

**AIRPORT DINING & RETAIL  
PRICING and MENU SUBMITTAL GUIDELINES**

- All proposed price increases and menu changes are required to be submitted by each location.
- Please highlight any NEW menu items.
- Must be submitted in this format and approved in advance of being printed or going into effect.
- Must to be submitted to the Business Manager and reviewed by the Business Manager and Bridget Bolt ([bolt.b@portseattle.org](mailto:bolt.b@portseattle.org)) before coming to me for final sign off.
- The max approved % increase is 10% over street. Previously approved prices will be taken into account for reasonableness of proposed pricing.
- While menu's may have some changes based on seasonal updates, price increases are only allowed ONCE a year.