



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Appleton Redevelopment Authority Exhibition Center Advisory Committee

Wednesday, December 6, 2017

1:00 PM

Council Chambers

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1872](#) ARA Exhibition Center Advisory Committee Minutes from 11-1-17

Attachments: [ARA Exhibition Center Advisory Committee Minutes 11-1-17.pdf](#)

4. **Public Hearings/Apearances**

[17-1873](#) Any Public Participation

5. **Action Items**

6. **Information Items**

[17-1874](#) Update on Fox Cities Exhibition Center construction and Radisson Paper Valley Hotel renovations

Attachments: <https://fcexhibitioncenter.com/category/construction-updates/>
[Tile Flooring in front of Clubhouse Sports Pub.pdf](#)

[17-1875](#) Catering and Kitchen Layout for Fox Cities Exhibition Center Questions & Answers

Attachments: [Expo Center Catering Questions and Responses.pdf](#)
[Kitchen Equipment.pdf](#)

[17-1876](#) Fox Cities Exhibition Center booking summary provided by Linda Garvey of the Radisson Paper Valley Hotel

Attachments: [FCEC Advance Booking Summary as of November 2017.pdf](#)

[17-1877](#) Next Meeting Date and Time
Wednesday, January 3, 2018 at 1:00 p.m.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this agenda are to be directed to Karen Harkness, Director of Community & Economic Development, at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

[17-1882](#)

Following adjournment of the meeting, Committee members will be invited to tour the Fox Cities Exhibition Center (FCEC) at 355 W. Lawrence Street. A quorum of the Committee or the Common Council may be present at the FCEC for the limited purpose of touring the site, although no action will be taken.



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Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

Wednesday, November 1, 2017

1:00 PM

Council Chambers

1. Call meeting to order

Meeting called to order at 1:03 p.m.

2. Roll call of membership

Chuck Kuen arrived at 1:04 p.m.

Present: 15 - Reader, Downs, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn, Harkness and Buckingham

Excused: 3 - Meyerhofer, Rugland and Chairperson Hanna

Others present:

Madeleine Behr, Post-Crescent

3. Approval of minutes from previous meeting

[17-1701](#)

ARA Exhibition Center Advisory Committee Minutes from 10-12-17

Attachments: [ARA Exhibition Center Advisory Committee Minutes 10-12-17.pdf](#)

Seidl moved, seconded by Stankowski, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 13 - Reader, Downs, Kaufert, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

Excused: 4 - Kuen, Meyerhofer, Rugland and Chairperson Hanna

Recused: 1 - Harkness

4. Public Hearings/Appealances

[17-1702](#)

Any Public Participation

Rich Batley inquired about catering for the Fox Cities Exhibition Center and asked for specific details and equipment provided in the kitchen.

5. Action Items

6. Information Items

[17-1703](#)

Update on Fox Cities Exhibition Center construction and Radisson Paper Valley Hotel renovations

Attachments: <https://fcexhibitioncenter.com/category/construction-updates/>
 [Tile Flooring by Pool.pdf](#)
 [Tile Flooring.pdf](#)

This Presentation was presented and discussed. Pictures were distributed of renovation work that has begun in the lobby area of the Radisson Paper Valley Hotel.

[17-1704](#)

Fox Cities Exhibition Center booking summary provided by Jay Schumerth of the Radisson Paper Valley Hotel

Attachments: [FCEC Advance Booking Summary as of October 2017.pdf](#)

This Presentation was presented and discussed.

[17-1705](#)

Next Meeting Date and Time
Wednesday, December 6, 2017 at 1:00 p.m.

This Presentation was presented.

7. Adjournment

Kaufert moved, seconded by Buckingham, that the meeting be adjourned at 1:29 p.m. Roll Call. Motion carried by the following vote:

Aye: 14 - Reader, Downs, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

Excused: 3 - Meyerhofer, Rugland and Chairperson Hanna

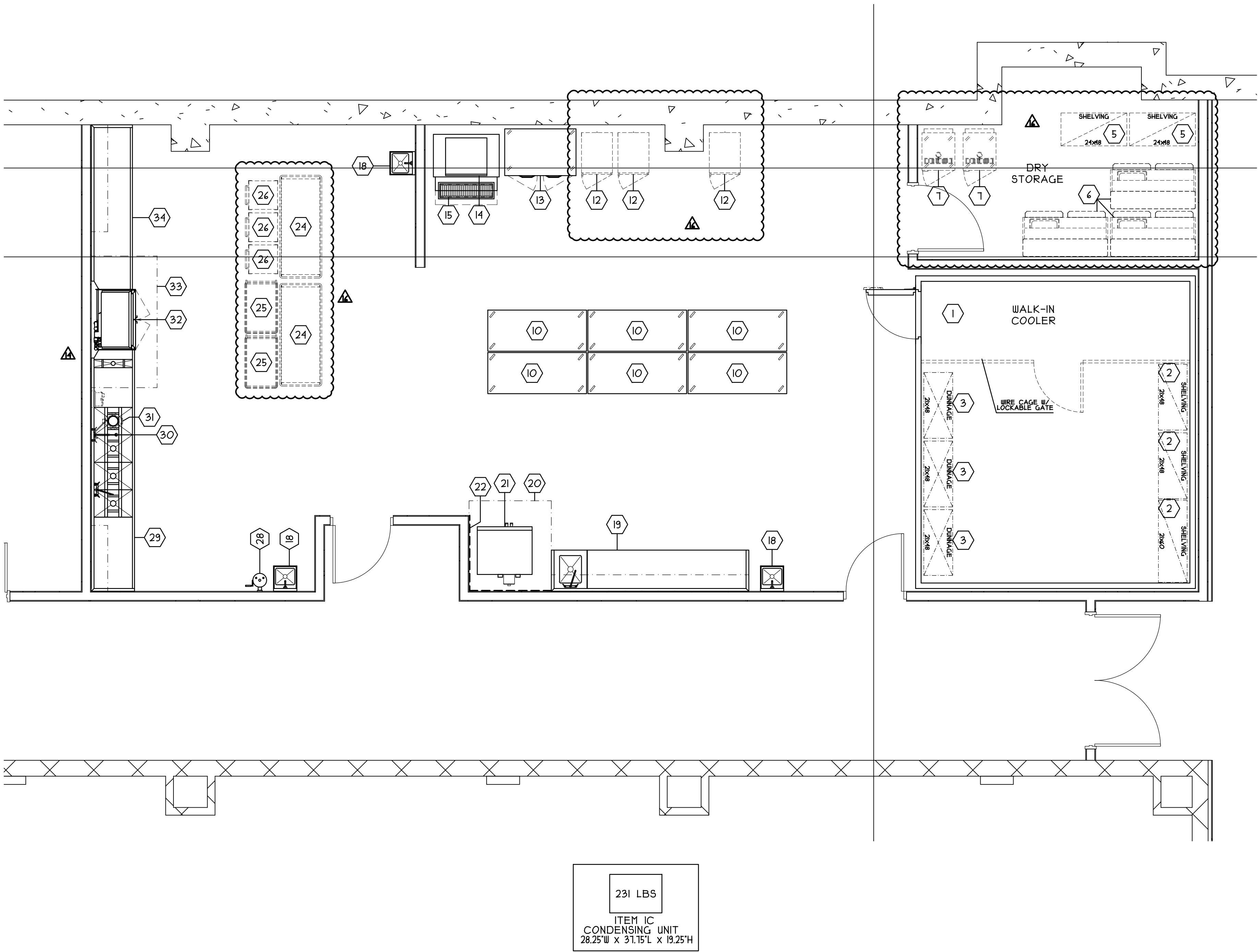
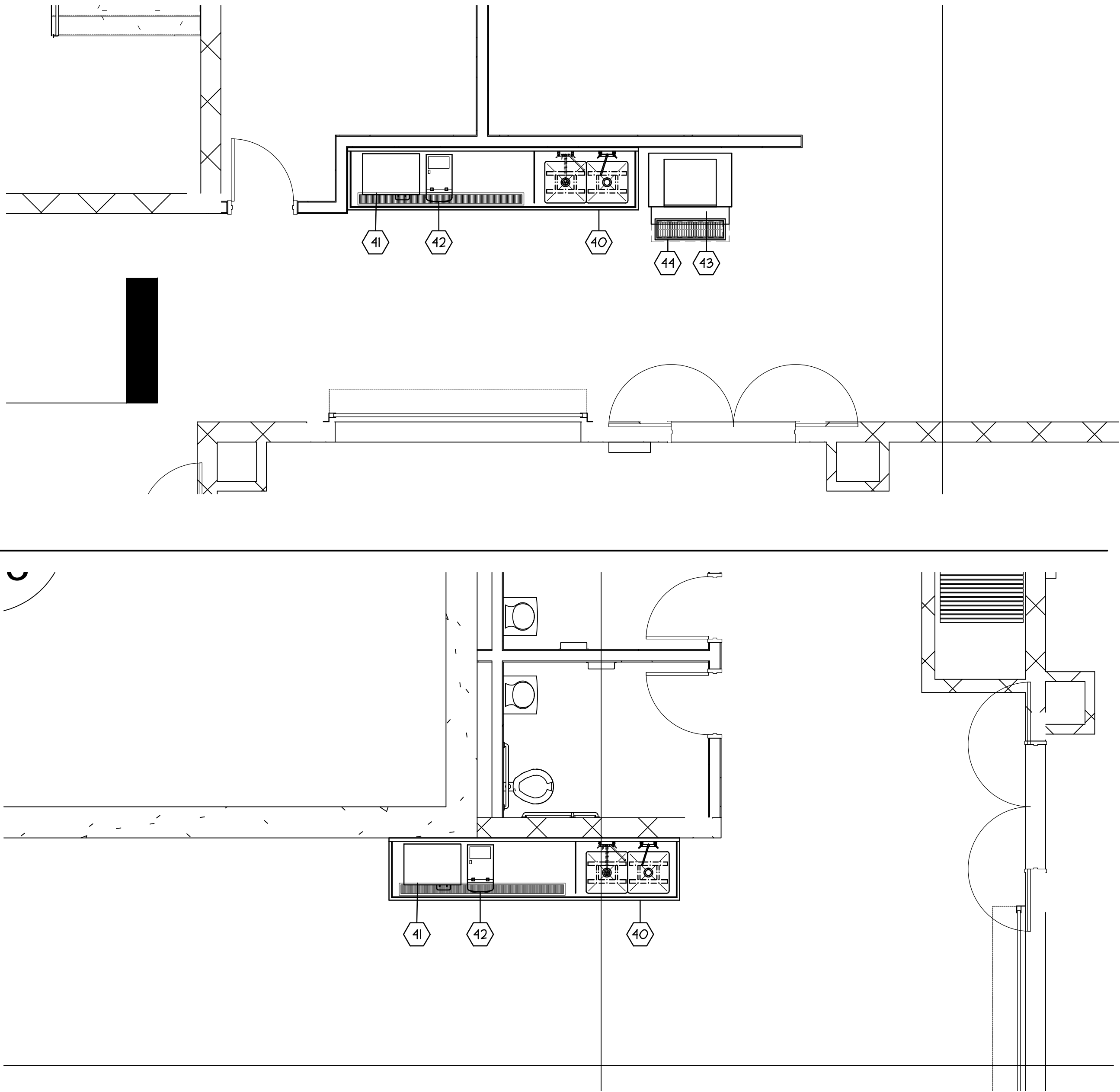
Recused: 1 - Harkness



Expo Center Questions

- Is there a rebate due PVH on food/beverage sales?
 - Answer: The catering agreement currently does not call for a rebate due to the FCEC (not the Radisson). The Radisson holds the liquor license for the FCEC and will be the only approved supplier of alcoholic beverages.
- Who is responsible for set up and tear down?
 - Answer: As the event will be required to be booked via the FCEC (Radisson as manager), the client will be paying a rental for the facility. The FCEC/hotel staff will work with the client for set up needs and charge accordingly for the desired space and any other needs (tables, chairs, staging, podium, A/V, etc.). The FCEC/hotel staff will set up and tear down the physical areas of the facility.
- Does caterer provide china, glassware, silverware and linens (tablecloths/napkins), coffee servers, water pitchers, etc.?
 - Answer: The caterer will be responsible for providing all of their own china, silverware, glassware, linens, coffee servers, water pitchers, and any other needs required to serve the event.
- Does caterer provide centerpieces?
 - Answer: Yes, the caterer would be responsible for providing table centerpieces for the catered event.
- Who provides alcohol beverage service? Is special licensing required? (Bartenders or city)
 - Answer: The Radisson holds the liquor license for the FCEC and is the only approved supplier of alcoholic beverages in the facility. There are no exceptions to this.
- Are portable bars available?
 - Answer: The current plans for the FCEC note that portable bars are to be provided by "other". The Radisson as manager and holder of the liquor license is evaluating portable bars in the facility.
- Is all A/V equipment provided by Expo? (Microphones, podium, data projector, flip charts, etc.)
 - Answer: All A/V equipment will be arranged with the person who booked the event and the FCEC/Radisson staff. All A/V will be provided by a third party contracted provider.
- Does Expo Center provide all types of tables? (Banquet longs? 6' and 8'; Banquet rounds – how many at each? Classrooms?)
 - Answer: Yes, the FCEC will provide tables and chairs. At present, there are 1,400 chairs, (80) 60" rounds, (60) 8' x 30" banquet tables, (20) 8' x 18" classroom tables, and (20) adjustable cocktail tables with intentions to add additional inventory in the future.

- Will Expo Center provide different style of chairs? (Banquet? Executive? Folding?)
 - Answer: The FCEC will have one type of chair. It is a plastic stack chair called Duet Stack Chair with a black body and chrome legs with a ganging attachment for theater style seating.
- Is there access to ice machines, dishwasher? Utility carts?
 - Answer: Attached is a diagram of the prep kitchen. Please note that anything noted as "By Others" will not be provided by the FCEC. It does have an ice machine, single rack dishwasher, some stainless steel prep tables, a walk in cooler, and wash sinks, etc.
- What type of cooking or holding equipment is available?
 - Answer: The only cooking appliance is a convention oven that can be used to re-warm some items but should not be construed as an appliance that can cook a meal. All food will need to be pre-cooked and transported warm to the FCEC.
- Any décor or open flame (sternos for chafers) restrictions per city fire code?
 - Answer: Open flames on tables for centerpieces will need to be enclosed (i.e., a votive candle will need to be placed inside a container so the flame is not open. Sternos will be allowed to be used for heating chafers.



ITEM	EQUIPMENT SCHEDULE
1	WALK-IN COOLER
2	WALK-IN COOLER SHELVING
3	WALK-IN COOLER DUNNAGE
4	OPEN NUMBER
5	DRY STORAGE SHELVING, BY OTHERS
6	PORTABLE BARS, BY OTHERS
7	PORTABLE BEER TAPS, BY OTHERS
8	OPEN NUMBER
9	OPEN NUMBER
10	MOBILE WORK TABLES
11	OPEN NUMBER
12	COOK AND HOLD CABINETS, BY OTHERS

ITEM	EQUIPMENT SCHEDULE
13	REACH-IN REFRIGERATOR
14	ICE MAKER WITH BIN
15	FLOOR TROUGH
16	OPEN NUMBER
17	OPEN NUMBER
18	HAND SINK
19	WORKTABLE WITH SINK
20	EXHAUST HOOD
21	CONVECTION OVEN
22	S/S WALL COVERING
23	OPEN NUMBER
24	QUEEN MARY BANQUET CARTS, BY OTHERS

ITEM	EQUIPMENT SCHEDULE
25	PLATE DOLLIES, BY OTHERS
26	CUP RACKS, BY OTHERS
27	OPEN NUMBER
28	EYE WASH, BY PC
29	POT & PAN SINKS
30	PRE-RINSE SPRAY ASSEMBLY
31	DISPOSER
32	DISHWASHER
33	CONDENSATE HOOD
34	CLEAN DISHTABLE
35	OPEN NUMBER
36	OPEN NUMBER

ITEM	EQUIPMENT SCHEDULE
37	OPEN NUMBER
38	OPEN NUMBER
39	OPEN NUMBER
40	BEVERAGE TABLES
41	COFFEE MAKERS, BY BEVERAGE SUPPLIER
42	JUICE DISPENSERS, BY BEVERAGE SUPPLIER
43	ICE MAKER WITH BIN
44	FLOOR TROUGH

FCEC Advance Booking Summary**As of November 2017**

Year	# of Events Definite	# of Room Nights Rooms	# of Events Tentative	# of Room Nights Tentative	# of Events Prospect	# of Room Nights Prospect
2018	16	3,897	6	650	13	2,276
2019	1	1,482	1	795	12	4,285
2020	1	795	0	-	6	2,873
2021	0	-	0	-	7	2,095
2022	0	-	0	-	5	1,600
2023	0	-	0	-	3	2,660
2024	0	-	0	-	4	700
2025	0	-	0	-	1	860
2026	0	-	0	0	1	700