FBLA 2019

**Please Print or Type**

Complete form and send to:

Sheraton Greensboro Hotel/Joseph S. Koury Convention Center

3121 West Gate City Blvd.

Greensboro, N.C. 27407

Phone : 336-292-9161

Fax : 336-323-4876

Email: [reservations@sheratongreensboro.com](mailto:reservations@sheratongreensboro.com)

Hotel Deadline: February 23, 2019

Room Rate : $141.00 + 12.75% tax = $158.98 per night

The cancellation deadline is 72 hours prior to arrival or you will be charged for the room(s).

All final rooming lists must be submitted 72 hours prior to arrival. No changes will be accepted after this date. All changes/cancellations must be made in writing via email

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

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor/Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Total Number of Rooms Requested: \_\_\_\_\_\_\_

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

Please complete the rooming list below with first and last names. Make additional copies if needed.

Please indicate an (A) for the adults and (S) for the students.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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North Carolina FBLA 2019

Housing Reservations Information

Conference Dates: March 24-27, 2019

All housing reservations for TSA will be processed by the Sheraton Greensboro Hotel. Requests must be submitted in writing on the Housing Form on the following page. 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.

The cancellation and change deadline is 72 hours prior to the arrival date. All cancellations and changes must be made in writing and emailed to . No changes will be made after the deadline. In order to process your reservations correctly, block the rooms together, and prepare room keys and bills, we MUST ask that you respect the 72 hour deadline for changes. Any rooms cancelled after the 72 hour deadline will be charged the first night deposit plus tax per room.

A credit card or the first night’s deposit plus tax, per room is required to reserve your rooms.

Please complete all information on the housing form. Incomplete forms will be held until all information is provided.