



Please ship supplies to Lied Lodge at the following address:

Jennifer Phillips
Conference Planning Manager
Lied Lodge & Conference Center
2700 Sylvan Road
P.O. Box 817
Nebraska City, NE 68410

Direct line (402) 873-8739
Fax (402) 873-8796

jphillips@arbordayfarm.org
www.liedlodge.org
www.arborday.org

- Record the contents of each package or box and carry it with you.
- Plan to have your shipment arrive at least a day or two prior to your meeting but no more than seven days.
- Notify who at the meeting facility is to receive your shipment i.e. onsite contact for the conference or guest (clearly label packages)
- Identify where your packages will be stored until your arrival. Note: You may also indicate if the box(es) should be taken down to the Meeting Room or Registration Desk or held for the guest at the Front Desk.
- Make legible labels and identify as "Box 1 of__."
- Take packing supplies and pre-printed return shipping labels with you to the meeting.