

WAYNE COUNTY AIRPORT AUTHORITY



DETROIT METRO | WILLOW RUN

**Welcome Banners &
Meet and Greet Operations
Guidelines**

**Wayne County Airport Authority
Communications & External Affairs**

Table of Contents

Welcoming Guests to the Region	4
• Overview	4
• Disclaimer	4
About Detroit Metropolitan Wayne County Airport (DTW).....	5
Application Process.....	6
• Overview.....	6
• Request Forms	6
Welcome Banners	7
Locations	7
• Evans Terminal	7
○ Ticket Lobby	7
○ Ground Transportation Center (GTC)	7
○ Baggage Claim	7
• McNamara Terminal	7
○ Central Link – Digital Banner	7
○ Baggage Claim	7
○ International Arrivals Lobby	7
• Outdoor Billboard	7
Banner Specifications.....	8
• Messaging	8
• Design.....	8
• Evans Terminal	9
• McNamara Terminal.....	9
• Outdoor Billboard	10
• Banner Delivery	11
• Banner Return.....	11
Advertising Opportunities	11
• Clear Channel	11
Miscellaneous	11
• Ground Transportation	11
• Statement and Disclaimer	11

Meet and Greet Operations.....	12
Locations	12
• Evans Terminal	12
• McNamara Terminal.....	13
• Special Requests	14
Tables & Chairs.....	14
• Equipment provided by WCAA	14
• Equipment provided by hosting organization	15
Walkthrough.....	15
Identification.....	15
• Meet and Greet Terminal Passes.....	15
• Meet and Greet Terminal Passes Pick Up Location	16
• Uniforms	16
Meet and Greet Specifications	16
• Purpose	16
• Personal Property	16
• Restrictions	16
• Statement and Disclaimer	17
• Meet and Greet Indemnity	17
Landside	18
• Ground Transportation	18
Contacts.....	19
• Communications & External Affairs	19
• Landside	19
• Clear Channel	19

Appendix

Appendix A: Welcome Banner Request Form	20
Appendix B: Meet and Greet Request Form.....	22
Appendix C: Motor Coach Holding Lot	24
Appendix D: Prohibited Uses.....	26

Welcoming Guests to the Region

- **Overview**

The Wayne County Airport Authority (WCAA) wants to assist you in welcoming your event guests arriving at Detroit Metropolitan Wayne County Airport (DTW). This document is intended to provide an overview of the guidelines for displaying welcome messages and conducting Meet and Greet operations inside the DTW terminals.

- **Disclaimer**

The views and opinions expressed by Requestor are solely their own and do not reflect the views, positions, or policies of WCAA. Approval of Welcome Banner messages and Meet and Greet operations should not be interpreted as endorsements or official positions of WCAA.

About Detroit Metropolitan Wayne County Airport (DTW)

Detroit Metropolitan Wayne County Airport (DTW) welcomes more than 32 million passengers each year. As one of the world's leading air transportation hubs, DTW offers service from 18 scheduled passenger airlines. Michigan's largest airport offers approximately 800 flights per day to and from more than 125 nonstop destinations on three continents. With two award-winning passenger terminals, six jet runways, and an onsite AAA Four-Diamond Westin Hotel, DTW is among the world's most efficient, customer friendly and operationally capable airports in North America. Detroit Metropolitan Wayne County Airport earned Airports Council International's 2020 and 2022 Airport Service Quality Award for Best Airport by Size and Region (25 to 40 million passengers per year in North America). DTW has also garnered three prestigious awards for customer satisfaction since 2010. DTW is operated by the **Wayne County Airport Authority**, which also operates nearby **Willow Run Airport** – an important corporate, cargo and general aviation facility. **The Airport Authority is entirely self-sustaining and does not receive tax dollars to support airport operations.** Visit www.metroairport.com for more information.



Application Process

- **Overview**

Each group must complete the necessary request forms to organize a Meet and Greet operation or display welcome messages at DTW. Before any activity taking place at DTW, these forms must be sent to external.affairs@wcaa.us for approval by WCAA.

- **Request Forms**

- Welcome Banner Request Form (See Appendix A)
- Meet and Greet Request Form (See Appendix B)

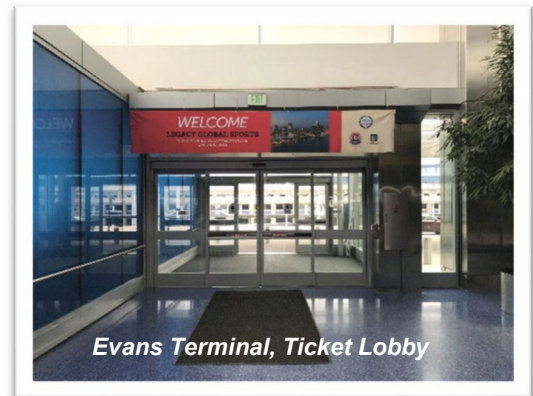
WCAA WELCOME BANNER REQUEST FORM			
<p>DISCLAIMER: Use this form to request welcome banners to be displayed at Denver International Airport (DTW). Application must be typed or printed using ink and signed by the responsible party. Formed from external.affairs@wcaa.us at least ten (10) business days before requested installation date. Requesters must sign and all bylaws and logos approved by WCAA. All logos and graphics must comply with the DTW logo guidelines. Notify WCAA of any changes to the information provided for final review and approval. By signing below, Requester acknowledges that they have read and understood all conditions of approval including the Welcome Banner & Meet and Greet Operation Guidelines, as set forth by WCAA.</p>			
APPLICANT INFORMATION			
Office Name of Applicant/Organization			
Mailing Address			
Applicant's Contact Person			
Phone		E-mail Address	
EVENT INFORMATION			
Name			
Start Date		End Date	# of Attendees
GENERAL BANNER DISPLAY INFORMATION			
<p>Please select from the following checkboxes:</p> <input type="checkbox"/> Outdoor Digital Billboard - (Color) - Display (incl. size) - jpg or png (up to 12" x 12" for outdoor, no more than three (3) lines of text per sign - no more than 100 characters. <input type="checkbox"/> Video/Static Pop-Up Banner - Screen Terminal <input type="checkbox"/> Video/Static Pop-Up Banner - Mobile Terminal <input type="checkbox"/> Digital Banner - Mobile Terminal - No color - jpg format 1920 x 1080			
Requested From Time		Request Order #	Date Submitted/Requested
Requested Return Date		Date Banner(s) Available	Approved Approval? (Y/N) <input type="checkbox"/>
Banner to be returned to applicant?		<input type="checkbox"/> Yes <input type="checkbox"/> No	File # >> Notes
Event Logo			
Three lines of text (100 characters max)			
<p>APPLICANT SIGNATURE</p> <p>By signing below, the Applicant acknowledges they have read and understood the Welcome Banner Guidelines as set forth by WCAA.</p> <p>Applicant's Signature _____ Date _____</p> <p>Applicant's Printed Name _____ Title _____</p> <p>Approved by Communications & External Affairs: _____ Signature: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A: _____ Printed Name: _____</p>			
WCAA WELCOME BANNER APPLICATION - DTW AIRPORT			
Rev. 5/25			

WCAA MEET & GREET REQUEST FORM			
<p>DISCLAIMER: Use this form to request a Meet and Greet operation at Denver International Airport (DTW). Application must be typed or printed using ink and signed by the responsible party. Formed from external.affairs@wcaa.us at least ten (10) business days before requested installation date. Requesters must sign and all bylaws and logos approved by WCAA. All logos and graphics must comply with the DTW logo guidelines. Notify WCAA of any changes to the information provided for final review and approval. By signing below, Requester acknowledges that they have read and understood all conditions of approval including the Welcome Banner & Meet and Greet Operation Guidelines, as set forth by WCAA.</p>			
APPLICANT INFORMATION			
Office Name of Applicant/Organization			
Mailing Address (Number, Street, State, City & Zip)			
Phone		E-mail Address	
PRIMARY CONTACT INFORMATION		SECONDARY CONTACT INFORMATION	
Contact Name		Contact Name	
Phone		Phone	
E-mail Address		E-mail Address	
EVENT INFORMATION			
Name of Event			
Start Date		End Date	# of Attendees @ DTW
LOCATIONS - If more than one location is needed, please include in detail.			
<p>(Color Terminal (Please specify location)) (Monitors Terminal (Please specify location))</p> <p>Table Location Options: Baggage Claim - West Information Booth <input type="checkbox"/> Table Location Options: Domestic Baggage Claim - West Carousel #5 <input type="checkbox"/> Baggage Claim - Domestic Carousel #1 and #2 <input type="checkbox"/> International Arrivals Entry <input type="checkbox"/> Global Transportation Center - Level 1, D, Travel Lobby <input type="checkbox"/> Denver Executive Customs - Domestic Baggage Claim - Mobile Flight Information Display System <input type="checkbox"/> Global Transportation Center - Production Entry <input type="checkbox"/> </p>			
Date	Start Time	End Time	End Time
Date	Start Time	End Time	End Time
The number of Meet & Greet spaces needed?		If all through needed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
TRAVEL & TRANSPORTATION			
Tablets/Li-ion/usb/cd (incl. in-check baggage)		Multimedia Terminal? <input type="checkbox"/> Yes <input type="checkbox"/> No Mobile Terminal? <input type="checkbox"/> Yes <input type="checkbox"/> No Special instructions/Additional notes	
Transportation included? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Transportation Provider _____ Type of Transportation: <input type="checkbox"/> Taxi/Cab <input type="checkbox"/> Limousine/Sevan <input type="checkbox"/> Helicopter <input type="checkbox"/> Shuttle <input type="checkbox"/> Motor Coach <input type="checkbox"/> Van <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Other (Please describe) _____			
Approved by Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A: _____			
SIGNATURES			
By signing below, the Applicant acknowledges they have read and understood the Meet & Greet Guidelines as set forth by WCAA.			
Applicant's Signature _____		Date _____	
Applicant's Printed Name _____		Title _____	
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Printed Name: _____	
Signature: _____		Approval Date: _____	
WCAA MEET & GREET APPLICATION - DTW AIRPORT			
Rev. 10/20			

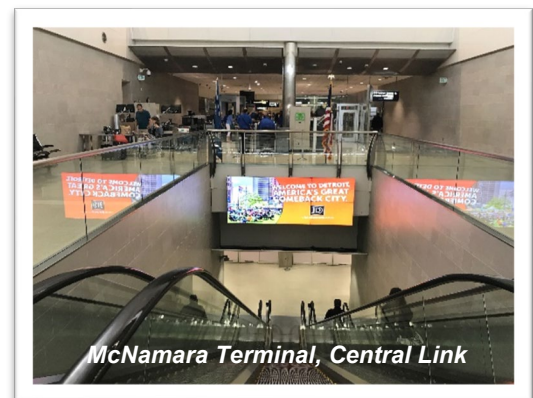
Welcome Banners

Locations

- **Evans Terminal**
 - Ticket Lobby
 - Above Doors #1 and #4
 - Ground Transportation Center (GTC)
 - On the pedestrian bridge
 - At the bottom of the escalators, on Level 1
 - Baggage Claim
 - On or near the Meet and Greet tables
- **McNamara Terminal**
 - Central Link – Digital Banner
 - Above the escalators going down to Domestic Baggage Claim
 - Baggage Claim
 - On or near the Meet and Greet tables
 - International Arrivals Lobby
 - Above the exit doors
- **Outdoor Billboard**
 - Northbound Rogell Drive, south of the I-94 entrance ramps



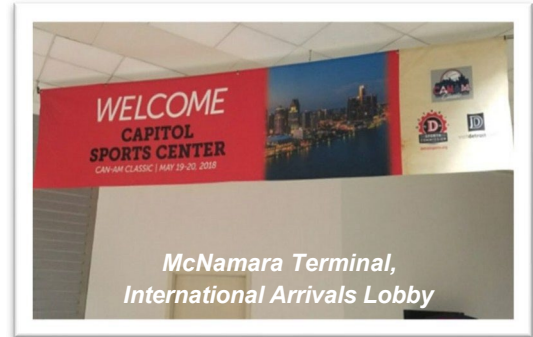
Evans Terminal, Ticket Lobby



McNamara Terminal, Central Link



Outdoor Billboard



*McNamara Terminal,
International Arrivals Lobby*

Banner Specifications

- **Messaging**

- The purpose of a welcome message is to welcome event guests arriving at Detroit Metropolitan Wayne County Airport to the region.
- A company, service, association, organization, or group may not use the message to promote itself. Applicants wishing to self-promote are encouraged to purchase advertising.
 - Contact information for the Wayne County Airport Authority's advertising vendor can be found in the "Advertising Opportunities" and "Contacts" sections of this document.
- Messages welcoming travelers to Detroit, Wayne County, Michigan or the region must be included.

Examples:

- "[Name of organization] welcomes you to Detroit."
- "Welcome to Wayne County!"
- The welcome message should not include any company slogans or addresses.
- Event logos that incorporate a presenting sponsor's name and logo may be considered. Artwork may need to be redesigned if numerous sponsors are displayed and/or the design is more consistent with advertising than a welcome message.
- Call to action language like "tickets sold at" and "call for more information" may not appear in the welcome message.
- The company's logo cannot be greater than **1/3 the size of the banner**.
- A draft of the welcome message and image must be sent to the Wayne County Airport Authority for approval at least ten (10) business days before the requested installation date.
- Approval of messages should not be interpreted as endorsements or official positions of WCAA.
- If a welcome message is found to violate any of WCAA's guidelines or Prohibited Uses referenced in Appendix D, the Airport Authority has the sole authority to deny the request.
- Final digital artwork and cloth/vinyl banners must be received by WCAA at least five (5) business days before installation date.
- The installation date must be approved by WCAA and cannot be guaranteed if deadlines are not met.

- **Design**

- All welcome messages must be professionally designed and produced.

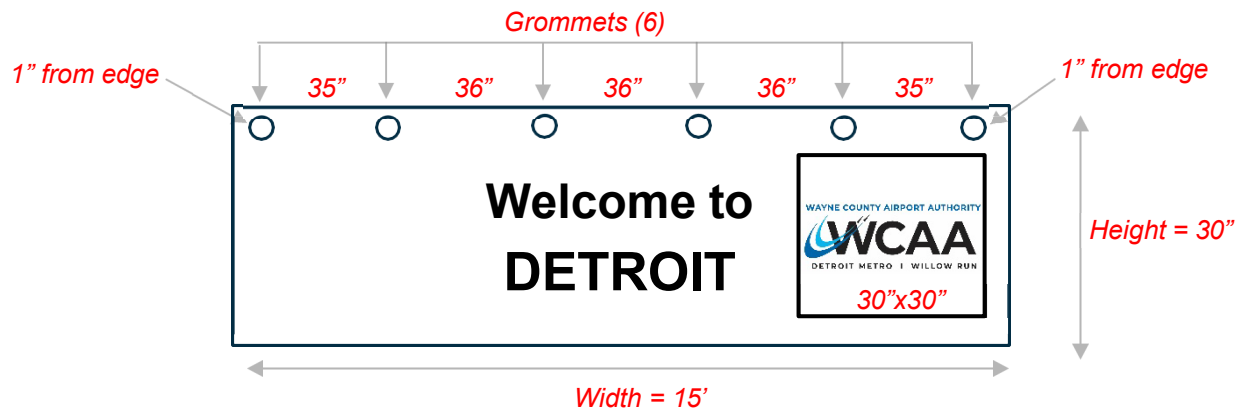
- **Evans Terminal**

- **Ticket Lobby**

- Cloth or Vinyl Banner

- Specs

- Each banner must have six (6) grommets at the top
 - Each banner size must be 15' x 30"
 - The company, group, or association logo may appear on the banner but cannot be larger than 30" x 30".
 - Quantity = Two (2)
 - One (1) banner will be placed above Door #1 on the North End of the Ticket Lobby
 - One (1) banner will be placed above Door #4 on the South End of the Ticket Lobby



Due to space constraints, only two banners can be displayed at a time per door location. Requests will be processed on a first-come, first-served basis.

Digital Banners are not available at the Evans Terminal.

- **McNamara Terminal**

- **Central Link**

- Digital

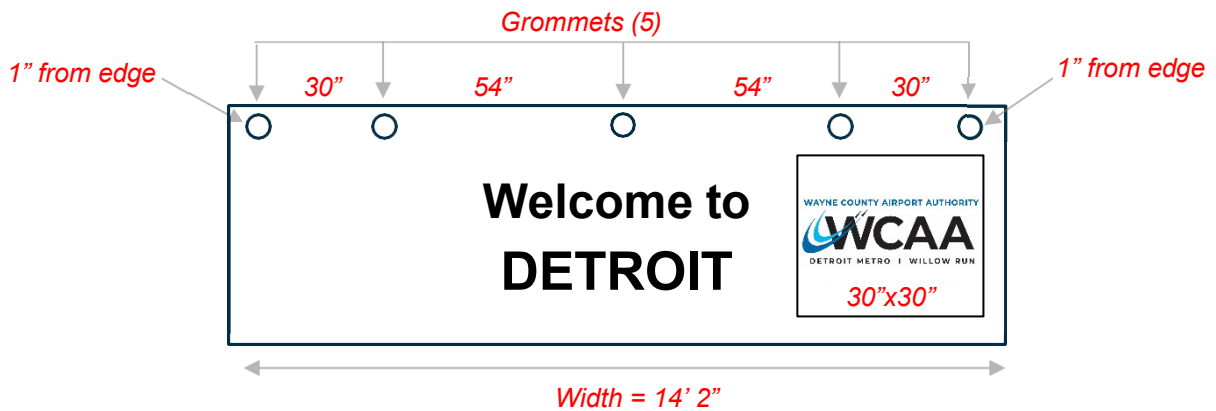
- Quantity = One (1)

- One (1) banner per organization can be displayed on the digital monitor above the escalators going down to domestic baggage claim.
 - Welcome messages are shown for eight (8) seconds each.

- Specs

- File Type: **.jpg** format
 - Size: **1920 x 1080**

- International Arrivals Lobby
 - Cloth or Vinyl Banner
 - Quantity = One (1)
 - Above the exit doors, next to the New York Times store
 - Specs
 - Each banner must have five (5) grommets at the top
 - Each banner size must be 14' 2" x 36"
 - The company, group, or association logo may appear on the banner but cannot be larger than 30" x 30".



Due to space limitations, only one banner can be displayed at a time. Requests will be processed on a first-come, first-served basis.

- **Outdoor Billboard**
 - Type of Banner
 - Digital
 - Quantity = One (1)
 - One (1) banner per organization can be displayed on the digital monitor located outdoors on northbound Rogell Drive, south of the I-94 entrance ramps.
 - Welcome messages are shown for ten (10) seconds each.
 - Specs
 - Two options:
 - Option 1 – The display will include a logo (120 x 112) for the event, no more than three lines of text, and no more than 100 characters.
 - Option 2 – The display will include a predesigned welcome banner (360 x 112) created by the hosting organization.
 - File type: **.jpg** or **.png**
 - Banner display size: **360 x 112**
 - Size of logo: **120 x 112**

- **Banner Delivery**
 - Banners must be wrapped by terminal location and delivered to the Wayne County Airport Authority Berry Administration Building **at least five (5) business days** before scheduled installation.
 - The following information must appear on the outer wrapper of each roll:
 - The name of the event
 - The location of where the banner is to be installed
 - The installation and removal dates
- **Banner Return**
 - If the banner is to be returned to the owner, the owner must make arrangements to pick it up during regular business hours at the Wayne County Airport Authority Berry Administration Building.
 - Any banners that are not picked up will be discarded.

Banners, signs, posters, or other items may not be attached to the walls or windows inside Detroit Metropolitan Wayne County Airport.

Advertising Opportunities

- **Clear Channel**

There are a variety of digital and static locations throughout both terminals in which to place advertisements. This includes small-scale ads on Flight Information Display screens or large format displays over moving walkways and Baggage Claim. All advertising is managed through Clear Channel.

Contact: Kyle Huddle
Clear Channel, Vice President of Sales
Kylehuddle@clearchannel.com
(610) 674-6097

Miscellaneous

- **Ground Transportation**

Some organizations recommend transportation options for their event attendees or arrange for discounted rates. When completing the Welcome Banner Request Form, please indicate if your organization is recommending any transportation providers or options or if the attendees will be on their own for transportation. This information will allow the Wayne County Airport Authority to anticipate increased passenger traffic in specific areas of the Ground Transportation Centers.

- **Statement and Disclaimer**

Wayne County Airport Authority management reserves the right to modify or allow exceptions to these guidelines as warranted.

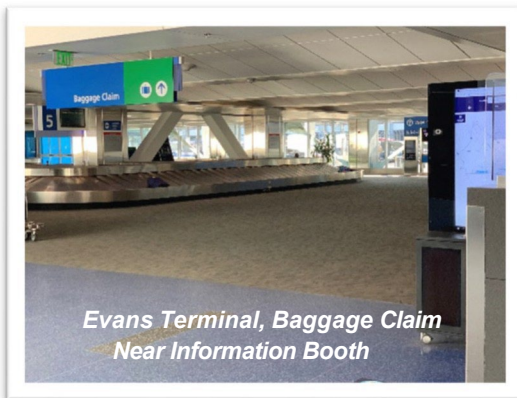
The views and opinions expressed by Requestor are solely their own and do not reflect the views, positions, or policies of WCAA. Approval of Welcome Banner messages should not be interpreted as endorsements or official positions of WCAA.

Meet and Greet Operations

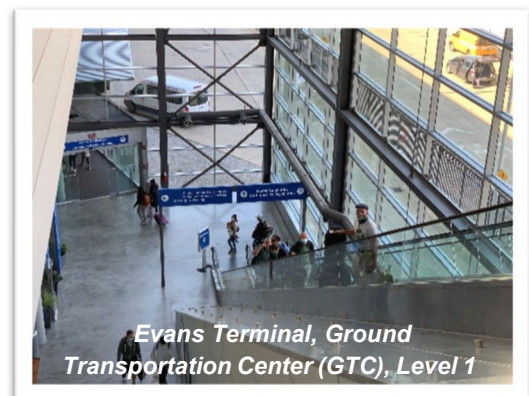
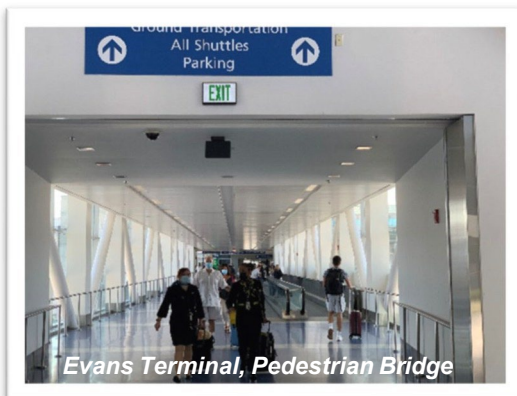
Locations

- **Evans Terminal**

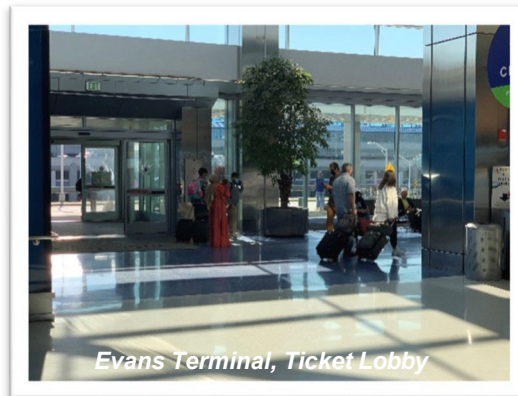
- Baggage Claim
 - A table and two chairs can be placed next to the information booth or between Carousels #3 and #4.
 - Once the table and chairs are set up, they cannot be moved.



- Ground Transportation Center (GTC)
 - Greeters can be located on the Pedestrian Bridge on Level 4 or at the bottom of the escalators on Level 1.

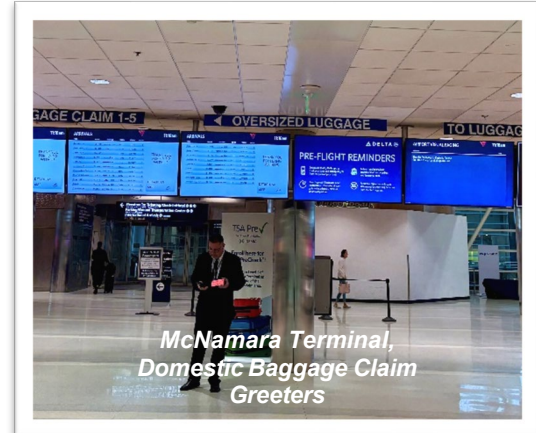
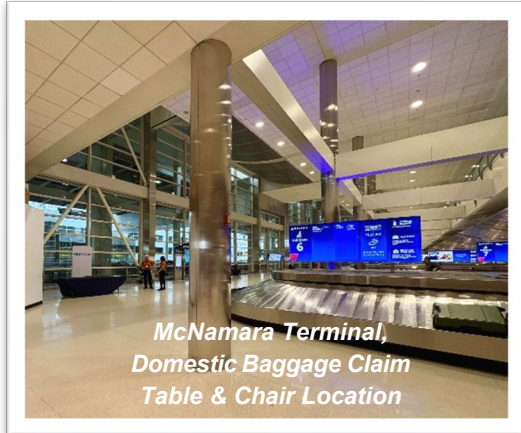


- Ticket Lobby
 - Greeters can be located in the Ticket Lobby near each TSA checkpoint.

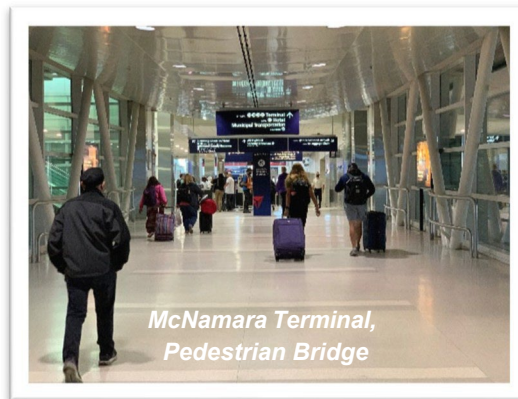


- **McNamara Terminal**

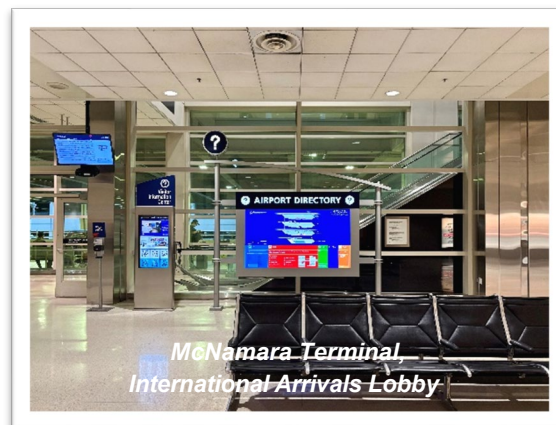
- Domestic Baggage Claim
 - A table and two chairs can be placed near Carousel #6, against the window.
 - Once the table and chairs are set up, they cannot be moved.
 - Greeters can be located under the Flight Information Display screens between Carousels #5 and #6.



- Ground Transportation Center (GTC)
 - Greeters can be located on the Pedestrian Bridge, on Level 6 of the McNamara Terminal.



- International Arrivals Lobby
 - A table and two chairs can be placed near the windows and Airport Directory.
 - Once the table and chairs are set up, they cannot be moved.



- **Special Requests**

- If there are any more locations you'd like to request, please specify them on your Meet and Greet Request Form.

Tables & Chairs

- **Equipment provided by WCAA**

- Each organization has the option of requesting one 8-foot table with two chairs per terminal.
 - Additional chairs may be requested as needed, with a maximum of four chairs per 8-foot table. This must be indicated on the Meet and Greet Request Form.
- The WCAA Maintenance Department will deliver the table and chairs the day before or the morning of the scheduled event.

- **Equipment provided by hosting organization**

- Table setup
 - A professional tablecloth provided by the hosting organization must be used to cover the table.
 - The table must be kept neat and free of boxes, bags, and other miscellaneous items.
 - The tablecloth and any materials belonging to the organization must be removed at the end of each day.
 - Items must not be left on or under the table.
 - The Wayne County Airport Authority will dispose of any items left behind after completing the Meet and Greet operation.

Walkthrough

- Groups interested in conducting a Meet and Greet operation can schedule a walkthrough of each Meet and Greet location. Please check the appropriate box on the request form if interested in a walkthrough. Walkthroughs will only be scheduled during regular business hours, Monday – Friday, beginning no earlier than 8:00 a.m. and ending no later than 4:30 p.m. The Airport Authority will work with organizations to select a day and time that works best for all parties involved.

Identification

- **Meet and Greet Terminal Passes**

- Each greeter must have a terminal pass.
- Terminal passes must be worn on the outermost layer of clothing, above the waist, at all times.
- You may request a maximum of ten (10) terminal passes.
 - If your Meet and Greet operation will have more than ten (10) greeters over the course of the Meet and Greet operation, the passes will need to be shared.
- Terminal passes are only valid until the expiration date listed and are not valid beyond the security checkpoints.



- **Meet and Greet Terminal Passes Pick Up Location**
 - Terminal passes can be picked up at the Landside Department office on or before the first day of the Meet and Greet operation between the hours of 7:00 a.m. and 11:00 p.m. seven days a week.
 - McNamara Ground Transportation Center, Level 5
 - Please contact the Landside Department to arrange for the terminal passes to be picked up.
 - (734) 247-3322
 - Terminal passes do not need to be returned to the Landside office.
- **Uniforms**
 - It is advised that all greeters wear identifiable clothing so that arriving guests can easily recognize them.

Meet and Greet Specifications

- **Purpose**
 - Meet and Greet operations are to welcome event guests arriving at Detroit Metropolitan Wayne County Airport to the region.
 - Meet and Greet operations are not to be used for soliciting or advertising any company, service, association, or group.
 - Anyone conducting a Meet and Greet operation without the proper approval will be asked to vacate the area immediately.
- **Personal Property**
 - The Wayne County Airport Authority cannot be held responsible for damage or loss of any property brought onto airport grounds.
 - Organizations must not leave any materials or personal property unattended overnight.
 - Items must be removed by the organization daily, and anything left unattended by greeters for any length of time will be reported to Airport Police immediately.
 - Organizations should not ask airport employees or volunteers to take responsibility for the organization's property in their absence.
- **Restrictions**
 - If two or more groups from the same organization want to conduct a Meet and Greet operation at the same time, they will be required to work together due to space limitations.
 - Information booths and podiums are the property of the Wayne County Airport Authority and are only to be used by Airport Ambassador Volunteers or Airport Police.
 - Airport guests who include, but are not limited to, passengers, the public, greeters, and transportation operators are not permitted to use the

information booth, or the counter space, electrical outlets, or chairs from the information booth at any time.

- The information booth is also not to be used for the storage of boxes, luggage, coolers, coats, or any other items.

- **Statement and Disclaimer**

Wayne County Airport Authority management reserves the right to modify or allow exceptions to these guidelines as warranted.

The views and opinions expressed by Requestor are solely their own and do not reflect the views, positions, or policies of WCAA. Approval of Meet and Greet operations should not be interpreted as endorsements or official positions of WCAA.

- **Meet and Greet Indemnity**

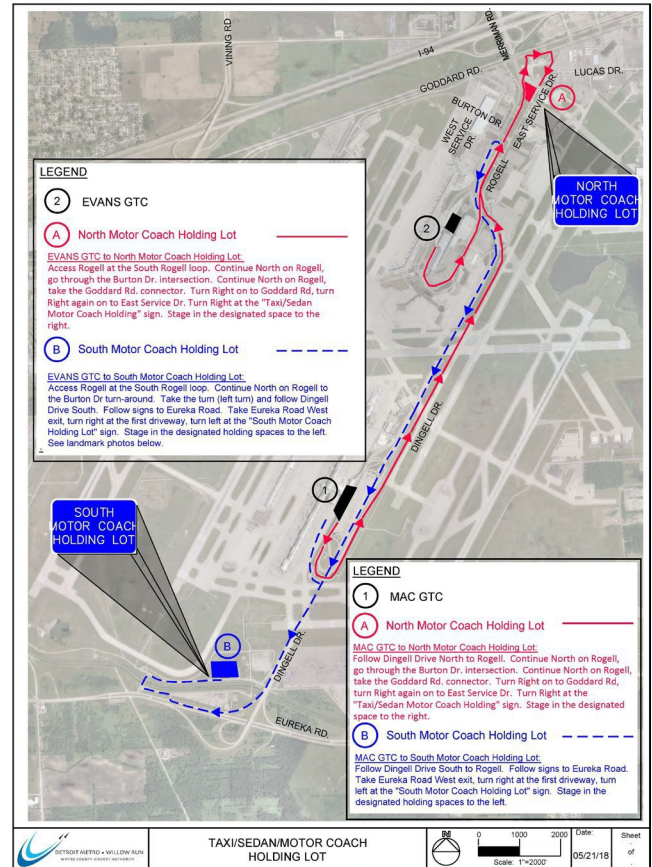
To the fullest extent permitted by law, and commensurate with the Requestor's degree of fault, the Requestor will indemnify, defend, and hold harmless WCAA, and its respective Board Members, officers, employees, agents, and representatives, from and against any and all claims, liabilities, losses, demands, causes of action, suits or judgments including, but not limited to, those for death or injury to persons and for loss of or damage to property, arising or alleged to arise, either directly or indirectly, out of or in connection with the Requestor's use of WCAA's Meet and Greet program, including the acts or omissions of the Requestor, its officers, employees, agents, representatives, contractors, guests or other invitees where such acts or omissions occur at WCAA.

The Requestor shall not; however, be obligated to indemnify WCAA for any damage or injuries caused by or resulting from the sole negligence of WCAA. Further, the Requestor shall not be obligated to defend or indemnify WCAA for any amount greater than the degree of fault of the Requestor and (if applicable) its subcontractors.

Landside

- **Ground Transportation**

- Motor Coach Holding Lot (See Appendix C)
 - North Motor Coach Holding Lot
 - Located on the East Service Drive near the North Cell Phone Lot
 - Look for the “Taxi/Sedan Motor Coach Holding” sign
 - South Motor Coach Holding Lot
 - Located on Eureka Rd, west of the airport entrance/exit
 - Look for the “South Motor Coach Holding Lot” sign



- Other Forms of Transportation or Special Arrangements

- If your organization plans to use alternative forms of transportation to pick up or drop off your guests, please contact the Landside Department to discuss your options.

Contacts

- **Communications & External Affairs**

Community Outreach Programs Manager

External.Affairs@wcaa.us

(734) 247-7379

- **Landside**

Tracy Bangs

Department Manager

Tracy.Bangs@wcaa.us

(734) 247-3322

- **Clear Channel**

Kyle Huddle

Vice President of Sales

Kylehuddle@clearchannel.com

(610) 674-6097

Appendix A: Welcome Banner Request Form

WELCOME BANNER REQUEST FORM

INSTRUCTIONS: Use this form to request Welcome Banners to be displayed at Detroit Metropolitan Wayne County Airport (DTW). Application must be typed or printed using ink and signed by the responsible party. Submit form to external.affairs@wcaa.us at least ten (10) business days before requested installation date. Requestor assumes any and all liabilities and further agrees to (1) Comply with all guidelines and or specifications under which a welcome banner is granted; and (2) Notify WCAA of any changes to the information provided for further review and approval. **By signing below, Requestor acknowledges that they have read and understand all conditions of approval, including the Welcome Banners & Meet and Greet Operations Guidelines, as set forth by WCAA.**

APPLICANT INFORMATION

Official Name of Applicant/Organization

Mailing Address

Applicant's Contact Person

Phone

E-mail Address

EVENT INFORMATION

Name

Start Date

End Date

of Attendees

GENERAL BANNER DISPLAY INFORMATION

Please select from the following checkboxes.

- Outdoor Digital Billboard – Option 1: Display includes a .jpg or .png logo (120 x 112) for event, no more than three (3) lines of text and no more than 100 characters.
- Vinyl/Cloth/Pop-Up Banner – Evans Terminal
- Vinyl/Cloth/Pop-Up Banner – McNamara Terminal
- Digital Banner – McNamara Terminal: file type .jpg format 1920 x 1080

Requested Install Date:

Work Order #

Date Artwork Received:

Artwork Approved? Yes No

Requested Removal Date:

Work Order #

Date Banner(s) Received:

Banner to be returned to Applicant:

Yes

No

Pick Up Notes:

Event Logo

Three lines of text (100 characters max)

APPLICANT SIGNATURE

By signing below, the Applicant acknowledges they have read and understand the Welcome Banner Guidelines as set forth by WCAA.

Applicant's Signature

Date

Applicant's Printed Name

Title

Approved by Communications & External Affairs

Signature:

Yes

No

Notes:

Printed Name:

Appendix B: Meet and Greet Request Form

MEET & GREET REQUEST FORM

INSTRUCTIONS: Use this form to request a Meet and Greet operation at Detroit Metropolitan Wayne County Airport (DTW). The application must be typed or printed using ink and signed by the responsible party. Submit form to external.affairs@wcaa.us at least ten (10) business days before requested date. Requestor assumes any and all liabilities and further agrees to (1) Save harmless and indemnify WCAA (as further described in WCAA's Welcome Banners & Meet and Greet Operations Guidelines); (2) Comply with all guidelines and or specifications under which a welcome banner is granted; and (3) Notify WCAA of any changes to the information provided for further review and approval. **By signing below, Requestor acknowledges that they have read and understand all conditions of approval, including the Welcome Banners & Meet and Greet Operations Guidelines, as set forth by WCAA.**

APPLICANT INFORMATION

Official Name of Business/Organization

Mailing Address (Number, Street, State, City & Zip)

Phone

E-mail Address

PRIMARY COORDINATOR INFORMATION

ONSITE CONTACT INFORMATION

Contact Name

Contact Name

Phone

E-mail Address

Phone

EVENT INFORMATION

Name of Event

Start Date

End Date

of Event Attendees

of Attendees @ DTW

LOCATION(S) – If more date/times are needed, please include in email

Evans Terminal (Please specify location):

Table Location Options: Baggage Claim – Near Information Booth
 Baggage Claim – Between Carousels #3 and #4

McNamara Terminal (Please specify location):

Table Location Options: Domestic Baggage Claim – Near Carousel #6
 International Arrivals Lobby

Greeter Location Options: Ground Transportation Center – Pedestrian Bridge ,
 Ground Transportation Center – Level 1 , Ticket Lobby

Greeter Location Options: Domestic Baggage Claim – Under Flight Information
 Display Screens , Ground Transportation Center – Pedestrian Bridge

Date	Start Time	End Time	Date	Start Time	End Time

The number of Meet & Greet Passes needed?
 (Max number of passes = 10)

Walkthrough needed?

Yes No

Date

TABLE & CHAIRS

Table & Chairs Needed <i>One 8 ft. Table & Two Chairs</i>	McNamara Terminal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Evans Terminal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Special Instructions/Additional Notes:
	Work Order #			Work Order #			

TRANSPORTATION

Transportation Included?	Yes	No	Name of Transportation Provider	
Type of Transportation	<input type="checkbox"/> Taxi/Cab		<input type="checkbox"/> Limo/Luxury Sedan	<input type="checkbox"/> Rideshare
	<input type="checkbox"/> Shuttle		<input type="checkbox"/> Motor Coach	<input type="checkbox"/> Van
	<input type="checkbox"/> Private Vehicle		<input type="checkbox"/> Other (Please Describe)	

Approved by Landside?

Yes No

Notes:

SIGNATURES

By signing below, the Applicant acknowledges they have read and understand the Meet & Greet Guidelines as set forth by WCAA.

Applicant's Signature

Date

Applicant's Printed Name

Title

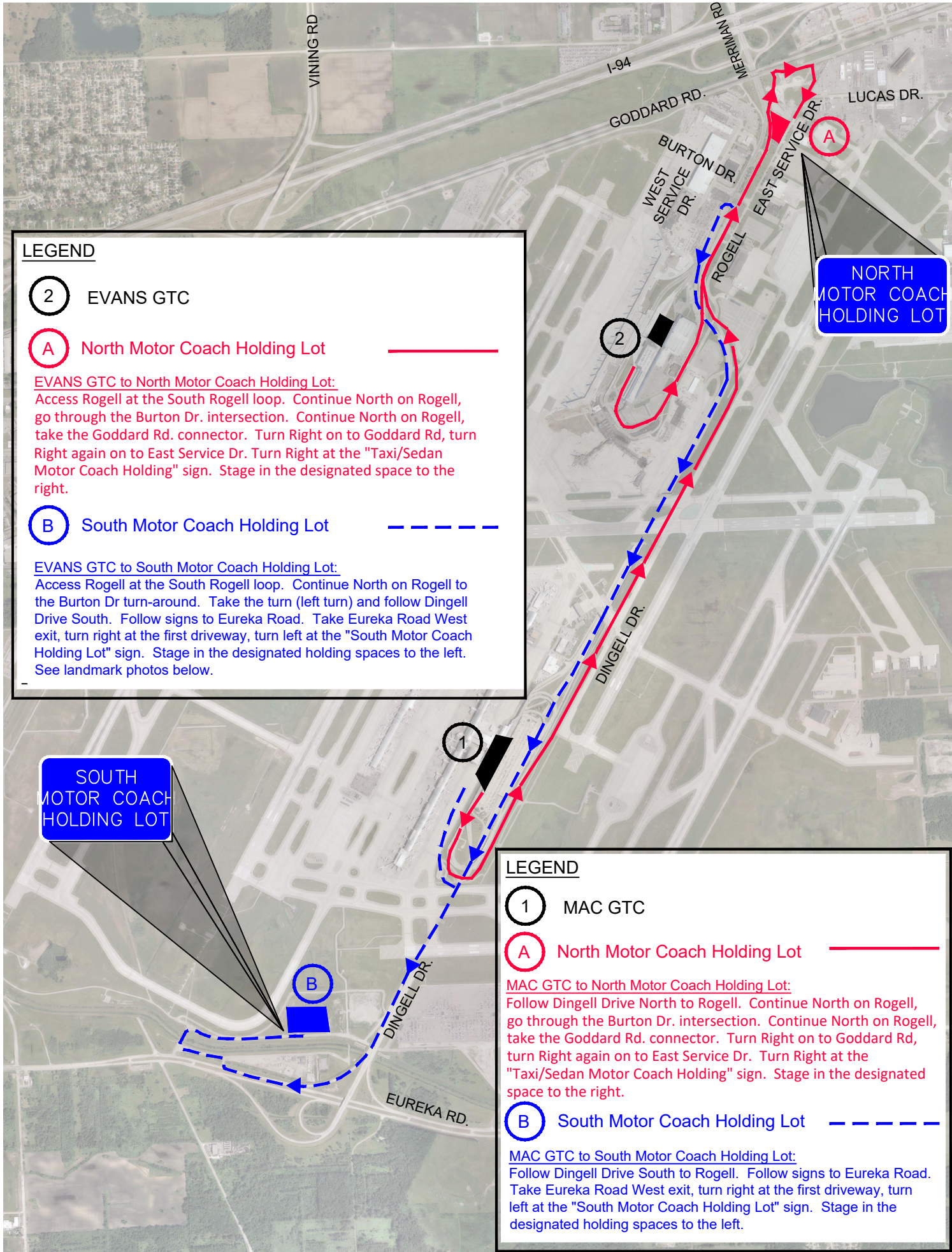
Approved? Yes No

Permit #:

Signature:

Approval Date:

Appendix C: Motor Coach Holding Lot



LEGEND

2 EVANS GTC

A North Motor Coach Holding Lot

EVANS GTC to North Motor Coach Holding Lot:
 Access Rogell at the South Rogell loop. Continue North on Rogell, go through the Burton Dr. intersection. Continue North on Rogell, take the Goddard Rd. connector. Turn Right on to Goddard Rd, turn Right again on to East Service Dr. Turn Right at the "Taxi/Sedan Motor Coach Holding" sign. Stage in the designated space to the right.

B South Motor Coach Holding Lot

EVANS GTC to South Motor Coach Holding Lot:
 Access Rogell at the South Rogell loop. Continue North on Rogell to the Burton Dr turn-around. Take the turn (left turn) and follow Dingell Drive South. Follow signs to Eureka Road. Take Eureka Road West exit, turn right at the first driveway, turn left at the "South Motor Coach Holding Lot" sign. Stage in the designated holding spaces to the left. See landmark photos below.

SOUTH MOTOR COACH HOLDING LOT

B

LEGEND

1 MAC GTC

A North Motor Coach Holding Lot

MAC GTC to North Motor Coach Holding Lot:
 Follow Dingell Drive North to Rogell. Continue North on Rogell, go through the Burton Dr. intersection. Continue North on Rogell, take the Goddard Rd. connector. Turn Right on to Goddard Rd, turn Right again on to East Service Dr. Turn Right at the "Taxi/Sedan Motor Coach Holding" sign. Stage in the designated space to the right.

B South Motor Coach Holding Lot

MAC GTC to South Motor Coach Holding Lot:
 Follow Dingell Drive South to Rogell. Follow signs to Eureka Road. Take Eureka Road West exit, turn right at the first driveway, turn left at the "South Motor Coach Holding Lot" sign. Stage in the designated holding spaces to the left.

Appendix D: Prohibited Uses

APPENDIX D: PROHIBITED USES

The purpose of this section is to define what is and is not permitted, ensuring compliance and preventing misuse of the Welcome Banner & Meet and Greet programs.

Prohibited Uses of the Welcome Banner Program

All Welcome Banner and Meet and Greet requests are subject to review by WCAA. Prohibited uses of the Welcome Banner program include, but are not limited to, the following:

1. Welcome messages expressing or advocating an opinion, position, or viewpoint on matters of public debate about economic, political, religious, environmental, or social issues.
2. Welcome messages expressing religious or spiritual messaging.
3. Welcome messages expressing religious holiday-related messages are not permitted but *may* be acceptable if the message is tied to an event.
4. Welcome messages containing political messaging referring to a specific ballot question, initiative, petition, or referendum; political party; or any candidate for public office.
5. Welcome messages that are likely to be emotionally or physically harmful to children or of a nature likely to frighten children.
6. Welcome messages that may include obscene materials, nudity, sexually prurient material, profane material, or graphically violent material.
7. Welcome messages promoting sexually prurient content, venues, businesses, or services, such as "X" or "NC17" rated films, adult video games, television rated "MA", adult bookstores, adult video stores, nude or partial nudity dance clubs, adult telephone services, adult internet sites, and escort services.
8. Welcome messages with misleading or fraudulent messages.
9. Welcome messages that promote or endorse any weapons, such as a gun, bow, sword, club, knife, or ammunition.
10. Welcome messages related to tobacco products or e-cigarettes.
11. Welcome messages that promote violence, hatred, bigotry, or intolerance.
12. Welcome messages that promote any unlawful goods, services, or conduct.
13. Welcome messages that promote or include any cannabinoid product, as well as any business or service that traffics in cannabinoids.
14. Welcome messages that demean or disparage individuals or businesses.
15. Welcome messages that are libelous or may infringe on intellectual property.
16. Welcome messages that may be in direct competition with WCAA's business objectives.
17. Welcome messages that imply or contain any endorsement by the WCAA, without prior consent.