

DO:

- ✔ Be courteous to our retail and corporate tenants and keep doorways, stairways, and other thoroughfares clear.
- ✔ Keep your shoot small in both the number of subjects and locations as well as your time shooting on campus.
- ✔ Make sure you are staying in approved photography areas and not in areas off limits like the Railcar, Bay 7, tenant areas, and lobbies.
- ✔ Make sure everyone that you are photographing wants to be photographed.
- ✔ Come with everything you need as we will not be able to provide power or other potential needs.
- ✔ Prepare any makeup and clothing off-site. Our bathrooms are for tenant and restaurant guest use.
- ✔ Know that we consider a personal shoot anything for which individuals are not going to use the images for commercial uses (i.e. product, fashion or other marketing). If you are shooting for commercial purposes, please email **Vward@cbc-raleigh.com** to discuss our policies.

DON'T:

- ⊘ Shoot from the parking decks. This is for your own safety.
- ⊘ Bring a drone. Due to the number of people on campus everyday, we must insist there are no drones flying over campus to protect everyone's safety and privacy.

WE DO welcome commercial photo & video shoots to campus and have a longer list of Do's and Don'ts that we can share you with individually.

Please email **Vward@cbc-raleigh.com** to set-up a time to discuss your shoot. We ask for at least a week's notice prior to any shoot.