

**ALLEGHENY COUNTY AIRPORT AUTHORITY
LEAFLETING AND OTHER SPEECH RELATED ACTIVITY
PERMIT APPLICATION**

This Permit application must be delivered at least two weeks before the proposed event in accordance with the Allegheny County Airport Authority Leafletting and other Speech-Related Activity Permit Guidelines. Email completed application to TSoubie@flypittsburgh.com & TKelly@flypittsburgh.com or mail to Tyler Soubie, Landside Terminal – 4th Floor Mezzanine, Post Office Box 12370, Pittsburgh, PA 15231-0370.

Application is for: Leafleting Picketing Other

Event Name: _____

Date(s) / Time (s) (starting and ending): _____

Sponsoring Organization: _____

Federal Tax ID: _____

Mailing Address: _____

Printed First Name / Last Name of Person Applying: _____

Mailing Address: _____

Email: _____

Phone Number(s): _____

Permit Carrier at Event: _____

Phone Number(s) where Person can be reached on the date(s) of Event:

Full, Printed Names of expected participants: (Maximum of 5 at any one time)

Location Preference: (Check one) **Ticketing Level:** Site 1 Site 2 **Baggage Level:** Site 3 Site 4
Table/Chairs (Check if needed) **Table:** **Chairs:** Quantity of Chairs Needed (Maximum of 5) _____

Description of placards, pickets, brochures, etc. that will be available during the event. (It is required to provide examples/samples for review and approval):

By signing this permit application:

1. I confirm that there will be no solicitation performed by those carrying out this activity.
2. The applicant agrees to abide by all the terms and conditions of the Allegheny County Airport Authority Leafletting and other Speech-Related Activity Permit Guidelines (**attached herein**).
3. The facts set forth in this application are true and correct. Any materially false statement are grounds for revocation of the permit.

(Signature of Permit Applicant)

**ALLEGHENY COUNTY AIRPORT AUTHORITY LEAFLETING AND
OTHER SPEECH RELATED ACTIVITY PERMIT**

GUIDELINES

The following Guidelines have been established for the issuance of permits for authorized non-solicitation leafletting, displaying of signs, signature gathering, conducting of surveys and other speech-related activities at the Pittsburgh International Airport (“Airport”). These Guidelines have been established for the purposes of ensuring the smooth operation of the Airport and meeting the primary responsibility of facilitating air travel. The Airport is not a public forum, and the Allegheny County Airport Authority (“ACAA”) seeks to avoid and minimize unnecessary disruption to the traveling public and the employees at each Airport.

1. Any person or organization that has been granted a permit must comply with the ACAA’s and FAA’s policies, guidelines, rules, and regulations, along with all other applicable state and federal laws. Failure to comply will result in the cancellation of the permit and restrictions on future permits.
2. Prohibited activities include, but are not limited to: (i) immediate solicitation of donations or contributions of funds, goods, or services; (ii) distribution of samples, food, or drink; (iii) advertising for any service, product, or organization other than through a permitted advertising contract with the ACAA or its advertising firm; (iv) the sale or offer for sale of any goods, services, merchandise, subscriptions, tickets, food, beverage, or any other thing; and (v) all related activities.

Excluded from these guidelines are musicians selected by the ACAA to perform at the Airport as part of the Arts and Culture programs. Tips may not be solicited by musicians while performing at the Airport. Tapes, CDs, or promotional materials may be offered for sale by selected musicians, and musicians may make available free materials such as business cards, brochures, etc. that will encourage the public to contact performers for these materials at a later time. If tips are solicited, musicians will not be paid for the performance and will not be scheduled for future performance opportunities.

3. Activities are prohibited if they include: (i) loud language, noise, or any amplification or noise making device; (ii) intentionally grabbing, restraining, or in any way intimidating any person being approached; (iii) repeatedly attempting to give literature to any person who has indicated that such person does not wish to accept literature; (iv) in any manner misrepresenting to the public the true identity of the organization he or she represents; (v) attaching any sign, circular, or other written material to any wall, booth, post, counter, or other surface; (vi) language that incites violence or disparages a person or particular group of people; (vii) shockingly graphic depictions; (viii) disrupting the free and orderly flow of pedestrian traffic through the Airport; (ix) leaving any literature unattended; (x) wearing a sign or carrying a placard larger than one foot by one foot in size; or (xi) interfering with the transportation or business functions of the Airport, including interfering with the progress of Airport tenants.
4. If a permit request includes signage or the distribution of literature, a proposed rendering of the sign or copy of such literature must be submitted with the permit application and is subject to the prior approval of ACAA. The ACAA will not approve submissions that are deemed inappropriate for public display. Submissions of any of the forgoing shall be made no fewer than 14 calendar days prior to the date that the permit applicant intends to use the same. Approval of any such disseminated

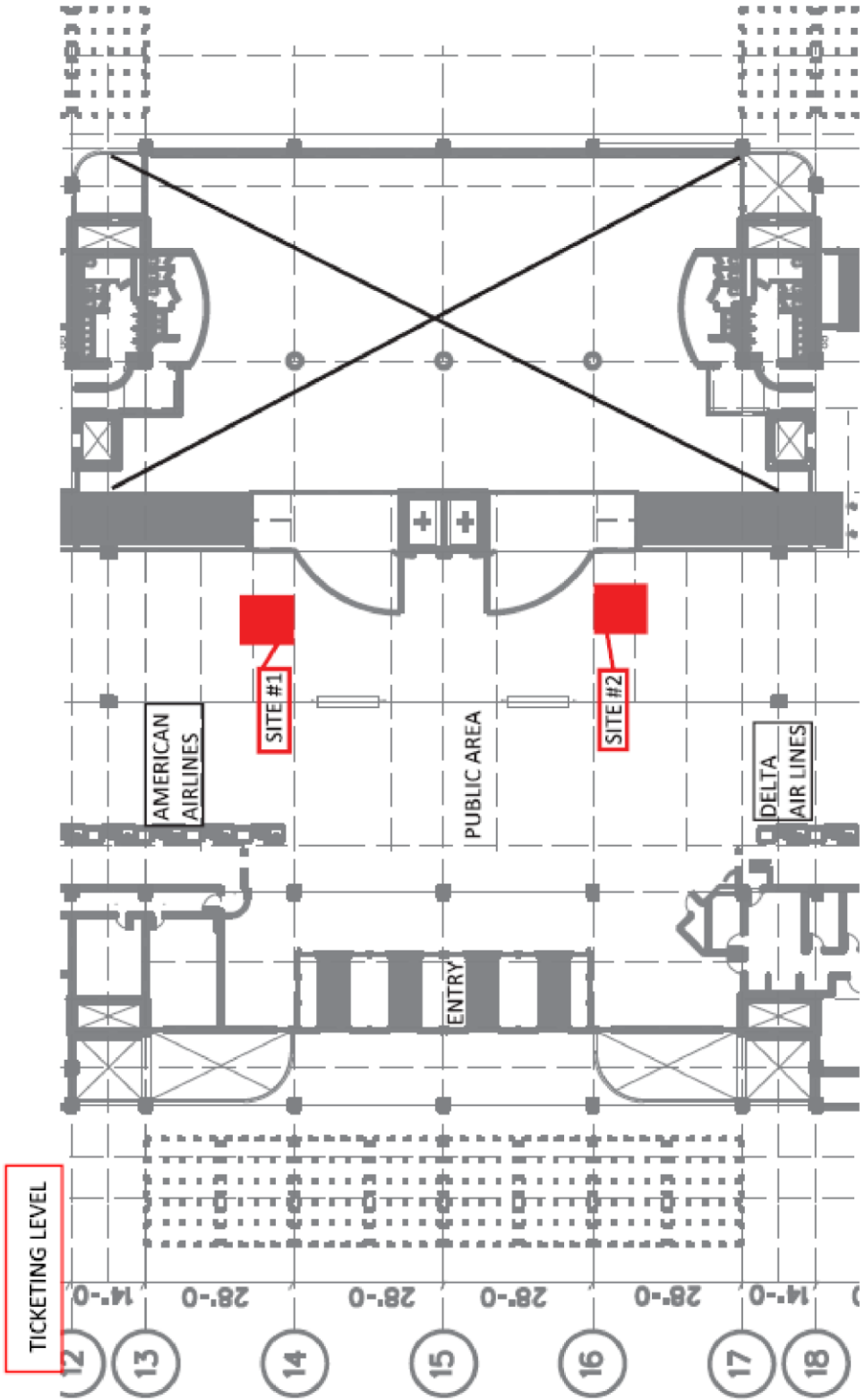
or displayed items is solely within the judgment of the ACAA; provided, however, the ACAA shall not exercise any discretion or judgment regarding the purpose or content

of the proposed activity, except as provided in these Guidelines. The issuance of a permit is a strictly ministerial function and does not constitute an endorsement by the ACAA of any organization, cause, religion, political issue, or other matter.

If the distribution of literature is approved as part of the permit request, the permit holders may not directly approach passers-by in order to distribute such literature.

5. The ACAA requires no fewer than 14 calendar days to review a Permit application. Permits are issued for no more than a 14-day consecutive period and are renewable. Permits may be subject to date and time restrictions as deemed necessary by the ACAA due to increased operational periods or security concerns. Permits shall be issued on a first-come, first-served basis. If there is no space available, then the applicant can choose to place his or her name on a waiting list. The person(s) on such waiting list will be granted preference in order of application date and as space becomes available. **Permits are non-transferrable.**
6. Four locations are designated for purposes permitted by these Guidelines in the Landside building of the Pittsburgh International Airport (see attached maps). The locations are evenly distributed on two levels as follows:
 - Ticketing Level – Sites #1 and #2
 - Baggage Level – Sites #3 and #4
7. One location will be granted per Permit application. Each site is limited to a 10' x 10' area. All persons and activities must remain within the boundary set forth in the Permit, and the site is not to be occupied by more than five persons at a time. If requested, the ACAA will provide and set-up one table and/or up to 5 chairs. The ACAA, however, will not provide additional set-up or break-down assistance for permit holders.
8. To prevent the uninterrupted flow of Airport pedestrian traffic, permits will be limited to the location assigned. The ACAA may move expressive activity from one location to another and/or disperse such activity around the airport upon reasonable notice to each affected person when, in the judgment of the ACAA, such action is necessary for the efficient and effective operation of the transportation function of the Airport.
9. Approved permits will be emailed or faxed to an address or phone number designated by the applicant. **Please display the permit at the designated site for the duration of activities at the Airport and be prepared to present it at any time on request by an ACAA or ACPD staff member.** Engaging in activities as described herein without a permit obtained in accordance with these Guidelines is prohibited.
10. ACAA reserves the right to cancel a permit, without prior notice, in the event ACAA determines that any of the preceding provisions have been violated. ACAA reserves the right to suspend a permit if it is necessary to do so to facilitate passenger flow, address safety or security concerns, facilitate the conduct of Airport business, or address any other concern.

If you have any questions regarding these Guidelines, please contact Tyler Soubie at the Allegheny County Airport Authority at (412) 472-3855.



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