

NMHC Suitcasing and Outboarding Policy

NMHC strictly prohibits Suitcasing and Outboarding activities at our meetings, conferences, and events. Suitcasing and Outboarding are unethical practices where an individual or firm attends a conference to solicit business without purchasing an exhibit space or sponsorship, giving them an unfair competitive advantage over the exhibitors and sponsors who have paid for the opportunity to participate.

Suitcasing refers to an individual or firm who attends the conference to solicit business, demonstrate their products, distribute materials, or engage in any sales activities without purchasing an exhibit space or sponsorship.

Outboarding refers to an individual or firm who attends the conference in an unofficial capacity and hosts unauthorized exhibits, meetings, demonstrations, presentations, events, and any such related activity, in any space in the conference hotel and nearby properties.

All attendees must abide by the following Suitcasing and Outboarding Policies:

- Each person must register individually, under their company name, and must wear their official conference badge to enter conference spaces and the exhibit hall. A person using a badge under false credentials will be asked to forfeit their badge and leave the conference.
- Non-exhibitor or non-sponsor attendees are prohibited from soliciting business or distributing marketing materials in any part of the conference venue or exhibit hall.
- Exhibitor and sponsor attendees are prohibited from soliciting business or distributing marketing materials in any part of the conference venue or exhibit hall outside their assigned booth space or designated sponsorship.
- **All requests for event or meeting space during an NMHC meeting on hotel property require NMHC approval.** 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 decline any event request and cancel any unapproved events or bookings.
- Event start times for any on-property or off-property event **may not conflict with the official NMHC program or exhibit hall hours.** Download the **Subgroup Event Policy** for additional information on hosting events during an NMHC conference.
- Meeting rooms are generally unavailable at NMHC conferences. If any meeting rooms become available, they will be offered to sponsor firms only.
- No attendee, exhibitor, or sponsor may extend invitations to activities, events, and meetings that take large groups of attendees away from the conference during program and exhibit hall hours.

Violations:

Any attendee or firm observed to be engaging in suitcasing or outboarding activities will be given a warning and be required to stop their activity. If their activity continues, the individual will be required to forfeit their badges without a refund and leave the conference. Additional penalties may be applied at NMHC's discretion.

If you observe any suitcasing or outboarding activities during the conference, please email Melissa Rowan, Senior Director, Sponsorships & Exhibits, at mrowan@nmhc.org.