

Cool Space Locator Workshop Registration Form

It's More Than Just an Address: How to Plan and Execute a Working Office

Once you've found the right spot to put your business, your location effort is only half done. Most business location projects involve construction and improvements to the space to meet the specific needs of your business. How do you estimate needs, costs and time related to tenant improvements? What are the unique challenges found in retrofitting older properties for a new use? How do you negotiate who pays for these improvements? This advanced workshop gets into the details of tenant improvements so you are not blindsided as you move through these often complex transactions. The workshop is also appropriate for those that are preparing to renovate a current office space.

This workshop builds on some of the information introduced in the Right Size It workshop and is appropriate for those who have previously attended that workshop, but anyone is welcome.

\$35/organization* Number attending: _____

*up to 3 persons per organization

Date and Location of the workshop you plan to attend: _____

Name(s) of attendee(s): _____

Organization(s): _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Email: _____

Mail this form with check (made payable to Tides Center (PA)/Cool Space Locator):

Cool Space Locator
279 45th Street
Pittsburgh, PA 15201

Or to pay by credit card, fax form to (412) 683-6428.

If you choose to phone in your credit card information, call (412) 683-5790 x21.

Circle One: VISA MC AMEX Amount to put on card: \$ _____

Card #: _____ Exp Date: _____

Name (as it appears on the card): _____

Billing address: Street: _____

City, State, Zip: _____

Signature: _____

To help us better prepare for the workshop, please answer the following questions:

Are you a start-up or existing business? _____

How many square feet will/does your small business need to operate? _____

Is your business Minority/Women Business Enterprise (M/WBE)? _____