



2026 EXHIBITOR GUIDELINES



ALBANY
CAPITAL
CENTER

RULES AND REGULATIONS

SHIPPING AND RECEIVING:

SHIPPING IN: Deliveries & packages will be accepted up to seven days prior to event load-in, unless otherwise approved by the Event Manager. All incoming shipments will be received by Security and stored outside of the Command Center on the loading dock. Packages will be delivered to the show floor on the day of the event by the building staff. All Exhibitor Shipments must be addressed to the attention of the Event Manager with the show name and booth number clearly written on the shipping label in the following format:

**Name of Event, Shipper Name, Booth #
Attn: (Event Manager's Name)
Albany Capital Center - Loading Dock
55 Eagle Street
Albany, NY 12207**

SHIPPING OUT: All return shipments must be re-packed, properly labeled, and scheduled for pickup by the shipper. When your package is ready for return shipping, leave it at your booth. Building staff will transport return shipments to the loading dock following the event. The Albany Capital Center (ACC) does not supply shipping labels or arrange carrier pickups, and are not responsible for lost, damaged, or stolen packages. Any packages left behind for more than five business days will be discarded.

LOADING DOCK & UNLOADING PROCEDURES:

The ACC loading dock is located on the left side of the building at 54 Howard Street, across from the Renaissance Hotel garage.

Exhibitors may pull off the street and into the loading dock area. Look for a large, unmarked white garage door with a standard-sized door to the right. The ACC Security Office is located directly inside this door. Security personnel will assist exhibitors with parking and unloading as space permits.

Please note the following policies:

- No parking is permitted on the loading dock at any time.
- Vehicles that are not actively loading or unloading must be removed immediately.
- Unattended vehicles are subject to towing at the owner's expense.
- The ACC Security Team will direct exhibitors to the freight elevator.
- Exhibitors are strongly encouraged to drop off materials and promptly move their vehicle.
- A limited number of carts are available on a first-come, first-served basis. Exhibitors are encouraged to bring their own carts.

Exhibitors requiring access to the loading dock for refrigerated trailers or material storage must obtain prior approval from the Event Manager. The ACC does not provide storage for exhibitors or show management freight. During show days, empty cases and crates must be stored offsite or kept within booth space. Cases, crates, and boxes may not be stored on the loading dock at any time.

Blocking dumpsters, open stalls, doors, entrances, or fire hydrants is strictly prohibited.

PARKING INFORMATION:

The Albany Capital Center offers three levels of paid parking with approximately 100 spaces, located beneath the building.

- **ACC Garage Entrance Address** – 7 Wendell Street, Albany, NY 12207
- Payment kiosks are available on Level C1 and at the exit gate.
- Rates vary based on event activity at the ACC.
- Oversized vehicles parking can be arranged in advance through the ACC Event Manager.
- Vehicles under 7 feet in height should park in the ACC Garage or in surrounding parking facilities.

CONNECTED PARKING GARAGES: The following parking garages are directly connected to the Albany Capital Center via enclosed walkways, offering convenient, weather-protected access:

- **MVP Arena Garage** – 100 Beaver Street, Albany, NY 12207
- **Renaissance Albany Parking Garage** – 49 Howard Street, Albany, NY 12207
- **Empire State Plaza Visitor Parking Lot** – S Mall Arterial, V Lot, Albany, NY 12207

FREIGHT ELEVATOR & ACCESS SPECIFICATIONS:

A freight elevator is available to transport materials from the loading dock to Levels 1 & 2. Please ensure all freight, equipment, or vehicles meet the size and weight limits below:

Freight Elevator Dimensions & Capacity:

- Interior Dimensions: 12 ft. x 21 ft.
- Door Opening: 12 ft. wide x 7 ft. 11 in. high
- Weight Capacity: 15,000 lbs.

Level 1 Dimensions & Capacity:

- Door Dimensions (to meeting rooms): 6 ft. 6 in. wide x 8 ft. 9 in. high
- Floor Load Capacity: 150 lbs. per sq. ft.

Level 2 Dimensions & Capacity:

- Largest Doorway (to multipurpose room via service corridor): 9 ft. 6 in. wide x 7 ft. 8 in. high
- Floor Load Capacity: 150 lbs. per sq. ft.

EXHIBITOR SET-UP & DISMANTLE:

Exhibitors are permitted to unpack, assemble, dismantle, and pack their own displays and equipment. Booth set-up and dismantling must be completed exclusively by bona fide, full-time employees of the exhibiting company. Temporary staff or contracted labor may not perform this work on the exhibitor's behalf. The use of power tools by exhibitors for the purpose of setting up and dismantling their own booths is permitted.

ANIMALS & PETS:

Animals and pets are not permitted in the ACC except when they are part of an approved exhibit, display, or show authorized by Event Management. Certified Service Animals are permitted in accordance with applicable ADA regulations.

DRONES:

Drones are permitted within the ACC with prior approval from both the Client & Event Manager.

FIRE & SAFETY REGULATIONS:

Exhibitors, and all other parties comply with all Federal, State, Municipal and ACC mandated fire codes that apply to public assembly facilities.

1. **Authority:** The decision of the Fire Marshall of the City of Albany is final.
2. **Crate Storage:** Crate storage within the ACC is prohibited without prior written approval from the operator.
3. **Storage Clearances:** Crates stored in interior areas must maintain at least (2) feet of clearance below sprinkler heads and a six (6) foot radius must be maintained around all access and egress doors.
4. **Flame Resistance:** All bunting, table coverings, drapes, signs, banners, and similar materials must be flame resistant and are subject to inspection and flame testing by Fire Marshall.
5. **Electrical Equipment:** All electrical equipment must conform to the National Electrical Code and be UL approved.
6. **Prohibited Materials & Activities:** The following require written consent from the ACC and are otherwise prohibited: open flame devices; vehicles; welding, cutting, or brazing equipment; ammunition radioactive devices; flammable liquids; pressure vessels, exhibits involving hazardous processing and materials; fireworks or pyrotechnics; blasting agents or explosives; flammable cryogenic gases; aerosol cans with flammable propellants; gas operated cooking equipment; portable heating equipment; any other equipment, materials, or operations that increase fire or life safety risks.
7. **Access & Egress:** All emergency exits, hallways, and aisles must always remain clear and unobstructed. Any vehicles, materials, or equipment blocking fire lanes or exits will be removed at the Licensee's expense.
8. **Fire Equipment:** Exit signage, fire extinguisher, fire alarms, pull stations, and related equipment must remain visible and accessible. They must not be hidden, obstructed, or blocked.
9. **Fire Department Review:** The ACC may request written specifications or descriptions of equipment, processes, or operations from the Licensee, service contractors, or exhibitors, and reserves the right to submit such information to the Fire Department for approval.
10. **Exterior Doors:** Exterior doors may not be propped open and automatic closing devices are not to be tampered with under any circumstances.

FACILITY CARE:

To protect the facility, exhibitors may not drive or permit nails, staples, hooks, tacks, screws, or similar fasteners into any part of the building structure. This includes, but is not limited to, walls, ceilings, columns, windows, drapes, painted surfaces, carpet, and concrete surfaces.

Exhibitors are also prohibited from installing decorations or using adhesive materials such as tape, glue, or other bonding agents that may deface or damage walls, ceilings, floors, or facility equipment.

Glitter and confetti and helium balloons are strictly prohibited within the ACC. Exhibitors will be responsible for all cleanup costs resulting from the use of glitter, confetti, or similar materials.

Adhesive-backed stickers, decals, and chewing gum may not be distributed within the ACC. Exhibitors will be held responsible for any removal or cleanup costs associated with unauthorized stickers or decals.

Any costs incurred as a result of violating this policy will be charged to the exhibitor.

SMOKING:

The ACC is a non-smoking facility. Smoking is strictly prohibited inside the building. Designated smoking areas are available outside the facility.

ATMs:

An ATM is located on Level One, to the right of the Garage (W1) Elevator. If additional ATM is needed, please coordinate with your Event Manager to arrange accommodations.

VEHICLES:

All vehicles powered by combustion engines must have fuel tanks filled to no more than one-quarter ($\frac{1}{4}$) capacity. Fuel caps must be locked or securely taped. Fuel may not be added or removed anywhere inside or around the ACC at any time.

Vehicle electrical systems must be disabled by one of the following methods:

- Removing the battery
- Disconnecting the battery cables
- Taping disconnected cables with non-conductive electrical tape

Carpet squares must be placed under all vehicle tires while the vehicle is parked. Vehicles may not be moved during public show hours.

ALBANY CAPITAL CENTER SERVICES

ADA COMPLIANCE:

The Albany Capital Center is a fully ADA-compliant building.

- ADA access is available on all parking levels and at the main entrance. An integrated ramp leads to the Level 1 Main Lobby, and full elevator service provides access to every floor, including parking areas.
- Accommodations include charging stations for motorized mobility devices, fully accessible restrooms, and Braille signage with universal symbols throughout the facility.
- Audio and visual assistance systems are installed facility-wide to support convention and meeting attendees.
- Flooring surfaces are continuous with minimal transitions to promote safe and convenient mobility.

RIGGING: IN-HOUSE – EXCLUSIVE:

All rigging arrangements and requests must be coordinated directly through the Albany Capital Center. ACC works exclusively with the International Alliance of Theatrical Stage Employees (IATSE). For additional information or to request a quote, please contact our event management team.

SECURITY: IN-HOUSE – EXCLUSIVE:

The Albany Capital Center maintains a 24-hour security team responsible for monitoring the facility perimeter, interior public areas, and the ACC security system.

All event-related labor must enter and exit the building through the employee entrance located near the loading dock and must display proper identification. ACC in-house security retains the final authority to grant or deny access to any event personnel in any ACC space.

The Albany Capital Center is the exclusive provider of security services within the facility.

UTILITY SERVICES:

The Albany Capital Center is the exclusive provider of electrical, internet/phone, and plumbing services within the building. To order these services, please visit the Exhibitor Store on our website at albanycapitalcenter.com.

VISITOR SERVICES:

Informational brochures are available in the first-floor pre-function area near the main entrance. These materials provide details on hotels, restaurants, shopping, entertainment, and attractions throughout Albany County. All information is provided in coordination with the Albany County Convention and Visitors Bureau.

AV SERVICE PROVIDER: IN-HOUSE – NON-EXCLUSIVE:

ACES – American Concert and Entertainment Services Inc. is the preferred in-house audio-visual provider for the Albany Capital Center. ACES offers a full range of services, from microphones to complete lighting and sound packages, and is known for exceptional customer service and experienced technicians who assist clients at every stage of their event.

Please note that any electrical or phone lines required for AV equipment must be ordered directly through the Albany Capital Center. An AV Manager is available to work closely with exhibitors to ensure all technical needs are met. For TVs, monitors, or other AV equipment rentals, please contact ACES directly using the information provided below.

ACES Contact:

Bill Reinhardt – Owner
bill@acesny.com
(518) 270-4747

CATERING: IN-HOUSE – EXCLUSIVE:

The Albany Capital Center holds exclusive catering privileges within the facility and has partnered with Mazzone Hospitality to provide all food and beverage services for events. A Catering Manager is available to work closely with you to accommodate your event and exhibiting needs.

Mazzone Contacts:

Jacquelyn Stallmer – Sales Manager
JacquelynS@MazzoneHospitality.com
(518) 487-2167

Nadia Rochelau – Sales Planner
NadiaR@mazzonehospitality.com
(518) 487-2169

FOOD AND BEVERAGE SAMPLING:

Mazzone Hospitality holds exclusive rights to all food and beverage service for consumption on Albany Capital Center premises. Exhibitors are not permitted to bring in outside food or beverages, except when providing product samples as part of their display.

Sampling Guidelines:

- Food and/or beverage samples may be offered only if the product is provided by the exhibiting company.
- A current Albany County health permit and/or NYSLA marketing permit must be on file with the Mazzone catering office.

Maximum Sample Sizes:

- Wine & Beer: 3 oz
- Spirits: 0.25 oz
- Food: 2 oz
- Non-Alcoholic Beverages: 3 oz

EXHIBITOR FAQs:**Q: Can I ship booth materials and displays to the Albany Capital Center?**

A: Yes. Please refer to **Page 2 – Shipping and Receiving** for complete instructions and requirements.

Q: Is power included with my booth?

A: Power availability depends on arrangements made between the Event Planner and the Albany Capital Center (ACC) Event Manager. Your Event Planner will confirm whether power is included. If power is not included, it must be ordered through the **ACC Exhibitor Store**, located under the Exhibitor tab at **albanycapitalcenter.com**.

Q: Is Internet/Wi-Fi available?

A: Yes. The ACC provides complimentary public Wi-Fi:

- **Network Name:** ACC_GUEST
- **Password:** None required

Q: Will carts be provided during load-in?

A: A limited number of carts will be available on a first-come, first-served basis. Exhibitors are strongly encouraged to bring their own carts or dollies.

Q: Will parking be available on-site?

A: Yes. Please refer to **Page 3 – Parking** for full details. Contact your Event Planner to confirm any special parking arrangements for exhibitors.