

SHERATON GREENSBORO HOTEL AT FOUR SEASONS REGULATIONS AND PROCEDURES

New Horizons Trade Show June 18-19, 2019

Loading Dock Procedures

1. Cars will use the ramp at the loading dock and park two at a time.
2. Trucks will park at the loading dock for loading and unloading only.
3. Freight trucks must park in the Employee Lot after unloading.
4. Once loading dock is full, Hotel's Security Personnel will direct vendor vehicles across to the Hotel's Employee parking lot for line-up on a first come, first serve basis.
5. The hotel will provide manned carts to vendors to help load and unload. The cost to vendors is \$15 + tax per hour (one hour minimum). To procure a cart with attendant, vendors should park at the loading dock and proceed to the concession area in Guilford Ballroom G. There they will pay and return to the loading dock with a manned cart. The manned carts are on a first come/first serve basis.

Miscellaneous Information

Banquet Staff will be positioned at concession area inside Guilford Ballroom G to assist vendors with food preparation. **Any Vendor requiring Kitchen assistance, ie: baking, frying, roasting, cutting will be charged \$150 + 6.75% tax per booth for unlimited usage.**

Please complete the Food Preparation Form and return to the Sheraton prior to arrival with payment.

Miscellaneous Rental Charges

Sheet Pan.....@ \$3.15 + tax each
Bus Pan of Ice (approx. 30 lbs.).... @ \$5.00 + tax each
Eating Utensils.....@ \$1.60 + tax each
Serving Utensils....@ \$2.10 + tax each
Serving Pans.....@ \$6.30 + tax each
Serving Trays.....@ \$4.20 + tax each
Chafing Dish.....@ \$16.80 + tax each
Wait Staff.....@ \$15.00 + tax per person/per hour

- ❖ NO OPEN FLAME
- ❖ NO FRYERS IN THE BALLROOM OR ON LOADING DOCK
- ❖ HOT PLATES ARE APPROVED
- ❖ TOASTER-OVENS ARE APPROVED
- ❖ NO COOKING APPLIANCE OVER 208 VOLTS
- ❖ NO LP GAS, TANKS OR CANISTERS
- ❖ NO ICE CARVING IN THE BALLROOM (BACK DOCK ONLY)
- ❖ NO VENDORS OR OUTSIDE CULINARY STAFF ALLOWED IN BACK OF THE HOUSE (EXCEPT BACK DOCK)
- ❖ ANY ITEM NOT SPECIFICALLY ADDRESSED MUST BE APPROVED BY FOOD AND BEVERAGE DIRECTOR

HOTEL RESERVES THE RIGHT TO INSPECT BOOTH FOR COMPLIANCE