



Pre-Training Travel Checklist

AWARDS TRAINING CHECKLIST

Training days are from 8:00am to 6:00pm, inclusive of travel from Foothold's Manhattan office. Training start times will be based on the amount of time needed for the trainer to travel to the training site from Foothold's office, beginning at 8:00am. The customer is responsible for the trainer's travel expenses, including, if necessary, flights and/or car rental, lodging, and meals.

If extensive travel is required to reach a training site, the customer may request that the trainer travel to the training site on the night before the training so that the training can begin by 9:00am. If travel back to New York is impractical on the same day the sessions are completed because of transportation schedules and/or the distance to the closest airport/train station, Foothold Technology reserves the right to charge the equivalent of an additional half day of training. In both cases, the customer is responsible for any additional expenses (lodging, meals, and transportation).

Agency can postpone trainings due to weather considerations two hours prior to the scheduled departure time, and is responsible for any expenses associated with the change. Aside from weather, cancellation or re-scheduling must be requested no later than 48 hours prior to a scheduled training.

DEADLINE: PLEASE RETURN THE COMPLETED FORM VIA EMAIL OR FAX TO (646) 365-3066 WITHIN TWO WEEKS OF RECEIPT.

Agency Name: _____

Contact Person: _____

Training site address and city: _____

Preferred mode of transportation from New York:

- Air (which airport): _____
- Train (which station): _____
- Rental Car

Recommended Hotels: _____

Preferred mode of transportation at destination (e.g. airport to hotel, hotel to training, training to airport):

- Rental Car
- Taxi
- Designated staff driver (Name and phone): _____
- Public Transportation (details): _____

Other Information: _____