1715 LEBANON RD. LAWRENCEVILLE GA. 30043

PHONE 404 266-2894 FAX 770-513-4809

Image Usage Rights

I, Steve Hogben, hereby certify and confirm that I own all right, title and interest, including all rights of copyright, in and to images I've photographed on behalf of and for The Apple Companies. As owner of the images, I grant to Apple Seven, Inc., its subsidiaries, hotels, managers, and its franchisors the right to display and use these photographs without restriction to the purpose, quantity, method or place of display and use, and without need or request for additional compensation to me or further notice or permission from me. This authorization is granted for an unlimited length of time and does not expire.

Signed: Slip | Hod Steve Hogben, Photographer

December 12, 1006

1715 LEBANON RD. LAWRENCEVILLE GA. 30043

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Signed: Slip | Hod Steve Hogben, Photographer

December 12, 1006

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	Exterior Day.jpg	Exp. Date:	Unlimited
2. File Name	Exterior Night.jpg	Exp. Date:	Unlimited
4. File Name	Front Desk.jpg	Exp. Date:	Uniimited
5. File Name	Lobby Seating.jpg	Exp. Date:	Unlimited
6. File Name	Lobby Social Area.jpg	Exp. Date:	Unlimited
7. File Name	The Market.jpg	Exp, Date:	Unlimited
8. File Name	Indoor Pool.jpg	Exp. Date:	Unlimited
9. File Name	Breakfast Dining Area.jpg	Exp. Date:	Unlimited
10. File Name	Continental Breakfast.jpg	Exp. Date;	Unlimited
11. File Name	Business Center.jpg	Exp. Date:	Unlimited
12. File Name	Meeting Room.jpg	Exp. Date:	Unlimited
13. File Name	Sun Deck.jpg	Exp. Date:	Unlimited
14. File Name	Exercise Room.jpg	Exp. Date:	Unlimited
15. File Name	King Suite.jpg	Exp. Date;	Unlimited
16. File Name	Two Queens.jpg	Exp. Date:	Unlimited
17. File Name	Suite Living Area.jpg	Exp. Date:	Unlimited

Signature (Do not ty		Sunaure)	Kviklan	d.		Date:	<u>7-8-09</u>
Print Name	e::	Susan Kirkland	Position & Company:	Sales Support, Larry E	lumberg and Associ	iates	
I am autho applicable			ing permission becau	se (please initial only <u>one</u>	of the following bo	xes and	provide the
Your Initia	<u>ls</u>						
	A.			ee of Marriott Internation of franchised properties,			
OR							
sk	В.	property, to Marrio	tt, or in the case of fi	ting, ownership of the im ranchised properties, to t ist be submitted togetl	he franchisee.		Jht, to the
OR							
	c.	franchised propert	les, to the franchisee	ed, in writing, to the prop the right to display the i e Marriott International a	mage(s) on the Inte	ernet to p	promote the

Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be found on the **eCommerce Toolkit** accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- **2.** E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:	Fairfield Inn & Suites Louisville East				
MARSHA code:	SDFLE				
Hotel Contact (employee name):	Mona Pierson				
Phone:	502-240-6171	502-240-6171			
E-mail address:	ffilouisville@lbaproperties.com				
Iranchised Hotels Iame of Franchise Company: Mahavir Enterprises, LLC Motel Business					
Percent of Leisure/Group Business:	Percent of Leisure/Group Business: 50/50				
Check Appropriate Box:					
There are currently no property	-specific images on my Hotel Web Site.				
I am adding or replacing property-specific images to my Hotel Web Site. List any existing images you would like <i>removed</i> from the site (as listed in photo tour):					
1. Image Name	7. Image Name	13. Image Name			

1. Image Name	7. Image Name	13. Image Name	
2. Image Name	8. Image Name	14. Image Name	
3. Image Name	9. Image Name	15. Image Name	
4. Image Name	10. Image Name	16. Image Name	
5. Image Name	11. Image Name	17. Image Name	
6. Image Name	12. Image Name	18. Image Name	

Important Reminders:

- 1. All new images must be accompanied by signed usage rights.
- **2.** You <u>must</u> provide model releases for any individuals who appear in photos.

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)
Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

1 Image Caption: 4th Street Live

Marketing Caption: This \$70 million entertainment complex offers bars, restaurants, and clubs, including Hard Rock

Café. Photo courtesy of Greater Louisville CVB

ALT Tag:*

File Name:

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

4th Street Live.jpg

Louisville CVB

Louisville CVB

Unlimited

Property Code

Louisville CVB

2. Image Caption: Belle of Louisville

Marketing Caption: Take an Ohio River cruise on a National Historic Landmark; the Belle of Louisville is one of the last

authentic sternwheelers in the country. Photo courtesy of Greater Louisville CVB

ALT Tag:* Belle of Louisville

File Name: Belle of Louisville.jpg

Photographer's Name: Louisville CVB

Expiration Date: Unlimited

ROOM POOL CODE(S):*

3 Image Caption: Churchill Downs

Marketing Caption: Churchill Downs is the most famous racetrack in America and the home of the pinnacle of horse

racing success, The Kentucky Derby.

ALT Tag:*

Churchill Downs

File Name:

Churchill Downs.jpg

Photographer's Name:

Louisville CVB

Expiration Date:

ROOM POOL CODE(S):*

4. Image Caption: Frazier Historical Arms Museum

Marketing Caption: History comes alive at the internationally-acclaimed Frazier Historical Arms Museum as it portrays

the history, artistry and technological significance of weaponry and armor in the context of events that have shaped our country.

Photo courtesy of Greater Louisville CVB

ALT Tag:* Frazier Historical Arms Museum

File Name: Frazier Historical Arms Museum.jpg

Photographer's Name: Louisville CVB

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found here

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

Expiration Date: Unlimited

ROOM POOL CODE(S):*

5 Image Caption: Kentucky Center

Marketing Caption: The Kentucky Center is the performing home for the Louisville Orchestra, Louisville Ballet,

Kentucky Opera and Stage One. The Louisville Children's Theatre is the city's largest venue for traveling Broadway shows. The

building houses an impressive collection of modern sculptures too! Photo courtesy of Greater Louisville CVB

ALT Tag:*

Kentucky Center

File Name:

Kentucky Center.jpg

Photographer's Name:

Louisville CVB

Expiration Date:

ROOM POOL CODE(S):*

6. Image Caption: Kentucky Derby

Marketing Caption: This is the most famous racetrack in America and the home of the pinnacle of horse racing

success, the Kentucky Derby. Photo courtesy of Greater Louisville CVB

ALT Tag:*

File Name:

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

Kentucky Derby

KY Derby 4.jpg

Louisville CVB

Unlimited

Proceedings of the control o

7 Image Caption: Light Up Louisville

Marketing Caption: Light Up Louisville is an annual tradition in downtown Louisville on the Friday after Thanksgiving.

Photo courtesy of Greater Louisville CVB

ALT Tag:*

Light up Louisville

File Name:

Light Up Louisville.jpg

Photographer's Name:

Louisville CVB

Expiration Date: Unlimited

ROOM POOL CODE(S):*

8. Image Caption: Waterfront Park

Marketing Caption: Waterfront Park stretches along the Ohio River downtown. It is a family recreation area with a

playground, water feature and great lawn, as well as seasonal special events and concerts.

ALT Tag: * Waterfront Park

File Name: Louisville in Autumn.jpg

Photographer's Name: Louisville CVB

Expiration Date: Unlimited

ROOM POOL CODE(S):*

9. Image Caption: Louisville Skyline

Marketing Caption: Located on the bank of the Ohio River, Louisville is Kentucky's largest city, the United State's 16th

largest city and "The Gateway to the South." Photo courtesy of Greater Louisville CVB

ALT Tag:*

File Name:

Photographer's Name:

Louisville Skyline.jpg

Louisville CVB

Expiration Date: Unlimited

ROOM POOL CODE(S):*

10 Image Caption: Louisville Slugger Field

Marketing Caption: In the "e-Main" Street district you will find Louisville Slugger Field, home of the Louisville Bats

baseball team. The Bats are the 2001 International League Champions and AAA affiliate of the Cincinnati Reds. Photo courtesy of

Greater Louisville CVB

ALT Tag:* Louisville Slugger Field
File Name: Louisville Slugger Field.jpg

Photographer's Name: Louisville CVB

Expiration Date: Unlimited

ROOM POOL CODE(S):*

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the image on the Internet to promote the property and the right to authorize others to use the image on the Internet to promote the property, and you have a copy of the written license

Please note that **PART 3A** must be <u>signed</u> by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

Please note that **PART 3B** must be <u>signed</u> by the photographer or agency representative

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	4 th Street Live.jpg	Exp. Date:	Unlimited
2. File Name	Belle of Louisville.jpg	Exp. Date:	Unlimited
3. File Name	Churchill Downs.jpg	Exp. Date:	Unlimited
4. File Name	Frazier Historical Arms Museum.jpg	Exp. Date:	Unlimited
5. File Name	Kentucky Center.jpg	Exp. Date:	Unlimited
6. File Name	KY Derby 4.jpg	Exp. Date:	Unlimited
7. File Name	Light Up Louisville.jpg	Exp. Date:	Unlimited
8. File Name	Louisville in Autumn.jpg	Exp. Date:	Unlimited
9. File Name	Louisville Skyline.jpg	Exp. Date:	Unlimited
10. File Name	Louisville Slugger Field.jpg	Exp. Date:	Unlimited

Signature:	Date: <u>1-5-10</u>
(Do not type signature)	
Print Name: <u>April Taylor</u> Position & Company: <u>Sales Support, Larry Blumberg and Associa</u>	<u>tes</u>
I am authorized to grant the foregoing permission because (please initial only $\underline{\text{one}}$ of the following lapplicable information):	boxes and provide the
Your Initials	
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of Marriott subsidiaries or, (c) in the case of franchised properties, by an employee of Marriott subsidiaries or, (d) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or, (e) in the case of franchised properties, by an employee of Marriott subsidiaries or (e) in the case of franchised properties of the case of t	
OR	
B. The photographer has transferred, in writing, ownership of the image(s), including a property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image	
OR	
C. The photographer has previously licensed, in writing, to the property, to Marriott of franchised properties, to the franchisee, the right to display the image(s) on the Inproperty, including the right to authorize Marriott International and others to display Internet. A copy of the written license must be submitted together with the Image(nternet to promote the lay the image on the
Part 3B: Image Usage Rights Held by Image Owner Ma	rsha Code:
(Must be completed by the owner of the image with the Expiration Date Information)	

	u must use a separate copy of this form (Part 5) fo	r each image (or group of image	es from the same source
and taken under	the same terms).		
	, hereby certify and congranted to Marriott International, Inc., its hotel, on the property and to authorize others to display	r its franchisee, the right to disp	play the image(s) on the
This includes the	e right to promote Marriott International, as well as	s the property? Yes / No	
	list the image name and file name, indicate the ex		ate, indicate
1. File Name		Exp. Date:	
2. File Name		Exp. Date:	
3. File Name		Exp. Date:	
4. File Name		Exp. Date:	
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name		Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	
following boxes Your Initials	that I am authorized to grant or confirm the foregonand provide the applicable information):		ial only <u>one</u> of the
A .	If the photographer owns the copyright to the Im I created the Image(s) and I own all right, title a of copyright.	nage(s): nd interest in and to the Image	(s), including all rights
OR			
В.	If the photographer's company owns the copyrig All rights, title and interest in and to the Image(s in the course of his/her employment, and I am a photographer's employer.	s), including all rights of copyrig name) because the image was	created by its employee
Signature:			Date:
(Do not type sig	nature)		
Print Name:	Position & Compa	ny:	

Part 4: CHECKLIST!

Check to make sure you are providing all necessary information before you submit your hotel photography. *If any of the items are missing you will not advance into production.*

All photography meets the standards and requirements as described in the Marriott Global Source
The files sizes for still photos are at least 600×500 pixels at 72 dpi
The files for 360 images have been saved as equirectangular jpegs, at least 350K but no larger than $400K$
Signed photographer's usage rights have been submitted for all photos
Model releases have been provided for all images including people
PART 2 of the submission form has been completed with image and marketing captions, as well as photographer's name and expiration date
Save the Marriott.com Photography Request Form with your Marsha code in the title. Example: PhotographySubmissionForm_XXXXXX
When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo

Hotel submissions are released into production every Friday. To be included, your complete submission must be received by Thursday. The production time is five to ten business days.

International Marriott Hotel Web Sites

After photos have been posted on Marriott.com, they will also appear on the following Marriott International sites:

United Kingdom: marriott.co.uk Australia: marriott.com.au

Germany: marriott.de (translated photo tour Image Captions and ALT Tags, and Metadata)

Latin America: latinoamerica.marriott.com (translated photo tour Image Captions and ALT Tags, and Metadata)

China: marriott.com.cn (translated photo tour Image Captions and ALT Tags, and translated Metadata)

GDS & eChannel Sites

Submission)

After photos have been posted on the Marriott.com they will be updated on Marriott eChannel and GDS sites (if the usage rights include 3rd-party rights). This will take an additional 3 to 4 weeks, depending on the site.

How to Use this "Visions of Louisville" Photography Database

Each folder contains several hi-res photos of Louisville attractions, which you may use in your advertising, promotional materials, souvenir programs, and other materials promoting your convention/meeting/event in Louisville. When possible, please credit photos as "Courtesy of Greater Louisville Convention & Visitors Bureau," or "courtesy of www.gotolouisville.com" unless otherwise noted in the file name.

Photography credits:

Credit photos as "Courtesy of" Greater Louisville Convention & Visitors Bureau or www.gotolouisville.com, unless otherwise noted in the file name.

For your convenience we've provided some suggested picture captions:

The **4th Street Live!** entertainment district is within just a few blocks of the Kentucky International Convention Center and many downtown hotels. The \$70 million entertainment complex offers bars, restaurants and clubs, including Hard Rock Café, TGI Friday's, Rascal's Comedy Club, Saddle Ridge, Red Cheetah, Lucky Strikes Bowling Lanes, and Maker's Mark Bourbon House and Lounge.

The 1837 building at 316 W Main is home to Tony award-winning **Actors Theatre of Louisville** and the internationally recognized Humana Festival of New American Plays. Actors' season runs September to May. Perennial favorites include *Dracula*, *A Tuna Christmas* and *A Christmas Carol*.

Take an Ohio River cruise on a National Historic Landmark; the **Belle of Louisville** is one of the last authentic sternwheelers in the country.

Churchill Downs is the most famous racetrack in America and the home of the pinnacle of horse racing success, The Kentucky Derby.

Skateboard enthusiasts need to oil their ball bearings and head for the **Louisville Extreme Park**, just south of Witherspoon St. at Clay. The 40,000-square-foot concrete, outdoor course features pipes, bowls, ramps and rails that test even professional boarders. (Helmets are required.)

History comes alive at the internationally-acclaimed Frazier Historical Arms Museum as it portrays the history, artistry and technological significance of weaponry and armor in the context of events that have shaped our country.

Explore Glassworks, featuring hot glass, flame-working and cold glass studios, where artists create their delicate crafts.

The Kentucky Center is the performing home for the Louisville Orchestra, Louisville Ballet, Kentucky Opera and Stage One: The Louisville Children's Theatre as well as the city's largest venue for traveling Broadway shows. The building houses an impressive collection of modern sculpture, too.

The **Kentucky Derby Museum**, next to Churchill Downs, captures the thrill and traditions of the Kentucky Derby every day in an exciting 360-degree high-definition multimedia show. The museum has exhibits, memorabilia and art to delight all ages. There's a fine gift shop and a café overlooking a paddock with a resident horse.

Light Up Louisville is an annual tradition in downtown Louisville on the Friday after Thanksgiving.

The Louisville Science Center features a four-story IMAX® Theatre. Experience nearly 40,000 square feet of hands-on science exhibits about space exploration, river habitats and the human body.

In the "e-Main" Street district you'll find **Louisville Slugger Field**, home of the Louisville Bats baseball team. The Bats are the 2001 International League Champions and AAA affiliate of the Cincinnati Reds.

You'll know when you've found the **Louisville Slugger Museum** when you see the world's largest baseball bat, standing 120 feet tall and weighing 68,000 pounds, just outside the entrance. Exhibits at the interactive museum honoring baseball's greatest hitters include a walk through an underground locker room into a full-size dugout and a virtual home plate where you can try your skill against a fastball. There's a large collection of custom-made Sluggers signed by the stars who used them, including Ruth, Mantle, Mays and DiMaggio. After a walk through a replica Northern White Ash forest, take a guided tour of the plant to see how wood bats are turned for today's major league players.

The **Louisville Zoo** is situated on 73 rolling acres and home to 1,300 exotic animals living in botanical settings, which replicate their native habitats. Other outstanding adventures include the Gorilla Forest Exhibit, African Panorama, the Islands exhibits and daily animal training demonstrations. Human comforts include a playground, African petting zoo, indoor and outdoor cafés, plus the antique Conservation Carousel, tram and miniature train rides.

Louisville is the birthplace of Muhammad Ali, one of the many reasons he chose to locate the \$41 million

Muhammad Ali Center, honoring his life, here. The 24,000 square-foot facility, which opened November 19, 2005, houses exhibit space, classrooms, theatres, a library and function space. It is a place that redeems and esteems the core values behind Ali himself - peace, social responsibility, respect and personal growth. The Center not only explores Ali's life and what makes him such an enduring hero, it also touchs visitor's lives and inspires them to emulate his discipline, perseverance and willingness to stand up for one's beliefs.

Shopping possibilities in Greater Louisville are as limitless as your imagination. For the shopping enthusiast there are several major shopping malls featuring nationally recognized retailers such as Dillard's, Chico's, Williams-Sonoma, Old Navy and Gap.

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	4 th Street Live.jpg	Exp. Date:	Unlimited
2. File Name	Belle of Louisville.jpg	Exp. Date:	Unlimited
3. File Name	Churchill Downs.jpg	Exp. Date:	Unlimited
4. File Name	Frazier Historical Arms Museum.jpg	Exp. Date:	Unlimited
5. File Name	Kentucky Center.jpg	Exp. Date:	Unlimited
6. File Name	KY Derby 4.jpg	Exp. Date:	Unlimited
7. File Name	Light Up Louisville jpg	Exp. Date:	Unlimited
8. File Name	Louisville in Autumn.jpg	Exp. Date:	Unlimited
9. File Name	Louisville Skyline.jpg	Exp. Date:	Unlimited
10. File Name	Louisville Slugger Field.jpg	Exp. Date:	Unlimited

Signature:
Print Name: April Taylor Position & Company: Sales Support, Larry Blumberg and Associates
I am authorized to grant the foregoing permission because (please initial only <u>one</u> of the following boxes and provide the applicable information):
Your Initials
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of one of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of the franchisee.
OR
B. The photographer has transferred, in writing, ownership of the image(s), including the copyright, to the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image(s).
OR
C. The photographer has previously licensed, in writing, to the property, to Marriott or, in the case of franchised properties, to the franchisee, the right to display the image(s) on the Internet to promote the property, including the right to authorize Marriott International and others to display the image on the Internet. A copy of the written license must be submitted together with the Image(s).
Part 3B: Image Usage Rights Held by Image Owner Marsha Code:

Marriott International - Confidential



Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be found on the <u>eCommerce Toolkit</u> accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- 2. E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 OR mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:	Fairfield Inn & Suites Louisville East	
MARSHA code:	SDFLE	
Hotel Contact (employee name):	Adrienne Griffin	
Phone:	502-240-6171	
E-mail address:	ffilouis ville@lbaproperties.com	
X I am adding or replacing propo	Mahavir Enterprises, LLC 50/50 Ey-specific images on my Hotel Web Site. erty-specific images to my Hotel Web Site. erty-specific images to my Hotel Web Site. evould like removed from the site (as lister	
1. Image Name King Guest Room (sdfle_phototour01)	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name

Important Reminders:

5. Image Name

6. Image Name

- 1. All new images must be accompanied by signed usage rights.
- 2. You must provide model releases for any individuals who appear in photos.

11. Image Name

12. Image Name

17. Image Name

18. Image Name

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)

Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

Image Caption:
 Breakfast Area

Marketing Caption: A fresh assortment of breakfast foods are available each morning!

ALT Tag: * Fairfield Inn & Suites Louisville Breakfast

File Name: Breakfast Area 360.jpg

Photographer's Name: Steve Hogben
Expiration Date: Unlimited

ROOM POOL CODE(S):*

2. Image Caption: Indoor Pool

Marketing Caption: Our indoor pool is perfect for an invigorating swim to start the day or wind up the evening!

ALT Tag:* Fairfield Inn & Suites Louisville Pool

File Name: Indoor Pool 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

3. Image Caption: King Guest Room

Marketing Caption: Enjoy your stay in our comfortable king guest room – your invitation to relax!

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

The road

File Name: King Guest Room 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):* KING

4. Image Caption: Lobby

Marketing Caption: You will receive a warm welcome as soon as you come in the door. Enjoy our seating area as you

wait or relax in our large, open lobby!

ALT Tag:* Fairfield Inn & Suites Louisville Lobby

File Name: Lobby 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

5. Image Caption: Queen/Queen Guest Room

Marketing Caption: Our cozy guest room will keep you coming back again and again!

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found here

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

ALT Tag: *

Fairfield Inn & Suites Louisville Guestrooms

File Name:

Queen-Queen Guestroom 360.jpg

Photographer's Name:

Expiration Date:

Steve Hogben Unlimited

ROOM POOL CODE(S):*

QNQN

6. Image Caption:

Queen/Queen Studio Suite

Marketing Caption:

Take advantage of the comfortable surroundings of a roomy studio suite. Our custom bedding,

thicker mattresses and fluffy pillows will make for a most comfortable stay!

ALT Tag:*

Fairfield Inn & Suites Louisville Guestrooms

File Name:

Queen-Queen Studio Suite 360.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S): *

EXQS

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the image on the Internet to promote the property and the right to authorize others to use the image on the Internet to promote the property, and you have a copy of the written license

Please note that PART 3A must be signed by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	Breakfast Area 360.jpg	Exp. Date:	Unlimited
2. File Name	Indoor Pool 360.jpg	Exp. Date:	Unlimited
3. File Name	King Guest Room 360.jpg	Exp. Date:	Unlimited
4. File Name	Lobby 360.jpg	Exp. Date:	Unlimited
5. File Name	Queen-Queen Guest Room 360.jpg	Exp. Date:	Unlimited
6. File Name	Queen-Queen Studio Suite 360.jpg	Exp. Date:	Unlimited

Signature:	Date: 9-25-09
Do not type signature)	
Print Name: <u>Susan Kirkland</u> Position & Company: <u>Sales Support, Larry Blumberg and Asso</u>	ciates
am authorized to grant the foregoing permission because (please initial only \underline{one} of the following bapplicable information):	oxes and provide the
<u>'our Initials</u>	
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of	
DR .	
B. The photographer has transferred, in writing, ownership of the image(s), including the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image.	-
DR .	
C. The photographer has previously licensed, in writing, to the property, to Marriott or franchised properties, to the franchisee, the right to display the image(s) on the Inproperty, including the right to authorize Marriott International and others to displainternet.	ternet to promote the by the image on the
A copy of the written license must be submitted together with the Image(s	\$).

Image Usage Rights

I, Steve Hogben, hereby certify and confirm that I own all right, title and interest, including all rights of copyright, in and to images I've photographed on behalf of and for The Apple Companies. As owner of the images, I grant to Apple Seven, Inc., its subsidiaries, hotels, managers, and its franchisors the right to display and use these photographs without restriction to the purpose, quantity, method or place of display and use, and without need or request for additional compensation to me or further notice or permission from me. This authorization is granted for an unlimited length of time and does not expire.

Signed: 4 Steve Hogben, Photographer

December 12, 1006

<u>Part 3A: Image Usage Rights Held by Hotel</u> (To be completed by a hotel representative - must be <u>signed</u>)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the Image name and file name and indicate the expiration date, if any, of the Ilcense (If unlimited, Indicate "unlimited"):

1 File Name Breakfast Area 360.jpg	Exp. Date: Unlimited
22 File Name Indoor Pool 360.jpg	Exp. Date: Unlimited
3. File Name King Guest Room 360.jpg	Exp. Date: Unlimited
4 File Name Lobby 360.jpg	Exp Date: Unlimited
5-File Name Queen-Queen Guest Room 360.jpg	Exp Date Unlimited
6 File Name Queen-Queen Studio Suite 360.jpg	Exp. Date: Unlimited

Signature:
Print Name: Susan Kirkland Position & Company: Sales Support, Larry Blumberg and Associates
I am authorized to grant the foregoing permission because (please initial only <u>one</u> of the following boxes and provide the applicable information):
Your Initials
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of one of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of the franchisee.
OR .
sk The photographer has transferred, in writing, ownership of the image(s), including the copyright, to the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image(s).
OR .
C. The photographer has previously licensed, in writing, to the property, to Marriott or, in the case of franchised properties, to the franchisee, the right to display the image(s) on the Internet to promote the property, including the right to authorize Marriott International and others to display the image on the Internet. A copy of the written license must be submitted together with the Image(s)



Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be	e found on the	eCommerce Toolkit
accessible on the	Marriott Glob	al Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- 2. E-mail images with completed form to Design:hws@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

	•	
Property/Hotel Name:	Fairfield Inn & Suites Louisville East	
MARSHA code:	SDFLE	
Hotel Contact (employee name):	Adrienne Griffin	
Phone:	502-240-6171	
E-mail address:	ffilouisville@lbaproperties.com	
From this add Makala		
Franchised Hotels Name of Franchise Company:	Mahavir Enterprises, LLC	
Hotel Business		
Percent of Leisure/Group Business:	50/50	
Check Appropriate Box:		
There are currently no propert	y-specific images on my Hotel Web Site.	
	erty-specific images to my Hotel Web Site. could like <i>removed</i> from the site (as listed	
1. Image Name	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name

Important Reminders:

5. Image Name

6. Image Name

- 1. All new images must be accompanied by signed usage rights.
- 2. You <u>must</u> provide model releases for any individuals who appear in photos.

11. Image Name

12. Image Name

17. Image Name

18. Image Name

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)
Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

1. Image Caption: Exterior

Marketing Caption: Welcome to our brand new hotel with great area location!

ALT Tag: * Fairfield Inn & Suites Louisville Exterior

File Name: Exterior Day.jpg
Photographer's Name: Steve Hogben
Expiration Date: Unlimited

ROOM POOL CODE(S):*

2. Image Caption: Exterior

Marketing Caption: Welcome to the beautiful Fairfield Inn & Suites Louisville East! Outstanding shopping and delicious

dining are within minutes from our hotel!

ALT Tag: * Fairfield Inn & Suites Louisville Exterior

File Name: Exterior Night.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

3. Image Caption: Front Desk

Marketing Caption: A relaxing atmosphere amidst comfortable décor makes our lobby a great place to be!

ALT Tag:* Fairfield Inn & Suites Front Desk

File Name:

Photographer's Name:

Expiration Date:

Front Desk.jpg

Steve Hogben

Unlimited

ROOM POOL CODE(S):*

4. Image Caption: Lobby Seating

Marketing Caption: Enjoy one of our great chairs as you wait or relax in our large, open lobby!

ALT Tag:* Fairfield Inn & Suites Louisville Lobby

File Name: Lobby Seating.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

5. Image Caption: Lobby Social Area

Marketing Caption: Comfortable surroundings are waiting for you at the Fairfield Inn & Suites Louisville East!

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found <u>here</u>

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

ALT Tag:*

Fairfield Inn & Suites Louisville Lobby

File Name:

Lobby Social Area.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

6. Image Caption:

The Market

Marketing Caption:

Conveniently located in our lobby, The Market provides an assortment of snacks and beverages 24

hours a day.

ALT Tag:*

Market Fairfield Inn & Suites Louisville

File Name:

The Market.jpg

Photographer's Name:

Steve Hogben

Expiration Date: •

ROOM POOL CODE(S):*

7. Image Caption:

Indoor Pool

Unlimited

Marketing Caption:

Our sparkling indoor pool is ideal for hanging out with friends and family.

ALT Tag: *

Louisville Hotel with Indoor Pool

File Name:

Indoor Pool.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

8. Image Caption:

Breakfast Dining Area

Marketing Caption:

Enjoy your complimentary breakfast in our fantastic dining area!

ALT Tag:*

Complimentary Breakfast Louisville Hotel

File Name:

Breakfast Dining Area.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

9. Image Caption:

Complimentary Breakfast

Marketing Caption:

Bagels, breads, muffins, fresh fruit and more await you each morning at the Fairfield Inn & Suites

Louisville East!

ALT Tag:*

Complimentary Breakfast Louisville Hotel

File Name:

Continental Breakfast.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

10. Image Caption:

Business Center

Marketing Caption:

Our Business Center features a desktop computer with complimentary high-speed Internet access.

Overnight delivery is available at the nearby front desk.

ALT Tag: *

Business Center Fairfield Inn & Suites

File Name:

Business Center.jpf

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

11. Image Caption:

Meeting Room

Marketing Caption:

Our large, versatile meeting room accommodates groups of various sizes - great for every type of

gathering!

ALT Tag: *

Large Business Meeting Room Louisville

File Name:
Photographer's Name:

Meeting Room jpg Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

12. Image Caption:

Sun Deck

Marketing Caption:

Our sun deck is so inviting! Soak up some sun!

ALT Tag:*

Fairfield Inn & Suites Sun Deck

File Name:

Sun Deck.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

13. Image Caption:

Exercise Room

Marketing Caption:

Never miss a workout when you are on the road! Our state-of-the-art exercise equipment allows

the best workouts possible!

ALT Tag: *

Fairfield Inn & Suites Fitness Center

File Name:

Exercise Room.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

14. Image Caption:

King Guest Room

Marketing Caption:

Take advantage of the comfortable surroundings of a roomy guest room. Our custom bedding,

thicker mattresses and fluffy pillows will make for a most comfortable stay!

ALT Tag:*

Fairfield Inn & Suites Louisville Guestrooms

File Name:

King Suite.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

KING

15. Image Caption:

Queen/Queen Guest Room

Marketing Caption:

Our guest rooms feature the comfort of Marriott luxury bedding, a cozy sitting area, in-room coffee

and tea, iron, ironing board, and hairdryer.

ALT Tag:*

Fairfield Inn & Suites Louisville Guestrooms

File Name:

Two Queens.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

QNQN

16. Image Caption: Suite Living Space

Marketing Caption: Cozy up and watch your favorite show! It's easy to enjoy the peaceful surroundings after a busy

day.

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name: Suite Living Area.jpg

Photographer's Name: Steve Hogben
Expiration Date: Unlimited

ROOM POOL CODE(S):* SPAK, KSTE, QNQN, KING

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - · An employee of the hotel
 - · An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the
 image on the Internet to promote the property and the right to authorize others to use the image on the Internet
 to promote the property, and you have a copy of the written license

Please note that PART 3A must be signed by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but
 you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

Please note that PART 3B must be signed by the photographer or agency representative

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

 File Name 	Exterior Day.jpg	Exp. Date:	Unlimited
2. File Name	Exterior Night.jpg	Exp. Date:	Unlimited
4. File Name	Front Desk.jpg	Exp. Date:	Unlimited
5. File Name	Lobby Seating.jpg	Exp. Date:	Unlimited
6. File Name	Lobby Social Area.jpg	Exp. Date:	Unlimited
7. File Name	The Market.jpg	Exp. Date:	Unlimited
8. File Name	Indoor Pool.jpg	Exp. Date:	Unlimited
9. File Name	Breakfast Dining Area.jpg	Exp. Date:	Unlimited
10. File Name	Continental Breakfast.jpg	Exp. Date:	Unlimited
11. File Name	Business Center.jpg	Exp. Date:	Unlimited
12. File Name	Meeting Room.jpg	Exp. Date:	Unlimited
13. File Name	Sun Deck.jpg	Exp. Date:	Unlimited
14. File Name	Exercise Room.jpg	Exp. Date:	Unlimited
15. File Name	King Suite.jpg	Exp. Date:	Unlimited
16. File Name	Two Queens.jpg	Exp. Date:	Unlimited
17. File Name	Suite Living Area.jpg	Exp. Date:	Unlimited

Signature:(Do not type signature)			Date: <u>7-8-09</u>
Print Name: Susan Kir	kland Position & Company:	Sales Support, Larry Blumberg and Asso	ociates .
I am authorized to grant applicable information):	the foregoing permission becau	se (please initial only <u>one</u> of the following l	boxes and provide the
Your Initials			
A. The Ima Marriott	age was taken by (a) an employers subsidiaries or, (b) in the case	ee of Marriott International, Inc. or an emp of franchised properties, by an employee o	ployee of one of of the franchisee.
OR			
property	, to Marriott, or in the case of fr	ting, ownership of the image(s), including tranchised properties, to the franchisee. In the submitted together with the Image.	
OR			
franchis	sed properties, to the franchisee,	ed, in writing, to the property, to Marriott on the right to display the image(s) on the Ion Marriott International and others to displ	nternet to promote the

PHONE 404 266-2894 FAX 770-513-4809

Image Usage Rights

I, Steve Hogben, hereby certify and confirm that I own all right, title and interest, including all rights of copyright, in and to images I've photographed on behalf of and for The Apple Companies. As owner of the images, I grant to Apple Seven, Inc., its subsidiaries, hotels, managers, and its franchisors the right to display and use these photographs without restriction to the purpose, quantity, method or place of display and use, and without need or request for additional compensation to me or further notice or permission from me. This authorization is granted for an unlimited length of time and does not expire.

Signed: Hogben, Photographer

December 12, 1006

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the Image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

71 File Name S	Exterior Day.jpg	Exp. Date	Unlimited
2 File Name	Exterior Night.jpg	Exp Date	Unlimited
4 File Name	Front Desk.jpg	Exp Date	Unlimited
5. File Name	Lobby Seating.jpg	Exp. Date	Unlimited
6 File Name	Lobby Social Area.jpg	Exp Date	Unlimited
7. File Name	The Market.jpg	Exp. Date:	Unlimited
8: File Name	Indoor Pool.jpg	Exp: Date:	Unlimited
9 File Name	Breakfast Dining Area.jpg	Exp Date:	Unlimited
10. File Name	Continental Breakfast.jpg	Exp. Date	Unlimited
11. File Name	Business Center.jpg	Exp Date.	Unlimited
*12 File Name	Meeting Room.jpg	Exp. Date:	Uniimited
13", File Name	Sun Deck.jpg	Exp Date	Unlimited
14. File Name	Exercise Room.jpg	Exp. Date	Unlimited
:15 File Name :	King Suite.jpg	Exp. Date:	Unlimited
16: File Name:	Two Queens.jpg	Exp. Date:	Unlimited
17: File Name	Suite Living Area.jpg	Exp. Date:	Unlimited

Signature: Suppose Final Constitution Date: 7-8 (Do not type signature)	3-09
Print Name: Susan Kirkland Position & Company: Sales Support, Larry Blumberg and Associates	
I am authorized to grant the foregoing permission because (please initial only <u>one</u> of the following boxes and pro applicable information):	vide the
Your Initials	
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of one of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of the franchised	of ee.
OR	
B. The photographer has transferred, in writing, ownership of the image(s), including the copyright, property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image(s).	to the
OR .	
C. The photographer has previously licensed, in writing, to the property, to Marriott or, in the case franchised properties, to the franchisee, the right to display the image(s) on the Internet to property, including the right to authorize Marriott International and others to display the image	mote the

Marriott International - Confidential

· · · · · · · · · · · · · · · · · · ·	3
HWS Maintenance	
MARSHA CODE: SDELS	
RECEIVED ASSIGNED TO: ANYELL WORK COMPLETED QA: CORRECTION	AFS
QA PUBLISHED/QC CD BURNED/FILED	

99-19

Marriott.com Photography Submission Form

Still & 360° Images

Please read instructions thoroughly

Complete instructions can be found on the **eCommerce Resource Guide**, accessible on the Marriott Global Source.

1. Complete and review and all parts of Marriott.com Photography Submission Form

2. E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

Property/Hotel Name: Fairfield Inn & Suites Louisville East

MARSHA code: SDFLE

Hotel Contact (employee name): Adrienne Griffin

Phone: (502) 240-6171

E-mail address: ffilouisville@lbaproperties.com

Franchised Hotels

Name of Franchise Company: HRS Hotels Group, Inc.

Hotel Business

Percent of Leisure/Group Business: 50/50

Check Appropriate Box:

M	There are currently no property-specific images on my Hotel Web Site.
	I am adding or replacing property-specific images to my Hotel Web Site. v existing images you would like removed from the site (as listed in photo tour):

1. Image Name	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name
5. Image Name	11. Image Name	17. Image Name
6. Image Name	12. Image Name	18. Image Name

Important Reminders:

- 1. All new images must be accompanied by signed usage rights.
- 2. You must provide model releases for any individuals who appear in photos.

PART 2: Image Submission Information

Instructions for Naming Your Image Files & Writing Your Marketing Captions:

The URL for locating this tool on the eCommerce Resource Guide is:

Marriott International - Confidential.

https://extranet.marriott.com/myweb/marrdocs/mgs/common/SalesMktgRevMgmt/eCommerce/ToolsResources/2004Apr02HowtoNameYourlmage.pdf

Each submitted image **requires** the following information (sample):

Image Caption: Exterior (this should clearly describe the image)

Marketing Caption: We are conveniently located just minutes from the airport.

File Name: Ext01.jpg

Photographer's Name: John Smith (Associate-if photography is taken by employee)

Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

Please use additional pages to provide the required information for more than 12 images.

1. Image Caption: Guest Room

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour01.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

2. Image Caption: Suite

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour02.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

3. Image Caption: Suite Sitting Area

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour03.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

4. Image Caption: Guest Bathroom

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour04.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

5. Image Caption: Exterior

Marketing Caption: Welcome to the beautiful Fairfield Inn Louisville!

Marriott International - Confidential.

ALT Tag: *

Louisville hotel

File Name:

Exterior.jpg

Photographer's Name: Teresa Stowell

Expiration Date:

Unlimited

6. Image Caption:

Marketing Caption:

File Name:

Photographer's Name:

Expiration Date:

7. Image Caption:

Marketing Caption:

File Name:

Photographer's Name:

Expiration Date:

8. Image Caption:

Marketing Caption:

File Name:

Photographer's Name:

Expiration Date:

9. Image Caption:

Marketing Caption:

File Name:

Photographer's Name:

Expiration Date:

Copy and paste to add more captions

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

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If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

Marriott International - Confidential.

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and Indicate the expiration date, if any, of the license (if unlimited, Indicate "unlimited"):

		FFI King Bed.jpg	Exp. Date	Unlimited	
e neum		FFI Partor_1.jpg	lexi, bale.	Unlimited	
	9 14	FFI Bathroom.jpg	existing the same of	Unlimited	
Arein han		FFI Parlor_3.jpg	EXP. Date.	Unlimited	
Pisale Nam			Exp. Date		
e e pleven					
7 Fle Dam	e H		EXPLORE.		
8 Henm			dexp (Care) e		
9. DENam	(ACCESSED		En la lex		
sid ele va	ie.		exp Date :		
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Signature (Do not typ	: <u>></u> e siç	Busan Kirkfand		Date: <u>5-7-09</u>	_
Print Name	:	Susan Kirkland Position & Company: Sales Support - Larry E	Slumberg and	Associates	
I am autho applicable i		to grant the foregoing permission because (please initial only <u>one cause</u> (please initial only one cause):	of the followi	ng boxes and provide t	:he
Your Initial	<u>s</u>				
OR	A.	The Image was taken by (a) an employee of Marriott International Marriott subsidiaries or, (b) in the case of franchised properties, by			
OR sk			y an employe ge(s), includi geranchisee.	ee of the franchisee. ng the copyright, to the	e
		Marriott subsidiaries or, (b) in the case of franchised properties, by The photographer has transferred, in writing, ownership of the Imag property, to Marriott, or in the case of franchised properties, to the	y an employe ge(s), includi geranchisee.	ee of the franchisee. ng the copyright, to the	e
sk		Marriott subsidiaries or, (b) in the case of franchised properties, by The photographer has transferred, in writing, ownership of the Imag property, to Marriott, or in the case of franchised properties, to the	ge(s), including franchisee. F	ng the copyright, to the case of the line case of the case of the case of the line case of the line case on the case on the case on the line case on the case on the case on the line case on the case on the line case on the case of the	the

Part 3B: Image Usage Rights Held by Image Owner

(Must be completed by the owner of the Image with the Expiration Date Information)

Marsha	Code	e: SD	FLE

Please note: You must use a separate copy of this form (I	Part 5) for each Image (or	group of images from the sar	ne source
and taken under the same terms).			
	-		

I, <u>Susan Kirkland</u>, hereby certify and confirm that the owner of the copyright in the Image(s) listed below has granted to Marriott International, Inc., its hotel, or its franchisee, the right to display the image(s) on the Internet to promote the property and to authorize others to display the Image(s) on the Internet to promote the property.

This includes the right to promote Marriott International, as well as the property? Yes

For each Image, list the image name and file name, indicate the expiration date (if no expiration date, indicate "unlimited"):

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an lie name	Exterior.jpg	E OTEST.	Unlimited
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		Exp* Date:	

I further certify that I am authorized to grant or confirm the foregoing license because (please initial only <u>one</u> of the following boxes and provide the applicable information):

	A.	If the photographer owns the copyright to the Image(s): I created the Image(s) and I own all right, title and interest in and to the Image(s) of copyright.	, including all rights
ıR			
sk	В.	If the photographer's company owns the copyright to the Image(s): All rights, title and interest in and to the Image(s), including all rights of copyright, Properties because the image was created by its employee in the course of his/he am authorized to make this certification on behalf of the photographer's employer.	r employment, and I
i gnature : Do not type	 e sign	Lugan Kvilland	Date: <u>5-7-09</u>
rint Name:	<u>S</u>	usan Kirkland Position & Company: Sales Support - Larry Blumberg and Asso	ociates

Your Initials

Photography Use Rights Agreement 2007

For Marriott Hotels International

Marriott Drive

Unlimited Use Rights granted from August 10, 2007, for an Unlimited

Period of Time.

Agreement for the License of Image Rights to the Property, Franchise Ownership Company and Marriott International. Photography Usage Rights – 100% Unlimited Usage for an Unlimited Period of Time.

National and Local rights for all print media including, but not limited to

- 1) Marketing collateral, directories, publications, newsletters, direct mail, point-of-sale, advertising and promotions (including magazine and newspaper).
- 2) All internet and intranet site including but not limited to Marriott.COM, Property internet sites, franchise internet sites. This agreement allows for the images of the property to be used in website promotion by third parties such as Expedia.com, Travelocity.com, Hotels.com for the promotion of the property.
- 3) Prints, slides, file replication and framed photographs.
- 4) Television, video & airport dioramas
- 5) Partner usage allows for the images to be provided to companies that are promoting events at the hotel and for Marriott International business partners in the promotion of the property and or Marriott International.

There will be no requirement to renew or renegotiate these images for future usage.

Properties may not resell images to outside vendors, companies or other hotels to supplement the cost of their photo shoot. The photographer may not sell the images to stock photo houses or other hotel companies for stock.

Additional usage rights may be negotiated for requests that do not fall under the above license. Which may include the images being used in advertising or collateral to promote our partner companies solely. With the consent of the Director of Marketing at property the photographer can license image right for use to outside companies such as Florist, Interior Designers, Architects, or other vendors. The property will be required to provide the photographers contact information and the property and Marriott International will not be held liable for any agreement entered into between said company and the photographer.

No further permission or release from the photographer is required to have any of the images duplicated for any of the licensed uses listed above. Due to Copyright laws, a copy of the letter included on the CD will be required upon placing an order to businesses providing services such as but not limited to Photo labs, Lithographers and Duplicating Companies.

All CDs are delivered with a letter stating the afore mentioned usage rights. Each CD includes the contact information of the photographer for management by the recipient/user of the images. It is the responsibility of all Marriott associates to protect the distribution of Marriott intellectual property.

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	Breakfast Area 360.jpg	Exp. Date: Unlimited
2. File Name	Indoor Pool 360.jpg	Exp. Date: Unlimited
3. File Name	King Guest Room 360.jpg	Exp. Date: Unlimited
4. File Name	Lobby 360.jpg	Exp., Date: Unlimited
5. File Name	Queen-Queen Guest Room 360.jpg	Exp. Date: Unlimited
6. File Name	Queen-Queen Studio Suite 360.jpg	Exp. Date: Unlimited

Signature : _ (Do not type s	sigi		Date: _	9-25-09
Print Name: _	S	Susan Kirkland Position & Company: Sales Support, Larry Blumberg and Associ	ates	
I am authorize applicable info		to grant the foregoing permission because (please initial only \underline{one} of the following bonation):	xes and	provide the
Your Initials				
A	۸.	The Image was taken by (a) an employee of Marriott International, Inc. or an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of		
OR				
sk B.	•	The photographer has transferred, in writing, ownership of the image(s), including the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Imag		jht, to the
OR				
c		The photographer has previously licensed, in writing, to the property, to Marriott or, franchised properties, to the franchisee, the right to display the image(s) on the Interpretation of the property, including the right to authorize Marriott International and others to display Internet.	ernet to the ima	promote the
		A copy of the written license must be submitted together with the Image(s)	}.	

Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be found on the **eCommerce Toolkit** accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- **2.** E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:	Fairfield Inn & Suites Louisville East
MARSHA code:	SDFLE
Hotel Contact (employee name):	Adrienne Griffin
Phone:	502-240-6171
E-mail address:	ffilouisville@lbaproperties.com
Franchised Hotels Name of Franchise Company:	Mahavir Enterprises, LLC
Hotel Business Percent of Leisure/Group Business:	50/50
Check Appropriate Box:	
There are currently no property-s	specific images on my Hotel Web Site.
	y-specific images to my Hotel Web Site. Id like <i>removed</i> from the site (as listed in photo tour):
King Guest Room	

1. Image Name	King Guest Room (sdfle_phototour01)	7. Image Name	13. Image Name	
2. Image Name		8. Image Name	14. Image Name	
3. Image Name		9. Image Name	15. Image Name	
4. Image Name		10. Image Name	16. Image Name	
5. Image Name		11. Image Name	17. Image Name	
6. Image Name		12. Image Name	18. Image Name	

Important Reminders:

- 1. All new images must be accompanied by signed usage rights.
- 2. You $\underline{\text{must}}$ provide model releases for any individuals who appear in photos.

1

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)
Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

1. Image Caption: Breakfast Area

Marketing Caption: A fresh assortment of breakfast foods are available each morning!

ALT Tag:* Fairfield Inn & Suites Louisville Breakfast

File Name: Breakfast Area 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

2. Image Caption: Indoor Pool

Marketing Caption: Our indoor pool is perfect for an invigorating swim to start the day or wind up the evening!

ALT Tag:* Fairfield Inn & Suites Louisville Pool

File Name: Indoor Pool 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

3. Image Caption: King Guest Room

Marketing Caption: Enjoy your stay in our comfortable king guest room – your invitation to relax!

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name: King Guest Room 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):* KING

4. Image Caption: Lobby

Marketing Caption: You will receive a warm welcome as soon as you come in the door. Enjoy our seating area as you

wait or relax in our large, open lobby!

ALT Tag:* Fairfield Inn & Suites Louisville Lobby

File Name: Lobby 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

5. Image Caption: Queen/Queen Guest Room

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found here

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

Marketing Caption: Our cozy guest room will keep you coming back again and again!

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name: Queen-Queen Guestroom 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):* QNQN

6. Image Caption: Queen/Queen Studio Suite

Marketing Caption: Take advantage of the comfortable surroundings of a roomy studio suite. Our custom bedding,

thicker mattresses and fluffy pillows will make for a most comfortable stay!

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name: Queen-Queen Studio Suite 360.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):* EXQS

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the
 image on the Internet to promote the property and the right to authorize others to use the image on the Internet
 to promote the property, and you have a copy of the written license

Please note that **PART 3A** must be <u>signed</u> by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but you do not have written confirmation.

•	You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.
Please	note that PART 3B must be <u>signed</u> by the photographer or agency representative

Part 3A: Image Usage Rights Held by Hotel

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	Breakfast Area 360.jpg	Exp. Date:	Unlimited
2. File Name	Indoor Pool 360.jpg	Exp. Date:	Unlimited
3. File Name	King Guest Room 360.jpg	Exp. Date:	Unlimited
4. File Name	Lobby 360.jpg	Exp. Date:	Unlimited
5. File Name	Queen-Queen Guest Room 360.jpg	Exp. Date:	Unlimited
6. File Name	Queen-Queen Studio Suite 360.jpg	Exp. Date:	Unlimited

Signature:	Date: <u>9-25-09</u>
(Do not type signature)	
Print Name: <u>Susan Kirkland</u> Position & Company: <u>Sales Support, Larry Blumberg and Asso</u>	ociates
I am authorized to grant the foregoing permission because (please initial only \underline{one} of the following bapplicable information):	poxes and provide the
Your Initials	
A. The Image was taken by (a) an employee of Marriott International, Inc. or an emp Marriott subsidiaries or, (b) in the case of franchised properties, by an employee o	
OR	
B. The photographer has transferred, in writing, ownership of the image(s), including to property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image.	,, , ,
OR	
C. The photographer has previously licensed, in writing, to the property, to Marriott of franchised properties, to the franchisee, the right to display the image(s) on the Ir property, including the right to authorize Marriott International and others to display Internet.	nternet to promote the
A copy of the written license must be submitted together with the Image((s).

Marsha Code: SDFLE

	mage Usage Rights Held by Image Ow eted by the owner of the image with the Expiration Date I		arsha Code:
	u must use a separate copy of this form (Part 5) for each r the same terms).	image (or group of imag	es from the same source
I, listed below has Internet to pror	, hereby certify and confirm the granted to Marriott International, Inc., its hotel, or its france the property and to authorize others to display the In	anchisee, the right to dis	play the image(s) on the
This includes th	e right to promote Marriott International, as well as the p	roperty? Yes / No	
For each image, "unlimited"):	list the image name and file name, indicate the expiratio	on date (if no expiration o	date, indicate
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3. File Name		Exp. Date:	
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10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	
following boxes Your Initials	that I am authorized to grant or confirm the foregoing lic and provide the applicable information): If the photographer owns the copyright to the Image(s) I created the Image(s) and I own all right, title and inte of copyright.):	
OR B.	If the photographer's company owns the copyright to the All rights, title and interest in and to the Image(s), inclu	uding all rights of copyrig	
	in the course of his/her employment, and I am authoriz photographer's employer.	because the image was ed to make this certifica	
Signature:			Date:
(Do not type sig	nature)		
Print Namo	Position & Company		

Part 4: CHECKLIST!

Check to make sure you are providing all necessary information before you submit your hotel photography. *If any of the items are missing you will not advance into production.*

All photography meets the standards and requirements as described in the Marriott Global Source
The files sizes for still photos are at least 600×500 pixels at 72 dpi
The files for 360 images have been saved as equirectangular jpegs, at least 350K but no larger than $400K$
Signed photographer's usage rights have been submitted for all photos
Model releases have been provided for all images including people
PART 2 of the submission form has been completed with image and marketing captions, as well as photographer's name and expiration date
Save the Marriott.com Photography Request Form with your Marsha code in the title. Example: PhotographySubmissionForm_XXXXXX
When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo

Hotel submissions are released into production every Friday. To be included, your complete submission must be received by Thursday. The production time is five to ten business days.

International Marriott Hotel Web Sites

After photos have been posted on Marriott.com, they will also appear on the following Marriott International sites:

United Kingdom: marriott.co.uk Australia: marriott.com.au

Germany: marriott.de (translated photo tour Image Captions and ALT Tags, and Metadata)

Latin America: latinoamerica.marriott.com (translated photo tour Image Captions and ALT Tags, and Metadata)

China: marriott.com.cn (translated photo tour Image Captions and ALT Tags, and translated Metadata)

GDS & eChannel Sites

Submission)

After photos have been posted on the Marriott.com they will be updated on Marriott eChannel and GDS sites (if the usage rights include 3rd-party rights). This will take an additional 3 to 4 weeks, depending on the site.

Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be found on the **eCommerce Toolkit** accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- **2.** E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:	Fairfield Inn & Suites Louisville East		
MARSHA code:	SDFLE		
Hotel Contact (employee name):	Adrienne Griffin		
Phone:	502-240-6171		
E-mail address:	ffilouisville@lbaproperties.com		
Franchised Hotels Name of Franchise Company:	Mahavir Enterprises, LLC		
Hotel Business Percent of Leisure/Group Business:	50/50		
Check Appropriate Box:			
There are currently no property-s	specific images on my Hotel Web Site.		
I am adding or replacing property-specific images to my Hotel Web Site. List any existing images you would like <i>removed</i> from the site (as listed in photo tour):			
4 - 1		40.7	

1. Image Name	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name
5. Image Name	11. Image Name	17. Image Name
6. Image Name	12. Image Name	18. Image Name

Important Reminders:

- 1. All new images must be accompanied by signed usage rights.
- **2.** You <u>must</u> provide model releases for any individuals who appear in photos.

1

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)
Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

1. Image Caption: Exterior

Marketing Caption: Welcome to our brand new hotel with great area location!

ALT Tag:* Fairfield Inn & Suites Louisville Exterior

File Name: Exterior Day.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

2. Image Caption: Exterior

Marketing Caption: Welcome to the beautiful Fairfield Inn & Suites Louisville East! Outstanding shopping and delicious

dining are within minutes from our hotel!

ALT Tag:* Fairfield Inn & Suites Louisville Exterior

File Name: Exterior Night.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

3. Image Caption: Front Desk

Marketing Caption: A relaxing atmosphere amidst comfortable décor makes our lobby a great place to be!

ALT Tag:* Fairfield Inn & Suites Front Desk

File Name: Front Desk.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

4. Image Caption: Lobby Seating

Marketing Caption: Enjoy one of our great chairs as you wait or relax in our large, open lobby!

ALT Tag:* Fairfield Inn & Suites Louisville Lobby

File Name: Lobby Seating.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

5. Image Caption: Lobby Social Area

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found here

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

Marketing Caption: Comfortable surroundings are waiting for you at the Fairfield Inn & Suites Louisville East!

ALT Tag:* Fairfield Inn & Suites Louisville Lobby

6. Image Caption: The Market

Marketing Caption: Conveniently located in our lobby, The Market provides an assortment of snacks and beverages 24

hours a day.

ALT Tag:* Market Fairfield Inn & Suites Louisville

File Name: The Market.jpg
Photographer's Name: Steve Hogben
Expiration Date: Unlimited
ROOM POOL CODE(S):*

7. Image Caption: Indoor Pool

Marketing Caption: Our sparkling indoor pool is ideal for hanging out with friends and family.

ALT Tag:* Louisville Hotel with Indoor Pool

File Name: Indoor Pool.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

8. Image Caption: Breakfast Dining Area

Marketing Caption: Enjoy your complimentary breakfast in our fantastic dining area!

ALT Tag:* Complimentary Breakfast Louisville Hotel

File Name: Breakfast Dining Area.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

9. Image Caption: Complimentary Breakfast

Marketing Caption: Bagels, breads, muffins, fresh fruit and more await you each morning at the Fairfield Inn & Suites

Louisville East!

ALT Tag:* Complimentary Breakfast Louisville Hotel

File Name: Continental Breakfast.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

10. Image Caption: Business Center

Marketing Caption: Our Business Center features a desktop computer with complimentary high-speed Internet access.

Overnight delivery is available at the nearby front desk.

ALT Tag:* Business Center Fairfield Inn & Suites

File Name: Business Center.jpf

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

11. Image Caption: Meeting Room

Marketing Caption: Our large, versatile meeting room accommodates groups of various sizes – great for every type of

gathering!

ALT Tag:* Large Business Meeting Room Louisville

File Name: Meeting Room.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

12. Image Caption: Sun Deck

Marketing Caption: Our sun deck is so inviting! Soak up some sun!

ALT Tag:* Fairfield Inn & Suites Sun Deck

File Name: Sun Deck.jpg
Photographer's Name: Steve Hogben
Expiration Date: Unlimited
ROOM POOL CODE(S):*

13. Image Caption: Exercise Room

Marketing Caption: Never miss a workout when you are on the road! Our state-of-the-art exercise equipment allows

the best workouts possible!

ALT Tag:* Fairfield Inn & Suites Fitness Center

File Name: Exercise Room.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):*

14. Image Caption: King Guest Room

Marketing Caption: Take advantage of the comfortable surroundings of a roomy guest room. Our custom bedding,

thicker mattresses and fluffy pillows will make for a most comfortable stay!

ALT Tag:*

Fairfield Inn & Suites Louisville Guestrooms

File Name: King Suite.jpg
Photographer's Name: Steve Hogben
Expiration Date: Unlimited
ROOM POOL CODE(S):* KING

15. Image Caption: Queen/Queen Guest Room

Marketing Caption: Our guest rooms feature the comfort of Marriott luxury bedding, a cozy sitting area, in-room coffee

and tea, iron, ironing board, and hairdryer.

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name: Two Queens.jpg

Photographer's Name: Steve Hogben

Expiration Date: Unlimited

ROOM POOL CODE(S):* QNQN

16. Image Caption: Suite Living Space

Marketing Caption: Cozy up and watch your favorite show! It's easy to enjoy the peaceful surroundings after a busy

day.

ALT Tag:* Fairfield Inn & Suites Louisville Guestrooms

File Name:

Suite Living Area.jpg

Photographer's Name:

Steve Hogben

Expiration Date:

Unlimited

ROOM POOL CODE(S):* SPAK, KSTE, QNQN, KING

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the image on the Internet to promote the property and the right to authorize others to use the image on the Internet to promote the property, and you have a copy of the written license

Please note that **PART 3A** must be <u>signed</u> by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but
 you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

Please note that **PART 3B** must be signed by the photographer or agency representative

Part 3A: Image Usage Rights Held by Hotel

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	Exterior Day.jpg	Exp. Date:	Unlimited
2. File Name	Exterior Night.jpg	Exp. Date:	Unlimited
4. File Name	Front Desk.jpg	Exp. Date:	Unlimited
5. File Name	Lobby Seating.jpg	Exp. Date:	Unlimited
6. File Name	Lobby Social Area.jpg	Exp. Date:	Unlimited
7. File Name	The Market.jpg	Exp. Date:	Unlimited
8. File Name	Indoor Pool.jpg	Exp. Date:	Unlimited
9. File Name	Breakfast Dining Area.jpg	Exp. Date:	Unlimited
10. File Name	Continental Breakfast.jpg	Exp. Date:	Unlimited
11. File Name	Business Center.jpg	Exp. Date:	Unlimited
12. File Name	Meeting Room.jpg	Exp. Date:	Unlimited
13. File Name	Sun Deck.jpg	Exp. Date:	Unlimited
14. File Name	Exercise Room.jpg	Exp. Date:	Unlimited
15. File Name	King Suite.jpg	Exp. Date:	Unlimited
16. File Name	Two Queens.jpg	Exp. Date:	Unlimited
17. File Name	Suite Living Area.jpg	Exp. Date:	Unlimited

Signature:		Date:	7-8-09
(Do not type sig	nature)		
Print Name:	Susan Kirkland Position & Company: Sales Support, Larry Blumberg and Assoc	iates	
I am authorized applicable inform	to grant the foregoing permission because (please initial only $\underline{\text{one}}$ of the following bonation):	es and	provide the
Your Initials			
A.	The Image was taken by (a) an employee of Marriott International, Inc. or an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of		
OR			
sk B.	The photographer has transferred, in writing, ownership of the image(s), including th property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Imag	., .	ıht, to the
OR			
C.	The photographer has previously licensed, in writing, to the property, to Marriott or, franchised properties, to the franchisee, the right to display the image(s) on the Int property, including the right to authorize Marriott International and others to display	ernet to p	promote the

Marsha Code: SDFLE

Internet.

A copy of the written license must be submitted together with the Image(s).

	nage Usage Rights Held by Image C ted by the owner of the image with the Expiration Da		na Code:
	must use a separate copy of this form (Part 5) for eathe same terms).	ach image (or group of images fr	om the same source
I, listed below has Internet to prom	, hereby certify and confirm granted to Marriott International, Inc., its hotel, or its ote the property and to authorize others to display th	e Image(s) on the Internet to pr	the image(s) on the
	right to promote Marriott International, as well as the list the image name and file name, indicate the expira		indicate
1. File Name		Exp. Date:	
2. File Name		Exp. Date:	
3. File Name		Exp. Date:	
4. File Name		Exp. Date:	
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name		Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	
	that I am authorized to grant or confirm the foregoing and provide the applicable information):	license because (please initial o	nly <u>one</u> of the
A.	If the photographer owns the copyright to the Image I created the Image(s) and I own all right, title and of copyright.	e(s): interest in and to the Image(s),	including all rights
OR B.	in the course of his/her employment, and I am auth	ncluding all rights of copyright, a me) because the image was crea	ted by its employee
	photographer's employer.		

Print Name:	Position & Company:

Part 4: CHECKLIST!

Check to make sure you are providing all necessary information before you submit your hotel photography. *If any of the items are missing you will not advance into production.*

All photography meets the standards and requirements as described in the Marriott Global Source
The files sizes for still photos are at least 600×500 pixels at 72 dpi
The files for 360 images have been saved as equirectangular jpegs, at least 350K but no larger than $400K$
Signed photographer's usage rights have been submitted for all photos
Model releases have been provided for all images including people
PART 2 of the submission form has been completed with image and marketing captions, as well as photographer's name and expiration date
Save the Marriott.com Photography Request Form with your Marsha code in the title. Example: PhotographySubmissionForm_XXXXXX
When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo

Hotel submissions are released into production every Friday. To be included, your complete submission must be received by Thursday. The production time is five to ten business days.

International Marriott Hotel Web Sites

After photos have been posted on Marriott.com, they will also appear on the following Marriott International sites:

United Kingdom: marriott.co.uk Australia: marriott.com.au

Germany: marriott.de (translated photo tour Image Captions and ALT Tags, and Metadata)

Latin America: latinoamerica.marriott.com (translated photo tour Image Captions and ALT Tags, and Metadata)

China: marriott.com.cn (translated photo tour Image Captions and ALT Tags, and translated Metadata)

GDS & eChannel Sites

Submission)

After photos have been posted on the Marriott.com they will be updated on Marriott eChannel and GDS sites (if the usage rights include 3rd-party rights). This will take an additional 3 to 4 weeks, depending on the site.

Marriott.com Photography Submission Form

Still & 360° Images

Please read instructions thoroughly

Complete instructions can be found on the **eCommerce Resource Guide**, accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- **2.** E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

Property/Hotel Name: Fairfield Inn & Suites Louisville East

MARSHA code: SDFLE

Hotel Contact (employee name): Adrienne Griffin

Phone: (502) 240-6171

E-mail address: ffilouisville@lbaproperties.com

Franchised Hotels

Name of Franchise Company: HRS Hotels Group, Inc.

Hotel Business

Percent of Leisure/Group Business: 50/50

Check Appropriate Box:

There are currently no property-specific images on my Hotel Web Site.

I am adding or replacing property-specific images to my Hotel Web Site.

List any existing images you would like *removed* from the site (as listed in photo tour):

1. Image Name	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name
5. Image Name	11. Image Name	17. Image Name
6. Image Name	12. Image Name	18. Image Name

Important Reminders:

- **1.** All new images must be accompanied by signed usage rights.
- 2. You <u>must</u> provide model releases for any individuals who appear in photos.

PART 2: Image Submission Information

Instructions for Naming Your Image Files & Writing Your Marketing Captions:

The URL for locating this tool on the eCommerce Resource Guide is:

https://extranet.marriott.com/myweb/marrdocs/mgs/common/SalesMktgRevMgmt/eCommerce/ToolsResources/2004Apr02HowtoNameYourlmage.pdf

Each submitted image **requires** the following information (sample):

Image Caption: Exterior (this should clearly describe the image)

Marketing Caption: We are conveniently located just minutes from the airport.

File Name: Ext01.jpg

Photographer's Name: John Smith (Associate-if photography is taken by employee)

Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

Please use additional pages to provide the required information for more than 12 images.

1. Image Caption: Guest Room

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour01.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

2. Image Caption: Suite

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour02.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

3. Image Caption: Suite Sitting Area

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour03.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

4. Image Caption: Guest Bathroom

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

File Name: ffi_phototour04.jpg

Photographer's Name: Jim Burtnett

Expiration Date: unlimited

5. Image Caption: Exterior

Marketing Caption: Welcome to the beautiful Fairfield Inn Louisville!

	ALT Tag:*	Louisville hotel
	File Name:	Exterior.jpg
	Photographer's Name:	Teresa Stowell
	Expiration Date:	Unlimited
6.	Image Caption:	
	Marketing Caption:	
	File Name:	
	Photographer's Name:	
	Expiration Date:	
7.	Image Caption:	
	Marketing Caption:	
	File Name:	
	Photographer's Name:	
	Expiration Date:	
8.	Image Caption:	
	Marketing Caption:	
	File Name:	
	Photographer's Name:	
	Expiration Date:	
9.	Image Caption:	
	Marketing Caption:	
	File Name:	
	Photographer's Name:	
	Expiration Date:	

Copy and paste to add more captions

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the image on the Internet to promote the property and the right to authorize others to use the image on the Internet to promote the property, and you have a copy of the written license

Please note that **PART 3A** must be <u>signed</u> by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

Please note that **PART 3B** must be <u>signed</u> by the photographer or agency representative

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.				
	age, list the image name and file name and indicate the limited, indicate "unlimited"):	e expiration date, if any, of the		
1. File Name		Exp. Date:		
2. File Name		Exp. Date:		
3. File Name		Exp. Date:		
4. File Name		Exp. Date:		
5. File Name		Exp. Date:		
6. File Name		Exp. Date:		
7. File Name		Exp. Date:		
8. File Name		Exp. Date:		
9. File Name		Exp. Date:		
10. File Name		Exp. Date:		
11. File Name		Exp. Date:		
12. File Name		Exp. Date:		
13. File Name		Exp. Date:		
14. File Name		Exp. Date:		
Signature: Date: (Do not type signature)				
Print Name:	Position & Company:			
I am authorized to grant the foregoing permission because (please initial only <u>one</u> of the following boxes and provide the applicable information):				
Your Initials				
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of one of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of the franchisee.				
OR				
В.	 B. The photographer has transferred, in writing, ownership of the image(s), including the copyright, to the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image(s). 			
OR				
C.	 C. The photographer has previously licensed, in writing, to the property, to Marriott or, in the case of franchised properties, to the franchisee, the right to display the image(s) on the Internet to promote the property, including the right to authorize Marriott International and others to display the image on the Internet. A copy of the written license must be submitted together with the Image(s). 			

Part 3A: Image Usage Rights –Usage Rights Held by Hotel
(To be completed by a hotel representative - must be signed)

Marsha Code: _____

	mage Usage Rights Held by Image Own		arsha Code: nation)
` Please note:	You must use a separate copy of this form (Par	t 5) for each imag	,
images from	the same source and taken under the same ter	ms).	
franchisee, tl	, hereby certify and the Image(s) listed below has granted to Marrio he right to display the image(s) on the Internet hers to display the Image(s) on the Internet to p	tt International, Into promote the pr	nc., its hotel, or its roperty and to
This includes	the right to promote Marriott International, as	well as the proper	tv? Yes / No
For each ima	ge, list the image name and file name, indicate "unlimited"):		•
1. File Name		Exp. Date:	
2. File Name		Exp. Date:	
3. File Name		Exp. Date:	
4. File Name		Exp. Date:	
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name		Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	
	that I am authorized to grant or confirm the foregoing licer and provide the applicable information):	se because (please ini	tial only <u>one</u> of the
A .	If the photographer owns the copyright to the Image(s): I created the Image(s) and I own all right, title and interest of copyright.	est in and to the Image	e(s), including all rights
OR			
В.	If the photographer's company owns the copyright to the All rights, title and interest in and to the Image(s), includ (company name) b in the course of his/her employment, and I am authorized photographer's employer.	ing all rights of copyrigecause the image was	created by its employee
Signature : (Do not type sig			Date:
Print Name:	Position & Company:		

Part 4: CHECKLIST!

Check to make sure you are providing all necessary information before you submit your hotel photography. If any of the items are missing you will not advance into production.

	All photography meets the standards and requirements as described in the $\underline{\text{Marriott Global Source}}$	
	The files sizes for still photos are at least 400 x 300 pixels at 72 dpi	
	The files for 360 images have been saved as equirectangular jpegs no larger than 400K	
	Signed photographer's usage rights have been submitted for all photos	
	Model releases have been provided for all images including people	
	PART 2 of the submission form has been completed with image and marketing captions, as well as photographer's name and expiration date	
	Save the Marriott.com Photography Request Form with your Marsha code in the title. Example: PhotographySubmissionForm_XXXXX	
	When emailing your submission, please begin the subject line with your MARSHA code.	
Hotel submissions are released into production every Friday. To be included, your complete submission must be received by Thursday.		

GDS & eChannel Sites

After photos have been posted on the Marriott.com they will be updated on Marriott eChannel and GDS sites (if the usage rights include 3rd-party rights). This will take an additional 2 to 3 weeks, depending on the site.

Marriott.com Hotel Web Sites Photography Submission Form Still & 360° Images

Complete instructions can be found on the **eCommerce Toolkit** accessible on the Marriott Global Source.

- 1. Complete and review and all parts of Marriott.com Photography Submission Form
- **2.** E-mail images with completed form to Design.HWS@marriott.com and fax signed usage rights to 301-644-6732 **OR** mail to: Marriott International, One Marriott Drive, Dept. 55/953.14, Washington, DC 20058, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:	Fairfield Inn & Suites Louisville East
MARSHA code:	SDFLE
Hotel Contact (employee name):	Adrienne Griffin
Phone:	(502) 240-6171
E-mail address:	ffilouisville@lbaproperties.com
Franchised Hotels Name of Franchise Company:	HRS Hotels Group, Inc.
<u>Hotel Business</u> Percent of Leisure/Group Business:	50/50
Check Appropriate Box:	

Χ	There are currently no property-specific images on my Hotel Web Site.
	I am adding or replacing property-specific images to my Hotel Web Site. List any existing images you would like <i>removed</i> from the site (as listed in photo tour):

1. Image Name	7. Image Name	13. Image Name
2. Image Name	8. Image Name	14. Image Name
3. Image Name	9. Image Name	15. Image Name
4. Image Name	10. Image Name	16. Image Name
5. Image Name	11. Image Name	17. Image Name
6. Image Name	12. Image Name	18. Image Name

Important Reminders:

- **1.** All new images must be accompanied by <u>signed</u> usage rights.
- 2. You <u>must</u> provide model releases for any individuals who appear in photos.

PART 2: Image Submission Information

Each submitted image requires the following information Sample:

Image Caption: King Guest Room (this should clearly describe the image)

Marketing Caption: Our spacious guest rooms feature a will-lit work desk and high-speed Internet access.

File Name: KGR_01.jpg

ALT Tag:* New York Hotel Rooms (maximum of 5 words)

Photographer's Name: John Smith (Associate-if photography is taken by employee)
Expiration Date: July 01, 2010 (Unlimited-if there is no expiration date)

ROOM POOL CODE(S):* GENR

1. Image Caption: Exterior

Marketing Caption: Welcome to the beautiful Fairfield Inn Louisville!

ALT Tag:*

File Name:

Exterior.jpg

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

Louisville hotel

Exterior.jpg

Unlimited

Unlimited

2. Image Caption: King Bed

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

ALT Tag:*

Louisville hotel rooms

File Name:

FFI King Bed.jpg

Photographer's Name:

Jim Burtnett, Jr.

Expiration Date:

Unlimited

ROOM POOL CODE(S):*

KING

3. Image Caption: Parlor

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

ALT Tag:*

File Name:

FFI Parlor_1.jpg

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

Louisville hotel rooms

FFI Parlor_1.jpg

Jim Burtnett, Jr.

Unlimited

KSTE

4. Image Caption: Bathroom

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

ALT Tag:*

Louisville hotel rooms

File Name:

FFI Bathroom.jpg

Photographer's Name:

Jim Burtnett, Jr.

Expiration Date:

Unlimited

ROOM POOL CODE(S):* KING, QNQN, KSTE

5. Image Caption: Parlor

Marketing Caption: This photo is a representation of the hotel's facilities and amenities.

^{*}Optional. If left blank, the ALT Tag will be the same as the "Image Caption." ALT Tag suggestions can be found here

^{*}Required for photos that will appear in the "Guest Room Sample" section of the photo tour. Information regarding your Room Pool Codes can be found here

ALT Tag:* Fairfield Inn guest living room

File Name:

FFI Parlor_3.jpg

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

FFI Parlor_3.jpg

Jim Burtnett, Jr.

Unlimited

KSTE

Copy and paste captions if submitting more than 11 images

Part 3: Image Usage Rights

Marriott cannot display any photographic image on its websites, or permit others to display any image on their websites for the purpose of promoting Marriott's properties, without proof of permission from the image's copyright owner or an authorized licensee.

For each image (or group of images from the same source and taken under the same terms), you will need to complete either 3A or 3B.

If requested, you must also submit a legible copy of supporting documentation. If this documentation is in a language other than English, please provide an English translation with the original non-English document.

When to Use PART 3A

(may be completed and signed by a hotel representative):

- 1. If your property currently holds usage rights to the image and you can prove those rights.
- 2. If the image was taken by:
 - An employee of the hotel
 - An employee of Marriott International, Inc. or, if the property is franchised, an employee of the franchisee
 - A third-party photographer who has assigned in writing all rights over the image to Marriott or the franchisee, and you can provide a copy of the written agreement
 - A third-party photographer who has licensed to the property, to Marriott, or to the franchisee the right to use the
 image on the Internet to promote the property and the right to authorize others to use the image on the Internet
 to promote the property, and you have a copy of the written license

Please note that ${f PART~3A}$ must be $\underline{{\it signed}}$ by the hotel representative

When to Use PART 3B

(must be completed and signed by the owner of the image):

- 1. If you cannot verify that your property has the right to display the image on the Internet (and the right to authorize Marriott International and others to do so) in order to promote the property.
- 2. If the image was taken or supplied by anyone other than an employee of Marriott or an employee of the franchisee, and:
 - You believe that the photographer granted Internet usage rights over the image to Marriott or the franchisee, but
 you do not have written confirmation.
 - You need to obtain the right to use the image on Marriott's website and third-party websites from the photographer.

Please note that $\boldsymbol{PART\ 3B}$ must be \underline{signed} by the photographer or agency representative

Part 3A: Image Usage Rights Held by Hotel

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name	FFI King Bed.jpg	Exp. Date:	Unlimited
2. File Name	FFI Parlor_1.jpg	Exp. Date:	Unlimited
3. File Name	FFI Bathroom.jpg	Exp. Date:	Unlimited
4. File Name	FFI Parlor_3.jpg	Exp. Date:	Unlimited
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name		Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	

Signature:(Do not type signature)	Date: <u>5-7-09</u>
Print Name: Susan Kirkland Position & Company: Sales Support - Larry Blumberg and Ass	sociates
I am authorized to grant the foregoing permission because (please initial only \underline{one} of the following bapplicable information):	oxes and provide the
Your Initials	
A. The Image was taken by (a) an employee of Marriott International, Inc. or an employee of Marriott subsidiaries or, (b) in the case of franchised properties, by an employee of	
OR	
B. The photographer has transferred, in writing, ownership of the image(s), including the property, to Marriott, or in the case of franchised properties, to the franchisee. A copy of the written agreement must be submitted together with the Image.	
OR	
C. The photographer has previously licensed, in writing, to the property, to Marriott or franchised properties, to the franchisee, the right to display the image(s) on the In property, including the right to authorize Marriott International and others to display Internet. A copy of the written license must be submitted together with the Image(s)	ternet to promote the ay the image on the

Marsha Code: SDFLE

Part 3B: Image Usage Rights Held by Image Owner

(Must be completed by the owner of the image with the Expiration Date Information)

Please note: You must use a separate copy of this form (Part 5) for each image (or group of images from the same source and taken under the same terms).

I, <u>Susan Kirkland</u>, hereby certify and confirm that the owner of the copyright in the Image(s) listed below has granted to Marriott International, Inc., its hotel, or its franchisee, the right to display the image(s) on the Internet to promote the property and to authorize others to display the Image(s) on the Internet to promote the property.

This includes the right to promote Marriott International, as well as the property? Yes

For each image, list the image name and file name, indicate the expiration date (if no expiration date, indicate "unlimited"):

1. File Name	Exterior.jpg	Exp. Date:	Unlimited
2. File Name		Exp. Date:	
3. File Name		Exp. Date:	
4. File Name		Exp. Date:	
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name		Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	

I further certify that I am authorized to grant or confirm the foregoing license because (please initial only \underline{one} of the following boxes and provide the applicable information):

	Α.	If the photographer owns the copyright to the Image(s): I created the Image(s) and I own all right, title and interest in and to the Image(s) of copyright.), includi	ng all rights
OR				
ck	B.	If the photographer's company owns the copyright to the Image(s): All rights, title and interest in and to the Image(s), including all rights of copyright, Properties because the image was created by its employee in the course of his/he am authorized to make this certification on behalf of the photographer's employer.	r employ	,
Signature: (Do not type		lature)	Date:	5-7-09
Print Name:	Sı	usan Kirkland Position & Company: Sales Support – Larry Blumberg and Asso	ociates	

Your Initials

Marsha Code: SDFLE

Part 4: CHECKLIST!

Check to make sure you are providing all necessary information before you submit your hotel photography. *If any of the items are missing you will not advance into production.*

All photography meets the standards and requirements as described in the Marriott Global Source
The files sizes for still photos are at least 600×500 pixels at 72 dpi
The files for 360 images have been saved as equirectangular jpegs, at least 350K but no larger than 400K
Signed photographer's usage rights have been submitted for all photos
Model releases have been provided for all images including people
PART 2 of the submission form has been completed with image and marketing captions, as well as photographer's name and expiration date
Save the Marriott.com Photography Request Form with your Marsha code in the title. Example: PhotographySubmissionForm_XXXXXX
When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo

Hotel submissions are released into production every Friday. To be included, your complete submission must be received by Thursday. The production time is five to ten business days.

International Marriott Hotel Web Sites

After photos have been posted on Marriott.com, they will also appear on the following Marriott International sites:

United Kingdom: marriott.co.uk Australia: marriott.com.au

Germany: marriott.de (translated photo tour Image Captions and ALT Tags, and Metadata)

Latin America: latinoamerica.marriott.com (translated photo tour Image Captions and ALT Tags, and Metadata)

China: marriott.com.cn (translated photo tour Image Captions and ALT Tags, and translated Metadata)

GDS & eChannel Sites

Submission)

After photos have been posted on the Marriott.com they will be updated on Marriott eChannel and GDS sites (if the usage rights include 3rd-party rights). This will take an additional 3 to 4 weeks, depending on the site.

Part 3B: Image Usage Rights Held by Image Owner

(Must be completed by the owner of the image with the Expiration Date Information)

Marsha Code: SDFLE

Please note: You must use a separate copy of this form	(Part 5) for each image	e (or group of images from t	the same source
and taken under the same terms).			

I, Susan Kirkland, hereby certify and confirm that the owner of the copyright in the Image(s) listed below has granted to Marriott International, Inc., its hotel, or its franchisee, the right to display the image(s) on the Internet to promote the property and to authorize others to display the Image(s) on the Internet to promote the property.

This includes the right to promote Marriott International, as well as the property? Yes

For each image, list the image name and file name, indicate the expiration date (if no expiration date, indicate "unlimited"):

1. File Name	Exterior.jpg	Exp. Date:	Unlimited
2. File Name		Exp. Date:	
3. File Name		Exp. Date:	
4. File Name		Exp. Date:	
5. File Name		Exp. Date:	
6. File Name		Exp. Date:	
7. File Name		Exp. Date:	
8. File Name	The state of the s	Exp. Date:	
9. File Name		Exp. Date:	
10. File Name		Exp. Date:	
11. File Name		Exp. Date:	
12. File Name		Exp. Date:	
13. File Name		Exp. Date:	
14. File Name		Exp. Date:	

I further certify that I am authorized to grant or confirm the foregoing license because (please initial only one of the following boxes and provide the applicable information):

Tour Iniuais				
	A.	If the photographer owns the copyright to the Image(s): I created the Image(s) and I own all right, title and interest in and to the Image(s) of copyright.), includi	ng all rights
OR				
sk]	В.	If the photographer's company owns the copyright to the Image(s): All rights, title and interest in and to the Image(s), including all rights of copyright Properties because the image was created by its employee in the course of his/he am authorized to make this certification on behalf of the photographer's employer.	r employ	
Signature: (Do not type	> sign	Lugan Kvillarid	Date:_	5-7-09
Print Name:	Sı	usan Kirkland Position & Company: Sales Support – Larry Blumberg and Asso	ociates	

Ι

Part 3A: Image Usage Rights Held by Hotel

(To be completed by a hotel representative - must be signed)

On behalf of the owner of the copyright in the image or images listed below, (together, "the Image") or an authorized licensee of the copyright in the Image, I hereby grant permission to Marriott International, Inc. to display the Image on the Internet and to authorize others to display the Image on the Internet.

For each Image, list the image name and file name and indicate the expiration date, if any, of the license (if unlimited, indicate "unlimited"):

1. File Name			
	FFI King Bed.jpg	Exp. Date:	Unlimited
2. File Name	FFI Parlor_1.jpg	Exp. Date:	Unlimited
3. File Name	FFI Bathroom.jpg	Exp. Date:	Unlimited
. File Name	FFI Parlor_3.jpg	Exp. Date:	Unlimited
. File Name		Exp. Date:	
. File Name		Exp. Date:	
. File Name		Exp. Date:	
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1. File Name		Exp. Date:	
2: File Name		Exp. Date:	
3. File Name		Exp. Date:	
14. File Name		Exp. Date:	
rint Name: _	Susan Kirkland Position & Company: Sales Support -	Larry Blumberg an	d Associates
am authorize	d to grant the foregoing permission because (please initial onl		
am authorize	d to grant the foregoing permission because (please initial onl		
am authorize	d to grant the foregoing permission because (please initial onl	ly <u>one</u> of the followi	ng boxes and provide
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am authorize pplicable info our Initials A	d to grant the foregoing permission because (please initial onl rmation): The Image was taken by (a) an employee of Marriott Intern	national, Inc. or an erties, by an employed the image(s), including to the franchisee.	ng boxes and provide employee of one of ee of the franchisee.
am authorize pplicable info our Initials OR	d to grant the foregoing permission because (please initial only mation): The Image was taken by (a) an employee of Marriott Intern Marriott subsidiaries or, (b) in the case of franchised proper The photographer has transferred, in writing, ownership of the property, to Marriott, or in the case of franchised properties	national, Inc. or an erties, by an employed the image(s), including to the franchisee.	ng boxes and provide employee of one of ee of the franchisee.

A copy of the written license must be submitted together with the Image(s).

Marsha Code: SDFLE

Photography Use Rights Agreement 2007

For Marriott Hotels International

Marriott Drive

Unlimited Use Rights granted from August 10, 2007, for an Unlimited

Period of Time.

Agreement for the License of Image Rights to the Property, Franchise Ownership Company and Marriott International. Photography Usage Rights – 100% Unlimited Usage for an Unlimited Period of Time.

National and Local rights for all print media including, but not limited to

- 1) Marketing collateral, directories, publications, newsletters, direct mail, point-of-sale, advertising and promotions (including magazine and newspaper).
- 2) All internet and intranet site including but not limited to Marriott.COM, Property internet sites, franchise internet sites. This agreement allows for the images of the property to be used in website promotion by third parties such as Expedia.com, Travelocity.com, Hotels.com for the promotion of the property.
- 3) Prints, slides, file replication and framed photographs.
- 4) Television, video & airport dioramas
- 5) Partner usage allows for the images to be provided to companies that are promoting events at the hotel and for Marriott International business partners in the promotion of the property and or Marriott International.

There will be no requirement to renew or renegotiate these images for future usage.

Properties may not resell images to outside vendors, companies or other hotels to supplement the cost of their photo shoot. The photographer may not sell the images to stock photo houses or other hotel companies for stock.

Additional usage rights may be negotiated for requests that do not fall under the above license. Which may include the images being used in advertising or collateral to promote our partner companies solely. With the consent of the Director of Marketing at property the photographer can license image right for use to outside companies such as Florist, Interior Designers, Architects, or other vendors. The property will be required to provide the photographers contact information and the property and Marriott International will not be held liable for any agreement entered into between said company and the photographer.

No further permission or release from the photographer is required to have any of the images duplicated for any of the licensed uses listed above. Due to Copyright laws, a copy of the letter included on the CD will be required upon placing an order to businesses providing services such as but not limited to Photo labs, Lithographers and Duplicating Companies.

All CDs are delivered with a letter stating the afore mentioned usage rights. Each CD includes the contact information of the photographer for management by the recipient/user of the images. It is the responsibility of all Marriott associates to protect the distribution of Marriott intellectual property.

jim@jburtnettphotography.com