



NORFOLK INTERNATIONAL AIRPORT

AIRPORT WELCOME REQUEST FOR MEETING & CONVENTION GROUPS

Complete and email this form to Susan Sheaffer (ssheaffer@norfolkairport.com) and Charlie Braden (cbraden@norfolkairport.com) at least two weeks prior to the requested dates to insure upload of your information. Image should be sized to 1920 X 1080 in JPG or PNG format.

Meeting/Convention Name: _____

Meeting Location: _____

Meeting Dates: _____

Airport Arrival Date/s: _____

Anticipated Number of Fly-Ins: _____

Contact Name: _____

Contact Phone: _____

If staff from your organization will be at the airport to welcome attendees, we will provide a welcome table/chairs in the Arrivals Terminal near Baggage Carousel 1. Please bring table décor and pull-up banner or easel/poster (note: signs cannot be affixed to walls). There is no charge for this service.

Set-up Date/s: _____

Time/s Needed: _____

For assistance 8:30A-5:00P Monday-Friday, contact Susan Sheaffer: 757-362-7784.
After hours, contact Norfolk Airport Police Dispatch at 757-857-3223.