



## **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**

- Photos may be used to promote the Greater Des Moines Convention and Visitors Bureau, tourism or business related to conventions, meetings, sporting events, tradeshow or motorcoach tours and must provide a photo credit or acknowledgment for the Greater Des Moines Convention and Visitors Bureau and, where applicable, the photographer. When downloading images from this site, you agree to abide by these terms of use.
- When possible, please credit as "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 photos are approved by the Greater Des Moines Convention & Visitors Bureau, they are only to be used for the purposes listed and approved through the asset request form. The distribution of these images is strictly prohibited.

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).