



## 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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## 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.

## YOUR FINANCIAL RESPONSIBILITIES

1. School Tuition of \$300.
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. If paperwork has not been sent in by the four-week period and you have not notified Chastity of your attendance, your registration will be taken off the class list and your spot will be opened for others.
2. **Send to the attention of Chastity Reich \$300 (each) in check or credit card form along with the tuition form no later than four weeks before the school.**

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