

2023 NMHC ANNUAL MEETING

Meeting Room Policies and Guidelines

All requests for meeting rooms during an NMHC meeting on hotel property require NMHC approval. Any request made directly through the hotel for event space, meeting space, or suites will be forwarded to NMHC for approval. NMHC reserves the right to decline any request. **Meeting rooms will not be assigned to non-sponsoring firms.**

Meeting Room Eligibility and Lottery

Firms at the Chair's Circle, Friends of the Council, or Annual Meeting Sponsor levels are eligible to request a meeting room and participate in the lottery.

Meeting Room Lottery Request Forms are Due by July 29, 2022. Sponsors who submit a request form after this date will be added to the waitlist. The Meeting Room Lottery will be held by sponsor level, according to room size (the largest rooms will be assigned first.) A separate lottery will be held for Executive Hospitality Suites.

- **Chair's Circle Sponsors** are eligible to request a meeting room of any size and an Executive Hospitality Suite.
- **Friends of the Council Sponsors** are eligible to request meeting rooms under 2,500 sq. feet.
- **Annual Meeting Sponsors** are eligible to request rooms under 1,000 sq. feet.
- Sponsors may select their preferred square footage on the request form up to the maximum square footage allowed by their sponsor level. *Note: Selecting higher square footage than needed to secure a better lottery position will not guarantee placement; your firm will be moved to the appropriate room size lottery.*
- [Click to view and download Aria Capacity Charts and Floor Plans \(East and West Convention Centers\)](#)
- Meeting room assignments and preferences are not guaranteed to any Sponsor.
- Sponsors may submit a waitlist request if their preferred meeting room or size request cannot be confirmed or if they wish to secure an additional space. The wait list will open after initial room assignments are complete.
- [Click to submit the Meeting Room Lottery Request Form](#)

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Meeting Room Assignments

The lottery and meeting room assignments will begin in August. The timeline for room assignments will depend on the number of requests received. NMHC will contact each Sponsor in lottery order to confirm their room assignment. Once assignments are complete, NMHC will provide the assignments to Aria, and Aria will contact the Sponsor to continue planning.

For Executive Hospitality Suites, NMHC will provide the assignments to Staged Right Events, NMHC's official housing company. Staged Right Events will reach out to the Sponsor to complete the reservation.

Meeting Room Hours and Access

Meeting rooms will be available for use during the following hours (subject to change):

- **Monday, January 30:** Noon – 5:30 PM
- **Tuesday, January 31:** 7:00 AM – 6:00 PM
- **Wednesday, February 1:** 7:00 AM – 6:00 PM
- **Thursday, February 2:** Based on availability

Please check with your Aria event manager for availability if you need access to your meeting room earlier or on Thursday.

Registration and badges are required to access sponsor meeting rooms.

Meeting Room Pricing & Fees

NMHC will provide Sponsors with a list of available meeting rooms and the cost per room when it is their turn to select a room assignment.

- Meeting Rooms under 1,000 square feet will range from \$6,000 to \$10,000
- Meeting Rooms of 1,000 square feet-3,500 square feet will range from \$15,000 to \$25,000
- Meeting Rooms of 4,000 square feet and above will range from \$30,000 to \$50,000
- Executive Hospitality Suites will cost \$15,000 (non-inclusive of the nightly room rate, resort fee, and taxes; 4-night minimum required.)

Most of the Sponsor Meeting Rooms will be in the East Convention Center. A limited number of large meeting rooms (above 4,000 square feet) will be in the West Convention Center. Please view the [Aria Capacity Charts and Floor Plan](#) to view room capacities and locations.

Payment and Cancellation: Meeting room invoices as issued by NMHC must be paid by January 6, 2023. NMHC reserves the right to cancel a meeting room assignment due to non-payment. The sponsor must submit a cancellation notice to mrowan@nmhc.org by December 2, 2022. No refunds will be issued after December 2, 2022. The sponsor is liable for unpaid fees if cancellation occurs before receipt of payment.

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The sponsor is responsible for all additional costs associated with their meeting room, including but not limited to hotel rental fees, food & beverage, A/V, décor, and hotel cancellation fees/policies.

Additional Policies:

Signage: A sponsor may only place one (1) sign in front of their meeting room. Additional signs placed in the hallways or other hotel spaces are not permitted and will be removed. Additional set-up requirements will be provided.

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.

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 at <https://www.nmhc.org/about/nmhc-values-and-expectations/>. Sponsor representatives, personnel, entertainment, or vendors hired to support a Sponsor's activities at an NMHC event are expected to comply with this policy while at NMHC events. Violations may result in the cancellation or revocation of the sponsorship or sponsorship benefits without refund or other penalties deemed appropriate by NMHC.

BEO Authorization: Sponsors give NMHC authorization to review final BEOs and all revenue produced by all meeting rooms after functions have been completed.