



SLC Housing Instructions

# Hotels

- Sheraton 4 Seasons
- Drury Inn, credit card required to hold rooms
- Doubletree by Hilton, credit card required to hold rooms
- Fairfield by Marriott, credit card required to hold rooms

The rate for all hotels is \$170 per night, plus applicable taxes

The rate for parlor rooms at the Sheraton 4 Seasons is \$375 per night, plus applicable taxes

# Steps for booking hotel

- 1.) Fill out and submit the form with all required information. Requests for housing will be accepted from January 5-January 21.  
The link will go live at [UnifiedEventSolutions.com/NCHOSA](https://UnifiedEventSolutions.com/NCHOSA)
- 2.) Within 48 hours, your submission will be reviewed and an invoice will be generated and emailed to you, along with a confirmation number for your order
- 3.) If your hotel requires a credit card to hold rooms, the email will contain instructions to submit your credit card information to finalize your reservation
- 4.) On January 21 the master rooming list will be submitted to the hotel and confirmation numbers for each room will be generated by the hotel. On March 1, these confirmation numbers will be emailed to you.

# Required information for forms

- Chapter number, advisor name responsible for the group, and advisor email and phone number
- Billing address, billing name, and billing email and phone number. If you will be breaking the order into multiple invoices, then you will need this information for each invoice
- Complete rooming list, including names as they are broken up in each room.

## Special Notes:

The Sheraton 4-Seasons has 871 total rooms, and 636 of those rooms are guaranteed by contract to be higher occupancy room of 3 or 4 allowed per room. In order to maximize HOSA's usage of the Sheraton 4-Season, at least 1 out of every 4 rooms in your rooming list, must have 2 or fewer people per the room.

Examples:

If you have 10 rooms, 2 of the rooms must have 2 or fewer people listed in the room.

## Special Notes cont.

When possible, we ask that you maximize your usage of Single bed rooms in your rooming list.

For example, if you are bringing 10 female students who are allowed to share beds, please write the rooming list such that 2 rooms are occupied by 4 students and a final room is occupied by only two students, so that we can maximize the usage of space at the the hotels.

## Special Notes cont.

If you were booked into an offsite hotel in 2025, AND you submit your request for housing on January 5, your school will be given priority placement into the Sheraton 4 Seasons.

This will be true for 2027 as well. Any school that has to stay in an offsite hotel in 2026 will get priority placement in the Sheraton 4 Seasons for 2027

## Special Notes cont.

Please use the comments section on the form to indicate the following things.

Any special ADA accommodations

If you will require bus parking



# Frequently asked questions

**Will my credit card charged?** If you plan on paying via check, your credit card will only be charged if you do not cancel your rooms in a timely manner, or if you if you no-show to the event. The card will not be charged unless you indicate that you intend to pay for the stay with the credit card.

**If I'm paying via check, when is payment due?** All payments via check must be received two weeks prior to your arrival. Invoices will be delivered to you promptly to insure your immediate ability to submit paperwork to your school for approval.

## Frequently asked questions cont.

**Will there be transportation provided?** Yes, NC HOSA is paying for shuttle transportation from all offsite hotel locations. Buses will be stopping by every hotel at least every 30 minutes during the duration of the conference.

**Will rooms be placed on the same floor?** Yes, you do not need to indicate this necessity in the comments. All hotels will work to arrange the room block to keep a school's rooms as close together as possible, with advisors/chaperones in close proximity to the student's rooms.

## Frequently asked questions cont.

**I'm travelling with another school or sharing chaperone responsibilities with another school. How do I guarantee we are assigned the same hotel?**

If you are required to stay in a hotel with another school/chapter that has placed a separate room request. Please indicate this in the comments section of the booking portal, along with the chapter number of the other club. Your order will be processed once all required parties have submitted their request for rooms.

# Questions?

If you have questions please email Unified Event Solutions

At [NCHOSA@unified-es.com](mailto:NCHOSA@unified-es.com)