



Meeting Procedures

-DCA Washington National Reagan Airport

Outside – Meet curbside on the baggage claim level under the sign of the appropriate airline – must coordinate with chauffeur. CURBSIDE Pickup meet with a sign. Driver to text passenger(s) upon arrival. After claiming your luggage:

TERMINAL A: Proceed to lower level (obtain luggage if needed). Walk outside to the main curb and call your chauffeur.

TERMINAL B & C: Please call your chauffeur and exit door no. 6 or 7. Chauffeur will arrive outside the door in approx. 7-10 minutes.

****Inside – Terminal A:** For Southwest, Frontier Airlines must have a greeter on site. No parking. Meet at baggage claim carousel listed for the passenger's flight number.

TERMINAL B & C: Meet at baggage claim carousel listed for the passenger's flight number. Driver to text passenger(s) upon arrival.

Please note: ** Due to parking congestions some pickups may be forced to meet at curbside.

IAD Washington Dulles Airport

Outside – CURBSIDE Pickup with a sign. Driver to text passenger(s) upon arrival. After claiming your luggage:. Please call your chauffeur and proceed UP to the ramp of the arrival level (middle floor of the airport). Chauffeur will arrive outside the door in approx. 7-10 minutes

****Inside – Meet** at baggage claim carousel listed for the passenger's flight number. Driver to text passenger(s) upon arrival. Due to construction some pickups may be forced to meet at curbside.

****International– Customs** meet stage next to Starbucks with a sign. Text passenger(s) upon arrival.

Please note: ** Due to parking congestions some pickups may be forced to meet at curbside.

-BWI Baltimore Washington Airport

Outside –CURBSIDE Pickup meet with a sign. Driver to text passenger(s) upon arrival. After claiming your luggage: Walk outside to the main curb on the baggage claim level outside the agreed door (1-18) and call your chauffeur. Chauffeur will arrive outside the door in approx. 7-10 minutes.

****Inside – Meet** at baggage claim carousel listed for the passenger's flight number.

****International– Customs** Meet in the international arrivals meeting area outside of customs.

Please note: ** Due to parking congestions some pickups may be forced to meet at curbside.

Union Station (WASHINGTON DC)

Pick up for sedans, suvs, limos, van terras, and mini buses is 3rd curb, in front of station. Coach buses must p/u or c/o behind Union Station, on Bus Deck. Bus enters Deck from [101 H St NE](#).

To Meet your chauffeur please call 703.662.7273 option 0 for Dispatch to find out where your chauffeur will meet you. Please note we do not track train arrival times and so an authorized wait is recommended.

*****Client Arrival Procedures***:** After confirming that the client has exited the train, please ask the client to exit the main doors and walk to the middle island. The chauffeur will meet the client at this location in about 5 - 7 minutes