



GENERAL INFORMATION FORM

HOTEL

Courtyard-Marriott
2508 Elm Hill Pike
Nashville, TN 37214
PH: (615) 883-9500

The Courtyard-Marriott is located approximately three miles from the Nashville Airport and provides complimentary shuttle service, (see below). If you plan to drive to Nashville, a map will be provided upon request.

Hotel rooms will be reserved on a single occupancy basis. Lochinvar will pay for two (2) night's room and tax only; you will be responsible for incidentals and any additional room nights.

PLEASE NOTE: The hotel will request a credit card for any miscellaneous charges which may be incurred during your stay. If you do not have a credit card, they will request a \$100 advance payment upon check-in which will be returned if no additional charges are incurred. **All Marriott properties are now non-smoking facilities and provide designated smoking areas. If you smoke in the room, there will be a fine from the Marriott which will be your responsibility.**

TRANSPORTATION

The Marriott provides complimentary shuttle service from the Nashville Airport. Please contact the Courtyard (615-883-9500) upon arrival to arrange for this service. The shuttle will meet you outside the ground transportation level at the airport.

Lochinvar will provide transportation to and from our facility; however, you will need to complete the Transportation Form to reserve a space. ***Our shuttle will leave the hotel promptly at 8:00 a.m.;*** therefore, please be in the hotel lobby prior to that time for timely departure to our training facility. As a reminder, you will need to check out of the hotel the last day of the training, as you will be taken to the airport immediately after the conclusion of the course.

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Information Form Cont'd

MEALS

Breakfast: We recommend you have breakfast at the hotel and bill to your room. Lochinvar has arranged to have those charges placed on our invoice.

Lunch: Lochinvar will provide lunch at our facility

Dinner: Lochinvar will host a group dinner on the first evening of the class.

If you have any special/dietary restrictions, please note these on the rooming preference form.

CLASS SCHEDULE

Our classes will begin promptly at 8:30 a.m. on each morning. On the last day the class will end at approximately 3:00 p.m. Return flight reservations should be scheduled for **after 5:00 p.m.** We suggest you arrive in Nashville the day before the class and depart the last day of the class.

DRESS CODE

Dress is casual; however, due to safety regulations, **you must wear long pants and closed shoes (both heel and toe)** as you will be touring our manufacturing facility. **Protective footwear (steel toed shoes) is required** however we will supply a safety shoe covering that will go over standard closed toed shoes.

YOUR FINANCIAL RESPONSIBILITIES

1. School Tuition of \$440.
2. Transportation to and from Nashville.
3. Any miscellaneous hotel charges (movies, phone calls, dry cleaning, etc.).
4. Any additional room nights if you stay longer.

WHAT YOU NEED TO RETURN TO LOCHINVAR BEFORE THE SCHOOL:

1. **Return the completed rooming preference and transportation form to Chastity Reich's attention within four weeks of your registration.**

Please keep this information sheet and your confirmation letter for your records.