



## **Subgroup Event Policies**

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

If you are interested in booking an event, please review the policies below before submitting your request.

## **Subgroup Events vs. Offsite Events**

- Subgroup events are defined as sponsor hosted events held at the ARIA or Vdara during Annual Meeting event dates.
- Offsite events are defined as events that are not hosted at the ARIA or Vdara. Offsite events and transportation do not require prior NMHC approval.
- Subgroup events, offsite events, and transportation cannot be held during program hours and are subject to the guidelines and policies below.

## **Eligibility & Priority**

Event space is 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 event space.

## **Eligible Event Dates/Times**

Events and hospitality functions hosted by Sponsor ("Subgroup Events") may not conflict with or compete for the time of event attendees during official program hours of any NMHC event.

Events may take place during the following times:

- **Monday, January 26<sup>th</sup>:** 11:30 AM and after (approvals will be limited)
- **Tuesday, January 27<sup>th</sup>:** 7:30 PM and after
- **Wednesday, January 28<sup>th</sup>:** 7:30 PM and after

Sponsors may host events of 50 people or less in their assigned meeting room or hotel suite without prior approval from NMHC during program hours (refer to the Meeting Room Rental Guidelines for additional information).

### Signage & Invitations

- Signage and check-in stations are permitted only outside of the entrance to your assigned event 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.
- Interior decoration of your event space is subject to hotel/venue guidelines. Coordinate with hotel manager.

**Invitations:** Sponsor is responsible for distributing event invitations. Use of the NMHC or Meeting logo or event name requires approval by NMHC. Submit materials for approval to [sponsorships@rettc.org](mailto:sponsorships@rettc.org) (allow 3 business days for review).

### Event Request & Approval Process

- A separate form is required for each event you wish to host.
- Requests will be processed in the order received.
- Space is limited and not guaranteed.
- Upon approval of your request, NMHC will forward your request to the hotel, and you'll be contacted by a hotel representative to review the available space.
- Once you choose your space, you'll handle all booking and planning directly with the hotel and applicable vendors.
- The deadline to request event space is December 12, 2025. Requests will not be accepted or processed after this date.
- [Submit the Subgroup Event Request Form](#)

### Fees & Cancellation

- There is no fee to submit an event request. If your request is declined, or you do not book event space, you will not be charged for an event.
- **If you book an event, all costs for services for your event (e.g., event space rental fees, catering, A/V, décor, vendors) are the sponsor's responsibility.**
- **Cancellations:** Sponsor is responsible for abiding by the cancellation terms and policies of any event space or vendor agreements booked by the Sponsor.

## Additional Policies

- **Registration/Badges:** NMHC badges are required for events taking place in the ARIA Convention Center, including meeting rooms.
- **Final Review:** NMHC may review your final event order (BEO) after the event.
- **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](mailto:mrowan@nmhc.org).