



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 \$25 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 7:30 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.

Cont.>

Information Form Cont'd



Hotel Information Form

Name _____

Company Name _____

Class Attending _____

Date Attending _____

Check - In Date _____

Check - Out Date _____

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- **Please note that all Marriott properties are now non-smoking facilities.**
 - **Please list any special/dietary requirements that you have below:**
 - ◊ **Gluten Free**
 - ◊ **Diabetic**
 - ◊ **Vegetarian**
 - ◊ **Other, Please explain**

Optional - Extra Nights at Hotel

- ◊ I am interested in staying additional nights at the hotel and I realize that these will be at my expense. Unless you indicate differently, we will book you for two nights only - checking in on Monday/Wednesday afternoon/evening (the night before the school begins) and checking out on Wednesday/Friday morning.

Please book these additional nights for me: _____.

Please return this form to the attention of: *Chastity Reich or Kayne Storey*
Lochinvar, LLC
300 Maddox Simpson Pkwy.
Lebanon, TN 37090
(Fax no. 615/882-2967)

Within four weeks of your registration.



Transportation Form

Name

Company Name

School Attending

Date Attending

Transportation to and from Lochinvar will be provided.

Please indicate below which day(s) you will need our transportation services.

- | | |
|---|--|
| <input type="checkbox"/> First Day Only | <input type="checkbox"/> Have Own Transportation |
| <input type="checkbox"/> Both Days | <input type="checkbox"/> Driving but Would Like to Use
Lochinvar's Transportation Service
(From hotel to Lochinvar only) |

Please return this form to the attention of: *Chastity Reich or Kayne Storey*
Lochinvar, LLC
300 Maddox Simpson Pkwy.
Lebanon, TN 37090
(Fax no. 615-882-2967)

Within four weeks of your registration.



Tuition Form

Applicant: _____

Company Name: _____

Class Date: _____

- ◇ I have enclosed a check in the amount of **\$300** for tuition for the Lochinvar Product Class.
- ◇ please charge **\$300** for Lochinvar Product School tuition to my *Visa or MasterCard* as payment (Information listed below).

CREDIT CARD GUARANTEE

I hereby authorize Lochinvar, LLC to charge the below VISA or MASTERCARD for **\$300 tuition** for Lochinvar Product Class.

CREDIT CARD INFORMATION

VISA or MasterCard (no other credit cards can be accepted)

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____

Signature of Cardholder: _____

(Please note, only the person whose name appears on the card will be allowed to sign this document.)

Date: _____

Please return this form to the attention of: *Chastity Reich or Kayne Storey*
Lochinvar, LLC
300 Maddox Simpson Pkwy.
Lebanon, TN 37090
(Fax no. 615/882-2967)

Within four weeks of your registration.

A fax copy of credit card information is acceptable (fax: 615-882-2967).



MEALS

Lochinvar will provide breakfast and lunch the days of the training class and a group dinner is arranged for the first evening of the class. If you have any **special/dietary requirements** please note these on the rooming preference form.

CLASS SCHEDULE

Our classes will begin promptly at 8:20 a.m. on each morning. On the last day the class will end at approximately 3:30 p.m. Return flight reservations should be scheduled for **after 5:00 p.m.** We suggest you arrive into 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 or Kayne Storey'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 or Kayne of your attendance, your registration will be taken off the class list and your spot will be opened up for others.
2. **Send to the attention of Chastity Reich or Kayne Storey \$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.