

**CARAVAN POLICIES**  
**Revised October 2010**  
**(new language is bold/italicized)**  
(Mercer Caravan is discontinued until further notice)

1. Participation in Caravan is a membership benefit, therefore only Members of the Greater Mercer County Association of REALTORS® may participate on the tour, and only those properties listed by a Member can be included on the Caravan itinerary.
2. Deadline for submitting listings for caravan is **1:00 P.M.** on the DAY BEFORE CARAVAN. **NO EXCEPTIONS.** Shenango Valley caravan is limited to properties within Shenango Valley school districts. Mercer, Greenville and Grove City agents with properties in the Shenango Valley area should call the Association office and put them on the Caravan.
3. The Shenango Valley Caravan will be limited to a minimum of (5) and a maximum of (8) houses (**10**) if there are several within the same immediate area).
4. Properties are NOT put on the list on a "first come, first serve" basis, but rather by LOCATION. Properties tend to back up at times and getting them on the caravan list may be delayed by several weeks. PLEASE DO NOT give your sellers a date that their property will be on the caravan until you see it on the list.
5. Caravan lists will be available online (<http://www.gmcarealtors.org/Bulletin Board.html>) by **2:00 P.M.** on the day before caravan. In case of any unforeseen internet circumstances, the list will be faxed to each office. Please check the list and report any errors to the Association office at 724-342-1980 by 3:00 P.M. After 3:00 P.M., it is the agent's responsibility to contact each of the other offices individually to report an error.
6. Shenango Valley Caravan is every Wednesday and starts at 9:30 at the first house on the list. Please be on time! Listing agent of the first house should not open it until 9:30 so that all participants go through the house and leave at the same time.
7. If your listing is on the caravan, you are expected to be there. Other agents do not have to enter properties where the listing agent or a representative of the listing office is not present, even if the seller is home. You want other agents to see your properties, you should be willing to see theirs too.
8. Expired listings that have been immediately relisted by another agency will NOT be accepted for caravan if they were already on caravan.
9. Properties that have been on caravan before will NOT be accepted for caravan if they have been on caravan within the previous two years, UNLESS the property has had EXTENSIVE renovation or STAGING since the last time it was on caravan, or it was sold to a new owner within the two year period. In that case, we will put it on the caravan as the LAST property and the listing agent will provide refreshments for the agents who come to view the property.
10. Agents are not permitted to add a house to the caravan list once the list has been posted to the website or faxed.
11. No smoking or drinking or eating while inside homes.
12. If you must bring children or grandchildren on caravan, please leave them safely in your vehicle while you are in the houses.
13. Caravan is cancelled in the Shenango Valley if Hermitage schools are closed due to bad weather.
14. Between the dates of November 15 and March 15, Caravan may be canceled at the discretion of Association staff/Caravan Committee if **any extreme** weather is predicted for Caravan day.
15. Between the dates of November 15 and March 15, vacant properties will be only scheduled provided driveways and sidewalks are cleared of snow and ice, for the safety of Caravan participants.
16. **Agents are to provide directions for their listings on streets such as Shady Ave., Service Ave., etc, that may cross the Freeway. (North/South of Freeway, etc.)**
17. **Only the Sponsor's name will be shown on the Caravan sheet, the "Sponsor House" will not be designated.**