

## **NMHC Private Event Policy**

NMHC encourages attendees to maximize their time at NMHC events by using private events as a tool to further network and engage with clients and prospects. To protect the investment of our exhibitors, sponsors, and conference program, NMHC requires all attendees adhere to the following event policies.

### **On-Site Events:**

Exhibitors and sponsors may host private (subgroup) events for attendees on-site at the NMHC meeting/event headquarter hotel(s) according to the following guidelines:

- NMHC member companies who wish to host an event on-site at the conference headquarter hotel(s) must be a sponsor at one of the following levels: Chair's Circle, Friends of the Council, or Individual Meeting/Conference Sponsor.
- Any event taking place on-site during an NMHC event is considered a subgroup event, regardless of the company's participation level in the conference, and requires approval from NMHC.
- Requests for event space require NMHC approval and may be submitted using the Subgroup Event Request Form found on NMHC's website for the meeting.
- Companies may not host events during NMHC program hours (including meetings or demos held in hotel suites or meeting rooms.)
- Once NMHC approves an event request, the sponsor company will work directly with the hotel to secure a space and is responsible for all costs associated with the event.
- The hotel may only book subgroup events and suites that are approved by NMHC. NMHC has the right to reject any request or cancel any event at any time if the company does not meet the criteria listed above.
- View the Subgroup Event Request Form on NMHC's website to view additional event terms and conditions prior to submitting a request.
- A company's ability to attend future NMHC meetings may be impacted if they are found in violation of these event policies.

### **Off-Site Events:**

All companies regardless of membership, sponsorship, or exhibit status are eligible to host off-site events and do not require prior approval from NMHC, but companies must adhere to the following guidelines:

- Companies may not host off-site events during NMHC conference or expo hours (including meetings or demos held in nearby restaurants or hotels.)
- Vehicles taking guests off property to an event may arrive at the hotel no more than 5 minutes prior to the end of any NMHC event.
- A company's ability to attend future NMHC meetings may be impacted if they are found in violation of these event policies.