



RETTTC Subgroup Events Policy

Introduction and Scope

RETTTC 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 RETTTC 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 RETTTC sponsors, exhibitors, members, attendees, and guests. The Policy intends 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 RETTTC event dates in the RETTTC host city. “Subgroup events and activities” include 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, of any size and any gathering with 20 or more attendees in any public or private area of host properties.

Request & Approval Process

Subgroup events may not be held, scheduled, or promoted without prior RETTTC approval. All subgroup requests must be submitted to RETTTC 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 RETTTC.

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 RETTTC event website. Late submissions will not be 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, contact sponsorships@retttc.org after checking your spam folder.
- Please allow up to **five (5) business days** for us to review your request.
- RETTTC 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 RETTTC approval.
- RETTTC 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 RETTTC approval.**

Eligibility to Apply

To ensure a high-quality, well-managed experience for all RETTC 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.

- **OPTECH:**
 - Only RETTC sponsors and exhibitors are eligible to host subgroup events.
 - Only RETTC sponsors committing \$15,000 or more to OPTECH are eligible to host 100 or more attendees.
 - **RETTC member companies who do not sponsor or exhibit are prohibited from holding a subgroup event or activity during published OPTECH dates in the host city.**
- **RETTC Tech Executive Summit and All Other RETTC Events:**
 - Only RETTC sponsors, exhibitors, and members are eligible to host subgroup events and activities during published RETTC 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 RETTC event website.
- Subgroup events **may not overlap** with RETTC programming, sessions, or exhibit hall 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.
- Exhibitors may host events and activities in their booths during official exhibit hall hours only. No before- or after-hours events or activities are permitted.
- 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 RETTC approval.

Promotions & Invitations to Approved Subgroup Events and Activities

- Event hosts are solely responsible for distributing invitations and promotional materials, including contact information. RETTC 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 RETTC events or RETTC endorsement.
- Use of the RETTC name and logo, and the event name or logo, requires advance written approval and compliance with RETTC branding guidelines and all other RETTC policies. Requests for approval must be submitted to sponsorships@rettc.org. Please allow up to **five (5) business days** for review. Unauthorized and noncompliant use of the RETTC 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 RETTC 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 RETTC events. *Please note that not all of our hotels offer suites. Please check the RETTC event pages for information.*

- Suites must be reserved through RETTC's official housing channels separately from requests to RETTC for subgroup events and activities. Subgroup events and activities must be requested and approved by RETTC prior to reserving a suite.
- Suites are subject to all policies for subgroup events and activities, venue rules, and all other RETTC policies.
- Suite events may not conflict with RETTC programming, sessions or exhibit hall 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, audiovisual and internet services, décor, labor, furnishings, and vendor fees.
- RETTC 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 RETTC policies, and vendor policies and rules.

General Rules

These rules apply to all subgroup activities and events.

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

Non-Compliance

Failure to comply with this Policy, or any other RETTC policy or venue rule, may result in any or all of the following penalties at RETTC's sole discretion. Hosts will be notified of non-compliance and penalties imposed.

- Required minimum payment of **\$10,000 sponsorship fee** if such fee has not been paid and RETTC opts to approve the event or activity.
- Shutdown of any unapproved or non-compliant event or activity.
- Revocation and/or bar from RETTC membership, exhibitor eligibility, sponsorship benefits and/or future subgroup or other membership and sponsorship privileges.
- Financial penalty as determined by RETTC.

RETTTC 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 RETTC Sponsorship Team at sponsorships@nmhc.org.