



NMHC member companies who become a sponsor over \$10K in 2018 are given the benefit of hosting their private subgroup event(s) in a meeting space at the meeting hotel. All-onsite events held by member companies will be limited to 2018 Chairman's Circle, Friends of the Council, and \$10,000 or above sponsors. **Deadline to submit this form for the January 2018 Annual Meeting is September 29, 2017.**

Day and Date of Event _____ Event Start Time _____ Event End Time _____

Type of Event (e.g. "Reception," "Dinner," "Meeting," etc.) _____ Est. # of Attendees _____

Type of Space Requested (check one): Meeting room ____ Other Space ____ (describe) _____ .

Event Contact Name _____

Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

Work Phone (_____) _____ Cell Phone (_____) _____ Fax (_____) _____

E-mail Address (to send confirmation to) _____

By completing and submitting this form to NMHC, I have read and agree to abide by the specified terms should NMHC approve our private subgroup event request. Signature: _____

Terms and Conditions:

- Firms interested in holding a private subgroup event at the meeting hotel must be a NMHC member company in good standing (membership fully paid).
- 2018 sponsor companies will need to declare if they are going to be sponsors before a subgroup event is confirmed by NMHC.
- Member firms who are interested in holding a private subgroup event individually or as a group, must each be current \$10K or above sponsors.
- Member firms who wish to hold a subgroup event must designate their (\$10K or above) sponsor dollars be used toward a particular NMHC meeting or item(s) at a NMHC meeting.
- Member firms who are interested in holding a private subgroup event at NMHC meetings where exhibits take place must also be an official exhibitor of that particular meeting.
- Member firms who are sponsor partners are permitted to hold invitation-only meetings and events as long as they do not conflict with NMHC meeting scheduling/programming, and **prior approval is received from NMHC**. Consult the NMHC meeting agenda prior to scheduling your subgroup event.
- Event space will be assigned on a lottery basis according to sponsorship level.
- Invitations or event date announcements of subgroup events must be provided to NMHC before they are sent to invitees.
- Companies that hold unapproved private subgroup events will not be approved to hold private subgroup events at future NMHC meetings.
- All company staff working and/or attending the private subgroup event must be registered to attend the NMHC meeting.
- Promotional items and guest room drop-off items are not permitted.
- Signs and banners may be placed out no more than one hour prior to an approved subgroup event and must be removed immediately after the event has ended. For internal company meetings, signs/banners will not be permitted.
- Golf carts are not permitted on hotel grounds.
- Vehicles taking guests off property to a subgroup event may arrive at the hotel no more than 5 minutes prior to the end of any NMHC event.
- The hotel has been instructed to only book subgroup events that are approved by and received from NMHC.
- Companies holding subgroup event(s) at the meeting hotel give NMHC authorization to review final BEOs and all revenue produced by all subgroup events after functions have been completed.

If you have any questions about or would like to obtain approval for holding a private subgroup event during any of the 2018 NMHC meetings, please contact Jennifer Angebrannt, NMHC Vice President of Meetings, at jangebrannt@nmhc.org or 202/974-2318.

SPONSORSHIP QUALIFICATION - Please check one of the options below:

- Our company is a 2018 NMHC sponsor.
- Our company is currently not a 2018 NMHC sponsor. Interested in sponsorship? Contact Melissa Rowan, NMHC Assistant Director of Meetings, at 202/974-2372 or mrowan@nmhc.org