

## 2022 NMHC Subgroup Event Request Instructions and Policies

**All requests for event or meeting space during an NMHC meeting on hotel property require NMHC approval.**

Sponsors at the 2022 Chair's Circle, Friends of the Council, or Individual Meeting Sponsor (any level) of the meeting where the subgroup event is being requested are eligible to host an event on hotel property. **Space will not be assigned to non-sponsoring firms.**

The [2022 NMHC Sponsor Subgroup Event Request Form](#) is valid for subgroup event requests for the following **2022** NMHC meetings:

- NMHC Research Forum
- NMHC Spring Board of Directors Meeting
- NMHC Fall Meeting
- NMHC Student Housing Conference
- NMHC OPTTECH Conference & Expo

Please consult the [NMHC Upcoming Meeting Calendar](#) for event dates and a link to the meeting website.

**This request form is for subgroup events only. Do not use this form to request a cabana, meeting room, or hotel suite reservation.** Do not use this form to submit an event request for the 2023 NMHC Annual Meeting; a separate form will later be available.

**Event Request Instructions:** To request an event on hotel property during an NMHC meeting, please review the subgroup event policies below and complete the [Sponsor Subgroup Event Request Form](#) online. Only event requests submitted through the online form will be processed. If you plan to host multiple subgroup events, please submit a separate request form for each event. Submission of this form is not an obligation to move forward with an event. **Submission of this request form is not a guarantee of event space.** Forms will be processed in 1-5 business days upon receipt, depending on the volume of requests received.

### **2022 NMHC Subgroup Event Policies: \*As of March 1, 2022**

Sponsors who hold a subgroup event during an NMHC meeting agree to comply with the following subgroup event policies:

- **Eligibility:** Sponsors at the 2022 Chair's Circle, Friends of the Council, or Individual Meeting Sponsor (any level) of the meeting where the subgroup event is being requested are eligible to host an event on hotel property. NMHC member firms are not considered sponsor firms unless the member firm has separately purchased a sponsorship package through NMHC. **Space will not be assigned to non-sponsoring firms.** NMHC reserves the right to decline any request.
- **All requests for event or meeting space during an NMHC meeting on hotel property require NMHC approval.** NMHC reserves the right to decline any request. Any request made directly through the hotel for event or meeting space, including hospitality suites, will be forwarded to NMHC for approval. NMHC reserves the right to cancel any unapproved events.
- **Off-Site Events:** Firms planning to host events off hotel property do not need to submit this form. However, firms are still subject to NMHC's subgroup event policies. Off-site events may not conflict with the official NMHC program or exhibit hall hours.
- **Transportation:** Firms arranging for transportation to take attendees off-property to their event may not arrive at the hotel and may not begin to load in attendees more than 10 minutes before the end of any official NMHC program or exhibit hall hours. Any firm arranging transportation is responsible for following the transportation policies of the hotel.
- **Event Times:** Event start times for on-property or off-property events may not conflict with the official NMHC program or exhibit hall hours. Please consult the online agenda of the meeting where you plan to host your subgroup event. *Meeting agendas are subject to change; please allow flexibility in your event plans.*

- **Event Space Assignments:** For all NMHC meetings other than the Annual Meeting and Apartment Strategies Conference, sponsors will be assigned event space in the order forms are received, based on availability. If NMHC approves your event request, NMHC will submit the form to the hotel, and the hotel will reach out directly to the sponsor to make event arrangements. The sponsor will then work directly with the hotel to book their event space and all aspects and orders for the event.
- **Event Fees:** Sponsors may submit this request form at no fee. The cost of the sponsor's event is not included in any sponsorship package. Once a sponsor confirms and contracts an event with the hotel, the sponsor is responsible for all fees and costs associated with their event, including but not limited to event space rental fees, food & beverage, A/V, décor, and cancellation fees/policies. Sponsor invoices for sponsor fees and packages as issues by NMHC must be paid before the event date, or the sponsor's event is subject to cancellation by NMHC at the sponsor's expense.
- **Event Cancellation:** Submission of an event request form is not an obligation to move forward with an event. A sponsor may decline space after submitting the form once contacted by the hotel. After a sponsor confirms event space with the hotel, they are liable and subject to hotel cancellation policies for their event space and associated orders.
- **COVID-19 Disclaimer:** Due to COVID-19, NMHC reserves the right to implement health and safety measures for the safety of attendees, guests, and staff. Sponsors are expected to comply with these measures during their events. NMHC will decide on any such actions in accordance with the latest CDC guidance, local requirements, and hotel policies and will distribute information closer to the meeting date.
- **Event Invitations:** NMHC does not send invitations on behalf of a sponsor for their event, nor do we provide the email addresses of meeting registrants per our privacy policy. The sponsor is responsible for all marketing and invitations associated with their event. If you'd like to use the NMHC logo or official show graphics, please email Melissa Rowan at [mrowan@nmhc.org](mailto:mrowan@nmhc.org). Please submit a copy of your invitation to [mrowan@nmhc.org](mailto:mrowan@nmhc.org) for review and approval before sending to invitees. Please allow 2-3 days for approval. Printed invitations or marketing materials may not be distributed at NMHC meetings outside a sponsor's designated sponsorship area, or their exhibit space is prohibited.
- **Event Signage:** A sponsor may place signage in front of their contracted event space only, up to one hour before their event start time. If additional time is needed to build signage, please email Melissa Rowan at [mrowan@nmhc.org](mailto:mrowan@nmhc.org). Additional signage placed by the sponsor in the hallways or other hotel spaces is not permitted and will be removed and discarded.
- **NMHC Values and Expectations:** NMHC strives to create a valuable experience by fostering an inclusive and professional environment for our members, guests, and staff during NMHC activities and events. Please review [NMHC's Values and Expectations](#). All sponsors, exhibitors, attendees, and guests are expected to comply with these policies. Violations may result in the cancellation or revocation of event space or sponsorship without refund or other penalties deemed appropriate by NMHC.
- **BEO Authorization:** Sponsors holding subgroup event(s) at the meeting hotel(s) give NMHC authorization to review final BEOs and all revenue produced by all subgroup events after functions have been completed.
- **Violations:** Violations of any subgroup event policies or meeting policies may result in the loss of the ability to hold subgroup events at future NMHC meetings and may be subject to other penalties deemed appropriate by NMHC.

*\*Subgroup event policies are subject to change and may be adjusted based on the requirements of the NMHC meeting.*

If you have any questions about subgroup events and policies, please email Melissa Rowan at [mrowan@nmhc.org](mailto:mrowan@nmhc.org).