SHERATON
Greensboro Hotel
at Four Seasons

Electrical Services

Please follow one of the links below to complete request and payment for electrical service for your exhibit space.

https://sertifiguidedapi.com/InSessionSigning.aspx?id=42d4ea58-61fb-4ca8-a715-0427ab653b21

Electrical Form

Please note, requests for electrical service must be received 14 days prior to event date in order to ensure availability.

* Electrical fees are one (1) time charges as follows and are posted to the group master account unless other arrangements are confirmed with the Sales Office

Exhibit load-in/load-out

Please confirm with event organizer designated date/time for exhibit load-in and load-out
***ALL** vendors must load-in and load-out from the hotel loading dock located on Pinecroft Rd. **No** load-in or load-out is permitted through the hotel lobby.*

All items must be removed immediately upon completion of event. JOSEPH S.KOURY CONVENTION CENTER does not accept responsibility for items left in function or exhibit space.

Unloading Instructions

Please unload quickly and move your vehicle from the dock so that others may access the dock. The hotel has limited access to flat carts that can be borrowed from the Banquet Department. You will need to leave your drivers license to get a cart.

Directions to the Loading Dock

To the Loading Dock from the Sheraton Portico (Entry F),
Follow Koury Blvd to the intersection with Pinecroft Rd. Turn right at the light and the loading dock is the first driveway on the right. The Loading Dock is directly ahead.

To the Loading Dock from Gate City Blvd.
Turn onto Pinecroft Rd and take the second driveway on the left. The loading dock is directly ahead.