

## 2024 NMHC ANNUAL MEETING SUBGROUP EVENT POLICIES

**All requests for event space 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. **Event space will not be assigned to non-sponsoring firms.**

### Subgroup Event Requests at Manchester Grand Hyatt:

- Firms at the Chair's Circle, Friends of the Council, or Annual Meeting Sponsor levels are eligible to host an event at the Manchester Grand Hyatt, by request.
- Event space is assigned to sponsor firms via lottery, according to sponsor level: (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. Sponsor must submit a separate form for each event they wish to host.
- Events may not conflict with the NMHC program. Events will be permitted during the following times. This schedule is preliminary and is subject to change.
  - o **Monday, January 29th:** Events may begin at Noon; earlier start times may be requested but not guaranteed. Events of 50+ people are not permitted from 1:00-5:30 PM to not conflict with the NMHC Women's Event and New Member Reception.
  - o **Tuesday, January 30th:** 7:30 PM and after
  - o **Wednesday, January 31st:** 7:30 PM and after
  - o Sponsors may host events of 50 people or less in their assigned meeting room or suite during the meeting without prior approval from NMHC. Events taking place in meeting rooms and suites must end by 6:00 PM on Tuesday and Wednesday to not conflict with NMHC attendee receptions.
- **Event space is limited and not guaranteed to any firm, regardless of sponsor level. Not all requests will be able to be accommodated.** Daytime buyouts of restaurant/event space are not permitted.
- The hotel will contact Sponsors in lottery order. Sponsor will have **one business day** to respond to the hotel and select an event space. After one business day, the hotel will move on to the next firm.
- Sponsor is responsible for all event fees and costs associated with their event.
- Badges may be required for events on hotel property.

### Off-Site Events:

- Request Forms are not required for off-site events. However, if a sponsor reserves space at an official off-site hotel, the hotel may request approval from NMHC.
- Subgroup Events held off-site may not conflict with the NMHC program.
- Off-site transportation may not arrive more than 10-minutes before the end of any official NMHC event. Firm is responsible for obtaining and following the transportation policies of the hotel.