



Joseph S. Koury Convention Center / Sheraton Greensboro Hotel

Package Handling Information

3121 W Gate City Blvd.

Greensboro, NC 27407

P: 336-292-9161 F: 336-292-1407

Hotel Guests & Meeting Attendees,

Please reference the following information regarding materials shipped to and from the Joseph S. Koury Convention Center / Sheraton Greensboro.

To ensure proper processing, please address all materials intended for guests as follows:

Attn: Guest Name (Hotel Guest)

Joseph S. Koury Convention Center / Sheraton Greensboro Hotel

3121 W Gate City Blvd.

Greensboro, NC 27407

Confirmation and room number information are not necessary, but may be included if available. Packages for meeting attendees that are not registered guests of the hotel can also be received and stored—please indicate if possible event name as well as recipient phone number for package arrival notification purposes.

Please note that all packages sent to the hotel or shipped from the hotel will incur a handling charge based upon the weight of each item according to the list below:

| Package Handling Fees | |
|---|---------------------|
| Inbound and Outbound* Handling Charges | |
| Carrier Envelopes | \$3.00 per item |
| 1-10 lbs. | \$6.00 per item |
| 11-30 lbs. | \$10.00 per item |
| 31-50 lbs. | \$15.00 per item |
| 51-75 lbs. | \$20.00 per item |
| 76-100 lbs. | \$40.00 per item |
| 101+ lbs. | \$0.50/lb. per item |
| Pallet | \$75.00 per item |

Charges are incurred for accepting items on the recipient's behalf and do include up to 3 days in storage as well as delivery to the location of the recipient's choosing within the hotel. Additional fees are incurred for all items received more than 3 days prior to package retrieval. Please contact the hotel at the phone number above for a list of these charges or with any questions.

*

Upon arrival to the hotel, please dial either ext. 4106 to retrieve packages and/or schedule package delivery.



Sheraton Greensboro
HOTEL AT FOUR SEASONS

All Exhibitors are required to load-in/load-out through the Loading Dock
Use of public entrances for load-in/load-out is prohibited.

Directions to the Loading Dock

To the Loading Dock from the North Entrance (Entry A), exit left from the first entrance onto Pincroft Road and immediately turn left into the second entrance. The Loading Dock is directly ahead.

Or, because of heavy traffic on Pincroft Road, simply.....

Exit left from the first entrance onto Pincroft Road. At the stoplight, turn left onto Koury Boulevard. Immediately turn left into the first entrance and follow past the overhang to the Loading Dock area.

To the Loading Dock from the South Lobby Entrance:

From the parking lot closest to the South Lobby Entrance (Entry G), turn right onto Koury Boulevard. Immediately turn right at the third entrance and follow past the overhang to the Loading Dock area.

| Vendor/Exhibitor Setup and Breakdown Times | | | | |
|---|--|--------------|--|------------------|
| <i>Date</i> | | <i>Setup</i> | | <i>Breakdown</i> |
| Monday, March 30, 2020 | | 3pm – 8pm | | N/A |
| Tuesday, March 31, 2020 | | 7am – 9am | | N/A |
| Wednesday, April 1, 2020 | | 7am – 9am | | 2pm – 4pm |

The Sheraton Greensboro Hotel is pleased to offer an extremely reliable, high bandwidth Internet Service to all guests of the Hotel. The Sheraton Hotel is equipped to offer both wired and wireless service to our guests depending on their needs.

Wireless Internet

Registered hotel guests

Complimentary by logging in with room number and last name

Non-registered hotel guests

High Speed Wireless internet (Good for basic web browsing and checking email)

[5120 Kbps upload/5120 Kbps download]

\$10 per user per day paid by credit card

\$7.50 per user per day paid by Group Master*

Premium Wireless Internet (Ideal for streaming media and faster downloads)

[15360 Kbps upload/15360 Kbps download]

\$19 per user per day paid by credit card

\$14 per user per day paid by Group Master*

Ultra Wireless Internet

[25600 Kbps upload/25600 Kbps download]

\$35 per user per day paid by Group Master*

*For groups choosing this option, we need to know **in advance** the number of group users per day who will require the discounted rate so that a wireless Internet code unique to the group can be created and given to the group to give to attendees as the group determines. With advance discussion with your convention services manager, billing for the internet can be charged on actual usage with actual charges posted after conclusion of last day of your meeting.

Wired Internet Access: \$250.00 per connection per day

For any questions concerning Internet Service at the Hotel, please feel free to call the Sales & Catering office for assistance. 336-292-9161 Ex. 4189.

*All rates subject to change.