



The Conference Center

General Rental Information - PPG Place Customers

The Conference Center at PPG Place is available to the customers 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:

- White Board
- Screen
- 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
- Coat Rack



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ADDITIONAL COSTS:

Flip Chart: \$40 fee

RESERVATIONS:

To reserve a conference room, email Debbie Crawford of Highwoods Properties Management Office at debbie.crawford@highwoods.com (Phone 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 enter all attendees who are NOT a customer in One PPG Place into the visitor access system or email customer service at customerservice@highwoods.com in order to arrange security clearance.

HIGH SPEED INTERNET ACCESS:

Wireless High Speed Internet Service is available in both rooms: Login: 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**



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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