

**LMS 42<sup>nd</sup> Spring Seminar**  
**Jiminy Peak Mountain Resort**  
**Hancock, MA**  
**April 16-18, 2019**



**Supplier Reception – Wednesday – April 17, 2019**

Suppliers can transport and deliver their material and equipment directly to the Crane West room on Wednesday April 17, 2019. If you are bringing equipment for outside display, please let us know what you are bringing and when you will be arriving, so access and space is available.

**POLICY FOR SHIPPING PACKAGES:**

Federal Express, UPS, Trucking, and other express shipments can be shipped directly to Jiminy Peak for delivery to the Crane West room on Wednesday.

1. Make sure all packages and boxes are clearly marked with your company name, address, and receivers' name. Ship to the following address:

LMS Supplier Reception April 17, 2019  
Table Number \_\_\_\_\_ (or company name)  
c/o Tracy L. Grant  
Conference Service Manager/Wedding Coordinator  
Jiminy Peak Mountain Resort  
37 Corey Road  
Hancock, MA 01237  
413-738-5500 ext. 3930.

2. Shipping dimension limits: 46 inches wide, 94 inches long, 80 inches high. Maximum un-palletted weight 150 pounds. Maximum pallet weight 3000 pounds. We would appreciate that any large amount of boxes coming to us by freight be on a pallet.
3. Shipments should not arrive earlier than April 11, 2019, prior to the reception.
4. Setup starts at 9:00 a.m. Lunch tickets are available for \$20.00 at the registration desk, if you are not registered for the conference.
5. Bring your own shipping forms for ease of outbound shipping. When shipping packages away from Jiminy Peak, please have them ready to go out. This includes sealing them with packing tape and labeling them using your own shipping number or charging it to your credit card. You are responsible for the Fed-Ex or UPS shipping form, or freight bill. Shipments made by Truck need to make arrangements with Tracy for loading if not done directly after the reception on Wednesday. LMS will arrange for Federal Express and UPS shipments to be picked up after the reception is over.