

### **Sponsor Meeting Room Rental Policies & Information**

*(As of April 2021; Subject to Change)*

A limited number of meeting rooms will be available for rental to sponsor companies. Sponsors who wish to reserve a meeting room may participate in the meeting room assignment lottery. The lottery is drawn, and rooms are assigned according to sponsor level: 1- Chair's Circle; 2- Friends of the Council; 3- Individual Annual Meeting Sponsor.

- To participate in the lottery, a sponsor must submit their request form by **April 23 at Noon EST**. After April 23, sponsors who request a meeting room will be added to the waitlist.
- The hotel will contact each sponsor in the order determined by the lottery. Due to time constraints, the room selection window has been shortened. **Sponsors must confirm their room selection with the hotel by 5:00 PM PST the same day they are contacted by the hotel.** If a sponsor is contacted after 2:00 PM PST, they will have until Noon PST the following day. The hotel will then move on to the next company on the list. Please review the list of meeting rooms in advance. The hotel can answer any specific questions on each room.
- Sponsors who do not receive a meeting room in the lottery will be added to the waitlist in the order their company was drawn. NMHC will contact the sponsor should there be any openings.
- Each sponsor may only rent one meeting room. If you would like to request an additional meeting room, please notify [mrowan@nmhc.org](mailto:mrowan@nmhc.org) to be added to the waitlist.
- The hotel will only book meeting rooms that are approved by NMHC. Any request made directly through the hotel will be turned over to NMHC for approval.

### **NMHC Values & Expectations:**

NMHC strives to create a valuable experience by fostering an inclusive and professional environment for our members, guests, and staff. Please review [NMHC's Values and Expectations](#) for all participants, attendees, speakers, sponsors, and guests during NMHC activities and events. A violation of NMHC's Values and Expectations may result in the cancellation of a sponsorship and revocation of sponsorship benefits.

### **General Health & Safety Requirements: *(Subject to change)***

To help ensure a safe event, sponsors are required to abide by these policies, as set by the state of California, hotel and/or local government, and any additional health and safety policies distributed prior to and during the meeting.

- NMHC is required to provide health screening stations for attendees. Health screening stations will be open to registrants only.
- Attendees will be asked to provide proof of vaccination. Attendees who are not vaccinated or would prefer not to share that information will be required to show a negative test within 72 hours of arrival and complete a daily health-check in. More details on this process to come.
- Sponsors may only invite and allow registered individuals with approved health screening designations into their meeting rooms and event spaces. The sponsor must deny entry to any individual who is not registered or who does not have a health designation.

- Sponsors must adhere to the capacity limit set for their room and may not exceed the listed capacity at any time.
- Registrants must wear a mask at all times, in all areas, except when eating or drinking.
- Sponsors must provide and have their own cleaning supplies like wipes and hand sanitizer readily available on the tables in their meeting rooms for wiping down chairs/tables after each use. Alternatively, sponsors can hire a hotel staff person to have on hand while the room is open to wipe down chairs/tables. Please build time in between scheduled meetings for cleaning procedures.
- All food & beverage (F&B) must be ordered in advance and set up within your assigned room. Certain F&B services may require attendants to be present. Please work with your hotel representative when making F&B arrangements to discuss fees and order deadlines.
- If a sponsor or their invitees are in violation of safety protocols, the hotel or NMHC may shut down the sponsor's meeting space or event. Refunds will not be provided in these cases.

*NMHC will send more detailed instructions and procedures prior to the meeting. Health and safety requirements are subject to change based on requirements issued by the state of California, CDC, hotel, or local government.*

#### Signage:

- Sponsor may have one check-in table (up to 6') in front of their meeting room. The sponsor must ensure guests are socially distanced either while checking-in or waiting to enter the room.
- Sponsor may place one sign in front of their meeting room and should be no larger than 3' wide by 6' high. Additional signs will be removed by NMHC or the hotel and discarded.
- Promotional/gift items may only be distributed within your designated meeting room.
- Free Wi-Fi will be available in meeting rooms.

#### Payment & Cancellation:

- The meeting room rental fee is \$10,000 per room as charged by NMHC. NMHC will invoice the sponsor once the sponsor confirms their room selection with the hotel. Sponsors are responsible for any additional fees they may incur for room-related expenses, such as F&B. Sponsors will be required to set up their own master account with the hotel in advance of the meeting.
- Meeting room rental payments are due to NMHC by **Wednesday, June 2, 2021**. NMHC reserves the right to cancel a sponsor's meeting room rental due to non-payment. Sponsors with unpaid invoices (including membership dues and other sponsorship-related invoices) as of June 3, 2021 will not be permitted to use their meeting room and it will be reassigned to another sponsor on the waitlist.
- Sponsors may cancel their meeting room rental without penalty (from NMHC) until **Friday, May 14, 2021**. After May 14, refunds will not be provided. Please be mindful of hotel and vendor cancellation dates when placing orders for your room.
- Companies holding meetings at the Manchester Grand Hyatt give NMHC authorization to review final BEOs and all revenue produced by all sponsor events after functions have been completed.

### Meeting Room Hours:

Meeting rooms will be available to use during the following dates/times:

- **Monday, June 7<sup>th</sup>:** 1:00 PM - 5:00 PM
- **Tuesday, June 8<sup>th</sup>:** 9:00 AM - 5:00 PM
- **Wednesday, June 9<sup>th</sup>:** 8:30 AM – 5:00 PM
- **Thursday, June 10<sup>th</sup>:** 8:30 AM - 11:30 AM

### Meeting Rooms and Pricing:

The following meeting rooms will be available for rental. The meeting room rental fee, as charged by NMHC, is listed next to each room. Please be mindful of capacity restrictions when planning and booking your meetings. [Download the capacity charts here.](#)

Room	Floor	Rental Rate
Bankers Hill	3 <sup>rd</sup> Floor	\$10,000
Cortez Hill A	3 <sup>rd</sup> Floor	\$10,000
Cortez Hill B	3 <sup>rd</sup> Floor	\$10,000
Cortez Hill C	3 <sup>rd</sup> Floor	\$10,000
Hillcrest A	3 <sup>rd</sup> Floor	\$10,000
Hillcrest B	3 <sup>rd</sup> Floor	\$10,000
Hillcrest C	3 <sup>rd</sup> Floor	\$10,000
Hillcrest D	3 <sup>rd</sup> Floor	\$10,000
Golden Hills A	3 <sup>rd</sup> Floor	\$10,000
Golden Hills B	3 <sup>rd</sup> Floor	\$10,000
Torrey Hills A	3 <sup>rd</sup> Floor	\$10,000
Torrey Hills B	3 <sup>rd</sup> Floor	\$10,000
Mission Beach A	3 <sup>rd</sup> Floor	\$10,000
Mission Beach B	3 <sup>rd</sup> Floor	\$10,000
Mission Beach C	3 <sup>rd</sup> Floor	\$10,000
Solana Beach A	3 <sup>rd</sup> Floor	\$10,000
Solana Beach B	3 <sup>rd</sup> Floor	\$10,000
Ocean Beach	3 <sup>rd</sup> Floor	\$10,000
Pier	3 <sup>rd</sup> Floor	\$10,000
Promenade A	3 <sup>rd</sup> Floor	\$10,000
Promenade B	3 <sup>rd</sup> Floor	\$10,000
America's Cup A*	4 <sup>th</sup> Floor	\$10,000
America's Cup B*	4 <sup>th</sup> Floor	\$10,000
America's Cup C*	4 <sup>th</sup> Floor	\$10,000
America's Cup D*	4 <sup>th</sup> Floor	\$10,000
Regatta A	4 <sup>th</sup> Floor	\$10,000
Regatta B	4 <sup>th</sup> Floor	\$10,000
Regatta C	4 <sup>th</sup> Floor	\$10,000
Nautical	4 <sup>th</sup> Floor	\$10,000

*\*Note: America's Cup has access to an outdoor terrace. The terrace will be divided among all four rooms.*

Please contact Melissa Rowan at [mrowan@nmhc.org](mailto:mrowan@nmhc.org) with questions.