

**Request for Quote
Digital Media Brief - Job #**

Request for Quote: Please provide a quote that is a fixed price total/flat rate total for providing all the services and deliverables listed in this Digital Media Brief. When determining the total cost, consider any and all costs necessary to provide the services to include, but not be limited to, time, production, and travel costs, if applicable, etc. In order for VTC to evaluate the proposed fix price quoted, also provide a breakdown of all expected expenses and deliverables that make up the total fixed price. This breakdown is just for the purpose of evaluating the price. Photographer/Contractor will only be paid the total fixed price and will not be paid or reimbursed by the breakdown of costs. See Special Terms and Conditions for payment terms.

IMPORTANT NOTE: While VTC doesn't pay for services that are not rendered, and does not pay itemized costs, if the job is cancelled at the last minute due to weather, or any other reason deemed necessary by VTC, **AND** the Photographer/Contractor is then unable to cancel the lodging without penalty due to the lateness of such cancellation, VTC may, at its own sole discretion, agree to reimburse Photographer/Contractor for such lodging cancellation fee. However, VTC will only reimburse exact lodging cancellation fee (no markups), for lodging cancellation, up to allowable rate, based on VTC's Travel Policies and Procedures which include a cap/limit on the allowable dollar amount of lodging which is determined by the location of the lodging in accordance with the Runzheimer's rates. VTC can provide the Runzheimer's rates upon request. An itemized receipt showing the actual cost as "paid" and payment method will be required for reimbursement. So, it is advisable to consider the allowable rates prior to securing lodging reservations in case of cancellation under these circumstances.

Description: (Include description of production, including location, model information, and shot list)

Contacts: (insert contact for location to be photographed)

Photographer: (enter photographer name here)

Ownership and Usage Rights & Agreement: Please refer to attached Special Terms and Conditions. These are legal and binding and replace any terms and conditions provided by Photographer/Contractor.

Media size/format requirements:

Photos: Tiff (preferred) or Jpg (acceptable) at 300dpi

Publications:

-8.5" x 11" Vertical and Horizontal and allow for bleed

-11" x 17" Horizontal with bleed

Allow options that position subject to left or right of center for use in two page spread in order to keep subject out of gutter.

Web:

-12" x 4"

-15" x 4"

Allow options that position subject to right and left of center so text can occupy opposite side of image. Or background only image for composition purposes.

Video:

Size: 3840 x 2160 (16:9; 4K)

Codec: Intermediate format

Audio: not required for b-roll unless otherwise specified

Delivery – (insert date here)

Hard drives should be marked and identified with name of shoot and date. If applicable, all model releases shall be delivered with digital media.

Deliver to:

Hannah Armstrong

Virginia Tourism Corporation

901 East Cary Street, Suite 900

Richmond, VA 23219

Please submit quote to:

Hannah Armstrong, harmstrong@virginia.org, 804-759-8519

Virginia Tourism Authority
Doing business as Virginia Tourism Corporation (VTC)

**Special Terms and Conditions
Brief #**

1. All digital media created, developed and/or produced under this Digital Media Brief shall become the sole property of VTC. VTC has unlimited usage rights to all such digital media for an unlimited time to promote Virginia destinations at no additional cost to VTC. (Note: Digital media is defined, for this purpose, as any document or file delivered to VTC under this Digital Media Brief)
2. VTC has the right to use and share digital media without restriction.
3. Digital media may be used or shared by VTC, local tourism offices, the Virginia Film Office, Virginia State Parks, Virginia state agencies, and any other entity VTC deems appropriate in promotional publications, websites, advertising, editorial, advertorial, press kits, video multimedia, social media, the official Virginia state roadmap, and all forms of media, or any other use VTC deems appropriate at no additional cost to VTC.
4. Photographer shall hire and pay for models as needed for the project and provide VTC with signed model releases for any images that include a recognizable face. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish and share, without charge, the digital media.
5. Photographer will provide VTC with signed property releases when necessary, as determined by the VTC, for any imagery that includes a recognizable destination. These releases shall give the VTC and their representatives and/or assigns the right and permission to publish, without charge, the digital media.
6. Photographer and/or model(s) may use the digital media in their portfolio. Any other use of digital media by photographer or model(s) shall be approved by VTC in writing prior to use.
7. Photographer may not sell, lease, or otherwise convey ownership or authorization for use of digital media created, developed and/or produced on behalf of VTC to any other entity without explicit approval from VTC in writing.
8. VTC is exempt from taxation as a public body corporate and as a political subdivision of the Commonwealth.
9. Payment Terms - All services provided shall be performed to the satisfaction of VTC and in accordance with all applicable federal, state and local laws ordinances, rules, policies and regulations. Payment for services will be made within thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later. This

provision shall not affect offers of discounts for payment in less than 30 days, however. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail.