**Hotel Reservation Form 2024**

**SkillsUSA North Carolina State Conference**

**Sheraton Greensboro Hotel / Joseph S Koury Convention Center**

**Phone** : 336-292-9161

**April 23-25, 2024**

**Room Rate: $146.00 + 12.75% tax = $164.62 per night**

**Hotel Registrations Open: February 21, 2024**

**Hotel Registration Deadline: March 21, 2024**

**Cancellation and change deadline: April 12, 2024**

**Complete the Passkey Rooming List Spreadsheet and upload it using** [**THIS PASSKEY LINK**](https://rlm.passkey.com/dropOffPage.do?groupTypeID=219644728&urlCode=9ca697f4&eventID=50755863&locale=EN_US)**.**

**You must also email your Rooming List Spreadsheet to:** [**dmarble@sheratongreensboro.com**](file:///C:\Users\Paul\Dropbox\SkillsUSA\23-24%20SkillsUSA\2024%20Conference%20Packet\Housing%20forms\dmarble@sheratongreensboro.com)

All cancellations and changes must be made via email to [dmarble@sheratongreensboro.com](mailto:dmarble@sheratongreensboro.com).

Any rooms cancelled after the Cancellation deadline above will be charged the first night deposit plus tax per room.

**Invoices will be sent to you shortly after submitting the reservations spreadsheet. You will then reserve your rooms by providing deposit payment by check or credit card hold.**

**Instructions from the Sheraton Hotel:**

All reservations are to be submitted using the EXCEL spreadsheet – “**Rooming List Spreadsheet**”.

Advisors will use the link provided above to upload their Rooming List Spreadsheet in Passkey. In addition to the upload, a copy of the list should be emailed to [dmarble@sheratongreensboro.com](file:///C:\Users\Paul\Dropbox\SkillsUSA\23-24%20SkillsUSA\2024%20Conference%20Packet\Housing%20forms\dmarble@sheratongreensboro.com).

An invoice with the total amount due will be emailed to the advisor once their list has been processed. Checks should be made to **Sheraton Greensboro** and sent to Karen Benjamin’s attention. If the payment method is by credit card, an authorization form will be sent upon request. Full payment for all rooms is requested prior to arrival to reduce time during the check-in process, but NOT required. A deposit of half of the total amount due IS required once the invoice is received.

Rooming List Spreadsheets must be filled out completely, every column and every line. Indicate the adults on the list by placing “**ADULT**” in the name column next to the first name – For example, the column labeled **first name** should be filled in as **Jane Adult**. Please keep in mind that we want to utilize rooms with two double beds for occupancy of 3 or more. Once we are sold out of double rooms, we will contact the meeting planner to let them know that we will begin giving schools an option of taking all king rooms or going to an overflow property. Schools requesting a parlor with the adjoining rooms or a family suite can indicate that in the room type column. The parlor has a king room and double room adjoining.

Any special requests can be listed in the notes section on the Rooming List Spreadsheet. Please note that we try our best to accommodate as many special requests as possible, but we cannot guarantee all will be met.