



MEETING AIDES & SHIPPING INFORMATION

MICROPHONES

Standard Wired Microphone
Wireless Hand Held Microphone
Wireless Lavalier Microphone
Microphone Mixer*
**Required when there are more than two microphones in the same room*

AUDIO EQUIPMENT

Access to House Sound System
Audio Patch from Laptop and LCD Projector
Compact Disc Player**
Cassette Tape Deck**

***Built into the house sound system. Not a stand-alone device.*

INTERNET ACCESS

High Speed Internet Access
Wireless High Speed Internal Router

VIDEO/PROJECTION EQUIPMENT

7'X7' Screen
9'x12' Screen
TV/VCR/DVD Combination
VCR Player
DVD Player
Overhead High Intensity
Data Projection Unit with any size screen

MEETING SUPPLIES

Flipchart with Markers and Masking tape
-Includes one Pad of Paper
-Extra Pad of Paper
Easel
Extension Cord
Note Pad w/ Pen per space (By Request)
Power Strip
White Board with Markers
Wood Lecturn

A/V ASSISTANCE

A/V Assistance with equipment not rented from the hotel.

If your technical needs go beyond the equipment we have available, please contact the Banquet Supervisor or General Manager for referrals to our preferred vendors.

VENDOR TABLES

8' or Serpentine table uncovered or draped
8" or Serpentine table skirted

SHIPPING INFORMATION

All incoming boxes MUST include:

- 1) Company/Event Name
- 2) Date(s) of Event
- 3) Onsite Group Contact
- 4) Meadows Contact
- 5) Meadows Address:

***The Meadows Conference Center Green Bay
850 Kepler Drive Suite B
Green Bay, WI 54311***

Due to 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. The Meadows must be notified in advance if a pallet of materials or more are to be shipped to determine if adequate storage space is available. A fee will be applied if The Meadows is not notified of its arrival.

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