



Meeting Room Rental Policies

All requests for meeting rooms at the ARIA during the NMHC Annual Meeting require NMHC approval. Any request made directly through the hotel for meeting space will be forwarded to NMHC for approval. NMHC reserves the right to decline any requests.

If you are interested in reserving a meeting room, please review the policies below.

Eligibility & Priority

- Meeting rooms are available exclusively to sponsor companies. Assignments are prioritized based on sponsorship level. Qualifying 2026 NMHC sponsor levels include:
 - Chair's Circle
 - Friends of the Council
 - Meeting Sponsors (Gold or Silver)
- Non-sponsoring companies are **not eligible** to reserve meeting space.

Availability & Assignment

- Due to limited inventory, NMHC cannot guarantee meeting room placement, regardless of sponsorship level, membership status, or past participation.
- Requests for meeting space can be made once sponsorships for the meeting open. Assignments will continue until space runs out. **If space isn't available at the time of your assignment, you'll be added to the waitlist.**
- To request a meeting room, email sponsorships@nmhc.org.
- NMHC will contact the primary sponsor/exhibitor via email, in priority order, with a room assignment or a list of available meeting rooms, pricing, and instructions to complete your reservation.

Fees, Payment, Cancellation

- Sponsor agrees to abide by these policies upon confirmation of space assignment by NMHC.
- Meeting room rental fees are not included in any sponsorship package. The rental fee varies based on room size and will be invoiced by NMHC upon assignment. **Payment is due by Friday, January 9, 2025.** Sponsor will be ineligible to use unpaid meeting rooms at the time of the event. NMHC may cancel and reassign unpaid rooms.

- No refunds will be issued for cancellations made by the Sponsor.
- All costs for services (e.g., catering, A/V, décor, vendors) are the sponsor's responsibility and are not included in the rental fee.

Logistics & Hotel Coordination

- After assignment, NMHC will notify the hotel, and they will contact you directly to finalize arrangements. Sponsors must confirm all needs with the hotel.

Signage & Branding

- Signage and check-in stations are permitted only outside of the entrance to your assigned meeting space, space permitting, with hotel approval.
- Promotional or directional signage is not allowed in hallways without prior approval from NMHC. Unauthorized signs will be removed and discarded.
- Branding options outside of your space, such as doorway/header clings, may be purchased and produced directly through the hotel, in compliance with hotel guidelines and fees. Work directly with your assigned hotel event manager on available options for your space.
- Interior decoration is permitted within hotel guidelines. Coordinate with hotel manager.

Food & Beverage

- Due to space, food & beverage must be set inside your assigned room. It cannot be placed in hallways. To request a variance, please email Melissa Rowan at mrowan@nmhc.org.

Badges and Access

- **Badges are required** for entry and access to event space and meeting rooms. **No exceptions.**
- Each attendee (including company planners/support staff) must be registered and display their own official badge.
- Company-issued or corporate badges are not accepted.
- **Badge sharing is prohibited.** Violators will be removed from the event.

Plan meetings accordingly to avoid delays due to registration lines. Registration and badging will be strictly enforced. Please see the [Meeting Agenda](#) for Registration hours (NMHC website login required.)

Hours

Meeting rooms will be on a 24-hour hold for each Sponsor, and may be used for meetings during the following hours (all dates/times subject to change):

- **Sunday, January 25:** All day – Setup Only (no badges required)
- **Monday, January 26:** 11:30 AM-6:00 PM (badges required beginning at 11:00 AM)
- **Tuesday, January 27:** 8:00 AM-5:00 PM (badges required)
- **Wednesday, January 28:** 7:00 AM-5:00 PM (badges required)
- **Thursday, January 29:** Based on availability (please confirm availability with your hotel manager).

Events

Small events/happy hours are permitted in meeting rooms (with authorization from your hotel event manager) for 50 or less people without prior approval from NMHC.

Events of 50+ people may not be held during NMHC program hours and must be requested as a Subgroup Event. Refer to the Subgroup Event Guidelines (posted in the Bravura Checklist and the Annual Meeting Sponsor Guide page) and submit your request [here](#).

Additional Policies:

- **Values & Expectations:** Sponsor is expected to maintain professional conduct in connection with its NMHC sponsorship. Read [NMHC Values & Expectations](#) on the NMHC website.
- **Photography/Video:** Read the NMHC Member Photography and Social Media Policy and Guidelines in full [here](#).

Questions? Please email Melissa Rowan, NMHC Vice President and Head of Sponsorship, at mrowan@nmhc.org.