SHERATON
Greensboro Hotel
at Four Seasons

Hotel Guests & Meeting Attendees:

Please reference the following information regarding materials shipped to and from the Joseph S. Koury Convention Center/Sheraton Greensboro.

To ensure proper processing, please address all materials intended for guests as follows:

Attn: Guest Name (Hotel Guest)
Joseph S. Koury Convention Center / Sheraton Greensboro Hotel
3121 W. Gate City Blvd.
Greensboro, NC 27407

Confirmation and room number information are not necessary, but may be included if available. Packages for meeting attendees that are not registered guests of the hotel can also be received and stored – please indicate if possible event name as well as recipient phone number for package arrival notification purposes.

Please note that all packages sent to the hotel or shipped from the hotel will incur a handling charge based upon the weight of each item according to the list below:

Package Handling Fees	
Inbound and Outbound Handling Charges	
Carrier Envelopes	$3.00 per item
1-10 lbs.	$6.00 per item
11-30 lbs.	$10.00 per item
31-50 lbs.	$15.00 per item
51-75 lbs.	$20.00 per item
76-100 lbs.	$40.00 per item
101+ lbs	$0.50 / lb per item
Pallet	$75.00 per item

Charges are incurred for accepting items on the recipient's behalf and do include up to 3 days in secured storage as well as delivery to the location of the recipient's choosing within the hotel. Additional fees are incurred for all items received more than 3 days prior to package retrieval. Please contact the hotel at 336-292-9161 for a list of these charges or with any questions.

Upon arrival to the hotel, please dial Ext. 4100 from any house phone to have hotel staff dispatched to retrieve packages and/or schedule package delivery.