

North State Building Industry Association

Quarterly SMC Awards Policies and Procedures Effective January 1, 2006

1. All Entrants: In order to be considered for a quarterly award all entrants must be a current, paid member of the Sales & Marketing Council (SMC). If membership renewal is late, those entries for the period in which there was a lapse of membership will not be considered for entry into the Quarterly Sales Volume Awards. SMC Board will review late entries on an individual basis.
2. The winner(s) shall be determined by the highest amount of actual Net sales volume for each category and eligibility period:
*The average sales price category is determined by adding total gross volume of all **net** sales (including upgrades) and dividing by the number of sales – resulting in the average sales price and the proper category qualification. The positioning within each category is determined by the actual Net sales volume credit (e.g., in the case of split sales the prorated amount).*
3. All sales entered by an SMC member must have been made by a builder or associate member marketing company, who is a current paid member of the BIA. The reported sale(s) must have taken place within the geographic area covered by the North State BIA.
4. All sales entered must be the result of direct contact with the buyer at the time of Sales Professional's involvement and results in an executed Purchase Agreement by both Buyer and Seller for which the Sales Professional would receive financial compensation. In the event that there is more than one Sales Professional signature on the Purchase Agreement, credit for that sale will be divided equally between the Sales Professionals involved.
5. Bulk sales, defined as three or more sales to a corporate entity, will not be considered for quarterly awards nor will they be considered for MAME entries at the end of the year.
6. If a Sales Professional is submitting entries from two or more builders in a given quarter, credit will be given for all builders; however, all entries must be submitted on one entry form in order to be eligible. If the sales professional wins an award only the name of the builder/broker with the highest number of sales will be announced or published.
7. Tracking sheets, to be eligible for the SMC/BIA's quarterly award, must be received by the BIA on/before the 15th of the month following the end of the quarter for the ended quarter's **net** sales. The SMC/BIA's tracking forms may be

found on the BIA's website, www.northstatebia.org/smc.htm. No exceptions will be made after deadline. For example, First Quarter tracking sheets are due by April 15, etc. It is important that the SMC/BIA tracking sheet is completed in full to be a qualified entrant. For example it must have the following information listed: community name, builder name, title company name and phone number, date of sale, home site number and address, amount of total purchase price per sale and percentage of credit taken (in the event of a split).

8. Tracking sheets must be filled out completely and MUST be signed/authorized by 1) the sales professional and, 2) either the sales manager, vice president of sales, marketing director or president of selling company.

For electronic forms, go to <http://www.northstatebia.org/smc.htm>

9. All tracking sheets can be faxed, or submitted via email directly from the authorized sales manager, marketing director or approved executive to:

North State BIA Sales & Marketing Council

elizabeth@northstatebia.org

Fax (916) 677-5734

10. Any questions regarding quarterly sales volume awards should be directed to Elizabeth Ramos at the BIA Office, (916) 677-5717, or elizabeth@northstatebia.org.