NMHC and ARIA Suite Usage Guidelines

Section 1: General Information

This guide was designed to make it easy for you to plan for the show and provide you with important rules and regulations and other information all in one place.

Suite Activations or Exhibits
Hospitality suites at ARIA are to be used for meetings and hospitality purposes only.

If suites are available to reserve at an NMHC event, the following requirements apply.

- Suites must be requested separately from subgroup events and reserved through NMHC's official housing channels.
- Only approved sponsors or exhibitors may reserve suites and host events within them.
- Suite events are subject to all subgroup event policies, approval procedures, and conduct requirements.
- Suite events may not conflict with NMHC programming.
- Exhibits, product demonstrations, and sales activities are strictly prohibited in suites.
- Signage is not permitted outside of suites or in hotel hallways. Unauthorized signage will be removed and discarded without notice. Repeated violations may result in loss of suite access without refund.
- Additional suite policies may apply and will be shared upon confirmation.

Section 2: Hospitality Suite Services

Check-In/Check-Out

- Standard check-in is after 3 PM on the day the suite is contracted, unless you require furniture removal in the suite. Early arrival time is subject to availability and cannot be guaranteed.
- The hotel cannot provide a specific suite number or floor until on-site check-in.
- ARIA will do their best to honor requests for suites on the same floor and specific suite layouts based on availability but cannot guarantee this. Please communicate any such requests upon contracting with NMHC.
- Standard check-out is by 11 AM. If you do not check out by this time, additional charges will apply.
- **Important:** standard check-in and check-out times **do not** allow for furniture movement or removal. They also do not account for additional nights you may have contracted for your suite. See Furniture Removal section below for further information.
- If you require additional nights for the suite, you must contact NMHC housing and should not contact ARIA directly to secure additional nights.
- Sponsor is responsible for providing the hotel with individual names of all persons to be listed on the suite reservation to obtain keys and check into the suite by **January 9th, 2027**. If you do not inform the hotel of who can check-in, only the main guest listed on the reservation can check-in to your suite and obtain the keys.
- Sponsor is responsible for all charges including, but not limited to food and beverage, incidentals, gratuities, furniture removal, and show services (electrical, phone, internet). All orders must be accompanied by sponsor's credit card. A minimum daily deposit is required for incidentals payable by credit card upon arrival. Checks are not accepted at the time of check-in.

Audio/Visual
Encore is the exclusive provider of audio/visual services at ARIA. Each suite comes equipped with 55" Samsung TVs that you can connect directly to via HDMI cable. Guests are responsible for providing their own HDMI cables. If additional AV needs are required (tv stands, screens, etc.), you can order online or contact Jason Small with questions.

Cleaning
Complimentary vacuuming and room refresh will be provided in all suites during official show days. This service will be performed overnight between 7 PM and 7 AM. If you choose to decline this cleaning service, please notify your ARIA contact by **January 4, 2027.**

- This applies to suites with furniture removal **ONLY**.
- Standard hotel suites are serviced daily by Housekeeping. Guests are responsible for turning their service light to request cleaning.

Please note the hotel is not responsible for discarding any large trash or branding items during move-in and move-out.

Mini Bar Removal
All mini bar items are on sensors and fees will apply if items are moved or removed. If you would like items from your mini bar removed, a one-time fee of $150 per suite will apply. Please notify your assigned Convention Services Manager if you need to remove items.

Damages
Sponsors are financially responsible for any damage to the suites during move-in, show dates, or move-out. Pre-and post-occupancy inspection reports are conducted by the hotel.

Electrical
Each outlet in the Suite is equipped with 20 amps. Sponsor is not permitted more than 1000-watts per circuit. Please contact your assigned ARIA contact to order these services or with any questions.

Food and Beverage
Please see the **Suite Usage Terms and Conditions** at the end of this document for instructions on how to submit your request and important deadlines.

Freight/Deliveries
All packages for suites must go through the ARIA Business Center, including ship out. Freight and delivery fees are the sponsor's responsibility.

Packages should follow the below labeling guidelines:

ARIA Resort & CASINO Attn: [Guest Name] – Guest 3730 Las Vegas Blvd. South Las Vegas, NV 89158

To better assist the Business Center in locating and delivering packages, tracking information must be provided. Should you require any package assistance from the Business Center, you may reach out to them directly at BSC@ARIA.com or coordinate with you designated Convention Services Manager. Your Convention Services Manager will advise you of the current business center hours.

Furniture Removal or Additions

Please see the **Suite Usage Terms and Conditions** form at the end of this document for pricing and instructions on how to submit your request.

Furniture and other décor in the suite may not be removed, moved, or altered without prior written consent from ARIA. If furniture removal is necessary, additional charges will apply. Furniture removal must be arranged prior to December 11, 2026. Requests after this date will not be accommodated.

If furniture removal is required, sponsor must add additional nights on the front and back of the contracted suite directly with the NMHC housing team. Sponsor may move-in after 3 PM the day **after** the reservation's contracted check-in date and must move-out by 3 PM the day **before** the reservation's contracted check-out date. This means the suite must be free and clear of all sponsor branding, freight, and sponsor personnel by this date and time.

Any damage due to said activity is at the sole expense of the Sponsor. Sponsor may not ship or bring outside furniture (couches, televisions, coffee tables, etc.). This policy is strictly enforced.

For furniture additions, please reach out to your assigned Convention Services Manager.

Internet

Complimentary basic internet is provided in your suite. Please contact your Convention Services Manager should you require dedicated WiFi or for additional information.

Signage

Sponsor is permitted to have free-standing signage **within** their assigned suite. Signs may not be affixed to, hung on, set on or set up against anything in the suite including walls, artwork, sprinkler systems, doors, fixtures, windows, or existing furniture within the Suite. Nothing can be hung on or from the fire sprinklers in your suite, **no exceptions**.

If the hotel finds any branding, including on the outside of the suite door, that was not installed by the hotel (clings, signs, floor mats, etc.), the Sponsor will be asked to remove said items immediately. This violation will be reported to the NMHC team. Fees will also apply.

All items including signs, banners, decorative materials, structures, etc. cannot exceed six feet in height. Signs and/or banners that are parallel to and within 12 inches of a wall may go up to a maximum height of seven feet. In addition, doors may not be propped open. Doors must remain fully closed.

Foam core and vinyl signs, banners and decorations must be less than ½ inch thick. Thicknesses above ½ inch are not permitted. PVC materials of any type are strictly prohibited.

Due to local fire codes, Sponsors are not permitted to have signage in the suite hallways. Signage found in these restricted areas must be removed immediately. Repeat violations will result in the loss of suite access without a refund and the hotel notifying the NMHC team and hotel security.

Candles

Candles must be battery operated. Open flames are **not** permitted.

Elevator Access
All badged NMHC attendees will have access to hospitality suites from the elevators during show hours below. Sponsor is responsible for providing an elevator attendant to provide guest access to suites for functions outside of show hours.

- **Monday 1/25: 11:00am - 5:00pm**
- **Tuesday 1/26: 8am – 5pm**
- **Wednesday 1/27: 8am – 5pm**

For information on elevator attendants and brand ambassadors, please refer to the Suite Usage Terms and Conditions Form at the end of this guide.

Literature Distribution, Giveaways, Surveys
Literature, samples, and giveaways must be distributed from within your suite or contracted meeting space within the convention area.

Suite Capacities
The following suite capacities must be considered when planning hospitality suite functions **with** furniture removal:

- Executive Hospitality = 30
- Corner Suite = 10
- ARIA Suite = 25
- One-Bedroom Penthouse = 15
- Two-Bedroom Penthouse = 25

The NMHC Hospitality and Suite Usage Terms and Conditions are included on the next page. Review the details to understand the guidelines and expectations.

NMHC 2026 – Hospitality Suite Usage Terms and Conditions

Furniture Removal

Sponsors who require furniture removal/movement or banquet set-up must adhere to the following timeline:

- Sponsor move-in is after 3 PM the day AFTER the reservation's contracted check-in date.
- Sponsor move-out is by 3 PM the day BEFORE the reservation's contracted check-out date.

Before requesting furniture removal/movement, first contact NMHC housing to contract additional nights on the front and back of your contracted suite's reservation. After additional nights have been contracted, contact your assigned Convention Services Manager to place your furniture removal order.

Furniture Removal Pricing

Furniture removal must be scheduled and finalized prior to December 11, 2026. The fee schedule is as follows for all suite types:

- Bedroom (per room, regardless of the number of items being removed)
  - $6,000 – if order is received by **Friday, November 20, 2026**
  - $7,000 – if order is received by **Friday, December 4, 2026**
  - $8,000 – if order is received by **Friday, December 11, 2026**
- Living Room (per room, regardless of the number of items being removed)
  - $6,000 – if order is received by **Friday, November 20, 2026**
  - $7,000 – if order is received by **Friday, December 4, 2026**
  - $8,000 – if order is received by **Friday, December 11, 2026**
- Dining Room (per room, regardless of the number of items being removed)
  - $6,500 – if order is received by **Friday, November 20, 2026**
  - $7,500 – if order is received by **Friday, December 4, 2026**
  - $8,500 – if order is received by **Friday, December 11, 2026**

Furniture Removal Considerations for All Suite Types

- Furniture removal cannot be scheduled or revised after **Friday, December 11, 2026**.
- A checklist and diagram will be provided of furniture that can be removed. Some items may not be removable (i.e. bolted to the floor or wall).
- Floorplans may be requested but will not be guaranteed by the hotel. Floorplan options will come directly from your Convention Services Manager.
- Payment for furniture removal must be received in full prior to removal of furniture.
- The suite must be vacant of all business center items, décor, buildouts, trash, etc., and ready by **3 PM** the day **BEFORE** the reservation's check out date.
  - Failure to do so will result in cleaning fees starting at $500.
- Any delays in furniture return that extend past 3 PM will result in additional fees starting at $3,500.

NMHC 2026 – Hospitality Suite Usage Terms and Conditions

Food and Beverage (F & B) Orders

Requirements must be arranged through the ARIA In-Suite Dining Team. Contact insuitecatering@ARIA.com with any questions.

Orders submitted by **November 13, 2026** have an F&B minimum of $800++ per day/per suite. Orders submitted between November 13-December 11, 2026 have an F&B minimum of $1000++ per day/per suite.

F&B availability is organized into specific time slots each day, beginning at 6:15 AM through 5 PM. Each day, there is limited availability within these time slots. Secure your preferred time as early as possible to ensure availability.

Orders must be submitted by 5 PM PT on December 11, 2026. Any new orders placed after December 11, 2026 and through December 18, 2026 will incur a late fee of $500 and will be subject to time slot availability.

Changes received to submitted orders between December 11-December 18, 2026 will incur a $250 change fee. No changes to submitted orders or new orders will be accepted after 5 PM PST on December 18, 2026.

Day of service requests must be requested through regular room service channels (extension **78500** or **702-590-8500**) and are subject to room service-quoted delivery times. These orders will be charged separately from the event order.

All F&B is delivered based on the scheduled delivery time ordered. For example, if you have ordered a breakfast delivery for 9 AM, you cannot alter your delivery time to 8:30 AM. Please expect set-up 15 minutes prior to the event's start time.

Each hospitality suite may order a maximum of three deliveries per day (ex: a breakfast, a lunch, and a break). The longer you wait to place your order, the fewer delivery time options may be available. ARIA will not schedule refreshes or replenishment of ordered items. Should you run out of a specific delivered item, ARIA will not be able to accommodate immediate replenishment or delivery of said item.

Outside food and beverages are not permitted. Contact the ARIA In-Suite Catering Team for further information.

To reduce ARIA's carbon footprint, ARIA will be introducing disposable eco-friendly bamboo plates on buffets for grab-and-go offering.

NMHC 2026 – Hospitality Suite Usage Terms and Conditions

Banquet Setup and Hotel Equipment

Banquet setup and hotel equipment must be scheduled and finalized prior to **Friday, December 11, 2026**. Banquet set-up equipment **cannot** be scheduled or revised after this date. The fees are as follows:

DAMAGE FEE	DESCRIPTION	RENTAL COST PER ITEM
$225.00	Banquet Chairs	$75.00
$375.00	6x30 Rectangle Table + Linen	$125.00
$300.00	6x18 Rectangle Table + Linen	$100.00
$375.00	8x30 Rectangle Table + Linen	$125.00
$375.00	8x18 Rectangle Table + Linen	$125.00
$450.00	5' Half Round Table + Linen	$150.00
$375.00	3' Tall Cocktail + Linen	$125.00
$375.00	3' Short Cocktail + Linen	$125.00
$450.00	4' Round Table + Linen	$150.00
$600.00	5' Round Table + Linen	$200.00
$250.00	Additional Rectangle Table Linens	$25.00
$500.00	Additional Cocktail and Round Table Linens	$50.00

Any other items need to be approved by the Director of Banquets. Contact your Convention Services Manager for additional information. A $500 one-time delivery fee will be added to all orders.

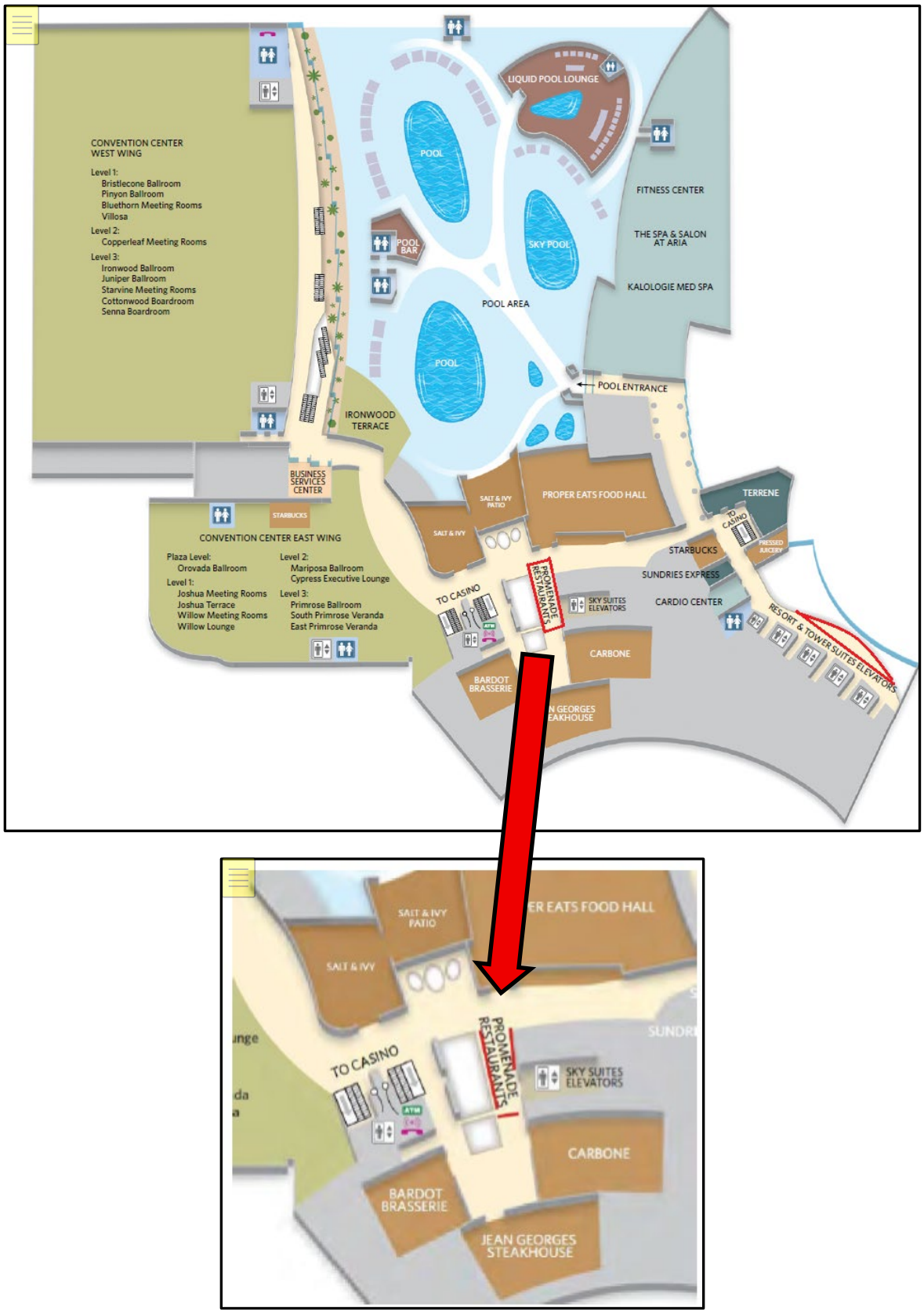
Elevator Attendants and Brand Ambassadors

Access to the suites must occur **only** via the Promenade Level elevator banks. Guests must show their NMHC badge to access the elevators during NMHC show hours.

If you'd like to hire an elevator attendant, please contact your Convention Services Manager. Requests are subject to availability. Each sponsor is limited to a maximum of one elevator attendant per company/sponsor. Attendants will be at elevator banks to provide access during show hours. Additional elevator attendants are optional. If you are hosting meetings pre/post show hours, elevator attendants will be required.

The hotel will not provide brand ambassadors or elevator attendants, and Sponsors are responsible for hiring and coordinating them.

If you choose to provide an elevator attendant or a brand ambassador, they cannot stage in elevator banks, on guest floors, or in the Casino. Additionally, they are not permitted at the Sky Suites elevator banks located on the Casino floor. Security will ask any violators to leave the area.

Brand ambassadors must stay in the designated zone (shown in red on the map) and cannot block the walkways and elevator entrances on the Promenade Level of the Sky Suites door. Security will be present to ensure attendants and ambassadors are not positioned outside this area. Each sponsor is limited to a maximum of one brand ambassador on the Promenade Level at any given time. Contact your Convention Services Manager for any questions.

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