

**OFFICIAL HOUSING FORM**

<b>Group Name</b>	<b>NC SAFETY CONFERENCE 2012</b>				
<b>Event Beginning Date</b>	<b>May 14, 2012</b>	<b>Event Ending Date</b>	<b>May 17, 2012</b>	<b>Reservation Deadline Date</b>	<b>April 14, 2012</b>

REGARDLESS OF THE NUMBER OF OCCUPANTS, SEND ONLY ONE COPY PER ROOM  
 A change in departure date must be advised no later than check-in to avoid an early departure fee.



PLEASE MAIL OR FAX DIRECTLY TO:

**SHERATON GREENSBORO HOTEL AT FOUR SEASONS**  
 3121 HIGH POINT RD GREENSBORO, NC 27407 FAX: 336 323-4876  
 Phone: 800/242-6556

# Persons	Room Rate	Tax	Nightly Total
ONE PERSON	<b>\$128.00</b>	<b>\$16.32</b>	<b>\$144.32</b>
TWO PERSONS	<b>\$128.00</b>	<b>\$16.32</b>	<b>\$144.32</b>
THREE PERSONS	<b>\$128.00</b>	<b>\$16.32</b>	<b>\$144.32</b>
FOUR PERSONS	<b>\$128.00</b>	<b>\$16.32</b>	<b>\$144.32</b>

Your Arrival Date	Your Departure Date
<b>CHECK IN TIME IS 3PM</b>	<b>CHECK OUT TIME IS 12 NOON</b>

<b>PLEASE CHECK PREFERRED ACCOMMODATIONS ALL ROOM TYPES ARE BASED ON AVAILABILITY</b>		<b>PLEASE CLEARLY WRITE ADDITIONAL OCCUPANTS NAMES</b>	
<input type="checkbox"/> 2 DOUBLE BEDS	<input type="checkbox"/> NON-SMOKING ONLY		
<input type="checkbox"/> 1 KING SIZE BED			
<input type="checkbox"/> CLUB KING			

<b>Name</b>				<b>Company</b>					
<b>Address</b>		<b>City</b>		<b>St</b>		<b>Zip</b>		<b>Phone</b>	

Please check below if each occupant will require a separate receipt.

<input type="checkbox"/> If this is not specified, one receipt will be issued for the full rate.
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ALL ROOMS REQUIRE A CREDIT CARD GUARANTEE OR THE FIRST NIGHT DEPOSIT, INCLUDING TAX  
 PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO: SHERATON GREENSBORO HOTEL

- AMERICAN EXPRESS  
  DINERS CLUB OR CARTE BLANCHE  
  JCB CARD  
  VISA OR MASTERCARD  
  DISCOVER  
  CHECK # \_\_\_\_\_

<b>Card Number</b>		<b>Exp. Date</b>		<b>Deposit Amt.</b>	
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\*\*\*ALL NUMBERS ON THE CARD MUST BE INCLUDED AS WELL AS EXPIRATION DATE\*\*

CARDHOLDER SIGNATURE \_\_\_\_\_

**RESERVATION CANNOT BE PROCESSED WITHOUT THE CARDHOLDER SIGNATURE**

ACCOMMODATIONS MUST BE GUARANTEED BY CREDIT CARD OR BY CHECK MADE PAYABLE IN THE AMOUNT OF ONE NIGHTS LODGING PLUS TAX. UNLESS RESERVATIONS ARE CANCELLED 72 HOURS PRIOR TO ARRIVAL DATE, YOU WILL BE CHARGED FOR THE FIRST NIGHT. ANY MULTIPLE OCCUPANCY ROOM, UNLESS OTHERWISE INDICATED, WILL HAVE ALL DEPOSITS EQUALLY DISTRIBUTED TO ALL ROOM OCCUPANTS. ROLLAWAY BED REQUESTS ARE BASED ON AVAILABILITY AT \$10.00 PER NIGHT.