

Vendor Delivery Parking Permit Program

The Vendor Delivery Parking Permit program is established to provide Los Angeles International Airport (LAX) qualified vendor's access to short-term parking in the Central Terminal Area (CTA) for oversized vehicles only. An oversized vehicle's dimensions must exceed 8 feet in height and 9 feet in length. (See attached map for available vendor parking areas.)

To be eligible for a Vendor Delivery Parking Permit companies/organizations must meet certain requirements as defined below:

Qualified Vendors

- Vendors of goods and supplies for LAX concessionaires.
- Vendors of goods and supplies for LAX air carriers and tenants.
- Service companies providing specialized equipment, repair and installation to concessionaires, air carriers and tenants of LAX. This does not include general repair such as plumbers, electricians, or other general types of work.
- Priority parcel delivery companies utilizing ticket counters for drop-offs and pick-ups (Upon verification by sponsoring air carrier).

Program Key Points

- Parking is only available in designated Vendor Delivery Parking lots (West Way, East Way) at no charge.
- Vehicles must meet the minimum size definition of "oversized" (i.e., must exceed 8 feet in height and 9 feet in length).
- Parking is available for up to a maximum of 2 hours. Company vehicles that park in excess of 2 hours may be cited or towed, be required to surrender their Vendor Parking permits, and may no longer be allowed to participate in the program.
- Request of an extension to the 2 hour limit must show a critical need to do so, and must have prior approval by the Chief Executive Director or designee.
- Parking is available on a first come-first served basis subject to space availability. No guarantee is made that parking space will be available in any of the vendor areas.
- Vehicles must display company name on side of vehicle while parked.
- Qualified vendors are not guaranteed to receive Vendor Parking Permits.
- Los Angeles World Airport's (LAWA) retains the rights to discontinue accepting applications at its sole discretion.
- Construction companies and general service providers are not eligible to apply for Vendor Parking permits.

APPLICATION PROCESS

To request a Vendor Delivery Parking Permit, the following documents must be submitted:

1. **Completed Application**

The application form must be completed in its entirety, indicating each LAX concession, airline carrier, or tenant, to whom services or goods are being provided.

2. Letter(s) of Verification

A Letter of Verification on company letterhead is required from each LAX concession, airline carrier, or tenant to whom supplies or services are being provided. The Letter is to confirm the following:

- a. A current contract and/or an at-will agreement between LAX tenant/airline/ or concessionaire and your vendor company.
- b. Each vendor must provide their City of Los Angeles Business Tax Registration Certificate number (BTRC).
- c. List the contract number, start and end dates.
- d. Indicate delivery location(s): address, building, terminals, rooms, etc.
- e. Describe in detail the type of goods you are delivering
- f. Company contact name and information.

3. Vendor Delivery Parking – List

This form must be completed in its entirety indicating the year of vehicle, make, model and vehicle height and length, license plate number and VIN number, of each vehicle permit requested.

4. Vehicle Registration Card

A copy of current valid DMV registration card must be submitted and approved for each vehicle. Any expired registration cards will result in disapproval and a permit will not be issued.

5. Vehicle Insurance

Evidence of valid insurance must be submitted and approved for each vehicle. Expired insurance will result in disapproval and a permit will not be issued.

VENDOR DELIVERY PARKING PERMIT

A Vendor Delivery Parking Permit is individually assigned to each approved vehicle on the Vehicle List. The permit will include company name, vehicle license plate number and is valid for the current calendar year.

The permit must be hung from the rearview mirror of the vehicle to which it is issued and must be displayed at all times while parked at LAX Vendor Delivery Parking areas.

Failure to display permit may result in ticket or impound of vehicle at owner's expense. LAWA is not responsible for theft, loss or damage of vehicle or its contents.

Permit is non-transferrable

Violation may result in revocation of vendor's permit and eligibility to participate in the vendor delivery parking program for all company vehicles.

CONTACT

Completed application documents and/or questions regarding Vendor Delivery Parking Permit Program must be submitted to Parking@lawa.org.