

THE CONFERENCE CENTER



The Conference Center at PPG Place is available to the tenants in the PPG Place complex. The Center is located in Suite 1250 in One PPG Place.

The Center has two large meeting rooms and features:

- Audio Conferencing
- Video Conferencing (available in "Fountain" room only)
- Smart Board Technology
- DVD/VCR
- White Board
- High Speed Internet Access*

ROOM DESCRIPTIONS AND COSTS

"PLAZA" ROOM:

Accommodates:	82	Classroom Layout
	144	Theatre Layout
	38	U-Shaped
Fees:	\$300 for ½ day (8 a.m. to 12 noon; 1 p.m. to 5 p.m.)	
	\$450 for full day	

"FOUNTAIN" ROOM:

Accommodates:	30	Classroom Layout
	84	Theatre Layout
	26	U Layout
Fees:	\$275 for ½ day (8 a.m. to 12 noon; 1 p.m. to 5 p.m.)	
	\$400 for full day	

<u>Whole center rental:</u>	\$725 all day
	\$450 half day (8 a.m. to 12 noon or 1 p.m. to 5 p.m.) *

***NOTE: If Conference Rooms are used between time periods (such as 11 a.m. to 2 p.m.) FULL DAY fee will be charged)**

INCLUDED IN ALL RENTALS:

- Set-up/Clean-up
- White Board
- DVD/VCR
- Coat Rack

ADDITIONAL COSTS:

Flip Chart: \$40 fee

Audio/Video Conferencing:

Audio or Video Conferencing in The Conference Center at PPG Place is to be arranged through Chorus Call. Chorus Call has agreed to provide this service at the discounted national fee arranged through Grubb & Ellis.

See attached sheet for information on utilizing Chorus Call

Audio Conferencing: \$50 additional room fee plus costs incurred by Chorus Call

Video Conferencing: \$100 additional room fee plus costs incurred by Chorus Call

RESERVATIONS:

To reserve a conference room, call the Darlene Perris at the PPG Place Management Office at **412-434-1900** (e-mail: dperris@ppgplace.com)

BILLING:

All room rental charges will be billed directly to your organization
Rental charges must be paid in advance

Cancellation Policy: Within 24 hours - Full rental rate will be charged
Within 48 hours – 50% rental rate will be charged
Prior to 48 hours – no rental rate will be charged.

ACCESS:

The Conference Center is located in Suite 1250 in One PPG Place. At least two days prior to meeting date, User must provide Management Office with a list of all attendees who are NOT a tenant in One PPG Place in order to arrange security clearance.

***HIGH SPEED INTERNET ACCESS**

High Speed Internet Service is available in both rooms:

- Wired networking using Ethernet at each podium
- Wireless access available within entire center for limited number of users (up to 8).
(802.11b/G/G+)

MISCELLANEOUS:

FURNITURE ARRANGEMENT will be done by Building Staff only.

DÉCOR:

Nothing may be hung on the wall or furniture without prior approval.

CONFERENCE CENTER PHONE NUMBER: **412-471-6780**

THE CONFERENCE CENTER



CATERING

Food and Beverage service is not provided at The Conference Center at PPG Place.

Users may utilize any company they choose to provide food and beverage services.

Guidelines:

- Cooking is not permitted in The Conference Center
- Small deliveries (hand-carried) should go to the West Lobby
- Larger deliveries utilizing a dolly or cart must go to the security office on the lower level of One PPG Place and will utilize the freight elevator
 - Please provide us with the name of the company who will be delivering your food and beverages and the expected time.
- Someone from your organization must meet the caterer at The Conference Center

THE MERCHANTS

AT



The merchants at PPG Place are able to assist you with all of your catering needs. They offer free delivery to the conference center, as well as a variety of billing options. Many offer a discount to those catering in The Conference Center.

AU BON PAIN Two PPG Place Catering Phone: 1-800-765-4227

A wide variety of Breakfast and Lunch items.

Billing: Visa, Master Card, American Express

CRAZY MOCHA Wintergarden & Two PPG Place Catering Phone: 412-281-1683

Coffee service.

EINSTEIN BROS. BAGELS Three PPG Place Catering Phone: 412-921-7027

Breakfast and Lunch: salads, sandwiches, bagels, pastries, and beverage service.

Billing: Check or credit card: Visa, Master Card, or American Express

FERNANDO'S GOURMET EATERY Two PPG Place 412-697-0081

From our unique toasted gourmet wraps to our subs and fresh salads, and Seriously Cereal Breakfast Bar, Fernando's will satisfy all your catering needs. Sub trays, Wrap trays, Cookie trays, Cheesecake trays, Macaroni & Potato Salad.

Discount: 10% on orders delivered to The Conference Center

Billing: Visa, Master Charge

THE FRENCH TART Two PPG Place 412-281-1010

A variety of tarts, pastries, cookies and assorted desserts made with all natural or organic ingredients.

Discount: 10% to orders delivered to The Conference Center

GRECIAN ISLES Two PPG Place 412-391-8338

Complete catering line for breakfast and lunch – hot or cold.

Breakfast or lunch buffet. Beverage Service.

Breakfast sandwiches and lunch combo sandwiches, platters, and various salads.

We offer any customized order to your satisfaction – no job too small or too large.

Call to discuss your needs.

Billing: Direct bill, Visa, Master Card, Debit

Discount: 10% to orders delivered to The Conference Center

LITTLE CHINA Two PPG Place 412-281-7033

A variety of Chinese dishes.

Billing: Direct bill to company

10% Discount offered on deliveries to conference center

MARKET STREET DELI/GRILL Two PPG Place 412-471-5851

www.marketstreetdeli.com

Offering a variety of hot and cold menu choices for breakfast, lunch or dinner. Everything from a variety of breakfast items, salads, soups, deli trays and sandwiches to hot meals such as Chicken Parmesan, stuffed shells, and lasagna, including an assortment of desserts and full coffee and beverage service. Will customize menu to meet your needs.

Billing: Visa, Master Card, Discover

RIVER CITY INN Five PPG Place 412-391-1707

A variety of sandwiches and salads, meat and vegetable trays.

Billing: Visa, Master Card

RUTH'S CHRIS STEAK HOUSE Six PPG Place 412-391-4800

We can customize menu to meet your dining needs

Billing: Visa, Master Card

PPG PLACE

CONFERENCE ROOM RENTAL FEE AND SET-UP

ONE PPG PLACE – 12TH FLOOR, SUITE 1250

*The Conference Center at PPG Place is available to the tenants in the PPG Place complex

Room	Fee		Seating Style and Capacity		
			Classroom	Theatre	U-Shaped
Plaza (Large)	\$300/half day	\$450/full day	82	144	38
Fountain (Small)	\$275/half day	\$400 full day	30	84	26
Entire Center	\$450/half day	\$725/full day			

NOTE: Half Day = 8 a.m. to 12 noon OR 1 p.m. to 5 p.m.

If conference room is used between time periods (such as 11 a.m. to 2 p.m.),
FULL DAY RATE will be charged.

***Cancellation fees: 100% if canceled within 24 hours: 50% if canceled within 2 days: and none if we get 3 days notice.**

Set-Up Styles

Classroom	Lab-type with tables and chairs
Theatre	Chairs only, set up in rows
U-Shaped	Tables set in U-shape with chairs on three sides

Equipment Provided and Fees

High speed internet service available in both rooms.

Wired networking using Ethernet at each podium.

Wireless access available within entire center for limited number of users (up to 8)
(802.11b/G/G+)

Interactive White board (w/markers), DVD, VCR, Screen, - INCLUDED

Paper Flip Chart (\$40 fee)

Coat Rack - INCLUDED

Video & Audio Conferencing to be arranged through Chorus Call at 412-858-1364.

Video Conferencing (\$100 additional room fee plus costs incurred through Chorus Call)
(Video Conferencing available in Plaza Room Only)

Audio Conferencing (\$50 additional room fee plus costs incurred through Chorus Call)

Caterer: All deliveries are to come through the West Lobby (With Additional Security & Matron)

* User will be billed directly for all costs. Please make check payable to
Market Associates Limited Partnership, PO Box 642740, Pittsburgh, PA 15264-2740