The building details, without address may be publicised on the SHD website at any time
- The building details, without address may be publicised in the media at any time
- The address details of the open house/property will not be displayed until three weeks out from the event (Monday 27th August)
- Major sponsors of this years event may set up a display within your nominated location, your permission will be requested at least 2 weeks before the event.
- Homeowners/property owners agree that any sponsors or suppliers that assist you in your open house must not clash with the national/state sponsors sourced by SHD.
- Homeowners/property owners must organise for the placement of a sign-up sheet (provided) or use the electronic sign in sheets to collect the names and contact details of visitors. This sheet is to be emailed back to the organisers before 30th September 2018.

Please feel free to contact us via email at shd@ata.org.au if you have any questions regarding the Terms and Conditions of opening your home for SHD.