

May 1, 2019

Dear Exhibitors:

Thank you for your interest in the New Horizons Trade Show presented by the School Nutrition Association of North Carolina. This packet contains information regarding guestroom reservations, hotel regulations and procedures, electrical forms, food prep forms and the exhibitor kit. Guestrooms are being held at the Sheraton Greensboro Hotel at Four Seasons/Koury Convention Center. Please make your reservations as soon as possible.

The hotel regulations and procedures sheet contains helpful information regarding exhibitor move-in and booth set-up procedures. Please read them over carefully.

Electrical service must be procured through the Sheraton Greensboro Hotel at Four Seasons/ Koury Convention Center **PRIOR** to arrival. Please use the Electrical Service Order Form when ordering electricity for your booth. **Please be sure to add your email address at the bottom, so that you will receive a receipt from the Sheraton. This will insure that they have your order prior to arrival.** If you require special electrical service (other than that which is listed on the form), contact Sales and Catering at the Sheraton Greensboro Hotel at **336-292-9161**.

Again this year, the hotel will not allow the use of fryers on the loading dock. They will however take care of your frying and baking needs for a one-time charge of \$150 + tax per booth. This will entitle the vendor to unlimited service throughout the day of the Trade Show. Please use the Food Preparation Form to pre-pay and provide cooking instructions for the hotel staff. This form will permit the hotel to staff according to vendors' needs.

The exhibitor kit from Hollins Exposition Services is attached. This kit will be used to order additional tables, drapes, carpet, etc. and will also be used for shipping.

Please don't hesitate to call me at 888-2004-8204 if you have any questions. We look forward to seeing you in June at the New Horizons Trade Show.

Regards,



Dawn Ferguson Roth, Executive Director  
School Nutrition Association of NC

