Albany Capital Center Digital Signage

The Albany Capital Center features LED monitors throughout the facility to enhance visitor experience and eliminate the need for hard copy posters, signs, etc. It is the intention of these screens to be used as signs to welcome attendees to your event.

If you are using multiple files per screen throughout your event, please provide specific information about when/where each file should be displayed. Name each file with location and time (i.e. Breakout 1_Meeting Room 1A_1030-1145)

All content must be designed by the event organizer. All files must be submitted via email to your Event Manager at least **two weeks prior** to the start of the event.

Design Specifications

| Location	Purpose	Orientation	Content Size(s)	File Format
Exterior	General Event Welcome	Portrait	360px by 660px	.jpg
Lobby, Level 1	General Event Welcome, Meeting Agenda	Portrait	1080px by 1920px	.mp4
Prefunction, Level 1	General Event, Information, Meeting Agenda	Landscape	1920px by 1080px	.mp4
Entrances of the Capital Room, MRs 1A, 1B, 2A, 2B, 2C	General Event Info, Session Signage	Landscape	1920px by 1080px	.mp4
Garage and Walkway Elevators	Directional Signage	Landscape	1920px by 1080px	.mp4

Digital Sign Guidelines

Please design bold, concise, and clean content. Keep messages simple and show essential information only.

Offensive, obscene, or derogatory material is strictly prohibited. The ACC reserves the right to define such material, request changes, and restrict posting of certain content.

A separate file format/size is needed to utilize different signage technologies. Be sure to submit the correct file sizes for each of the sign technologies you would like to utilize. All file size and layouts are described above.

Digital Signage Locations
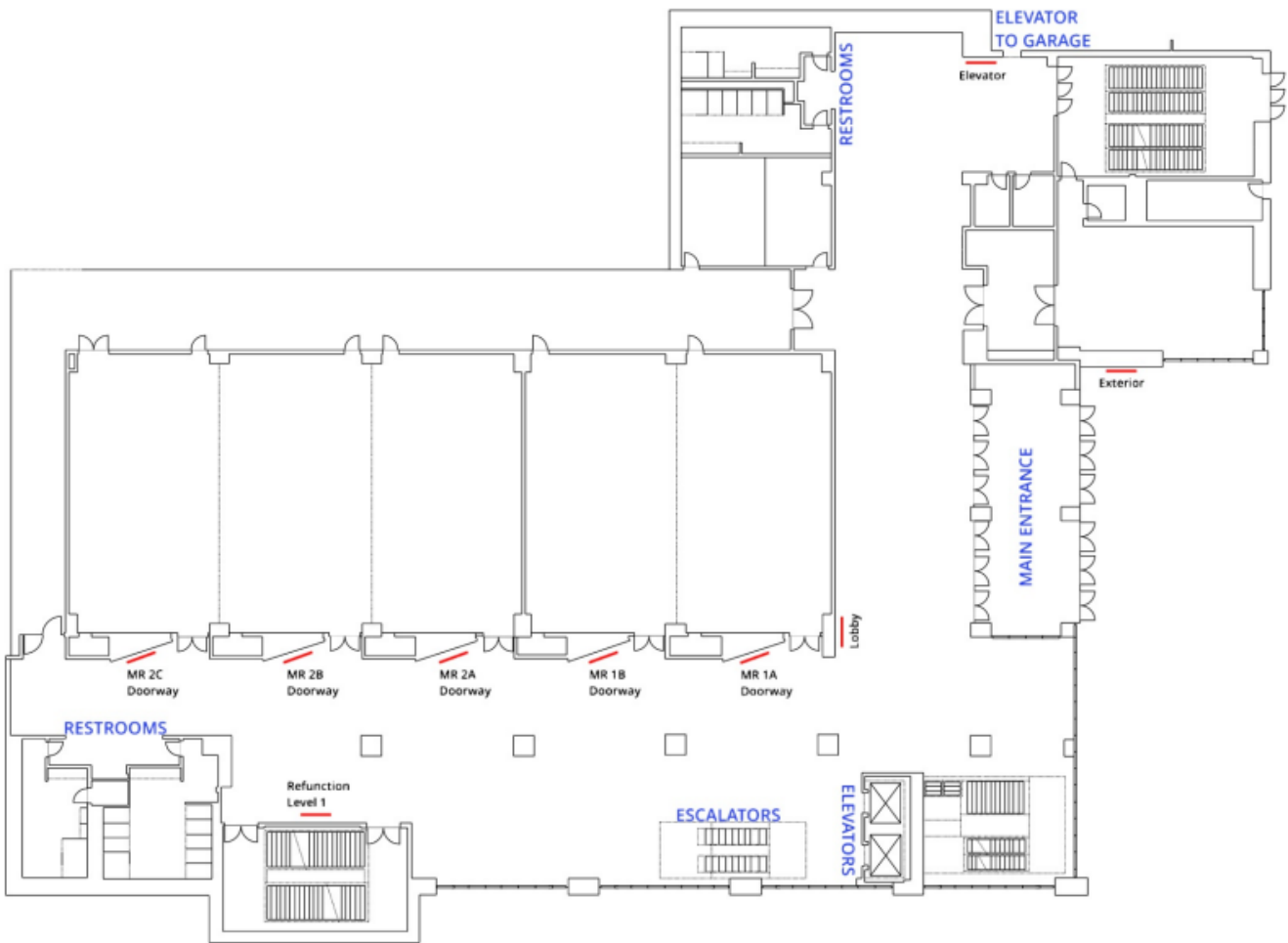
Additional Information

The use of all screens is permitted for the contracted space and time that the event is in the facility. If additional use is desired, please contact the Albany Capital Center Sales Department for more information.

Because of the variety of events and locations, availability of all digital screens may be limited. We will do our best to assign your material around your event. The ACC reserves the right to oversee and administrate the placement of all materials.

All content submissions are subject to final approval by the ACC.