

Hotel Room and Sponsor Suite Request Process

Hotel Reservation Requests (Regular Rooms):

- You must register for the meeting **before** making a hotel reservation request.
- Upon registering for the meeting, you will receive a meeting registration confirmation email that will include the meeting registration confirmation number required to make your reservation request.
- Hotel reservation requests will be acknowledged within 24 hours and confirmed within 14 business days by a separate email. Please note that room requests received before August 16 may take up to 30 business days to confirm.
- All hotel reservations will require an advance deposit in the amount equal to two nights rate plus taxes. **Any full reservation cancellations made after December 19, 2022, will entail a forfeiture of this advance deposit.** Please expect this deposit to be charged to the card provided on the reservation in the month of October. *Full details will be published on the [NMHC Annual Meeting registration webpage](#).*
- Canceling your meeting registration will result in your hotel room reservation being canceled.
- Company room blocks are not permitted inside or outside of the NMHC room block.

Suite Requests: NEW PROCESS FOR 2023

- **New for 2023**, any registered attendee from a Sponsor firm that wishes to request a suite must first complete a regular room request online via the NMHC housing website and then submit a separate Sponsor Suite Request Form (the form will be available on the NMHC housing website.)
- Executive Hospitality Suites require a 4-night minimum. All other suite types require a 3-night minimum.
- Please only submit one Sponsor Suite Request Form for each guest you'd like to place in a suite. Submitting a suite request for each registrant in your firm will not guarantee your firm will receive extra suites or a suite for each registered attendee.
- **Suite requests, preferred suite types and the number of suites per firm cannot be guaranteed regardless of membership level or sponsorship level.** NMHC will work to accommodate as many suite requests and preferences as possible.
- If the guest's preferred suite type or any suite is not able to be confirmed, the guest will be placed on a waitlist for a suite and their regular room request will be confirmed as long as they have submitted a request for one. **If they did not make a request for a**

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regular room, a reservation will not be made for them.

- Sponsors may submit a waitlist request if they do not receive their suite preference and want a suite upgrade or if they want to secure an additional suite. The waitlist will be cleared based on cancellations that are received.
- Suites and hotel rooms will sell out early; **it's highly recommended that you submit all your firm's housing requests (rooms and suites) before the end of July** and any guest name transfers can be done at a later date if needed.
- **Executive Hospitality Suites will not be available to request on the housing website. Chair's Circle Sponsors are eligible to participate in the lottery for this suite type.** Chair's Circle Sponsors participating in this lottery will need to submit a separate Sponsor Suite Request Form for all other suite types they wish to request.