

Subgroup/Affiliate Event Request Information

All requests for event space requires NMHC approval. Any request made directly through Aria for event space, meeting space, or suites, will be forwarded to NMHC for approval. NMHC reserves the right to decline any request. **Event space will not be assigned to non-sponsoring firms.**

Eligibility:

Firms at the Chair's Circle, Friends of the Council, or Annual Meeting Sponsor levels are eligible to host an event in ballroom/banquet space at the Aria [by request](#).

Subgroup/Affiliate Event Start Times:

Subgroup/Affiliate Events may not conflict with the NMHC program and will be permitted during the following times:

- **Monday, January 30:**
 - Events may begin at 11:30 AM. If an earlier start time is needed, please indicate it on your request form.
 - Events of 50+ people will not be permitted from 1:00 - 5:30 PM, to not conflict with the NMHC Women's Event and the NMHC New Member Reception.
 - There are no restrictions after 5:30 PM.
- **Tuesday, January 31:** 7:30 PM and after
- **Wednesday, February 1:** 7:30 PM and after

Sponsors may host events of 50 people or less in any assigned meeting room or suite without prior approval from NMHC. Events taking place in meeting rooms must end by 6:00 PM on Tuesday and Wednesday to not conflict with the NMHC attendee receptions.

Subgroup/Affiliate Request Form and Deadlines

A [Subgroup Event Request Form](#) is required for each event a Sponsor wishes to host. Event space will be assigned in the order forms are received, based on availability.

Subgroup Event Request Forms are due by October 7, 2022. Firms requesting events of 350+ people are encouraged to submit event request forms no later than August 26, 2022.

If the number of event requests received is higher than expected, NMHC will revert back to the sponsor lottery process for event space assignments.

Off-Site Events

Firms planning to host events off hotel property may do so without prior approval from NMHC. However, firms are still subject to the subgroup event policies listed below. Off-site events may not conflict with the official NMHC program hours.

Transportation for Off-Site Events

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 hours. Any firm arranging transportation is responsible for obtaining and following the transportation policies of the hotel.

Subgroup/Affiliate Event Policies:

(As of June 2022; Subject to change)

- **Eligibility:** Firms at the Chair's Circle, Friends of the Council, or Annual Meeting Sponsor levels are eligible to host an event in ballroom/banquet space at the Aria by request. NMHC reserves the right to decline any request.
- **Space Assignments and Deadlines:** Firms requesting events of 300+ people must submit their request form by August 12, 2022. All other event requests must be received by October 5, 2022. Event space will be assigned in the order forms are received, based on availability. If necessary, a wait list will be established.
- **Event Fees/Costs:** The Sponsor is responsible for all event fees and costs associated with their event, including but not limited to event space rental fees, food & beverage, A/V, décor, and venue/vendor cancellation fees.
- **Event Start Times:** Event start times for events, whether hosted on-property or off-property, may not conflict with the official NMHC program. Please see the Subgroup/Affiliate Event Request Information document for approved event hours during the Annual Meeting.
- **COVID-19 Disclaimer:** To ensure a safe environment for all attendees, sponsors, exhibitors, and staff, NMHC reserves the right to implement health and safety measures and policies due to COVID-19. All sponsors and attendees will be required to comply with all health and safety protocols established by NMHC or the event venue. NMHC will make decisions on and communicate this information closer to the event dates in accordance with the latest CDC guidance, local requirements, and hotel policies.
- **Registration:** Registration and badges are required for all individuals attending subgroup/affiliate events in banquet/ballroom space, suites, or sponsor meeting rooms.
- **Event Invitations:** NMHC does not send event invitations on behalf of the Sponsor. NMHC does not provide or sell email addresses of meeting registrants in accordance with the NMHC privacy policy. NMHC requests a copy of event invitations prior to distribution. Please email a copy of your invitation to sponsorships@nmhc.org for approval. Printed invitations or marketing materials may not be distributed at NMHC meetings outside of the Sponsor's designated meeting space or suites.

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- **Signage:** A Sponsor may place signage in front of their contracted event space only, one hour before their event start time. If additional time is needed to build signage or displays, please email mrowan@nmhc.org. Signage placed in hallways or other areas of the hotel is not permitted and will be removed and discarded.
- **BEO Authorization:** Sponsors holding subgroup event(s) at the Aria give NMHC authorization to review final BEOs and all revenue produced by all subgroup events after functions have been completed.
- **NMHC Values and Expectations:** NMHC strives to create a valuable experience by fostering an inclusive and professional environment for our members, sponsors, exhibitors, guests, and staff. [Please review NMHC's Values and Expectations](#). Sponsor representatives, entertainment, or vendors hired to support a Sponsor's activities are expected to adhere to NMHC's Values & Expectations while at NMHC events. Violations may result in the cancellation or revocation of sponsorship or sponsorship benefits without refund, or other penalties as deemed appropriate by NMHC.
- **Cancellation:** The Subgroup Event Request Form is not a contract; the Sponsor may decline to book an event space after submitting a request form. Once an event space is confirmed and contracted with the hotel, the Sponsor is responsible to adhere to any hotel, venue, and/or vendor cancellation policies. NMHC is not liable for any Sponsor event expenses due to cancellation for any reason.
- **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. If you have any questions about subgroup events and policies, please email Melissa Rowan at mrowan@nmhc.org.