

To: All Service Providers

Re: Pre-Arranged Staging Lot Relocation

Effective November 2, 2015, the staging lot for all pre-arranged vehicles will relocate to the Terminal A, Infield lot. The newly refurbished lot has approximately 280 marked spaces, new poured pavement and an enhanced roadway system which will allow easy access to all of the Airport's terminal locations. At this time the Terminal B, Infield lot will be closed for all commercial vehicle staging.

When utilizing the staging lot, please adhere to the following:

- **Please park in marked spaces only**
- When entering the terminal areas other than an approved staging lot, a driver operating on a pre-arranged basis shall possess and present to the administrator on request, written, electronic, or mobile application documentation with pre-arranged trip information.
- The hold lot at Terminal A, Infield, is the only location on the airport where prearranged vehicle operators, utilizing mobile applications to receive a prearranged trip request, will be able to receive trip requests.
- **Pick up and drop off in designated areas only.** Drop guests on the Departure level of the terminal at the Passenger Drop Off zone. Pick up guests on the Arrival level of the terminal at the Passenger Pick Up zone. Both the Drop-Off and Pick-Up zones are marked by WHITE signs with green lettering.

Pre-Arranged Staging Lot, Terminal A, Infield
Effective November 2, 2015



Passenger
Drop-Off



Passenger
Pick-Up

