



PRE-DEPARTURE GUIDELINES

FRONT DESK/RECEPTION AREA

- Upon arrival at the hangar, members/guests are requested to proceed to the front desk for check-in.
- For security reasons, all members/guests must present their membership identification card or any valid I.D. to the receptionist at the front desk. Please be reminded that checked baggage is limited to 10 kilos per member/guest. One hundred pesos (100 Php) will be collected per kilo of any amount in excess of the allowed weight. Snacks and beverage items may be brought for personal consumption. No alcoholic beverages are allowed to be brought onto the aircraft or to Balesin.
- All bags will be scanned through an X-ray machine. Please ensure that dangerous or hazardous items are declared. (Refer to attached Dangerous Goods Items list)
- Members/guests are required to check in two (2) hours prior to their flight schedule as we follow a strict departure time based on the slots given to us by Manila Airport Tower.
- Passengers will board the aircraft fifteen (15) minutes before departure time and once the doors are closed, we will no longer allow any late passengers to board the flight.

LOUNGE/HOLDING AREA (Pre-departure)

- Bringing and/or drinking of liquor or any alcoholic beverage is prohibited inside the lounge.
- Smoking is only allowed in designated areas.
- Please refrain from entering restricted areas.
- Please observe proper conduct at all times so as not to offend other members/guests/staff. Rude or unruly behavior inside AAI Hangar will not be tolerated. AAI Management reserves the right to refuse boarding to persons engaging in rude or improper behavior.

FLIGHT

- Hand-carried bags must be no larger than approximately 12 inches in width and 10 inches in height. Due to safety reasons, carry-on baggage must be placed under the seat in front of you. No items should be placed on your lap during flight.
- Members/guests will be prohibited from joining the flight if intoxicated or under the influence of alcohol.
- As per the Civil Aviation Authority of the Philippines (CAAP), taking of photos is not allowed inside the hangar or on the ramp as this is considered a hazardous act and may cause injuries.
- In cases of flight delay due to uncontrollable circumstances, the member/guest will have the option to rebook their flight or totally cancel their booking without penalties or charges.