



**AUS CORPORATE HOSPITALITY  
APPLICATION FOR PROGRAM PERMIT**  
Austin-Bergstrom International Airport  
Department of Aviation - City of Austin

Applicant's First and Last Name: \_\_\_\_\_

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

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

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

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

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

Entity: Private individual For-Profit Corporation Non-Profit Corporation Partnership Other (describe) \_\_\_\_\_

Are you an Austin based DMC? Yes: \_\_\_ No: \_\_\_

Will the applicant contact be on-site? Yes: \_\_\_ No \_\_\_ (If on-site contact is different from applicant, please complete below)

On-site Contact First and Last Name: \_\_\_\_\_

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

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

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

Select which permit services you are selecting (Fees and Descriptions on page 2 and 3):

\_\_\_ Complimentary Meet & Greet \_\_\_ Video Wall (\$) Qty 1 or 2 (Circle)

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

*Include the name of the conference/event and the location of conference/event*

\_\_\_\_\_  
\_\_\_\_\_

**Dates and Times for Meet & Greet and Welcome Services**

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

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

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

## Ground Transportation – special arrangements

Those needing 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 AUS Ground Transportation Service Operating Permits may be used. Host organizations should contact the Aviation Department's Security & Ground Transportation division at 512-530-6329 to arrange for vehicle pick-up.

Is your company arranging ground transportation accommodations for your attendees? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

## Special Request

Please list any additional request or accommodations you may need that are not indicated on this application.

## Options and Fee Structure

Complimentary Meet and Greet Services	Fees
<p>Permit Holders may perform meet and greet activities in the Baggage Claim Meet and Greet Areas located at the bottom of each down escalator.</p> <p>Guidelines</p> <ul style="list-style-type: none"> <li>Up to four (4) total Meet and Greet staff allowed in the meet and greet area located in baggage claim. A maximum two (2) staff allowed at the bottom of each down escalator.</li> <li>No Permit Holder performing a Meet and Greet may meet the passenger(s) at or around any Baggage Claim carousel.</li> <li>Permit Holders may enter Baggage Claim no 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.</li> <li>Permit Holders may remain in baggage claim no more than thirty (30) minutes after the arrival of a domestic flight and one (1) hour after the arrival of an international flight.</li> </ul> <p>Flight times are determined by the AUS Flight Arrival Monitors located in the Baggage Claim area.</p>	<p>\$0</p>

Digital Welcome Messages	Description/Specifications	Fees
<p><b>Video Wall</b> AUS 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.</p>	<p>Specifications:</p> <ul style="list-style-type: none"> <li>The portion of the video walls available for messages is 7' (tall) x 6' (wide)</li> <li>10-second duration on a 90 second loop</li> <li>JPEG or PNG image</li> <li>RGB color-mode, DPI/PPI 96</li> <li>Total file size cannot exceed 10 MBs</li> <li>All relevant text and images at least 50 pixels from the edge of the image</li> <li>Pixel ratio: 540 wide x 480 height</li> </ul>	<p>\$600.00 each</p>

## Permit Application Aviation Contact Information

All AUS Corporate Hospitality Permit requests and questions, at least two weeks in advance should be directed to Airport Guest Services at [AUS.GuestServices@FlyAustin.com](mailto:AUS.GuestServices@FlyAustin.com) or 512-530-2414.

## Acknowledgement

This application is made pursuant to the AUS Corporate Hospitality Meet and Greet Program Policy (the "Policy").

Applicant acknowledges review, receipt, and adherence of this policy document: application information (page 1 – 3), guidelines (page 4-5), and insurance requirements (page 6-7).

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.

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)

**A Digital or Original Signature is required on this application.**

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

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

Title \_\_\_\_\_

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

## City of Austin Aviation Department Approvals

Insurance provided: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Payment provided: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

Video Wall Message graphic provided: \_\_\_ Yes \_\_\_ No \_\_\_ N/A

CITY OF AUSTIN - DEPARTMENT OF AVIATION

**Application: Corporate Hospitality Program Permit review**

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

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

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

CITY OF AUSTIN - DEPARTMENT OF AVIATION DESIGNEE

**Digital Content Review:**

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

## **GUIDELINES FOR THE AUS CORPORATE HOSPITALITY PROGRAM IN THE BARBARA JORDAN TERMINAL**

The City of Austin Aviation Department is pleased to offer a Corporate Hospitality Program for local companies and event organizers to greet event attendees flying into Austin. Please understand that the airport is under very strict federal safety requirements. We have a commitment to protect and serve airport passengers and visitors. The Aviation Department will make an effort to accommodate reasonable requests to ensure a smooth 'meet-and-greet' for attendees. We appreciate your support of our safety mission by adhering to the following guidelines:

- The Aviation Department's Guest Services Division will serve as the primary contact and approver for logistics before the event. All Corporate Hospitality Program questions should be submitted, in advance of the event, to [AUS.GuestServices@flyaustin.com](mailto:AUS.GuestServices@flyaustin.com) or call (512) 530-2414.
- A permit application (attached) must be submitted for review at least 2 weeks in advance of the event. Each section of the Permit Application must be filled out for consideration. Applications submitted more than three months prior to the event will not be reviewed. Applications submitted less than 2 weeks before event date will be considered on a case-by-case basis.
- The corporate hospitality program is intended for meet and greet services to event and conference visitors. No vending, selling, offering for sale, soliciting, taking orders, or related activity is permitted at any time.
- Due to limited space, the Aviation Department may limit the number of Meet and Greet Services permits at one time, based on first-come, first-served application filing, and acceptance.
- Due to limited space available in the airport's segment of the video wall, the number of requests that can be accommodated will depend on available space based on how many messages already exist for the 10-second slots based on aviation department use, and first-come, first-served application filing, and acceptance.
- An approved permit will be signed and provided by the Aviation Department. If there are any changes, after a permit is approved, they must be communicated within 48 hours to program contact for review and approval.
- All services must be contained within the assigned service area.
- The hosting organization must provide all signage, literature, either printed or digital for the selected services. The airport will only provide the equipment as described in the description for each service.
- In accordance with Federal Aviation Administration security directives and Local City ordinance, no person shall leave any article, package, or baggage unattended on Airport property. All unattended articles, packages, baggage, and suspicious activity must be reported to the nearest Airport Police officer, security officer, or airline personnel.
- The Aviation Department does not provide free parking.
- Hosting organizations are not permitted to bring food or drink into the terminal. No coolers or food or drink are allowed at the meet/greet designated areas.
- Smoking is not permitted inside city-owned buildings.
- Applications not utilizing ground transportation companies with current and in good standing AUS Ground Transportation Service Operating Permits will be denied a permit and access to the Airport premises.

- At no time, shall the Permit Holder interfere with the operations of the Airport Visitors Centers.
- The Austin-Bergstrom International Airport reserves the right to refuse or remove any group, which it deems disruptive to the airport environment or does not comply with permit guidelines.
- Applicants requesting Meet and Greet Services shall carry and maintain insurance coverage in the types and amounts required by the Aviation Department and furnish certificates of insurance as evidence thereof as stated in a particular attachment.
- The making of any false statement or misrepresentation in the application, or the failure to disclose a material fact, which if disclosed, will cause the application to be denied.
- **The Permit Holder Shall Defend, Indemnify, And Hold The City, Its Successors, Assigns, Officers, Employees And Elected Officials, Harmless From And Against All Claims Arising Out Of, Or Concerning, The Permit, Or Any Activity Of Permit Holder Under The Permit, Caused, In Whole Or In Part, By The Fault Of Permit Holder, Or Its Agents, Employees Or Representatives, No Matter How Such Claim May Occur Or Who Asserts The Claim. If A Claim Is Caused By The Concurrent Fault Of Permit Holder And The City, Permit Holder Shall Indemnify The City To The Full Proportionate Extent Such Claim Is Attributable To Fault Of Permit Holder. "Claims" Shall Include Any And All Claims, Demands, Suits, Causes Of Action, Judgments And Liability Of Every Character, Type Or Description, Including All Costs Expenses Of Litigation, Including Attorney And Other Professional Fees For: (I) Destruction, Damage, Or Loss Of Use Of Property, Or (ii) Death, Bodily Injury, Illness, Disease, Worker's Compensation, Loss Of Services, Or Loss Of Income Or Wages. "Fault" Shall Include The Violation By Permit Holder Of Any Of The Terms Of Its Permit, Negligence (Of Every Kind And Degree), Willful Misconduct, And Strict Liability.**

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## EXHIBIT A

### REQUIRED INSURANCE

#### A. General Requirements

1. Permittee and its subcontractors shall not commence operations under this Permit until Permittee and its subcontractors have obtained the required insurance and Certificates of Insurance are received and reviewed by the City indicating required coverage. If the coverage period ends during the Term of this Permit, Permittee and its subcontractors must, prior to the end of the coverage period, forward a new Certificate of Insurance to the City as verification of continuing coverage for the duration of this Permit.
2. Approval of insurance by the City and the required minimums shall not relieve or decrease the liability of responsibility of the Permittee hereunder and shall not be construed to be a limitation of liability on the part of the Permittee.
3. Permittee's, and if applicable, all subcontractor's insurance coverages shall be written by companies licensed to do business in the State of Texas at the time the policy is issued and shall be written by companies with an A.M. Best rating of B+VII or better. Companies with A.M. Best ratings of A- or better, if required, shall write hazardous materials insurance.
4. Permittee will not engage in operations or store any property at the Airport that will cause an increase in the premium rate paid by the Airport for insurance or that will cause and increase in the premiums paid for insurance by other Airport tenants, unless Permittee pays the entire amount of such increase or increases. Further, Permittee will not engage in any operations or store any property at the Airport which would make void or voidable any such insurance policies. Permittee shall comply with all recommendations from its insurance carrier so long as they do not conflict with anything in this Exhibit A or the Permit.
5. All endorsements, waivers, and notices of cancellation endorsements, as well as Certificates of Insurance naming the City as additional insureds shall indicate:

City of Austin, Texas  
Department of Aviation  
Attn: Airport Property Manager  
3600 Presidential Blvd., Suite 411  
Austin, Texas 78719

6. The "other" insurance clause shall not apply to the City where the City is shown as additional insured on any policy. It is intended that policies required in this Permit, covering both the City and the Permittee, shall be considered primary coverage as applicable.
7. If insurance policies are not written for the amounts specified in this Exhibit, Permittee shall carry Umbrella or Excess Liability Insurance for any differences in the amounts specified. If Umbrella or Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
8. The City shall be entitled, upon request and without expense, to inspect at the Airport certified copies of policies and endorsements thereto; provided that Permittee may redact from the policies information regarding premiums paid by Permittee. Should Permittee desire to have certified copies of policies and endorsements inspected at a location other than the Airport then Permittee shall pay for all costs incurred by the City on account of such inspection.

9. The City reserves the right to review the insurance requirements set forth during the Term of this Permit and to request reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of Permittee's industry or the financial condition of the insurance company as well as the Permittee, or changes in City and/or Airport policies related to insurance requirements. Permittee shall provide the City with updated Certificates of Insurance within thirty (30) days of any changes required by the City.
10. Permittee shall not cause or permit any insurance to lapse or be cancelled during the Term of this Permit.
11. Permittee shall pay all premiums, deductibles and self-insured retention's, if any, stated in the policies.

## **B. Specific Requirements**

1. Commercial General Liability Insurance with a minimum bodily injury and property damage per occurrence limit of \$500,000 for coverage A (Bodily Injury and Property Damage) and coverage B (Personal and Advertising Injury); and a minimum \$500,000 coverage for Products/Completed Operations Liability. The policy shall contain the following provisions:
  - a. Blanket contractual liability coverage for liability assumed under this Permit and all contracts relative to this Permit;
  - b. Independent Contractors coverage;
  - c. Medical Expense coverage with a limit of \$10,000 any one person;
  - d. Additional Insured in favor of the City of Austin, form CG 2010 or equivalent coverage; and
  - e. Thirty (30) day Notice of Cancellation/Material Change in favor of the City of the Austin, form CG 0205 or equivalent coverage; and
  - f. Waiver of Transfer of Right of Recovery Against Others in favor of the City of Austin, form CG 2404 or equivalent coverage.
2. Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 for bodily injury and property damage. The policy shall contain the following provisions:
  - a. Additional Insured in favor of the City of Austin, form CA 2048 or equivalent coverage; and
  - b. Thirty (30) day Notice of Cancellation/Material Change in favor of the City of Austin, form CA 0244 or equivalent coverage, and
  - c. Waiver of Transfer of Right of Recovery in favor of the City of Austin, form CA 0444 or equivalent coverage.