**Hotel Reservation Form 2023**

**SkillsUSA North Carolina State Conference**

**April 18-20, 2023**

**Hotel Reservation Deadline: March 15, 2023**

**Room Rate : $145.00 + 12.75% tax = $163.49 per night**

**Please complete both forms and email them to:** **egarland@sheratongreensboro.com**

Sheraton Greensboro Hotel/Joseph S. Koury Convention Center

3121 West Gate City Blvd., Greensboro, N.C. 27407

**Phone** : 336-292-9161 ext 4406 **Fax** : 336-323-4876

**Cancellation and change deadline: April 12, 2023.**

All cancellations and changes must be made in writing via email to egarland@sheratongreensboro.com.

No changes will be accepted after this deadline. Any rooms cancelled after the deadline above will be charged the first night deposit plus tax per room.

**A credit card or the first’s night’s deposit for each room is required to hold the reservations.**

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Advisor/Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**No. ROOMS REQUESTED: KING Rooms (1 Bed): \_\_\_\_\_\_\_ DOUBLES (2 beds): \_\_\_\_\_\_\_**

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All housing reservations for SkillsUSA will be processed by the Sheraton Greensboro Hotel. **Requests must be submitted by emailing these 2 Housing Forms.**  PHONE REQUESTS WILL NOT BE ACCEPTED. All forms will be entered in the date order that they are received. Upon the hotel’s completion of your school’s reservations, a confirmation list with the total amount due will be emailed to the email address provided on the housing form.

The hotel’s standard rooms consist of two double beds or one king sized bed. Lodging room assignments will be based on preference and specific room needs. The two double bed rooms will accommodate up to 4 persons only and the king rooms will accommodate up to 2 persons only. Due to fire codes the hotel is unable to allow a rollaway bed in a room with two double beds. Suite options may be available upon request.

Special requests of schools traveling together will need to be noted on the housing form. We will make every effort to block rooms together for those schools that have made this request. Organization of the student rooms will be the responsibility of the advisors. The hotel will not be able to divide the room rates of students from different schools that are rooming together. The school that lists the student name(s) on their housing form is responsible for payment for that room. The hotel cannot discern duplicated names and we hold the number of rooms that is indicated on each form. If both schools list the shared student information, both schools will be charged in FULL for all rooms on the housing form.

**Please complete all information on this form AND the Rooming List spreadsheet. Rooming reservations cannot be completed until BOTH forms (this page AND the Rooming List spreadsheet) have been completed and emailed to reservations identified above.**