

AlcoTec® Aluminum Weld School Confirmation

Thank you for choosing AlcoTec Wire Corporation in your professional upgrade plans. You are currently registered to attend the Aluminum Weld School for Instructors to be held on **July 22-24, 2014** at AlcoTec Wire Corporation located in Traverse City, MI. Please take a moment to review the general information included in this letter.

- The morning lecture sessions will be held in a meeting room at The Park Place Hotel in Traverse City, MI. Lectures will begin promptly at 8:00 AM with coffee, juice and assorted baked goods available in the room. The Park Place also has a full restaurant that will be open for breakfast.
- Lunch will be provided each day of the class and AlcoTec will provide dinner for everyone on Tuesday night.
- The afternoon lab sessions will be held at the AlcoTec facility, which is located approximately 4 miles from The Park Place. Transportation between the hotel and AlcoTec will be provided by AlcoTec personnel, but you may use your own transportation if you'd like.
- The Park Place is our preferred and recommended hotel. A block of rooms with special rates is available for booking until **June 9, 2014**. AlcoTec cannot guarantee room rates or availability after that date. When you contact the hotel, please let them know that you will be attending the AlcoTec Weld School to insure you receive the correct room rate of \$159.95 USD per night.
- The Park Place also offers a complimentary shuttle service from the airport. Please use the phone number listed below to contact the hotel upon arrival if you will need their shuttle.
- Dress is casual. However, please keep in mind that welding will be done during the lab sessions, so appropriate clothing should be worn. **Shorts and/or open shoes are not permitted during the lab sessions.** Shop coats, welding helmets, safety glasses, welding gloves and beanies will be available at AlcoTec for your use. You may use your own safety equipment, as long as it meets current OSHA requirements. Please do not hesitate to contact us if you have any questions regarding proper clothing for welding environments.
- The course will conclude at approximately 4:00 PM on Thursday.
- Friday is not part of the official school program, but the day has been made available for specific problem solving or one-on-one communication with AlcoTec instructors. Please notify us in advance if you would like to take advantage of this opportunity so we can make sure the appropriate personnel are available.
- **COURSE CANCELLATION:** This course requires a minimum number of participants. If the minimum number is not met by June 27, 2013, the class may be subject to cancellation. Please keep this in mind when making travel arrangements. A final confirmation will be sent to all registered participants as soon as the minimum class size is achieved.
- **Hotel Information:**
 - [The Park Place Hotel](#); 300 E. State St. | Traverse City, MI 49684 | (231) 946-5000
 - **Individuals making reservations by telephone should do so by calling (231) 946-5000 and requesting the AlcoTec room block. The Park Place toll-free number does not have access to group information.**
- **Airport Information:**
 - [Cherry Capital Airport](#) in Traverse City | Airport Code: TVC

Your days will be full, informative, interesting and hopefully valuable to you in your profession.

PLEASE COMPLETE AND RETURN THE INFORMATION REQUEST FORM ON PAGE 2 PLEASE COMPLETE THE PAYMENT INFORMATION BELOW AND SELECT A POLO SHIRT SIZE:

AlcoTec Wire Corporation / alcotec.com / 1.800.228.0750

2750 Aero Park Drive, Traverse City, MI 49686-9263

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PAYMENT OPTIONS

INSTRUCTOR COURSE FEE = \$500.00 / PERSON

VISA MASTERCARD AMERICAN EXPRESS

CARD #: *Your card will not be charged until the 1st day of class.*

EXP. DATE: 3 OR 4 DIGIT SECURITY CODE:

NAME AS IT APPEARS ON CARD:

CREDIT CARD BILLING ADDRESS (The address where the monthly bill is sent):

ADDRESS:

CITY:

STATE/PROV:

ZIP/POSTAL CODE:

COUNTRY

P.O.#

CHECK (Due 1st day of class)

PLEASE TELL US A LITTLE ABOUT YOURSELF:

- Your primary process of interest: GMAW (MIG) GTAW (TIG)
- Will you require transportation between the hotel & AlcoTec? YES NO
- Please describe any specific aluminum welding concerns you would like to discuss during the class:

- Please tell us if there are any specific topics you hope are covered in this course:

- Select Polo Shirt Size

Please e-mail, fax or mail completed form to the attention of Rob Krause:

Best regards,

Rob Krause, CWI
Technical Services Manager
AlcoTec Wire Corporation
(231) 922-1217 – Office
(231) 360-1633 – Cell
rkrause@alcotec.com

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