

## PHOTO REQUESTS & USAGE INSTRUCTIONS

### HOW TO DOWNLOAD PHOTOS

- Go to [catchdesmoines.com/asset-request](http://catchdesmoines.com/asset-request)
- Select the photo(s) you would like to obtain
- Click Add to Request
- Once finished adding photos, click View Request
  - A text box will appear asking for your usage details and expected date of publish, this must be filled out.
  - If you're not already registered, a text box will pop up and ask for you to set up a log-in account.
  - If you're already registered it will ask for your previously established username and password.
- From there, your requests will be submitted for review. Our Media Associate will respond via email if your requests have been approved or denied. If approved, this email will include the links to download the requested images as well as the required credit information.

### PHOTO USE INSTRUCTIONS

Use of the images on this site are subject to the following conditions. By downloading these images you indicate your consent to abide by these terms. All images belonging to Catch Des Moines must be used for non-commercial purposes provided upon request in the promotion of Greater Des Moines. The distribution of these images is strictly prohibited.

- Our Assets may be used by travel and trade media, meeting professionals, motorcoach groups, tourism or business related to conventions, sporting events, or tradeshow who are working with Catch Des Moines in promoting Greater Des Moines as their meeting or convention destination.
- Use of these photos requires credit "*Courtesy of Catch Des Moines*" unless otherwise specified in the Credits section.
- The Greater Des Moines Convention and Visitors Bureau reserves the right to deny usage of its images.

If you have any questions about obtaining photos, b-roll, usage requirements or photo credits, please contact Addison Bratvold at [addison@catchdesmoines.com](mailto:addison@catchdesmoines.com).