

2024 NMHC ANNUAL MEETING: MEETING ROOM RENTAL POLICIES

All requests for meeting rooms require NMHC approval. Requests made directly through the hotel for event space, suites, meeting rooms, and cabanas will be forwarded to NMHC for review. NMHC reserves the right to decline any request. **Meeting rooms will not be assigned to non-sponsoring firms.**

- Firms at the Chair's Circle, Friends of the Council, or Annual Meeting Sponsor levels are eligible to participate in the Meeting Room Rental Lottery.
- Meeting rooms will be assigned to sponsor firms via lottery according to sponsor level, in the following order: (1) Chair's Circle (2) Friends of the Council (3) General Meeting Sponsor. **Request Forms are due by July 28th to participate in the lottery.** After July 28th, requests will be added to the wait list in the order they are received.
- **Meeting rooms are limited and not guaranteed to any firm, regardless of sponsor level.** Not all requests will be able to be accommodated. Only one meeting room will be assigned per firm, to accommodate as many firms as possible. Sponsors may waitlist for additional rooms.
- NMHC will contact Sponsors in lottery order. Sponsor will have one **business day** to respond to confirm their meeting room selection. After one business day, NMHC will move on to the next firm on the list. **A list of available meeting rooms is not yet available.**
- Sponsor will complete a Meeting Room Rental Contract to confirm their selection. NMHC will invoice the Sponsor for the Meeting Room Rental once the contract is received.
- Meeting Room Rentals are \$10,000 per room (as charged by NMHC.) Sponsor is responsible for the cost of the Meeting Room Rental, and all additional costs associated with their meeting room.
- **Payment is due January 5, 2024.** NMHC reserves the right to cancel a meeting room reservation due to non-payment. Sponsors with unpaid invoices at the time of the meeting will not be permitted to use their room. No refunds will be provided after January 5, 2024.
- NMHC will send confirmed assignments to the hotel. The hotel will work directly with the Sponsor to confirm meeting room logistics and orders.
- **Badges will be required to access meeting rooms.**
- Meeting rooms will be available during the following hours (preliminary schedule; subject to change):
 - o **Monday, January 29th:** Noon-5:30pm
 - o **Tuesday, January 30th:** 8:00am-6:00pm
 - o **Wednesday, January 31st:** 8:00am-6:00pm
 - o *Sunday and Thursday access by request only; availability not guaranteed.*
- Sponsor may place one sign at the entrance to their meeting room; directional signage is not permitted.
- Check-in tables are permitted outside of the entrance to meeting rooms.