

# SHERATON GREENSBORO HOTEL AT FOUR SEASONS REGULATIONS AND PROCEDURES

## New Horizons Trade Show June 20-21, 2017

### 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.
3. Freight trucks must park in the Employee Lot after unloading.
4. Once loading dock is full, security will give exhibitors a number to hang on their mirror. Security will then direct vendor's vehicles to the loading dock numerically as space opens.
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 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**