

TDTD PHOTO SUBMISSIONS

STEP ONE

Name photos: City_County_Attraction_PhotoCredit.jpg.

STEP TWO

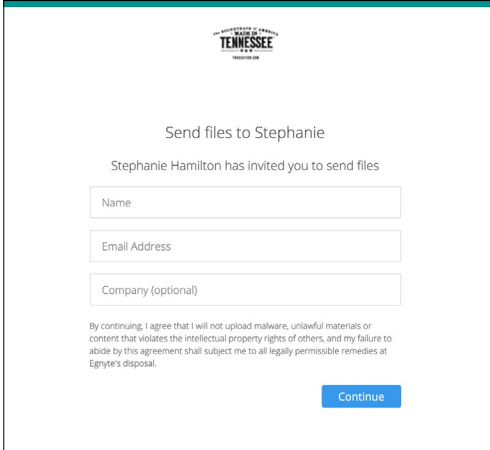
Fill out the **Photo Release Form**, found on the second page. It can also be downloaded at industry.tnvacation.com/industryresources/branding.

STEP THREE

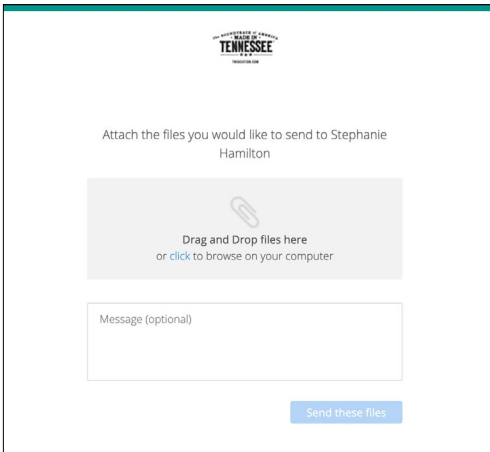
Submit **high-resolution*** photos with their respective Photo Release Form to <https://tdtdfiles.egnyte.com/ul/NTMdOmBKBN>.

You will be prompted to fill out your contact information. Fill out accordingly then hit “Continue” to get to the upload page where you’ll be able to upload your images and Photo Release Form.

**Please ensure all photos are 1MB or larger.*



The screenshot shows the Egnyte web interface. At the top is the 'MADE IN TENNESSEE' logo. Below it, the text reads 'Send files to Stephanie' and 'Stephanie Hamilton has invited you to send files'. There are three input fields: 'Name', 'Email Address', and 'Company (optional)'. Below these fields is a small disclaimer: 'By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.' At the bottom right is a blue 'Continue' button.



The screenshot shows the Egnyte web interface for file upload. At the top is the 'MADE IN TENNESSEE' logo. Below it, the text reads 'Attach the files you would like to send to Stephanie Hamilton'. There is a large grey box with a paperclip icon and the text 'Drag and Drop files here or click to browse on your computer'. Below this is a 'Message (optional)' text area. At the bottom right is a blue 'Send these files' button.

In order to honor and protect partners, photographers, TDTD and the State of Tennessee, any photos acquired outside of this process will no longer be accepted for use. We appreciate your efforts and cooperation as we work to streamline content gathering and storage. For further questions, please contact the Creative Services Manager at Alisa.Kessler@tn.gov.

PHOTO RELEASE FORM

I on behalf of myself and/or through my official capacity (herein after referred to as “I”) give the Tennessee Department of Tourist Development (herein after referred to as the “department”) permission to reproduce, use, and sub-license the supplied images (“photos”) in all advertising and marketing throughout the world, without restriction as to frequency. I represent and confirm that I own all rights necessary in the photo, i.e. copyright and model or likeness release completed, to grant the rights set out here, and by exercising these rights will not violate or infringe on the copyright or any other rights of any third party. I represent and confirm that the department may alter, crop, edit or otherwise modify the Photos as reasonably necessary. Further, I represent and confirm that I will indemnify and hold the department and the sub-licensee harmless against any liabilities and expenses that may incur as a result of claims and/or proceedings related to the use of the Photos in any materials produced resulting through this license.

Please check the box that applies to the terms of use for these assets:

☐ In Perpetuity ☐ Other:

☒ _____

SUBMITTED PHOTOS

All photo submissions are required to have a completed photo archive form to better track photos submitted by partners. Please use a separate line for each photographer and/or photo credit. If no photo credit name is required or provided for an image, your attraction name will be used in its place.

CARES-Funded	Image or Batch Name	County	Submitted By	Photographer	Photo Credit*
<input type="checkbox"/>					
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*Please include photo credit name and/or their social media handle to tag on social media platforms, if applicable.