



Michael J. Landguth, A.A.E.  
President & CEO

**R A L E I G H - D U R H A M   A I R P O R T   A U T H O R I T Y**

1000 Trade Drive • P O Box 80001 • RDU Airport, NC 27623

tel: (919) 840-7700 • fax: (919) 840-0175 • www.rdu.com

**Application for Use of Special Events Desk and Welcome Digital Graphics**

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Number of Attendees** \_\_\_\_\_

**Name of Transportation Company** \_\_\_\_\_

**Transportation Company Contact Number** \_\_\_\_\_

**Dates for use of Special Events Desk:**

<b>From:</b>	<b>To:</b>
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**Dates for Terminal Graphic Display:**

<b>From:</b>	<b>To:</b>
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**Terminal location:**

*(please check all that apply)*

1: ☐ 2: ☐

**Digital Graphic Checklist:**

<b>Should state "Welcome"</b>	
<b>Name of Group/Event</b>	
<b>Date/Dates of Event</b>	

**R a l e i g h - D u r h a m   A i r p o r t   A u t h o r i t y   B o a r d   M e m b e r s**

John M. Kane, Chairman  
Wake County

Patrick Hannah, Esq., Vice-Chairman  
Durham County

Robert D. Teer, Jr., Treasurer  
City of Durham

Dickie Thompson  
City of Raleigh

David Morgan  
Durham County

Sepideh Saidi, PE, Secretary  
City of Raleigh

David Kushner  
Wake County

Napoleon Wallace  
City of Durham



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R A L E I G H - D U R H A M   A I R P O R T   A U T H O R I T Y

1 0 0 0   T r a d e   D r i v e   •   P O   B o x   8 0 0 0 1   •   R D U   A i r p o r t ,   N C   2 7 6 2 3

t e l : ( 9 1 9 )   8 4 0 - 7 7 0 0   •   f a x : ( 9 1 9 )   8 4 0 - 0 1 7 5   •   w w w . r d u . c o m

- ➔ Applications for use of Special Events Desk should be received thirty business days prior to the event.
- ➔ Welcome Digital Graphic requests should be received at least thirty business days prior to display.
- ➔ Please contact the Ground Transportation Coordinator at 919-840-7530 with questions regarding vehicle permit requirements for pick-up and drop off.

**The Raleigh-Durham Airport Authority reserves the right to refuse any group which it deems unsuitable or disruptive to the airport environment.**

### **RDU Airport Authority Digital Welcome Graphics Requirements**

We require the digital graphics to be in high-resolution .jpg file consisting of the following pixels:

**1920 pixels wide x 1080 pixels high**

The graphic should be in a landscape format with medium to dark colored background. Graphics with white backgrounds do not project very well on our screens.

We require all graphic images to be delivered to us at least 30 business days prior to the actual event.

Additionally, all graphics should include the word "Welcome" as a header. For further information, please contact:

Guest Experience at 919-840-7943 or email to [casey.tischner@rdu.com](mailto:casey.tischner@rdu.com)

Or mail request to:

Attention: Guest Experience  
Raleigh-Durham Airport Authority  
PO Box 80001  
RDU Airport, NC 27623-0001

Or Fax to (919) 840-7429

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