



EXCHANGE PLACE LIVING HISTORY FARM

PHOTOGRAPHY GUIDELINES

FOR THE GENERAL PUBLIC:

Exchange Place Festivals and Public Events:

- ▶ Visitors are welcome to take personal-use photos and videos of Exchange Place buildings to remember and share their visit. These images and videos may be posted on personal social media sites. Visitors are encouraged to list Exchange Place as their location.
- ▶ Visitor media images are not to be used for professional/commercial purposes or to promote any product or service.
- ▶ During these events, props and photographic equipment (such as tripods and large camera bags) are prohibited.

Scheduled Group or Individual Tours/Programs:

- ▶ Visitors of Exchange Place, as part of a scheduled tour or program (such as a school program), are welcome to take photos and videos and to post them on personal media platforms or on an organization's website or media platform and are encouraged to list Exchange Place as their location. Images are not to be used for professional/commercial purposes or to promote any product or service.

Amateur Photography Sessions:

- ▶ Appointments for amateur photography sessions must be made in advance. The fee is \$30 per hour to be paid by cash or check at the time of the visit. An Exchange Place volunteer must be on site, and no buildings will be opened for these sessions. Please call Exchange Place (423-288-6071) to make an appointment.

Prom and Graduation/Senior Photos:

- ▶ Specific hours will be scheduled during prom and graduation season for the site to be open for photography sessions. The fee is \$10 per "photographed" person. Please call Exchange Place (423-288-6071) for information on the open hours and/or to schedule an appointment.

FOR PROFESSIONAL/COMMERCIAL PHOTOGRAPHERS AND ARTISTS:

Please note that Exchange Place is a non-profit living history farm operated and maintained mainly by volunteers. Funds from any photo/artistic sessions are used for continued restoration and operating costs. All photographic and artistic sessions are by appointment only, and an Exchange Place volunteer must be on site for the session. No buildings will be opened during these sessions. To request an appointment, call 423-288-6071 and leave a message regarding your interest in a session at Exchange Place. A representative from Exchange Place will contact you.

Professional Sessions/Events (i.e., portrait sittings, wedding photography, artwork sessions, etc.):

- ▶ Requests for sessions to be held at Exchange Place must be scheduled **at least one week in advance** so a volunteer can be secured. If a volunteer is not available, the session will not be scheduled.
- ▶ Fees are established in one-hour increments with equipment set-up and take-down included in the scheduled session time. Length of a session is to be determined before the actual event.

Maximum session time is 2 hours unless permission for additional time is pre-arranged.

Fee for one hour is \$60.00 Fee for two hours is \$100.00. Fees should be paid by check or cash at the time of the visit.

Commercial Sessions/Events (i.e., photography/artwork that will be used to advertise, promote or sell specific products or services, etc.):

- ▶ Permission from the Exchange Place Steering Committee must be requested, granted, and confirmed in writing at **least one month in advance** for any commercial photographic/artistic session. If permission is granted, all photos, videos, or artwork must attribute Exchange Place Living History Farm as the locale of any such work.
- ▶ Fees are established in one-hour increments with equipment set-up and take-down included in the scheduled session time. Length of a session is to be determined before actual event.

The fee for commercial use is \$250/hour minimum, to be paid by cash or check at the time of the visit. (Additional fees may be determined by the Steering Committee.) In addition, Exchange Place is to receive a 5% share for any creative works sold beyond a \$1,000.00 income threshold.

FOR DRONE PHOTOGRAPHY:

All drone photography (personal or professional) must be approved and scheduled in advance. Please call Exchange Place at 423-288-6071 to schedule an appointment.

Visitors to Exchange Place are not permitted to:

- Walk in plant beds or handle any plant life.
- Enter animal enclosures or feed/disturb the animals.
- Climb, sit, stand, or walk on trees, walls, fences, farm equipment, or other structures.
- Move or reposition benches, chairs, or any equipment.
- Attach any item to any structure on site (i.e., signs, banners, decorations).