**NC FBLA MARCH 2023 CONFERENCE**

Housing for NC Future Business Leaders of America will be processed by the Sheraton Greensboro Hotel. Reservations must be submitted in writing using only the Housing EXCEL SPREADSHEET given. PHONE REQUESTS WILL NOT BE ACCEPTED. Rooming lists are 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 sent 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 are based on specific room needs. The two double bed rooms will accommodate up to four persons only and the king rooms will accommodate up to two persons only. Suite options may be available upon 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.**

Submit housing lists only on the spreadsheet provided to: egarland@sheratongreensboro.com.

Hotel Deadlines: Housing lists will be accepted beginning **Friday, January 20, 2023.** Housing list will **NOT** be accepted prior to this date. The last date to submit housing forms (pending availability) is Friday, February 24, 2023.

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

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

Mail payments to:

Sheraton Greensboro Hotel

Attn: Betsy Garland

3121 West Gate City Blvd.

Greensboro, NC 27407

Email any changes/cancellations to egarland@sheratongreensboro.com no later than **Friday March 17, 2023.**  Changes/cancellations will **NOT** be accepted after this date.