



## Shipping and Receiving Guidelines

### Labeling Guidelines:

Guest packages should be labeled as follows to ensure proper delivery and storage:

Radisson Hotel & Conference Center Green Bay  
Attn: "GUEST NAME" AND "GROUP NAME"  
2040 Airport Drive  
Green Bay, WI 54313

Multiple packages should be numbered in sequence (i.e., 1 of 5, 2 of 5, 3 of 5, etc.)

Heavy boxes should be labeled

Any packages addressed to a non-registered hotel guest will be refused delivery.

### Inbound Packages:

Due to limited storage, we ask that packages not arrive earlier than (3) days prior to the registered arrival date. Storage fees are applicable if received more than three (3) days prior to the registered arrival date or left for more than three (3) days after the registered departure date.

Guests may receive standard letters and carrier envelopes free of charge. Shipments in excess of this, will be assessed a handling fee as outlined below (prices are per parcel, NOT cumulative shipment):

### Boxes/Parcels

<u>Weight</u>	<u>Handling Fee</u>	<u>Storage Fee (outside of 3 days)</u>
0-5 lbs	\$5	\$25
5-20 lbs.	\$10	\$25
20-50 lbs.	\$30	\$25
50-75 lbs.	\$50	\$25
75-100 lbs.	\$70	\$25

### Luggage/Cases/Crates/Pallets

<u>Weight</u>	<u>Handling Fee</u>	<u>Storage Fee (outside of 3 days)</u>
0-50 lbs.	\$75	\$25
50-100 lbs.	\$100	\$25
100 lbs., or more	\$150	\$50
Pallets/Crates	\$150	\$50

### Outbound Packages:

Guests are responsible for packing, labeling, scheduling and pickup of outgoing packages. Fed-Ex airbills and boxes are available in our Business Center. Guests may use their own shipping account if applicable. Labels can also be generated online via the preferred courier's website and printed in the Business Center. The guest's own account number or credit card is required.