IGC, Inc.
P.O. Box 66581
Chicago O'Hare International Airport
Chicago, IL 60666

Common Use Ancillary Space Request Form

Airline:	Requested Season: (Season/Year)
Name:	Date Submitted: (MM/DD/YYYY)

For use by Airlines with Departure Operations:

Do you Intend to Use Common Use Kiosks (Yes/No):		
	Min Quantity Requested:	**Max Quantity Requested:**
Check-in Positions (Ref TSUPs 5.1&5.2):		
Baggage Make-Up Positions (Ref TSUPs 5.1&5.2):		
	Min Quantity of Hours:	**Max Quantity of Hours:**
Period of Use* (Ref TSUPs 5.1&5.2):		

*An Airline's Period of Use is calculated as the quantity of hours before each flight's scheduled time of departure.

For Use By Airlines with Arrival Operations:

Re-Check/Customer Service Positions (Ref TSUPs 5.1&5.2):	

Notes:

Information included in this section should be limited to items pertinent to scheduling operations.
Please indicate if your Airline intends to utilize any non-standard proprietary equipment. Ex. Kiosks, portable podiums, custom stanchions, etc.
Gate requests made in this section will not be considered.

Submit

Ancillary space requests are to be submitted to the O'Hare Airport Scheduling Manager no later than the date listed in the Seasonal Communication provided by the O'Hare Airport Scheduling Manager. Any submissions received after the respective date will be considered late and allocated according to Section 5.1 & 5.2 of the Terminal Space Use Protocols (TSUPs).