



**Sheraton Greensboro**  
HOTEL AT FOUR SEASONS

EXHIBITORS SHIPPING INSTRUCTIONS  
SHERATON GREENSBORO HOTEL AT FOUR SEASONS

In an effort to better service your event, Sheraton Greensboro Hotel at Four Seasons/Joseph S. Koury Convention Center has established the following guidelines and procedures for shipments, deliveries, and mail.

**How to Address packages – Inbound**

Address all packages to: Sheraton Greensboro Hotel at Four Seasons  
3121 High Point Road  
Greensboro, NC 27407

Attention: \_\_\_\_\_  
(Individual's Name to Receive Shipment)

Exhibitor's Company Name: \_\_\_\_\_

Exhibit Show: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Shipping to Hotel Guidelines**

1. Shipments will be received no more than 72 hours prior to event date.
2. No COD shipments will be accepted.
3. Do not put the hotel contact person's name on shipment.

**Receiving and Shipping Charges**

The following charges will apply for in-bound AND out-bound\* packages and will be charged to recipient's hotel room unless other arrangements are made. **All charges are made payable to "The UPS Store" upon arrival on site when package is claimed.**

Security fee per day, per item after first 3 days plus handling fee	\$5.00
Letter over 1 oz.	\$3.00
1-10 lbs	\$6.00
11-30 lbs	\$10.00
31-50 lbs	\$15.00
51-75 lbs	\$20.00
76-100 lbs	\$40.00
101+ lbs	.50 per lb
Pallets	\$75.00

\*Fee is in addition to carrier charges

**Outbound Shipping**

Any outbound exhibit materials must be picked up by the designated carrier of your choice no later than twenty-four (24) hours after exhibit close-out; otherwise a \$50.00 per day storage fee will be applicable.

- Make sure all packages have labels and/or airbills completely filled out.
- If you do not have an account with a carrier, we can still ship with payment through the Business Center or Receiving.
- All shipments will be brought to the receiving area to be locked up until the carrier arrives for pick-up.