

NMHC Subgroup Events Policy

Introduction and Scope

NMHC events offer meaningful opportunities to connect, collaborate, and engage in shaping the future of rental housing by hosting an approved subgroup event or activity. The NMHC Subgroup Events Policy sets forth our request and approval process, requirements for eligibility and priority access, and rules for approved subgroup events and activities. The Policy applies to all NMHC sponsors, exhibitors, members, attendees and guests to promote a positive experience for all participants.

Events and Activities Covered by this Policy

This Policy applies to all events and activities occurring during published NMHC event dates in the NMHC host city, whether held at a host hotel or another venue in the host city. Such “subgroup events and activities” include but are not limited to, hosted dining and meals, parties, receptions, client or internal meetings, networking functions, charity and wellness events, and all other hospitality activities and social gatherings, whether by invitation only or open attendance, with 20 or more attendees.

Request & Approval Process

Subgroup events may not be held, scheduled, or promoted without prior NMHC approval. All subgroup requests must be submitted to NMHC for review and approval in accordance with this Policy. Inquiries and reservations made directly with a host hotel are strictly prohibited and will be redirected to NMHC.

Requests

- All requests must be timely submitted using the official [Subgroup Event Request Form](#). Email submissions will not be reviewed.
- Deadlines and sponsor priority dates vary by event. Requesting hosts are responsible for checking deadlines posted on the NMHC website. Late submissions are not reviewed.
- Requests are reviewed in the order received and prioritized by sponsorship level.
- A separate request form must be submitted for each event.
- A request does not guarantee approval or availability.

Approvals

- An automatic reply email will confirm our receipt of your Subgroup Event Request Form. An automatic reply email indicates our receipt only and is not an approval. If you do not receive an automatic reply email within 24 hours of submitting a request, please contact sponsorships@nmhc.org after checking your spam folder.
- Please allow up to **five (5) business days** for us to review your request.
- NMHC will notify approved hosts by email. Next steps will be provided at that time.
- Any change to the date, time, location, or format of a requested or approved subgroup event or activity requires a new Subgroup Event Request Form submission and is subject to NMHC approval.
- NMHC reserves the right to approve or deny any request at our sole discretion.

- **Subgroup events and activities may not be booked or promoted prior to NMHC approval.**

Eligibility to Apply

To ensure a high-quality, well-managed experience for all NMHC participants, please review the following eligibility requirements prior to submitting a request. Eligible hosts may not submit requests on behalf of ineligible organizations or individuals. Ineligible requests will not be reviewed.

- Only NMHC sponsors, exhibitors, and members are eligible to host subgroup events and activities during published NMHC dates in the host city.
- **Non-member guests are prohibited from holding a subgroup event or activity during published OPTECH dates in the host city.**

Dates and Times for Scheduling Approved Subgroup Events and Activities

- Permitted dates and times for scheduling approved subgroup events and activities will be posted on the NMHC event website.
- Subgroup events **may not overlap** with NMHC programming or session hours. Hosts are responsible for reviewing the official conference agenda prior to submitting a request and for complying with the schedule when planning and hosting an approved event or activity.
- Restaurant and other private space buyouts are prohibited during published programming, sessions and exhibit hall hours. Sponsors are eligible to request after-hours buyouts subject to NMHC approval.

Promotions & Invitations to Approved Subgroup Events and Activities

- Event hosts are solely responsible for distributing invitations and promotional materials, including contact information. NMHC does not sell or share contact information. Hosts should avoid unsolicited and excessive outreach.
- Only approved host names and logos may be displayed and promoted. Hosts may not display or promote the name or logo of a non-host.
- Subgroup events may not be expressly or impliedly marketed as NMHC events or NMHC endorsement.
- Use of the NMHC name and logo, and the event name or logo, requires advance written approval and compliance with NMHC branding guidelines and all other NMHC policies. Requests for approval must be submitted to sponsorships@nmhc.org. Please allow up to **five (5) business days** for review. Unauthorized and noncompliant use of the NMHC name or logo, or the event name or logo, is prohibited and is subject to removal and discard without notice.

Signage & Décor for Approved Subgroup Events and Activities

- Signage and check-in tables are only permitted directly in front of the assigned event space.
- Signage, check-in tables and promotional material or equipment of any kind may not obstruct hallways, entrances, doorways, or neighboring spaces.
- Promotional signage is prohibited throughout the hotel venue, including hallways, lobbies, conference areas and on digital displays or roaming signage, whether inside or outdoors.

- Unauthorized signage will be removed and discarded without notice.
- Interior event space décor is permitted within assigned event spaces only. All décor must comply with NMHC policies and venue rules or will be removed and discarded.
- The cost of removing and discarding unauthorized materials shall be the responsibility of the sponsor.

Hotel Suites

These rules apply to hotel suites during all NMHC events. *Please note that hotels may not offer suites. Please check NMHC event pages for information.*

- Suites must be reserved through NMHC's official housing channels separately from requests to NMHC for subgroup events and activities. Subgroup events and activities must be requested and approved by NMHC prior to reserving a suite.
- Suites are subject to all policies for subgroup events and activities, venue rules, and all other NMHC policies.
- Suite events may not conflict with NMHC programming or session hours.
- Exhibits, product demonstrations, and sales and marketing activities are strictly prohibited in suites.
- Additional suite policies may apply and will be shared upon confirmed reservation.

Responsibility for Fees & Cancellation

These rules apply to all subgroup events and activities.

- Hosts are responsible for contracting directly with venues and vendors after approval and managing all billing and payments.
- Hosts are responsible for complying with all venue and vendor policies, including payments and cancellations.
- Hosts are fully responsible for all costs associated with their subgroup event and activities, including but not limited to service fees, deposits, space rental, food and beverage, audio/visual and internet services, décor, labor, furnishings, and vendor fees.
- NMHC is not responsible for any costs, fees, deposits, damages or losses, including cancellations, denial of approval, or failure to comply with this and all other NMHC policies, and vendor policies and rules.

General Rules

These rules apply to all subgroup activities and events.

- Valid NMHC conference badges are required at all times in NMHC-designated spaces, including subgroup events and activities.
- NMHC and host venues reserve the right to access and monitor subgroup events.
- For subgroup events and activities held at host hotels, NMHC may review final banquet event orders (BEOs).
- Events and activities, and all hosts and attendees, must comply with all applicable laws, venue rules, and NMHC policies.
- All hosts and attendees must maintain professional conduct and comply with [NMHC Values & Expectations](#), the [NMHC Media Policy](#) and all other NMHC policies at all times.

Non-Compliance

Failure to comply with this policy, or any NMHC policy or venue rule, may result in the following consequences at NMHC's sole discretion. Hosts will be notified of non-compliance by email.

- Immediate shutdown of an unapproved or non-compliant event or activity.
- Minimum **\$10,000 sponsorship eligibility fee** if such fee has not been paid and NMHC opts to approve.
- Participation penalty such as revocation of NMHC membership, exhibitor eligibility, sponsorship benefits and/or future subgroup or other privileges.
- Financial penalty as determined by NMHC.

NMHC assumes no responsibility for costs, damages or losses including those related to the approved, unapproved and non-compliant subgroup events and activities.

Questions

For questions, please contact the NMHC Sponsorship Team at sponsorships@nmhc.org.