

Sponsor Networking Tables – Grand Hall

(As of April 2021; Subject to Change)

Sponsors may reserve a complimentary networking table in Grand Hall during the 2021 NMHC Annual Meeting. Chair's Circle sponsors may reserve up to two (2) tables; Friends of the Council sponsors may reserve one (1) table, and Individual Annual Meeting Sponsors may reserve one (1) table.

Networking tables are not display tables and designed for sponsors to use for meetings.

- To reserve a networking table, a sponsor must submit their request form by **April 23 at Noon EST**. Table requests will not be accepted after April 23rd.
- The floorplan is not yet final. NMHC will assign sponsors their table(s) and distribute the floorplan and table assignments closer to the event.
- Grand Hall will be open to registered attendees with approved health screening designations only.
- Table(s) will be limited to three (3) people per table to allow for appropriate social-distancing requirements and room capacity restrictions.

Grand Hall Hours:

The Networking Tables will be available to use during the following dates/times:

- **Tuesday, June 8th:** 9:00 AM - 5:00 PM
- **Wednesday, June 9th:** 8:30 AM – 5:00 PM

Table Set-up:

- Each table space includes a table with three (3) chairs, seating a maximum of three (3) people and is in an approximate 10x10 space. Spaces are divided by pipe/drape on three (3) sides and open to the aisle. The pipe and drape dividers will create a semi-private space, but sound bleed will still occur.
- NMHC will provide directional signage in the room and a company ID sign in front of each space.
- The sponsor may provide their own branded tablecloth or a small sign or pop-up banner to include within their space. Signs can be placed in the back corner of your space. Signs or banners placed in the front of your space or in aisles will be removed.
- Remove all materials from your table at the end of the day. Remaining materials will be removed and discarded to allow the hotel to clean overnight. NMHC is not responsible for the loss or theft of any property. Do not leave valuables in this room unattended or overnight.
- Breakfast and lunch will be available free of charge to attendees meeting in the Grand Hall on Wednesday only (please see agenda for meal hours). Separate breakfast/lunch seating is not available in this room.
- Catering for individual tables is not available. Water and soft drinks will be available free of charge to attendees throughout the day on Tuesday and Wednesday.
- Free Wi-Fi will be available in Grand Hall. Power sources are not available.

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 to their table for meetings. The sponsor must deny entry to any individual who is not registered or who does not have a health designation.
- There will be a strict capacity limit for each table and for the room. Sponsors must adhere to the capacity limit set for their room and may not exceed the listed capacity at their table 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. Please build time in between scheduled meetings for cleaning procedures.
- 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.

Please contact Melissa Rowan at mrowan@nmhc.org with questions.