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**Albany Capital Center**  
55 Eagle Street, Albany NY 12207  
P: 518.487.2009  
[www.albanycapitalcenter.com](http://www.albanycapitalcenter.com)

November 16, 2018

Jay Cloutier  
Director of Sales  
Discover Albany  
25 Quackenbush Square  
Albany, NY 12207

Dear Jay:

On behalf of the Albany Capital Center, I am proud to present the following proposal for the **2020 Connect New England Conference**. We are very excited about the potential to bring this event to Downtown Albany and are eager to work with you to help this become a reality. The Albany Capital Center is conveniently located in the heart of Albany, New York. Discover more than 400 years of history, art, architecture, and culture in New York's Capital City! Operated by SMG, the Albany Capital Center is a beautiful glass structure that offers space from 1,000 to 50,000 square feet, and that can accommodate 10 to 5,000 people.

**The Capital Complex:** The Albany Capital Center has direct connections, via a climate controlled walkway, to the Empire State Plaza, The Egg, and the Times Union Center. Together, these spaces create the "Capital Complex", the largest meeting space in Upstate New York at more than 159,000 square feet. The climate controlled walkway takes less than 5 minutes to walk from end to end and a mere 2 minutes from the Albany Capital Center to the Empire State Plaza Convention Center.

**Connected to Luxury Hotel:** The Albany Capital Center is connected via an enclosed walkway to the newly renovated hotel, the Renaissance Albany by Marriott. This historic property sits across the street from the New York State Capitol. The Renaissance Albany makes up 200 of the nearly 1,000 rooms in downtown Albany. Also within very close walking distance is the Fairfield Inn & Suites (74 Rooms), Hilton Albany (380 Rooms), Hampton Inn Downtown (165 Rooms), and Holiday Inn Express (135 rooms).

**Location, Location, Location:** Conveniently located at the Crossroads of the Northeast, Albany is accessible by major interstate highways, Albany International Airport, and Amtrak rail station. The New York State Thruway (I-90), Adirondack Northway (I-87), Taconic Parkway, and Interstate 88 all converge in the region, making it easy for travelers from most major Northeast cities such as New York City, Boston, Montreal, and Buffalo. The Albany Capital Center is located in the heart of historic downtown Albany, offering visitors the ease of walkability to many downtown offerings such as world-class cuisine, entertainment, professional services, and historic attractions.

**Attractive Destination: "More than a Meeting - A Meeting Destination!"** With the entire Capital Region as the Albany Capital Center's playground, be prepared to experience Albany and so much more. Explore multiple historic downtowns pulsing with creative energy, cruise along the beautiful Hudson River, watch in amazement as world-class thoroughbreds take to the track, or even test your luck at two different area casinos within minutes of each other. Within a short walk or a quick drive, you can experience high-class entertainment, diverse nightlife, and shopping of all kinds. And our area is well versed in exquisite cuisine with some of the best chefs and craft beverage producers in the country right in our backyard. Plus, with over 400 years of history, the region is bursting with history and interesting stories just waiting to be heard.

### **About Our Space**

***Level One Pre-Function Space:*** Full of natural light, this Networking Level is complete with soft seating, charging stations, and artwork speaking to the deep history of Albany, New York. With 10,500 sq. ft. of Pre-Function, this is the perfect space for registration, food breaks, receptions, and smaller tradeshow.

***Meeting Rooms:*** Located on Level One of the Albany Capital Center; each meeting room can be divided to offer you flexibility in room size and layout. There are a total of 6 rooms available for a grand total of 9,200 sq. ft. Electrical, telephone, and internet are available for installation in each room. The highlight of our meeting rooms will be the “Capital Room”. Located in its own wing, this 1,000 sq. ft. space is perfect for board meetings, planning meetings, and VIP guests. Boasting floor to ceiling windows, high end finishes, and LED lighting.

***Multipurpose Room:*** Located on Level Two of the Albany Capital Center; the Multipurpose Room is a single expanse of 22,500 square feet, with 3,000 sq. ft. of Pre-Function space. This space may be configured as a single entity or be separated with an air wall to provide your event with an even larger 10,000 sq. ft. Pre-Function Space. The Multipurpose Room is fully carpeted and the ceiling height are 25 feet high. The Multipurpose Room is designed as a Premiere Ballroom space, but also have all the rigging capabilities and power requirements that any standard exhibit hall would. Color-change LED Lighting and treatments will help to brand any meeting in a unique way, bringing excitement to all events located here.

***Food & Beverage:*** Events are expertly accommodated by “Mazzone Hospitality,” our exclusive, full service, in-house catering company which operates out of a 3,000-sq. ft. kitchen. The Albany Capital Center kitchen is state-of-the-art, capable of preparing multiple course meals for up to 5,000 guests in an evening. You can choose from an extensive menu, or let the catering department customize the perfect menu for your event.



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# PROPOSAL



## 2020 Annual Conference

**Date Option:**  
**June 22<sup>nd</sup> – 24<sup>th</sup>, 2020**

**Submitted: November 16, 2018**

**Prepared By: Shannon Licygiewicz, Director of Sales**

Summary of Rental Costs	
Exhibit Space	\$NA
Meeting Space	\$16,350.00
Subtotal Rental	\$16,350.00
<b>POTENTIAL F&amp;B DISCOUNT (100%)</b>	<b>(\$16,350.00)</b>
<b>Subtotal with Discount</b>	<b>\$0.00</b>
Upgraded Wi-Fi for 250 People	<b>COMP</b>
100 Parking Spaces	<b>COMP</b>
<b>Grand Total of Rental and Internet</b>	<b>\$0.00</b>

\*\*When \$10,000.00 in food and beverage revenue is generated, with Mazzone Hospitality, at the Albany Capital Center before taxes and event production fees, and excluding cash bars and concessions; the Albany Capital Center agrees to a 100% rental discount. Should this minimum not be met, the difference will be billable as additional Rental.

**Space Requirements: The space required will be held and offered at the proposed rate listed above ONLY until February 20<sup>th</sup>, 2019. Should a response not be given by then this space will be released back into the calendar.**

<i>Meeting, Exhibit, Food &amp; Beverage Space</i>	<i>Function</i>	<i>Rental</i>
<b>MONDAY</b>		
Capital Room	Staff Office Move In	\$500.00
1st Level Pre-Function	Registration & Networking Space Move In	\$ At No Rental Charge
Meeting Rooms 1A-1B	General Session Move In	\$1,300.00
2nd Level Pre-Function	Marketplace Move In	\$3,000.00
<b>TUESDAY</b>		
Capital Room	Staff Office	\$500.00
1st Level Pre-Function	Registration & Networking Space	\$ At No Rental Charge
Meeting Room 1A-1B	Opening Session	\$1,300.00
2nd Level Pre-Function	Marketplace Appointments	\$3,000.00
1st Level Pre-Function	On-Site Reception Option	\$ At No Rental Charge
<b>WEDNESDAY</b>		
Capital Room	Staff Office	\$500.00
1st Level Pre-Function	Registration, Information Desk, Breaks, Networking Space	\$ At No Rental Charge
Meeting Room 1A-1B	Breakfast & General Session	\$1,300.00
2nd Level Pre-Function	Marketplace Appointments	\$3,000.00
Meeting Room 1A-1B	Lunch & General Session	\$ At No Rental Charge
Meeting Room 2A-2B-2C	Educational Sessions	\$1,950.00

## Concessions Offered to from the Albany Capital Center – Additional Package Savings of

### \$2,830.00:

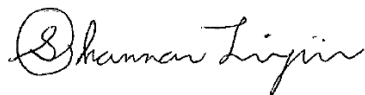
- The Albany Capital Center will comp all electrical needs at the licensee's registration desk. **(Additional Saving of \$80.00)**
- The Albany Capital Center will comp our standard pricing of upgraded Wi-Fi to accommodate up to 250 people **(Additional Savings of \$2,000.00)**. Should hard lines be required an additional charge is applied.
- The Albany Capital Center will comp use of all digital signage on the exterior and interior of the Convention Center, to help welcome and brand the association's program. **(Additional Savings of \$750.00)**
- The Albany Capital Center will comp 100 parking spots located within the Albany Capital Center Garage.
- Inventory is included in rental price: tables, chairs, risers, podiums, easels, dance floor, and house linens.
- Staffing is included in rental price: event manager, guest services, custodial services, electrician, and HVAC Tech.

### Additional Information Requested:

- Mazzone Hospitality is the Albany Capital Center EXCLUSIVE food and beverage provider. NO OUTSIDE FOOD OR CATERING COMPANIES ARE ALLOWED. Menus with pricing can be found at [www.albanycapitalcenter.com](http://www.albanycapitalcenter.com).
- The Albany Capital Center is proud to partner with CMI Communications as our preferred in-house Audio Visual Provider. Contact information and pricing can be obtained upon request. All outside Audio Visual Providers must be approved to work in the Albany Capital Center.
- 100 parking spaces will be available within three underground levels of the Albany Capital Center. In addition, the parking garage will be in close proximity to additional downtown parking garages and lots.
- **A 40% rental deposit is required with the contract signing, 30% is due 60 days prior to the commencement of the event, and the remaining 30% of rental is due 30 days prior to the commencement of the event. Estimated operations costs are due 30 days prior to event. Catering charges are due 72 hours prior to event.**

The Albany Capital Center is committed to the highest standards of quality and service and we are eager to host your event in Albany. If you have any questions about our facility or this proposal, do not hesitate to call me at **518-487-2009** or email at [Shannon.licygiewicz@albanycapitalcenter.com](mailto:Shannon.licygiewicz@albanycapitalcenter.com).

Sincerely,



Director of Sales  
Albany Capital Center