



RADISSON HOTEL & CONFERENCE
CENTER GREEN BAY

MEETING AIDES & SHIPPING INFORMATION

MICROPHONES

Standard Wired Microphone
Wireless Hand Held Microphone
Wireless Lavalier Microphone
Microphone Mixer*

**Required when there are more than
2 microphones in the same room*

AUDIO EQUIPMENT

Portable Sound System
Access to House Sound System
Audio Patch from Laptop and LCD Projector
Compact Disc Player
Cassette Tape Deck
Dedicated Phone Line
Speakerphone with Dedicated Phone Line

INTERNET ACCESS

High Speed Internet Access
Wireless High Speed Internet Router
Dedicated Phone Line for Computer Access

VIDEO/PROJECTION EQUIPMENT

6'x6' Screen
8'x8' Screen
9'x12' Screen
TV/VCR/DVD Combination
VCR Player
DVD Player
Overhead High Intensity
Data Projection Unit with any size screen
Data Projection Unit Package with
any size screen and Laptop
100' RGB Cable
Slide Projector-Includes Remote
Wireless Remote

MEETING SUPPLIES

Flipchart with markers and masking tape
Including One Pad of Paper
Extra Pad of Paper
Post-It Flipchart with Markers
Easel
Power Strip
Extension Cord
Laser Pointer
White Board (3'x5') with Easel & Markers

A/V ASSISTANCE

A/V Assistance with equipment
not rented from the hotel

Dedicated A/V Technician

*If your technical needs go beyond the equipment we
have available, please contact your
Catering/Conference Services Manager for referrals
to our preferred vendors.*

VENDOR TABLES

6' or 8' table uncovered or draped
6' or 8' table skirted
*Additional Exhibition information available upon
request*

SHIPPING INFORMATION

All incoming boxes MUST include:

1. Company/Event Name
2. Dates of Event
3. Onsite Group Contact
4. Hotel Contact
5. Hotel Address:

*Radisson Hotel & Conference Center Green Bay
2040 Airport Drive
Green Bay, WI 54313*

Due to the limited storage space, boxes can be accepted no more than 3 working days prior to the event. A storage fee will be applied to any material shipped earlier than 3 days prior to the function. If a pallet of materials or more are to be shipped, the hotel contact must be informed to determine if enough storage space is available. A fee will apply if the hotel is not informed of its arrival.

Outbound shipments, shipping instructions, and shipping paperwork are the responsibility of the company/vendor. Hotel assumes no responsibility for unmarked boxes left behind. Any boxes left on premises for longer than 3 working days after departure will be discarded.