

Sign Up Procedures for Solicitation Activities

The area currently designated for Solicitation activities is the three Kiosks located in the center of the Main Terminal on Baggage Claim Level, near Baggage Claim #12.

Any person engaged in solicitation must wear a permit badge, displayed above the waist, at all times while engaged in solicitation.

Badges will be issued by the Airport Operations Director at the same time as a permit is issued. For details of how to apply for a Permit, see <http://www.portseattle.org/Business/Pages/default.aspx>

Any person engaged in solicitation must enter his or her name on a sign-up sheet which will be placed at the Kiosks every Saturday at approximately 6:00 p.m.

The Kiosk will be reserved for consecutive blocks of six hours of time (6:00am-12:00pm; 12:00pm-6:00pm; 6:00pm-12:00am) not to exceed six (6) hours per day per organization.

Only one person at a time may be assigned to use a Kiosk section.

Users will select their Kiosk section on a first-come first-served basis.

Kiosk slot times will only be assigned on Saturdays at 6:00pm and no adjustments will be made thereafter.

Signage at the Kiosk is limited to no more than two (2), 8½ x 11 inch counter top signs per Kiosk. All signage and other materials must be removed from the Kiosk at the time the individual or group leaves the Kiosk. The Port will not be responsible for any items left unattended at the Kiosk. Any materials left unattended will be disposed of by the Port.

No materials or signage shall be posted or taped to the front or sides of the Kiosk.

No chair or stool will be provided by the Port. Individuals who are disabled or infirm may request a reasonable accommodation from a Port representative. Sitting on the counter top of a Kiosk is prohibited.

Kiosk sections left unattended for more than 30 minutes shall be considered abandoned. The Port may remove all abandoned materials.

No food or drinks may be consumed at the Kiosk.