



The Conference Center

General Rental Information

External Use (Non-Tenant)

The Center is located in Suite 1250 in One PPG Place.

The Center has two large meeting rooms and features:

- White Board
- Screen
- High Speed Internet Access*

ROOM DESCRIPTIONS AND COSTS

"PLAZA" ROOM :

Accommodates: 82 Classroom Layout
 144 Theatre Layout
 38 U-Shaped

Fees: \$400 for ½ day (8 a.m. to 12 noon; 1 p.m. to 5 p.m.)
 \$550 for full day

"FOUNTAIN" ROOM:

Accommodates: 30 Classroom Layout
 84 Theatre Layout
 26 "U" Layout

Fees: \$375 for ½ day (8 a.m. to 12 noon; 1 p.m. to 5 p.m.)
 \$500 for full day

Whole center rental: \$1,000 all day
 \$500 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
- Coat Rack



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ADDITIONAL COSTS:

Flip Chart: \$40 fee

RESERVATIONS:

To reserve a conference room, email Debbie Crawford at the Highwoods Properties Management Office - Debbie.crawford@highwoods.com (412-434-1916)

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 – Access: Highwoods Guest

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 NUMBERS: 412-471-6758 and 412-471-0610



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



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RENTAL FEE AND SET-UP ONE PPG PLACE – 12TH FLOOR, SUITE 1250 Non- PPG Place Tenant External Use

Room	Fee		Seating Style and Capacity		
			Classroom	Theatre	U-Shaped
Plaza (Large)	\$400/half day	\$550/full day	82	144	38
Fountain (Small)	\$375/half day	\$500 full day	30	84	26
Entire Center	\$650/half day	\$925/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. ACCESS: Highwoods Guest
White board (w/markers), Screen, - INCLUDED
Paper Flip Chart (\$40 fee)
Coat Rack - INCLUDED

Caterer: All deliveries are to come through the West Lobby

* User will be billed directly for all costs.