

BTB Content Usage Request Form



Purpose:

This form serves to streamline requests for artwork, graphics, images, video, or trademarked logos (“Materials”) provided by the BTB, while ensuring that all content is used in accordance with BTB’s content copyright policies. Please ensure all fields are completed accurately to avoid delays in processing.

Submission Deadline:

To ensure sufficient time for processing, all requests must be submitted to directonline@belizetourismboard.org at **least three working days before your required deadline**. Please make sure the email address is used correctly when submitting your request, as all forms must be sent there for review and processing. Incomplete or unclear submissions may result in delays.

Submission Details:

Materials Requested

(Please describe in detail the specific content you are requesting (e.g., destinations, activities, etc.). Be as clear and specific as possible to ensure the correct materials are provided.)

Purpose of Use

What will these Materials be used for? Specify the intended platform (e.g., social media, print, website, promotional video):

Number of Materials & Format

Indicate the number of materials requested and the preferred file format(s) (e.g., jpeg, tiff, gif, png, raw, mp4):

Number of Materials:

File Format(s):

Resolution & Image/Video Specifications

Provide the resolution and specific dimensions you require (in pixels, dpi, or video frame size, if applicable):

Resolution:

Image Dimensions (or video Aspect Ratio):

Intended Use Deadline:

Please state the deadline by which you require the requested Materials:



Terms and Conditions for the Use of BTB Materials

By requesting and using Materials from the Belize Tourism Board, you agree to the following terms:

- **Ownership:** All Materials remain the sole property of the Belize Tourism Board. You are granted a non-exclusive license to use the Materials strictly for the stated purpose provided in this form.
- **Permitted Use:** Materials are to be used only for the purpose outlined in this request. You may not repurpose or redistribute these Materials without prior written consent from the BTB.
- **Credit Requirement:** All Materials used must be credited as follows: **"Photo/Video courtesy of the Belize Tourism Board"**
- **Restrictions on Alteration:** Materials may not be modified, edited, or altered in any form (including cropping, color alterations, or overlays) without the express authorization of the BTB.
- **Revocation of Use:** The BTB reserves the right to revoke your license to use the Materials at any time, for any reason. Upon revocation, you are required to discontinue use immediately and remove the Materials from all platforms.
- **Copyright Protection:** The Materials provided by the BTB are protected by copyright law. Unauthorized reproduction, distribution, or public display of the Materials outside of the specified request is strictly prohibited.
- **Distribution:** Any Materials used in a commercial setting (for sale or profit) require explicit written approval from the BTB. Such use is subject to additional licensing terms, including potential fees.
- **Return of Materials:** Upon completion of your project or campaign, you may be required to submit final drafts or proof of usage to the BTB for review, depending on the nature of the request.

Applicant Agreement:

I, _____, hereby acknowledge and accept the terms and conditions outlined above and agree to be bound by them.

Name of Applicant:

Position/Title:

Contact Information:

Signature:

Date of Request:

After completing and signing this form, please submit it by emailing it to directonline@belizetourmsboard.org for processing. Ensure all required sections are filled out clearly before sending, as incomplete submissions may delay processing.