



**NORTH CAROLINA BETA 2026
HOTEL CHECK & CREDIT CARD AUTHORIZATION**

**Greensboro, North Carolina
January 29 - February 2, 2026**

Check Payment and Credit Card Authorization DEADLINE: January 2, 2026

Please see the check address and credit card authorization process for each individual hotel listed below.

All checks must arrive at the Sheraton Greensboro Hotel at Four Seasons by **JANUARY 2, 2026**. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. **School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.**

PAYING FINAL PAYMENT BY CHECK			PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION	
HOTEL NAME	MAKE CHECK PAYABLE TO	SEND CHECK TO THIS ADDRESS	CREDIT CARD AUTHORIZATION PROCESS	CREDIT CARD AUTHORIZATION CONTACT
Sheraton Greensboro Hotel at Four Seasons Contact: Hannah Salter 336-292-9161	Sheraton Greensboro Hotel	Sheraton Greensboro Hotel 3121 West Gate City Blvd. Greensboro, NC 27407	Contact Hannah Salter for CC authorization forms. Confirm receipt with hotel	Hannah Salter hsalter@sheratongreensboro.com 336-292-9161

Tax Exemption: Hotel will require tax exemption documentation. Please reach out to the hotel for more information.