

MEET AND GREET ACTIVITIES PERMIT APPLICATION

GENERAL

The San Diego County Regional Airport Authority (SDCRAA) manages and operates San Diego International Airport (SDIA). In order to ensure SDIA safety, security and operational requirements are not compromised; guidelines for Meet and Greet Areas have been established.

PURPOSE OF MEET AND GREET AREAS

The Meet and Greet Areas are designed to establish a reserved area for the prearranged meeting and greeting of SDIA passengers, to arrange for their arrival and departure, and to provide them with further instructions and information before proceeding to their next destination. A Meet and Greet Activities Permit is not required for any person or persons wishing to meet travelers at SDIA, but is offered as an option for groups or individuals wishing to reserve a specific location for the purposes described above. The Meet and Greet Areas are not designated by SDCRAA as a public forum for First Amendment/Free Speech purposes. First Amendment/Free Speech areas are designated elsewhere within SDIA and are governed under SDCRAA's Expressive Activities Permit.

MEET AND GREET ACTIVITIES PERMIT APPLICATION SUBMITTAL PROCESS

The SDCRAA Airside and Terminal Operations Department (Airside & Terminal Ops) is responsible for the coordination of Meet and Greet Activities Permit at SDIA. Airside & Terminal Ops will process all applications and issue Meet and Greet Activities Permits for all related activities conducted on SDIA property.

Prior to conducting Meet and Greet Activities at SDIA, the following documents must be accurately completed:

a. **Meet and Greet Activities Application**

Complete and submit the Meet and Greet Activities Application Form included herein in its entirety at least ten (10) business days prior to the requested date(s) for which a Meet and Greet Activities Permit is requested.

b. **Signed Permit**

The Meet and Greet Activities Permit is not valid until it is executed by an authorized representative of SDCRAA. Please be advised that no Meet and Greet Area(s) is reserved without a fully executed Meet and Greet Activities Permit. Until a fully executed Permit is issued, the designated Meet and Greet Area(s) may be reserved by another party.

c. **Applicable Insurance Certificate(s)** – See below for requirements.

Insurance Limit Requirement Summary			
Type	General Liability	Automobile Liability	Workers' Compensation / Employers Liability
Group 1: Equipment to be rented*	\$1M	\$1M	\$1M
Group 2: Own equipment to be delivered	\$2M	\$2M	\$1M

Payment - See Application. Due at least one (1) week prior to the first day of the event.

d. **Signage (if applicable)** – See Application.

Airside & Terminal Ops must receive all signage no later than five (5) days prior to the rental of the stands.

Submit application for Meet and Greet Activities Permit and documentation, including copies of any materials to be distributed, to:

Mailing Address

San Diego County Regional Airport Authority
Airside & Terminal Operations Dept.
P.O. Box 82776
San Diego CA, 92138-2776

Overnight or Hand-Delivered Mail

San Diego County Regional Airport Authority
Airside & Terminal Operations Dept.
3225 North Harbor Drive
Commuter Terminal, 3rd Floor
San Diego, CA 92101

If you have any questions about the application and/or process, please call the Airside and Terminal Ops Administrative Assistant @ 619-400-2451.

1. A Terminal Operations Coordinator (TOC) will review the application to establish the full scope of the request and determine its impact on SDIA operations.
2. The TOC will contact the Applicant within five (5) business days, from the date of Application receipt, to discuss the status of the Meet and Greet Activities Permit Application.
3. Coordination meetings may be arranged at the discretion of the TOC. Coordination meetings shall generally be scheduled Monday through Friday, except for holidays, between 8:00 am and 5:00 pm. Any meetings scheduled during non-business hours must be coordinated at least three (3) business days in advance of the meeting date so that SDCRAA staff scheduling and availability can be evaluated and confirmed.
4. The TOC will collect all required documentation on behalf of SDIA. Applicant must deliver copies of the required documentation at least five (5) business days prior to setup of the Meet and Greet Area(s). Setup of the Meet and Greet Area(s) will not be permitted at SDIA until SDCRAA staff receives all required documentation.
5. The Applicant shall be responsible for and reimburse SDCRAA for any expenses incurred by SDCRAA in support of the Meet and Greet Area(s). These costs shall include SDCRAA administrative support services provided by SDCRAA staff. In the event of cancellation, there will be a minimum non-refundable charge of \$150.

Note: The issuance of a Meet and Greet Activities Permit is in the sole and absolute discretion of SDCRAA. SDCRAA may revoke a Meet and Greet Activities Permit at any time.

COVID-19 Meet and Greet Information

The Airport Authority is taking all applicable measures as recommended by federal, state and local authorities to prevent the spread of COVID-19. Please take some time to review and familiarize yourself with the most recent version of the County of San Diego Health Order, which is available at this link: <https://www.sandiegocounty.gov/coronavirus/>

Please be advised that you are **required** to comply with all the following precautions:

1. Every day, before entering San Diego International Airport (SDIA) you must conduct a temperature and symptom screening for each employee and prohibit entry to SDIA of any employee:
 - a. with a temperature of 100 degrees or more,
 - b. exhibiting COVID-19 symptoms as described by the Centers for Disease Control and Prevention, or
 - c. who has recently been exposed to a person what has tested positive for COVID-19.
2. You must conduct hazard assessment of all event registration booths and meet/greet locations at the airport every (two) 2 hours.
3. Your employees must wear a face covering at all times while at SDIA.
4. You must immediately contact the Airport Authority should an employee/participant become sick or shows symptoms of COVID-19 at SDIA.
5. Create physical spacing between employees and participants by erecting partitions, stanchions and signage to guide spacing at least six feet apart for social distancing and assign at least one employee to monitor queue flow. You must provide the Airport Authority with your proposed counter/partition/queuing/signage illustration for approval before finalizing and setting up.
6. Provide supplies for employees and participants such as, hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, cleaners, and disinfectants.

7. [Clean and disinfect](#) surfaces frequently touched by multiple people and final cleaning end of day should the event be for multiple days.
8. Assign employee to rotate throughout the workplace to clean and disinfect surfaces.
9. Schedule handwashing breaks for employees to wash their hands with soap and water for at least 20 seconds.
10. Require employees to maintain social distancing when on a meal or rest break.

Guidance from federal, state and local authorities on COVID-19 is constantly changing and evolving. As such, the Airport Authority may update and change the above required precautions at any time and without advance notice.

We appreciate your partnership and understanding as we work through the complications arising from the ongoing pandemic.

APPLICATION FOR MEET AND GREET ACTIVITIES PERMIT

Permit #: _____ Date Received: _____
(SDCRAA Use Only)

APPLICANT AND/OR SPONSORING ORGANIZATION INFORMATION

Name of Organization, Group or Individual: _____

Applicant (Name): _____

Address: _____

City: _____ State: _____ Zip: _____

Driver's License: State _____ No. _____

(Subject to verification)

On-Site Primary Contact (if different from above)

Name: _____

Phone Number: _____

Cell Number: _____

Email: _____

On-Site Secondary Contact

Name: _____

Phone Number: _____

Cell Number: _____

Email: _____

LOCATION(S)

Requested Event Date(s): _____

Time Period: _____ am/pm - _____ am/pm

Location of Activity (See Exhibit A)

Check all desired locations:

Terminal 1

Location #	Location Description	Reserve (Check)
MG1-1	Bag Claim Gates 1, 1A	
MG1-2	Bag Claim Window Wall East Corner – Information Center	
MG1-3	Bag Claim Window Wall West Corner – Sand Mural	
MG1-4	Curbside Podium 1	
MG1-5	Curbside Podium 2	
MG1-6	Curbside Podium 3	

Terminal 2

Location #	Location Description	Reserve (Check)
MG2-7	Old FIS Exit Lobby	
MG2-8	T2E Second Floor Elevated Departure Roadway Exit/Entrance West Window	
MG2-9	East of Valet Podium	
MG2-10	T2W Bag Claim East Corner – Valet Corner	
MG2-11	T2W Bag Claim Window Wall, Carousel 4	
MG2-12	T2W Bag Claim Window Wall, Carousel 5	
MG2-13	T2W Second Floor Ticketing Lobby – Overlooks Baggage Claim	
MG2-14	T2W Second Floor Entry Rotunda from West Elevated Departure Roadway	
MG2-15	T2W Second Floor Corridor West of Passenger Queue – Faces Parking Lot	
MG2-16	T2W Second Floor Passenger Queue	

Note any additional areas not listed on the Locations Map and estimated space requirements:

Number of Locations	Cost per Day	No. of Days	Item Total (Multiply all Columns)
	\$250		
TOTAL (Add to table in Total Payment Due section)			

ATTENDEES

No. of Attendees	Flat Rate	Estimated No. of Attendees	Item Total
< 500	\$125		
< 1,000	\$250		
≥ 1,000	\$1,000		
≥ 5,000	\$2,500		
TOTAL (Add to table in Total Payment Due section)			

EQUIPMENT

The San Diego County Regional Airport Authority (SDCRAA) has tables, chairs, stanchions, and sign stands (collectively, "Equipment") available for rent. Permittees are liable for any damage to or loss of SDCRAA Equipment and for replacement/repair fees.

SDCRAA staff will place SDCRAA-rented equipment in the designated Meet and Greet location(s). Tables are not to be relocated.

Equipment rentals are reserved on a first-come, first-served basis.

Equipment	Cost per Day	Quantity	No. of Days	Item Total
Skirted Table (8')	\$50			
Folding Chair	\$5			
Sign Holder (22" x 28")	\$10			
Stanchion	\$10			
TOTAL (Add to table in Total Payment Due section)				

Delivery of Own/Rented Equipment

- A detailed written plan for delivery of own/rented equipment is to be pre-coordinated and approved by TOC.
- **Please see applicable insurance requirements.**

Contact for Vendor Set-Up/Tear Down of Equipment

Name: _____

Email: _____

Phone Number: _____

Cell Number: _____

Requested Set-Up Dates: _____

Time: _____ AM _____ PM

Requested Tear down Dates: _____

Time: _____ AM _____ PM

What type of delivery equipment? _____

What is being delivered? _____

How many? _____

Delivery Vehicle Make/Type _____

Vehicle Height _____

Delivery Vehicle Make/Type _____

Vehicle Height _____

ELECTRICAL/ELECTRONIC

Do you have any electrical and/or electronic needs? Yes No

		Quantity	Days	Item Total
Outlets	No Charge			
Extension Cords (25')	\$10 / Day			
TOTAL <i>(Add to table in Total Payment Due section)</i>				
	Cost per Hour			Item Total
Wi-Fi Setup	\$35			
TOTAL <i>(Add to table in Total Payment Due section)</i>				

IT SUPPORT QUESTIONNAIRE

1. How many devices and please explain what kind of devices they are?

2. Will the devices utilize wired or wireless medium?

3. Do the devices talk to temporary server installed on airport premises?

4. Any uncommon ports needed to communicate with the internet other than http (port 80) and https (port 443)?

5. Which location in the terminal will the devices be installed at so we can determine if we have wireless coverage or data drops available?

6. When is this set-up needed by? _____

7. How long do you need these services? _____

8. When will the vendor be available to test the set-up and verify that all is working?

9. How much bandwidth do you need? _____

10. What type of traffic are your devices generating? For example, video streaming, typical internet traffic, etc. _____

11. What is the best way to provide you the SSID password other than email?

12. Please provide the technical contact for the vendor _____

SIGNAGE

Signage may not be used for advertising purposes. Signs are to be printed in a professional manner and are to be reviewed and preapproved by the TOC. Handwritten signs are not permissible and will not be allowed.

Signs must be 22" wide x 28" high and smaller (portrait orientation only) and are to be made of poster board (maximum of ¼" thickness). If the signs do not meet the criteria mentioned in this section, the signs will not be permissible and the charge for the stands will not be refunded.

Signs shall be placed next to the table(s) in the Permitted Area. Signs/stands may not be relocated.

All signage must be received no later than two (2) days prior to the rental of the stands to ensure that signage is received in time for the rental period. Signs may be delivered to the Airside and Terminal Operations Administrative Assistant in the Authority Administrative Building, 3rd Floor. Please address the signs to the TOC and include the dates of your event on the back of the signs.

If you plan to bring your own stand/easel sign holder, you must inform the TOC at the time of your request. Sign holders are only to be placed next to the table(s) in the permitted area. Signs taped to the front of tables are not permitted and will be removed.

Any unclaimed signage will be disposed of by SDCRAA.

GROUND TRANSPORTATION

Do you require temporary vehicle curbside parking? Yes No

Total number of vehicles: _____

Vehicle Make	Vehicle Model	Color	Vehicle Height*
_____	_____	_____	_____
_____	_____	_____	_____

***Note: Maximum vehicle height at the Terminals.**

- Terminal 1** **Bridge height 16' 4"**
- Terminal 2 East** **Bridge height 13' 4"**
- Terminal 2 West** **Bridge height 13' 4"**

Other: _____

SECURITY

Do you require a security escort to meet your arrival(s)? Yes No

An assigned escort will accompany the Meet and Greet to the appropriate gate and must remain with the Meet and Greet at all times beyond the security checkpoint. No other post-security locations may be accessed while under escort.

A maximum of five (5) Meet and Greets can be escorted; however, all Meet and Greets must remain visible to the security escort and within 25’.

	Cost per Hour	No. of Escorts	Hours	Item Total (No. of Escorts X Hours)
Security Escort (One Escort per Five Guests)	\$25			
TOTAL <i>(Add to table in Total Payment Due section)</i>				

Name of Hired Security Company Vendor: _____

Vendor Contact Name: _____ Cell Number: _____

How many hired security guards: _____ Will security guards be armed? Yes No

Dates staffed: _____ Hours staffed: _____

TOTAL PAYMENT DUE

Please calculate the total amount due for the Meet and Greet Area(s):

	TOTALS
Non-Refundable Charge	\$150
Location(s)	
SDCRAA Administrative Support Services	
Equipment	
Electrical	
Electronic	
Ground Transportation	
Security	
Others	
TOTAL PAYMENT DUE	

Payment for a Meet and Greet Activities Permit must be made in full at least one (1) week prior to the first day of the event. Payment is either by check or money order made payable to SDCRAA, and must be received by the TOC prior to the issuance of the Meet and Greet Activities Permit. If payment is not received by the date of your reservation, your group will not be permitted to use the area(s).

Materials left behind in the Meet and Greet Areas will be discarded. There may be an additional charge assessed for the disposal of large amounts of items.

ACKNOWLEDGMENT

The undersigned certifies under penalty of perjury under the laws of the State of California that all information furnished to SDCRAA in this Application is true and correct to the best of his or her knowledge.

Signature of Applicant

Print Name & Title

Date

FOR AIRPORT MANAGEMENT USE ONLY	
APPROVED BY: _____	_____
(PRINT NAME AND SIGN)	DATE

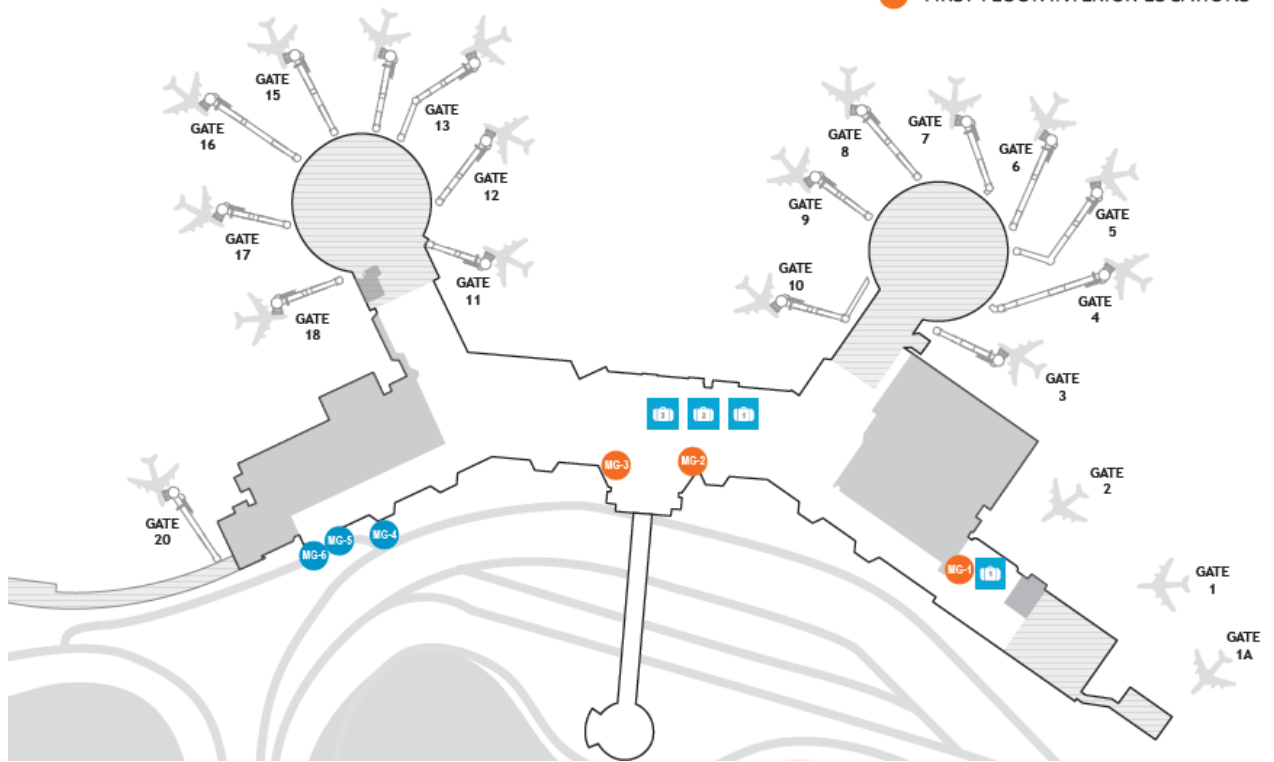
DIAGRAM OF MEET AND GREET ACTIVITY AREA MAPS



TERMINAL 1

SAN DIEGO INTERNATIONAL AIRPORT
MEET/GREET MAP LOCATIONS

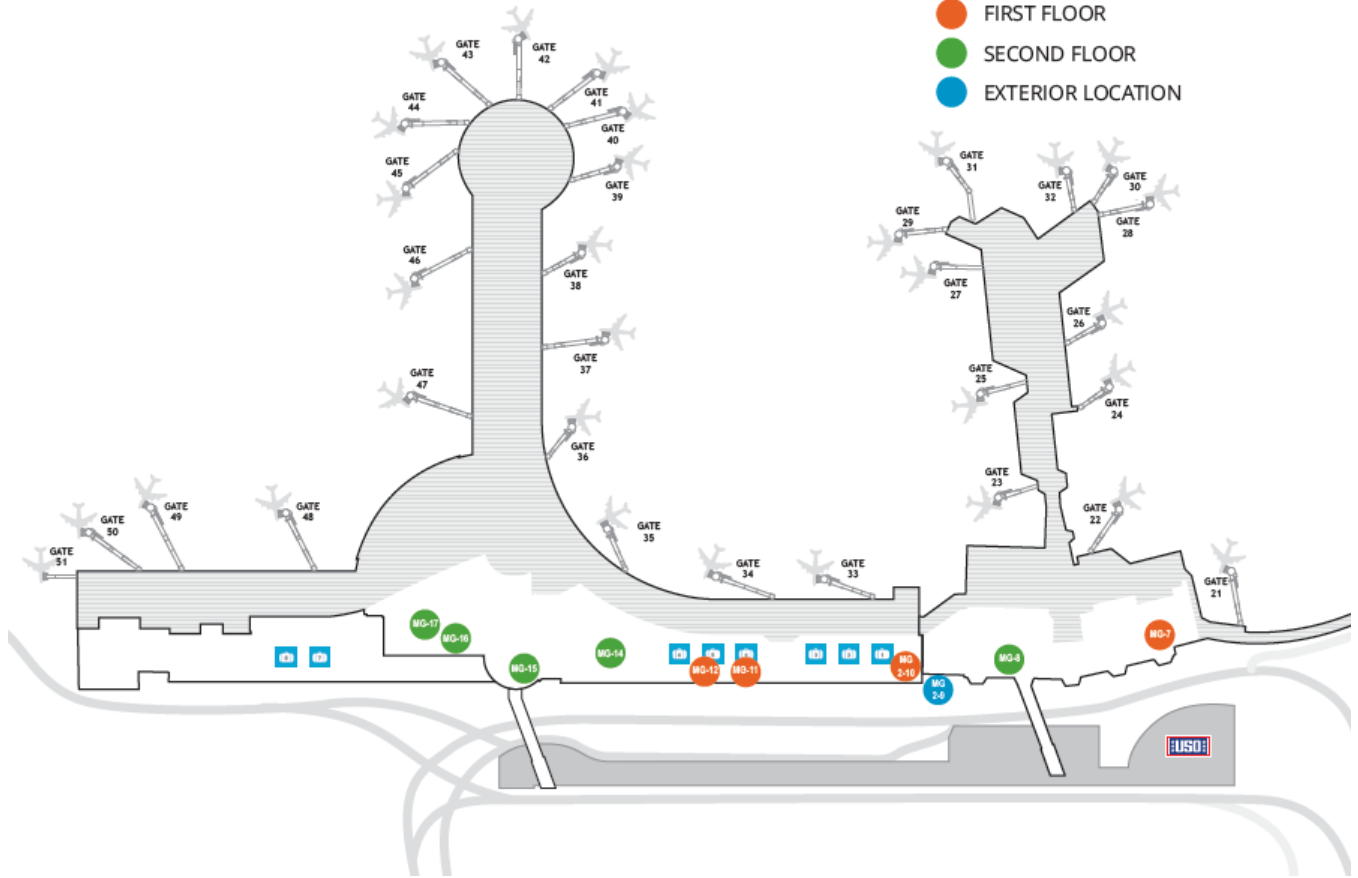
- EXTERIOR LOCATIONS
- FIRST FLOOR INTERIOR LOCATIONS



TERMINAL 2

SAN DIEGO INTERNATIONAL AIRPORT
MEET/GREET MAP LOCATIONS

- FIRST FLOOR
- SECOND FLOOR
- EXTERIOR LOCATION



MEET AND GREET ACTIVITIES PERMIT (RIGHT OF ENTRY)

Upon execution of this Meet and Greet Activities (hereinafter "Permit") by the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY, a local governmental entity of regional government (hereinafter "Authority") and [_____], a [_____] (hereinafter "Permittee"). Permittee and its authorized agent(s) are hereby granted permission to enter upon that certain property located at San Diego International Airport ("Airport"), San Diego, California, more particularly delineated on "Exhibit A", attached hereto and by this reference made a part hereof (hereinafter "Premises") upon the following terms and conditions:

1. **Permitted Use.** The use of the Premises by Permittee and its authorized agent(s) shall be limited to the following:
 - a. Entry into [_____] where depicted on the attached "Exhibit A", which is incorporated herein by reference, for the prearranged meeting and greeting of Airport passengers, to arrange for their arrival and departure, and to provide them with further instructions and information before proceeding to their next destination; and
 - b. Ingress and egress through the public areas of the Airport for purposes of 1.a above.
2. Permittee shall ensure that the location(s) delineated on "Exhibit A" are appropriately staffed, with personnel physically present all times during the term of this Permit.
3. This Permit shall be for a term of [_____], commencing [_____] and terminating [_____].
4. This Permit is not intended to, nor shall it constitute the creation of a public forum for First Amendment or Free Speech purposes under the United States and California Constitutions. First Amendment/Free Speech areas are designated elsewhere within the Airport and are governed under a separate application process and the Authority's Expressive Activities Permit.
5. Permittee agrees to pay all fees and expenses at the Authority's standard rates

for its use of the location(s) delineated on “Exhibit A”. Payment in full must be received and acknowledged by the Authority at least one (1) week prior to the issuance of this Permit. All payments shall be delivered to the Treasurer of Authority. Checks shall be made payable to San Diego County Regional Airport Authority and mailed to the Administrative Assistant, Airside and Terminal Operations Department, San Diego County Regional Airport Authority, P.O. Box 81323, San Diego, CA 92138-1323, or delivered to the Administrative Assistant, Airside and Terminal Operations Department, San Diego County Regional Airport Authority, Commuter Terminal, 3225 North Harbor Drive, 3rd floor, San Diego, California.

6. This Permit may be terminated by Authority, or by Permittee, as a matter of right and without cause at any time upon providing twenty-four (24) hours' written notice to the other party of such termination.
7. This Permit may be terminated by Authority immediately and without prior notice to Permittee in the event of a major incident at the Airport. For the purposes of this Permit, a “major incident” shall mean a fire, flood, security incident, terrorist attack or any similar event.
8. The Authority may immediately terminate this Permit if the Authority, in its sole discretion, determines that Permittee is engaged in any inappropriate or unlawful activities, or where such activities impede the security of or operations at the Airport.
9. The following activities are expressly prohibited: (i) use of amplification devices (i.e. bullhorns, microphones, speakers, boom boxes, karaoke machines, etc.); (ii) sales or solicitation activities of any kind; and (iii) advertising.
10. Permittee’s use of signage at the Airport shall conform to the terms and restrictions outlined in “Exhibit B”, attached hereto and by this reference made a part hereof.
11. In the event the Authority requires the Premises covered by this Permit for any

reason, Authority reserves the right to provide Permittee with an alternate location at the Airport. In such event, the Authority will use good faith efforts to locate Permittee to an area as close to the original area as practicable.

12. Authority's execution of this Permit does not: (i) confer any right or interest on Permittee other than those rights or interests expressly granted to Permittee in this Permit, as such rights or interests are limited and qualified herein; or (ii) create or impose any obligation whatsoever on Authority.
13. Permittee shall obtain, at no cost to Authority, all necessary permits and authority from all other governmental entities and agencies having jurisdiction over the conduct of the activities covered by this Permit, and shall make the same available for Authority's review at its request. Permittee shall comply with all federal, state, and local laws, ordinances, orders, and the Authority's Rules and Regulations with respect to its activities on the Premises, including without limitation the Permitted Use.
14. Permittee assumes all responsibility for any damage and/or consequence resulting from use of the Premises, including all costs associated therewith. By no later than the termination of this Permit, Permittee as determined by the Authority must repair or pay for any damage to Authority improvements and restore the Premises to the satisfaction of the Authority.
15. Permittee shall indemnify the Authority against any loss or damage to the Authority and personal injury or death to any person resulting directly from any act or omission by the Permittee and/or its agents or employees in connection with Permittee's use of the Airport. This indemnity shall apply for the entire time that any third party can make a claim against or sue the Authority-Related Parties and shall survive the termination of this Permit. Permittee and Authority agree to promptly provide notice to each other of any claim of liability following the learning thereof by such party.
16. Permittee may not assign this Permit to any third party.

17. This Permit and all of its terms and conditions shall be construed, interpreted, and applied in accordance with the laws of the state of California.

Notwithstanding applicable provisions of 28 U.S.C. § 1391 or California Code of Civil Procedure § 394, Permittee and Authority agree that venue in all matters arising out of this Permit shall be the Superior Court of California, County of San Diego.

18. Permittee shall procure at its expense, and keep in effect at all times during the term of this permit the types and amounts of insurance specified below.

- a) Worker's Compensation with statutory limits and Employer's Liability. Said coverage shall have limits not less than one million dollars (\$1,000,000) per occurrence. Permittee may request a waiver of this requirement if they are exempt from Workers' Compensation coverage in accordance with California law.
- b) Commercial General Liability, including, without limitation, Contractual Liability, Personal and Advertising Injury, and Products/Completed Operations coverages written on an "occurrence," not "claims made" basis. Coverage shall be in the amount of [_____] million dollars (\$ _____,000,000) each occurrence and in the aggregate. The policy shall be endorsed to include the Authority, its Board, directors, agents, officers and employees as additional insureds. The coverage provided to the Authority, as an additional insured, shall be primary and noncontributing with any insurance policy held by the Authority.
- c) Commercial Automobile Liability. Coverage shall cover Owned, Non-Owned, or Hired Automobiles and shall be written on an "occurrence," not "claims made" basis in the amount of [_____] million dollars (\$ _____,000,000) combined single limit for bodily injury and property damage.

Prior to use or occupancy of the Airport, Permittee shall provide copies of Certificates of Insurance for types and limits of insurance and where requested, copies of Additional Insured and Endorsement. Permittee agrees to provide that the policies and coverages shall not be subject to cancellation or non-renewal except after written notice to the Authority at least thirty (30) days prior to the effective date thereof. Permittee shall ensure its subcontractor(s) satisfies all substantive requirements for the work set forth by this Agreement, including insurance and indemnification.

The procuring of such required policies of insurance shall not be construed to limit Permittee's liability hereunder, or to fulfill the indemnification provisions and requirements of this Agreement. Notwithstanding said policies of insurance, Permittee shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with this Agreement or with the use or occupancy of the Premises.

ACKNOWLEDGEMENT & ACCEPTANCE

By the signature of its authorized agent below, Permittee acknowledges it has read, understands and accepts the terms, conditions, restrictions and obligations contained within this Permit.

Print Name / Title

Signature

Date

By my signature above, I _____ [print name/title], of _____ [company/name], hereby certify under penalty of perjury under the laws of the State of California that I am an owner, officer or employee of Permittee with authority to obligate Permittee.

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

DATE OF PERMIT ISSUANCE: _____

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

By: _____

This Permit must be in the possession of Permittee or his/her authorized representative at all times while on Airport Property and must be presented when requested by Airport Management or Harbor Police.

EXHIBIT A



TERMINAL 1
SAN DIEGO INTERNATIONAL AIRPORT
MEET/GREET MAP LOCATIONS

- EXTERIOR LOCATIONS
- FIRST FLOOR INTERIOR LOCATIONS



TERMINAL 2

SAN DIEGO INTERNATIONAL AIRPORT
MEET/GREET MAP LOCATIONS

- FIRST FLOOR
- SECOND FLOOR
- EXTERIOR LOCATION

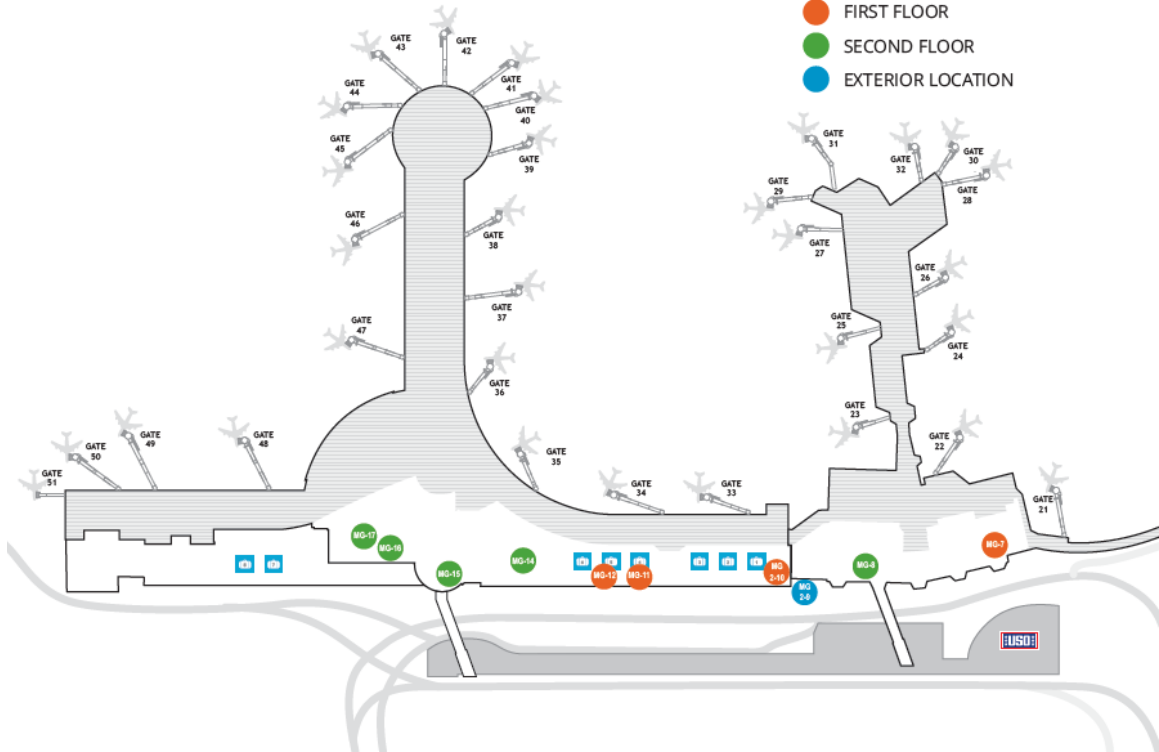


EXHIBIT B

Signage may not be used for advertising purposes. Signs are to be printed in a professional manner and are to be reviewed and preapproved by the TOC. Handwritten signs are not permissible and will not be allowed.

Signs must be 22" wide x 28" high and smaller (portrait orientation only) and are to be made of poster board (maximum of ¼" thickness). If the signs do not meet the criteria mentioned in this section, the signs will not be permissible and the charge for the stands will not be refunded.

Signs shall be placed next to the table(s) in the Permitted Area. Signs/stands may not be relocated.

If you plan to bring your own stand/easel sign holder, you must inform the TOC at the time of your request. Sign holders are only to be placed next to the table(s) in the Permitted Area. Signs taped to the front of tables are not permitted and will be removed.

Signage is also regulated per the Authority's Rules and Regulations Section 2.8 in that no person shall post or distribute any sign, advertisement or circular upon Airport property without the prior written permission of the President/CEO or responsible Authority Department.