

Part 3B: Image Usage Rights Held by Image Owner**Marsha Code:**

(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, Marge Bateman, 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		Exp. Date:	Unlimited
2. File Name		Exp. Date:	Unlimited
3. File Name		Exp. Date:	Unlimited
4. File Name		Exp. Date:	Unlimited
5. File Name		Exp. Date:	Unlimited
6. File Name		Exp. Date:	Unlimited
7. File Name		Exp. Date:	Unlimited
8. File Name		Exp. Date:	Unlimited
9. File Name		Exp. Date:	Unlimited
10. File Name		Exp. Date:	Unlimited
11. File Name		Exp. Date:	Unlimited
12. File Name		Exp. Date:	Unlimited
13. File Name		Exp. Date:	Unlimited
14. File Name		Exp. Date:	Unlimited

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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by KY Dept of Travel & Tourism (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

Signature: Marge Bateman Date:

(Do not type signature)

Print Name: Marge Bateman Position & Company: Media Coordinator
KY Dept Travel & Tourism

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:
MARSHA code:
Hotel Contact (employee name):
Phone:
E-mail address:

Franchised Hotels

Name of Franchise Company:

Hotel Business

Percent of Leisure/Group Business: /

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 must 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 well-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

**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](#)*

1. Image Caption: Exterior
Marketing Caption: The hotel is just 15 miles south of downtown Louisville and 10 miles south of the Exposition Center and Louisville International Airport.
ALT Tag: * Fairfield Inn Louisville South
File Name: Fairfield Front_01.jpg
Photographer's Name: Richard Fow
Expiration Date: unlimited
ROOM POOL CODE(S): * _____
2. Image Caption: Breakfast Area
Marketing Caption: Get your day started off right with a complimentary continental breakfast, including hot and cold items and 100 percent Columbian coffee.
ALT Tag: * Fairfield Inn Louisville Breakfast hotel
File Name: Breakfast area_1.jpg
Photographer's Name: Richard Fow
Expiration Date: unlimited
ROOM POOL CODE(S): * _____
3. Image Caption: Social Area

Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

4. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

5. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

6. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

7. Image Caption:

Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

8. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

9. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

10. Image Caption:
Marketing Caption:
ALT Tag: *
File Name:
Photographer's Name:
Expiration Date:
ROOM POOL CODE(S): *

11. Image Caption:

Marketing Caption: The spacious, recently renovated Whirlpool King room also has a well-lit work desk, sitting area, microwave, and mini-refrigerator.

ALT Tag: * Louisville Fairfield Inn Spa room

File Name: King HT Room-101_03.jpg

Photographer's Name: Richard Fow

Expiration Date: unlimited

ROOM POOL CODE(S): * SPAK

12. Image Caption: King Guest Room

Marketing Caption: Our recently renovated guest rooms include complimentary Internet access, premium cable channels, and well-lit work desk.

ALT Tag: * Fairfield Inn Kentucky hotel room

File Name: King Room-106_07.jpg

Photographer's Name: Richard Fow

Expiration Date: unlimited

ROOM POOL CODE(S): * KING

13. Image Caption: King Guest Room

Marketing Caption: In addition to crisp, comfortable linens, our recently renovated guest rooms also have a microwave and mini-fridge to help you feel at home.

ALT Tag: * Kentucky hotel rooms Fairfield Inn

File Name: King Room-106_01.jpg

Photographer's Name: Richard Fow

Expiration Date: unlimited

ROOM POOL CODE(S): * KING

14. Image Caption: Larger King Guest Room

Marketing Caption: If you need a little extra space, the larger King room with sleeper sofa will certainly suit your needs. Use the sofa to stretch out and watch the premium cable channels or use the sleeper for an extra person.

ALT Tag: * Fairfield Inn sleeper sofa hotel rooms

File Name: King Suite Room-111_06.jpg

Photographer's Name: Richard Fow

Expiration Date: unlimited

ROOM POOL CODE(S): * EKNG

15. Image Caption: Larger King Guest Room
Marketing Caption: The recently renovated larger king guest room has a sofa sleeper and a sitting area, microwave, and mini-refrigerator, as well as complimentary Internet access and well-lit work area.
ALT Tag: * Louisville KY Large hotel rooms
File Name: King Suite Room-111_01.jpg
Photographer's Name: Richard Fow
Expiration Date: unlimited
ROOM POOL CODE(S): * EKNG

16. Image Caption: Work Area
Marketing Caption: Each recently renovated guest room is equipped with well-lit work desk, ergonomic chair, telephone with data port, and complimentary Internet access. We are the perfect location for the business traveler.
ALT Tag: * Louisville KY Business Traveler hotel
File Name: King Room-106_04.jpg
Photographer's Name: Richard Fow
Expiration Date: unlimited
ROOM POOL CODE(S): * QNQN, QUEN, KING, EKNG, SPAK

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

Part 3A: Image Usage Rights Held by Hotel

Marsha Code: _____

(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		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 one 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:SDFFS

(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, _____, 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	Fairfield Front_01.jpg	Exp. Date:	unlimited
2. File Name	Breakfast area_1.jpg	Exp. Date:	unlimited
3. File Name	Breakfast area_5.jpg	Exp. Date:	Unlimited
4. File Name	Conference room_3.jpg	Exp. Date:	Unlimited
5. File Name	Double Room-102_05.jpg	Exp. Date:	Unlimited
6. File Name	Double Room-102_03.jpg	Exp. Date:	Unlimited
7. File Name	Double Room-102_07.jpg	Exp. Date:	Unlimited
8. File Name	Fitness room_1.jpg	Exp. Date:	Unlimited
9. File Name	Front Desk_2.jpg	Exp. Date:	Unlimited
10. File Name	King HT Room-101_06.jpg	Exp. Date:	Unlimited
11. File Name	King HT Room-101_03.jpg	Exp. Date:	Unlimited
12. File Name	King Room-106_07.jpg	Exp. Date:	Unlimited
13. File Name	King Room-106_01.jpg	Exp. Date:	Unlimited
14. File Name	King Suite Room-111_06.jpg	Exp. Date:	unlimited
15. File Name	King Suite Room-111_01.jpg	Exp. Date:	Unlimited
16. File Name	King Room-106_04.jpg	Exp. Date:	Unlimited

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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

Signature: _____ **Date:** _____
(Do not type signature)

Print Name: _____ **Position & Company:** _____

Marriott International - Confidential

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 x 400 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_XXXXX
- ☐ When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo Submission)

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

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:
MARSHA code:
Hotel Contact (employee name):
Phone:
E-mail address:

Franchised Hotels

Name of Franchise Company:

Hotel Business

Percent of Leisure/Group Business: /

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 must 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 well-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

**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](#)*

1. Image Caption: Jim Beam Distillery

Marketing Caption: The Jim Beam Distillery is the closest distillery to the hotel on the Kentucky Bourbon Trail®. If you have a few days to spend in Kentucky, there are several area distilleries that participate. Get your "passport" stamped at them all and get a Bourbon Trail T-Shirt! Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag: *

File Name: jim_beam.jpg

Photographer's Name: Kentucky Department of Travel and Tourism

Expiration Date: unlimited

ROOM POOL CODE(S): *

2. Image Caption: Louisville Slugger Museum

Marketing Caption: Baseball aficionados will love all the history to be found at the Louisville Slugger Museum, just 15 miles from the hotel. Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag: *

File Name: SluggerMuseum2.JPG

Photographer's Name: Kentucky Department of Travel and Tourism

Expiration Date: unlimited

ROOM POOL CODE(S): *

3. Image Caption: Heaven Hill Distillery
Marketing Caption: This is one of the many distilleries on the Kentucky Bourbon Trail®. If you have a few days to spend in Kentucky, there are several area distilleries that participate. Get your "passport" stamped at them all and get a Bourbon Trail T-Shirt! Photo courtesy of the Kentucky Department of Travel and Tourism.
ALT Tag: * _____
File Name: HeavenHillDistillery.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S): * _____

4. Image Caption: Kentucky Center for the Performing Arts
Marketing Caption: The Kentucky Center for the Performing Arts hosts a variety of events throughout the year; Broadway Series Musicals, Louisville Ballet, and the Louisville Orchestra, just to name a few. Photo courtesy of the Kentucky Department of Travel and Tourism.
ALT Tag: * _____
File Name: KentuckyCenterLouisville.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S): * _____

5. Image Caption: Maker's Mark Distillery
Marketing Caption: Designate a driver and visit Maker's Mark and the other distilleries on the Kentucky Bourbon Trail®. Just don't fall in! Photo courtesy of the Kentucky Department of Travel and Tourism.
ALT Tag: * _____
File Name: MakersMark.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S): * _____

6. Image Caption: Four Roses Distillery
Marketing Caption: This is one of the many distilleries on the Kentucky Bourbon Trail®. If you have a few days to spend in Kentucky, there are several area distilleries that participate. Get your "passport" stamped at them all and get a Bourbon Trail T-Shirt! Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag:* _____
File Name: FourRosesDistillery.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S):* _____

7. Image Caption: Muhammad Ali Center
Marketing Caption: The Muhammad Ali Center is both an educational and cultural experience, exploring the life and philosophies of the great Muhammad Ali. Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag:* _____
File Name: AliCenter.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S):* _____

8. Image Caption: Woodford Reserve Distillery
Marketing Caption: This is one of the many distilleries on the Kentucky Bourbon Trail®. If you have a few days to spend in Kentucky, there are several area distilleries that participate. Get your "passport" stamped at them all and get a Bourbon Trail T-Shirt! Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag:* _____
File Name: WoodfordReserveDistillery.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S):* _____

9. Image Caption: Louisville Zoo
Marketing Caption: Take the whole family to enjoy a beautiful Kentucky day at the Louisville Zoo, less than 12 miles from the hotel. Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag:* _____
File Name: Louisville Zoo.jpg
Photographer's Name: Kentucky Department of Travel and Tourism
Expiration Date: unlimited
ROOM POOL CODE(S):* _____

10. Image Caption: Churchill Downs

Marketing Caption: Arguably one of the most famous attractions in Louisville, Churchill Downs is the home of the annual Kentucky Derby and is only 12 miles from the hotel. Enjoy the festivities during the weeks leading up to the derby as well! Photo courtesy of the Kentucky Department of Travel and Tourism.

ALT Tag:* _____

File Name: Churchill Downs.jpg

Photographer's Name: Kentucky Department of Travel and Tourism

Expiration Date: unlimited

ROOM POOL CODE(S):* _____

11 Image Caption: _____

Marketing Caption: _____

ALT Tag:* _____

File Name: _____

Photographer's Name: _____

Expiration Date: _____

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 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

Part 3A: Image Usage Rights Held by Hotel

Marsha Code: _____

(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		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 one 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: SDFS

(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, _____, 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	jim beam.jpg	Exp. Date:	unlimited
2. File Name	SluggerMuseum2.JPG	Exp. Date:	Unlimited
3. File Name	HeavenHillDistillery.jpg	Exp. Date:	Unlimited
4. File Name	KentuckyCenterLouisville.jpg	Exp. Date:	Unlimited
5. File Name	MakersMark.jpg	Exp. Date:	Unlimited
6. File Name	FourRosesDistillery.jpg	Exp. Date:	Unlimited
7. File Name	AliCenter.jpg	Exp. Date:	Unlimited
8. File Name	WoodfordReserveDistillery.jpg	Exp. Date:	Unlimited
9. File Name	Louisville Zoo.jpg	Exp. Date:	Unlimited
10. File Name	Churchill Downs.jpg	Exp. Date:	Unlimited
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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

Signature: _____ **Date:** _____
(Do not type signature)

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 x 400 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_XXXXX
- ☐ When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo Submission)

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

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

Marsha Code:

(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, _____, 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		Exp. Date:	Unlimited
2. File Name		Exp. Date:	Unlimited
3. File Name		Exp. Date:	Unlimited
4. File Name		Exp. Date:	Unlimited
5. File Name		Exp. Date:	Unlimited
6. File Name		Exp. Date:	Unlimited
7. File Name		Exp. Date:	Unlimited
8. File Name		Exp. Date:	Unlimited
9. File Name		Exp. Date:	Unlimited
10. File Name		Exp. Date:	Unlimited
11. File Name		Exp. Date:	Unlimited
12. File Name		Exp. Date:	Unlimited
13. File Name		Exp. Date:	Unlimited
14. File Name		Exp. Date:	Unlimited

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):

Your Initials

☐ **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), including all rights of copyright.

OR

☐ **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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

Signature: _____

Date: 09/12/10

(Do not type signature)

Print Name: _____

Position & Company: owner

Marriott.com Hotel Web Sites

Photography Submission Form

Still Photos, 360° Images & Guest Room Floor Plans

Complete instructions can be found 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, 10400 Fernwood Road, Dept. 55/953.14, Bethesda, MD 20817, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:

MARSHA code:

Hotel Contact (employee name):

Phone:

E-mail address:

Franchised Hotels

Name of Franchise Company:

PART 2: Removal of Existing Photos

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

1. Image Name	Exterior (photo 1 of 26) sdffs_phototour01_s.jpg	6. Image Name		11. Image Name	
2. Image Name		7. Image Name		12. Image Name	
3. Image Name		8. Image Name		13. Image Name	
4. Image Name		9. Image Name		14. Image Name	
5. Image Name		10. Image Name		15. Image Name	

PART 3: Image Submission Information

Each submitted image requires the following information **Sample:**

Image Caption:

Marketing Caption:

File Name:

ALT Tag:*

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

**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" & "Suites" sections of the photo gallery. Find Room Pool Codes information [here](#)*

1. Image Caption:

Marketing Caption:

ALT Tag:*

File Name:

Photographer's Name:

Marriott International - Confidential.

Unlimited

Image Caption: Entrance

We make you feel at home from the minute you walk into our property.

Fairfield Inn Louisville South

02.SDFFS-Entrance.JPG

Unlimited

Image Caption: _____

Image Caption: _____

Image Caption: _____

Image Caption: _____

Image Caption: _____

File Name: _____
 Photographer's Name: _____
 Expiration Date: _____
 ROOM POOL CODE(S):* _____

Copy and paste captions if submitting more than 14 images

PART 4: Guest Room & Suite Floor Plans Information

Each submitted floor plan 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: King_Floorplan.jpg
 ALT Tag: King Guest Room Floor Plan **(maximum of 5 words)**
 ROOM POOL CODE(S):* GENR, KING **(if submitting more than two codes, separate with a comma)**

NOTE: These floor plans will ONLY display on the "Guest Room" sub page (not on the photo gallery).

***Required.** Room Pool Codes must be submitted in order for floor plans to display. Find Room Pool Codes information [here](#)

1. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

2. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

3. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

4. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

5. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____

ROOM POOL CODE(S):* _____

6. Image Caption: _____

Marketing Caption: _____

ALT Tag:* _____

File Name: _____

ROOM POOL CODE(S):* _____

Copy and paste captions if submitting more than 7 floor plans

Copy and paste captions if submitting more than 7 floor plans

Part 5: Image Usage Rights: Photos & 360s

Marsha Code: SDFFS

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.

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.

Image Usage Rights Held by Image Owner

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

I, Chris Spears, 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) to promote the property and to authorize others to display the Image(s) to promote the property.

This includes the right to promote Marriott International, as well as the property? Yes / No

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

1. File Name	Exterior	Exp. Date:	Unlimited
2. File Name	Entrance	Exp. Date:	Unlimited
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:	

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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

OR



- C. 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).

Signature: _____
(Do not type signature)

Date: 8/10/12

Print Name: Chris Spears

Position & Company: GM Mosselman Hotels

Part 6: 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 1,000 pixels wide 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_XXXXX
- ☐ When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo Submission)

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)

France: marriott.fr (translated photo tour Image Captions and ALT Tags, and translated Metadata)

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 4 weeks, depending on the site.

Marriott.com Hotel Web Sites

Photography Submission Form

Still Photos, 360° Images & Guest Room Floor Plans

Complete instructions can be found 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, 10400 Fernwood Road, Dept. 55/953.14, Bethesda, MD 20817, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name:

MARSHA code:

Hotel Contact (employee name):

Phone:

E-mail address:

Franchised Hotels

Name of Franchise Company:

PART 2: Removal of Existing Photos

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

1. Image Name	Exterior (photo 1 of 26) sdffs_phototour01_s.jpg	6. Image Name		11. Image Name	
2. Image Name		7. Image Name		12. Image Name	
3. Image Name		8. Image Name		13. Image Name	
4. Image Name		9. Image Name		14. Image Name	
5. Image Name		10. Image Name		15. Image Name	

PART 3: Image Submission Information

Each submitted image requires the following information **Sample:**

Image Caption:

Marketing Caption:

File Name:

ALT Tag:*

Photographer's Name:

Expiration Date:

ROOM POOL CODE(S):*

**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" & "Suites" sections of the photo gallery. Find Room Pool Codes information [here](#)*

1. Image Caption:

Marketing Caption:

ALT Tag:*

File Name:

Photographer's Name:

Marriott International - Confidential.

Unlimited

Image Caption: Entrance

We make you feel at home from the minute you walk into our property.

Fairfield Inn Louisville South

02.SDFFS-Entrance.JPG

Unlimited

Image Caption: _____

Image Caption: _____

Image Caption: _____

Image Caption: _____

Image Caption: _____

File Name: _____
 Photographer's Name: _____
 Expiration Date: _____
 ROOM POOL CODE(S):* _____

Copy and paste captions if submitting more than 14 images

PART 4: Guest Room & Suite Floor Plans Information

Each submitted floor plan 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: King_Floorplan.jpg
 ALT Tag: King Guest Room Floor Plan **(maximum of 5 words)**
 ROOM POOL CODE(S):* GENR, KING **(if submitting more than two codes, separate with a comma)**

NOTE: These floor plans will ONLY display on the "Guest Room" sub page (not on the photo gallery).

***Required.** Room Pool Codes must be submitted in order for floor plans to display. Find Room Pool Codes information [here](#)

1. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

2. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

3. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

4. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____
 ROOM POOL CODE(S):* _____

5. Image Caption: _____
 Marketing Caption: _____
 ALT Tag:* _____
 File Name: _____

ROOM POOL CODE(S):* _____

6. Image Caption: _____

Marketing Caption: _____

ALT Tag:* _____

File Name: _____

ROOM POOL CODE(S):* _____

Copy and paste captions if submitting more than 7 floor plans

Copy and paste captions if submitting more than 7 floor plans

Part 5: Image Usage Rights: Photos & 360s

Marsha Code: SDFFS

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.

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.

Image Usage Rights Held by Image Owner

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

I, Chris Spears, 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) to promote the property and to authorize others to display the Image(s) to promote the property.

This includes the right to promote Marriott International, as well as the property? Yes / No

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

1. File Name	Exterior	Exp. Date:	Unlimited
2. File Name	Entrance	Exp. Date:	Unlimited
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:	

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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

OR



- C. 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).

Signature: _____
(Do not type signature)

Date: 8/10/12

Print Name: Chris Spears

Position & Company: GM Mosselman Hotels

Part 6: 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 1,000 pixels wide 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_XXXXX
- ☐ When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo Submission)

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)

France: marriott.fr (translated photo tour Image Captions and ALT Tags, and translated Metadata)

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 4 weeks, depending on the site.

Marriott.com Hotel Web Sites

Photography Submission Form

Still Photos, 360° Images & Guest Room Floor Plans

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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, 10400 Fernwood Road, Dept. 55/953.14, Bethesda, MD 20817, 301-380-1982, Attn: HWS

PART 1: Hotel Information

Property/Hotel Name: Fairfield Inn Louisville South

MARSHA code: SDFFS

Hotel Contact (employee name): Garcia M Aurelus

Phone: 407-998-8044

E-mail address: gaurelus@1emax.com

Franchised Hotels

Name of Franchise Company: XXXX

PART 2: Removal of Existing Photos

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

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

PART 3: 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. *(up to 350 characters)*

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, SUIT *(if submitting more than two codes, separate with a comma)*

**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" & "Suites" sections of the photo gallery. Find Room Pool Codes information [here](#)*

1. Image Caption: Outdoor Pool

Marketing Caption: Take a refreshing swim our heated outdoor pool.

ALT Tag: Louisville South Hotel Outdoor Pool

File Name: FI_SDFFS_01_Outdoor pool.jpg

Photographer's Name:

Expiration Date: unlimited

Marriott International - Confidential.

2.

Image Caption: Outdoor Spa

Marketing Caption: Relax in our outdoor spa after a long day.

ALT Tag: * Louisville South Hotel Outdoor Spa

File Name: FI_SDFFS_02_Outdoor spa (1).jpg

Photographer's Name: _____

Expiration Date: unlimited

Part 5: Image Usage Rights: Photos & 360s

Marsha Code: SDFFS

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.

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.

Image Usage Rights Held by Image Owner

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

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This includes the right to promote Marriott International, as well as the property? Yes / No

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

1. File Name	Outdoor pool	Exp. Date:	unlimited
2. File Name	Outdoor spa	Exp. Date:	unlimited
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:	

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):

Your Initials



- 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), including all rights of copyright.

OR



- 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, are owned by _____ (company name) because the image was created by its employee in the course of his/her employment, and I am authorized to make this certification on behalf of the photographer's employer.

OR



- C. 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).

Signature: _____ Date: _____
(Do not type signature)

Print Name: Richard W. Fow Position & Company: Owner Rick Fow Photography

Marriott International - Confidential.

HWS Photography Submission Form

1

Updated 10/2011

Marriott International - Confidential.

HWS Photography Submission Form

3

Updated 10/2011

Part 6: 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 1,000 pixels wide 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_XXXXX
- ☐ When emailing your submission, please begin the subject line with your MARSHA code (ex: XXXXX Photo Submission)

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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)

France: marriott.fr (translated photo tour Image Captions and ALT Tags, and translated Metadata)

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 4 weeks, depending on the site.



COPYRIGHT RELEASE

Rick Fow Photography grants permission to the customer named below to reproduce the copyrighted photos specified here.

The copyright is being released on all photos taken for customer on the specified photo shoot date.

The copyright is being released for all photos contained on this CD.

Christopher Spears
Fair Field Inn by Marriott Lou. South
362 Brenton Way
Shepherdsville, KY 40165

A handwritten signature in black ink, appearing to read "Rick Fow", is written over a horizontal line.

Rick Fow, Owner
502-558-7898

5/20

Marriott.com Photography Submission Form
Still Photos & 360° Images

➤ *Photography Instructions can be found on the eCommerce Resource Guide, accessible from MarrWeb and all Marriott Extranets*

Path: (Sales & Marketing -or- Departments) > eCommerce > Create/Maintain/Upgrade Property Pages > What Hotels Can Do to Enrich Property Pages > Photography & Video

Part 1: Hotel Information

Part 2: Required Image Submission Information

Part 3: Image Usage Rights Instructions

Part 4: Image Usage Rights A

Part 5: Image Usage Rights B

Part 6: Marketing Input for Your Hotel Web Site Design

Upon completion, either email your images with Parts 1-6 of this form to photolibrary@marriott-ldps.com OR overnight these items to our Photo Librarian at this address:

Marriott Corporation
Graphic Design and Production Services
Attn: Photo Library Dept 55/ 957.63 fax 301-380-5059
One Marriott Dr Washington, DC 20058

Part 1: Hotel Information

Hotel Contact Information

Property/Hotel Name:	Fairfield Inn Louisville/South
MARSHA code:	SDFFS - 2BX
Hotel Contact (employee name):	Sandra Pendleton
Phone:	502-955-5533
E-mail address:	brf@musselmanhotels.com

Submitting Photography for: (check all that apply)

- ☐ New hotel – no existing Property Page on Marriott.com
- ☒ Existing Property Page – replacement of images on current Property Page before launch of Hotel Web Sites. Please print existing Property Page and clearly indicate which images are being replaced.
- ☐ Building future Hotel Web Site (coming mid- 2004) – submitting images and usage rights

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Part 2: Required Image Submission Information

Please provide the following required information about each image you submit.

- Make sure Photography Usage Rights (either Part 4 or 5) is attached for each image or group of images taken by the same source and under the same terms.
- If your still photographs are not submitted in a digital format, you will be charged \$20 per image to have them scanned. We will need

Your Peoplesoft hotel unit number

Your six-digit Peoplesoft account number

- Each submitted image requires the information listed below. Sample:

Image name:

Short marketing caption:

Filename on CD/email (if digital):

Photography Usage Rights attached (Part 4 or 5 of this form): 5

1. Identify the Image:

Short marketing caption:

Filename on CD/email:

Photography Usage Rights attached (Part 4 or 5 of this form):

2. Identify the Image:

Short marketing caption:

Filename on CD/email:

Photography Usage Rights attached (Part 4 or 5 of this form):

3. Identify the Image:

Short marketing caption:

Filename on CD/email:

Photography Usage Rights attached (Part 4 or 5 of this form):

4. Identify the Image:

Marriott International - Confidential.

Part 4: Image Usage Rights – Usage Rights Held by Hotel

(may be completed by a hotel representative)

Please note: You must use a separate copy of this form (Part 4) for each image (or group of images from the same source and taken under the same terms).

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. Image Name Fairfield Inn Louisville/South File Name BRF Exterior Expiration Date

2. Image Name File Name Expiration Date

3.

Signature: Tammy Risen Date: 4-7-04

Print Name: Tammy Risen

Position and Company: Director of Sales + Marketing / Musselman Hotels

I am authorized to grant the foregoing permission because (please initial only one 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 (including the copyright in the Image) 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.)

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 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.)

Does this license include the right to promote Marriott International, as well as the property? _____

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MUSSELMAN HOTELS, LLC

I, J. Bret Knight, the third-party photographer, hereby release all ownership rights of the images of all Musselman Hotels to Musselman Hotels LLC.

Musselman Hotels owns all rights to the images and they are not to be copied or sold to any party by third-party photographer.

J. Bret Knight
Bret Knight

4/8/04
Date

Chris Lytle
Musselman Hotel Owner

Part 6: Marketing Input for Your Hotel Web Site Design

The marketing information you supply to us here will help our designers give your hotel web site a distinctive "look and feel," one that will be effective in appealing to your target audience(s).

Your hotel highlights and hotel positioning phrases will give us the design direction we'll need to represent your hotel accurately according to your marketing strategy.

A. Your Hotel Highlights

Your hotel highlights describe your property and differentiate it from the competition.

Good Examples:

- 80% group business
- festive and friendly
- southwestern feel
- outdoor and active

Please insert your hotel highlights here:

•
• See Attached
•
•

B. Your Hotel Positioning Phrases

Your hotel positioning phrases concisely express the services, facilities, and destination benefits your hotel offers to a specific market.

Good Examples (Location):

situated directly on River Walk, connected to Rivercenter mall, one block from the Alamo, short walk to convention center

Good Examples (Property):

two times more meeting space than competitors, three times as many suites as competitors, convenient and efficient meeting space all on one level

Good Examples (Service):

extensive customer service focus, concierge service unequalled anywhere, award-winning catering service

Please insert your hotel positioning statement phrases here:

•
•
•
•

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Find & Reserve

[Hotel Search Options](#)
[Hotel Directory](#)
[Confirm or Cancel Reservations](#)
[Telephone Reservations](#)
[Marriott's Look No Further Guarantee](#)

Reservations

[Check Rates & Availability](#)
[Stay Free with Marriott](#)
[Rewards](#)

About this Hotel

[Hotel Home](#)
[About Fairfield Inn](#)
[Questions or Comments?](#)

About the Area

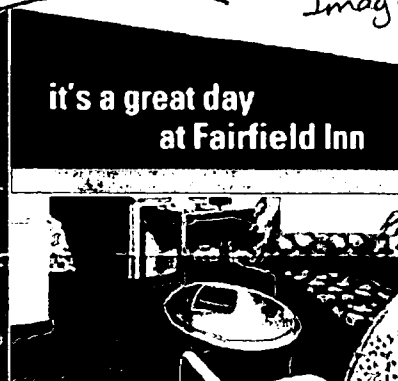
[Map & Nearby Airports](#)
[Driving Directions](#)
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To make reservations by phone, call 1-800-228-9290 in the US and Canada (or any of our worldwide reservation numbers) or contact a local travel agency .

Fairfield Inn Louisville South



You Can Expect More[®]



it's a great day
at Fairfield Inn



362 Brenton Way Shepherdsville, KY 40165 USA
Phone: 1 502-955-5533 Fax: 1 502-955-5547

[Reserve a Room](#)

The hotel is just 15 miles south of downtown Louisville and 10 miles south of the Exposition Center, Louisville International Airport, and Kentucky Kingdom Thrill Park. Always fresh, and always clean, our 64 guest rooms are full of amenities, including a well-lit work desk and a remote-controlled TV with 36 free cable channels--including HBO. We'll get you started every day with a complimentary continental breakfast that includes hot, freshly brewed 100% Columbian coffee. We'll make your business travels a little bit easier by providing free local calls and a convenient fax service. Relax with a splash in our refreshing swimming pool or soothe yourself in our hot tub. At Fairfield Inn, you can always count on a friendly welcome--at affordable rates. "You can expect more."

Hotel Information

- Marriott Rewards Category: 1 >>
- 3 Floors, 64 Rooms
- 1 meeting room
- Check-in: 3:00 PM; Check-out: 12:00 PM
- Express Check-in
- Service animals permitted for people with disabilities
- Pet Policy: No pets allowed
- Complimentary onsite parking

Facilities & Services

- Complimentary continental breakfast
- Laundry valet
- Self service laundry facilities
- Complimentary newspaper available in lobby
- Fax, copying
- Safe deposit box at front desk
- Rental car desk: Enterprise

Area Companies

- Ford (7.0 mi)
- General Electric (15.0 mi)
- UPS (7.0 mi)

Attractions & Landmarks

- Churchill Downs (12.0 mi)
- Downtown Louisville (15.0 mi)
- Fair/Expo Center (10.0 mi)
- Jim Beam Distillery (15.0 mi)
- Kentucky Kingdom (10.0 mi)
- Louisville Science Center (15.0 mi)
- Louisville Slugger Museum (15.0 mi)

Sports & Recreation

- Outdoor pool
- Health club (nearby)
- Whirlpool
- Tennis nearby
- Squash nearby

Check Rates & Availability

Check-in date
Apr, 2004 8

Checkout date
Apr, 2004 9

Number of guests 1

Optional Information

Marriott Rewards number

Corporate/promotional code

Group code

More options >>

Find

add
Complimentary high-speed Internet Access.

Guest Room Amenities

- Speaker phone
- Data ports on phone
- TV with remote control
- Cable/satellite TV
- All-news channel
- Refrigerator available
- Iron and ironing board available

- In-room safe
- Cribs available

- *High Speed Internet Access*

Restaurants & Lounges

- Cracker Barrel (American, nearby) open for breakfast, lunch, dinner
- Fast Food (nearby)

add →