



# APPLICATION WELCOME PROGRAM PERMIT

**Austin-Bergstrom International Airport  
Department of Aviation - City of Austin**

Applicant's Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Private individual     
  For-Profit Corporation     
  Non-Profit Corporation     
  Partnership

Other (describe) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell:-----

Approximate number of people arriving for your event: \_\_\_\_\_

Approximate number of attendees traveling through Austin-Bergstrom International Airport for your event: \_\_\_\_\_

**Please list the name of the conference/event and its location:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Welcome Station**

Host organizations may personally welcome participants and attendees at a welcome station. There is one location available for a welcome station and it is located at the east end of baggage claim near bag carousel 5. Welcoming/directional signs may be placed on easels near the two escalator landings to help direct attendees to the welcome station. A welcome station includes one six-foot table; two chairs, and up to three easels (if requested). No more than three staff members may work at a welcome station at any given time.

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Meet and Greet Services

Permit Holder may perform meet and greet activity in the Baggage Claim Meet and Greet Areas. Permit Holder may enter Baggage Claim not more than fifteen (15) minutes prior to the arrival of a domestic flight and five (5) minutes prior to the arrival of an international flight. Permit Holder may remain in baggage claim not more than thirty (30) minutes after the arrival of a domestic flight and one (1) hour after the arrival of an international flight. Flight times are determined by the ABIA Flight Arrival Monitors located in the Baggage Claim area. Only ground transportation companies with current and in good standing ABIA Ground Transportation Service Operating Permits may be used.

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Welcome Program Video Wall Messages

Austin-Bergstrom International Airport offers the opportunity to display 10-second welcome messages in the airport’s segment of the video walls for nominal fees, when space is available. The video walls are located inside the terminal above the east and west escalators/stairwells leading from the concourse level to baggage claim. The portion of the video walls available for messages is 8’ (wide) x 6’ (tall).

Messages will be placed in a rotation. Display time is one to three days prior to an event and may remain up three days after the event. Messages must be produced by the requesting or sponsoring organization. Copy and design must be approved by the City of Austin Aviation Department and meet all required specifications (listed below).

### Basic requirements:

- 10-second duration
- JPEG image
- RGB color-mode, DPI/PPI 96
- Total file size cannot exceed 10 MBs
- All relevant text and images at least 50 pixels from the edge of the image
- Pixel ratio: 540 wide x 480 height

### Processing fee: \$50 payable by check in advance

- Dates: \_\_\_\_\_ through \_\_\_\_\_

## Ground Transportation – special arrangements

Those needing special ground transportation arrangements, particularly for large numbers of attendees, must coordinate with the Aviation Department’s Security & Ground Transportation division. Only ground transportation companies with current and in good standing ABIA Ground Transportation Service Operating Permits may be used. Host organizations should contact Aviation Department’s Security & Ground Transportation division at 512- 530-6330 to arrange for vehicle pick-up.

- Will you need special ground transportation accommodations? Yes:\_\_\_\_ No:\_\_\_\_

Ground Transportation Company: \_\_\_\_\_

This application is made pursuant to the Austin-Bergstrom International Airport Welcome Program Policy (the “Policy”). Applicant acknowledges receipt of a copy of the ABIA Policy as located on the Airport’s website www.abia.org. Applicant agrees to comply with the terms, provisions and conditions set forth in the Policy, any Permit granted by the City and all applicable local, state, and federal laws, policies, rules and regulations. Applicant acknowledges that any Permit granted pursuant to the Policy is subject to termination if the Permit conditions are violated.

## Who to Contact at the Aviation Department

All Welcome Program questions, in advance of the event, should be directed to Julie Harris, Julie.Harris@austintexas.gov or 512-530-6322.

Insurance provided: Yes \_\_\_\_\_ No \_\_\_\_\_

The undersigned warrants and represents that the information submitted in this application is true and correct. Misrepresentation or omission of any material fact in the applications is grounds for immediate termination of any permit issued pursuant to this application.

(Applicant)

Signature: \_\_\_\_\_

Name of authorized signor: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

## City of Austin Aviation Department Approvals

CITY OF AUSTIN - DEPARTMENT OF AVIATION DESIGNEE

**Welcome Message content review**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

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CITY OF AUSTIN - DEPARTMENT OF AVIATION

**Application: Welcome Program Permit review**

Accepted by the City of Austin acting through its Department of Aviation

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_