

How to apply

[1] Documents and Materials

Both **(A) Documents** and **(B) Materials** are necessary to apply for OPEN SITE 5.

(A) Documents

- (1) Application Form
- (2) Project Information
- (3) Applicant's CV

(B) Materials

- (4) Floor plan
- (5) Portfolio ***Essential for Exhibition** / Optional for Performance and dot
- (6) Video/Sound sources and List of their summaries ***Essential for Performance** / Optional for Exhibition and dot

[2] How to make (A) Documents

Download the Application Package (zip file) from the TOKAS website.

URL: <https://www.tokyoartsandspace.jp/en/>

- Fill in the forms by typing for (1) Application Form, (2) Project Information and (3) Applicant's CV using Adobe Acrobat Reader (Version 8 and later). Do not fill in with Preview application for Mac users.
- If you cannot type with Adobe Acrobat Reader, please use the Word documents.
- Save files by adding the applicant's name to the original.
e.g.) AppForm.pdf → AppForm_TaroTOKYO.pdf

*Applications which do not meet the following requirements will be unacceptable.

*Submitted documents and materials will not be returned to applicants and will be discarded by TOKAS.

If necessary, please keep the copy of the documents and materials.

[3] How to prepare (B) Materials

Please refer following instructions to submit application material and save them in one folder.

(4) Floor plan

- Please save file with PDF format when you use software for drawing.
- In the case of hand-drawing, please save PDF or JPEG format by scanning or taking photograph.
- Save files by adding the applicant's name to the original.
e.g.) Floorplan_SpaceA.pdf → Floorplan_SpaceA_TaroTOKYO.pdf

OPEN SITE 5
Notices and Instructions



(5) Portfolio | Essential for Exhibition / Optional for Performance and dot

- Save files by adding the applicant's name.
e.g.) Portfolio_TaroTOKYO.pdf
- For a portfolio, please include the applicant's (individual/group) biography, descriptions of past activities and images, summarize within **5 pages** of A4-sized files, and save as **PDF file**.
- Images of works should be included within 3 images for each artist. Please specify the images which are to be exhibited in the project, if applicable.
- If applicants plan to show a new work, please submit materials of past works for reference.

(6) Video/Sound sources and List of their summaries | Essential for Performance / Optional for Exhibition and dot

- Up to 2 files of Video/Sound sources which should be edited **within 3 minutes** each respectively are acceptable. If the source is over 3 minutes, only the first 3 minutes will be screened.
- If the exhibits contain work which the element of video or sound is significant, please submit the work itself or relevant Video/Sound materials for reference.
- Make a List of summaries for Video/Sound sources, save as PDF file and submit it. Although participants can submit up to 2 files, they may be not always fully screened. Therefore, make a list in the order of descending priorities of submitting sources including the following information:
 - Title of the work / Year of creation / Duration
 - Explanation of each source (up to 50 words)
- MOV, MP4, WMV formats are acceptable for video materials.
- When video materials contain languages other than English or Japanese, make a document of summary in English or Japanese, save as PDF file and submit it.
- WMA, WAV, MP3 formats are acceptable for audio materials.
- In the case that applicants have scores, please submit them within **5 pages** in PDF format.
- If the data size is 300MB or more, please publish the video on the website and submit the link of URL.
- If applicants plan to show a new work, please submit materials of past works for reference.

[4] How to submit (A) Documents

Fill in the application documents and send it by Email. Upon receipt of the application, TOKAS will send you a confirmation and inform you of URL to upload data materials within four working days.

[Email] apply_opensite5@tokyoartsandspace.jp

[Title] Name: Application for OPEN SITE

[Submission Deadline] **March 24 (Tue), 2020 (Japan time)**

[5] How to submit (B) Materials

Please rename the title of the folder, in which all materials are saved with your name, and compress it to the ZIP format. When you receive email by TOKAS, please upload a folder by deadline.

[Submission Deadline] **April 1 (Wed), 2020 (Japan time)**

* Submitted documents and materials cannot be replaced and changed.

OPEN SITE 5
Notices and Instructions



Instructions

[Project (Exhibition)]

- **OPEN SITE is NOT residency program.** Participants can show works in progress, but there should be any exhibits in the opening day. TOKAS offers a room at TOKAS Residency for those who live overseas or in places far from Tokyo **only during the installing and de-installing period.**

[Prohibition]

- Any project to use of fire and smoke.
- Any project to exert harmful influence on the facility, audience and neighborhoods by loud sound, smell or liquid scattering.
- Participants are not allowed to serve food/drink to visitors/audiences in general.
- **Participants are not allowed to receive money from visitors/audiences in any reason including donation or sales except ticket sales.**
- Any project to use the venue for the purpose of any religious, political or commercial activities.
- Any other projects which may inflict an injury or harmful effects on visitors/ audiences, damage TOKAS facilities or properties or violate Japanese law, public order and morality.

[Expenses]

- TOKAS will provide subsidy for participants as mentioned in *Application Outline*. Details of its payment schedule and method will be informed directly to each successful candidate.
- Participants must cover all kinds of expenses their project needs to be executed.
- **Participants must arrange all necessary materials, equipment and instruments for execution of their project by their own expenses.**

[Admission Fee]

<Exhibition, dot>

- Participants are not allowed to charge any admission fee when executing their projects and artist events.

<Performance>

- Ticket price will be determined by the consultation between TOKAS and participants. Please set preferable ticket price within 3,000 Japanese yen (JPY) for the project. It is possible to execute projects such as lecture, symposium and workshop for free of charge. However, successful candidates need to cover all costs for handouts and materials, if any, which will be distributed to visitors/audiences of the project, so that TOKAS recommends setting ticket price depending on participants' needs. TOKAS will pay the ticket revenue (Tax included) to each participant as artist fee at a later date. Details of its payment schedule and method will be informed directly to each successful candidate.

[Use of intellectual property]

<Exhibition, dot>

- On using any intellectual property concerning copyright, image right, trademark, and design right, for example, participants must obtain permission to execute their project by their own responsibility, except copyright managed by participants themselves. TOKAS shall not have any responsibility for the trouble caused by using intellectual property.

OPEN SITE 5
Notices and Instructions



<Performance, dot>

- As for application and payment to JASRAC (Japanese Society for Right of Authors, Composers and Publishers), TOKAS will apply all the pieces of music included participants' project due to JASRAC's request.
- On using any intellectual property concerning copyright, image right, trademark, and design right, for example, participants must obtain permission to execute their project by their own responsibility, except copyright managed by JASRAC. TOKAS shall not have any responsibility for the trouble caused by using intellectual property.

[Transportation/ Install and de-install/ Exhibition]

- Participants must arrange all necessary transportation for execution of their project by their own responsibilities.
- Participants must arrange all necessary materials, equipment and instruments for execution of their project by their own responsibilities.
- TOKAS can provide some of tools for installation and de-installation.
- Participants must arrange all necessary personnel for execution of their project including for installation and de-installation by their own responsibilities. Especially, if participants are not able to attend de-installation, they need to arrange responsible person to be deputed to take charge of de-installation.
- The entrance and corridor of TOKAS Hongo is narrow, and there is no elevator. If applicants plan to carry-in heavy or large-scaled works, materials or equipment, please mention in the application form.
[Frontage size of the space] H195 x W80 cm
- TOKAS Hongo is not a concert hall. TOKAS would ask participants to control the volume in case the project may cause trouble to neighborhoods.
- Participants must be responsible for arranging surveillance if necessary. TOKAS staff will be in the office during opening hours, but will not monitor the gallery spaces. In case if participants will not arrange surveillance, they need to take theft prevention toward works and valuables.
- Participants, in their solo discretion, are responsible for arranging insurance to cover any possible accident, loss or damage of their properties during transportation, installation, execution and de-installation of their project.
- Please note that there may be some influences of sound from the other spaces of the venue depending on the contents of the other projects or events taking place at the same period.

[Use of the Venue]

- Participants are only allowed to use the venue in specified period and time defined by TOKAS.
- Participants must restore the venue to its initial condition and cover the repair fee in the case of damaging any TOKAS's facility and property.
- Participants are responsible for disposing wastes.
- Smoking is prohibited in TOKAS Hongo.
- There is no parking at TOKAS Hongo. Please use meter parking nearby.

[Artist's event (optional)] Exhibition ONLY

- During the execution period, participants can hold artist events such as talk sessions, performances and workshops, for example, on participant's own responsibilities. If you want, please describe details about what kind of events in the application form.
- Participants are not allowed to charge any admission fee for the artist's event.

OPEN SITE 5
Notices and Instructions



[Change of Plan]

- In the case of changing their project plans, participants have to inform TOKAS **by July 31 (Fri.), 2020**.
- Participants must be approved from TOKAS for their final project plans before execution.

[Accommodation (Only for participants who live overseas or in places far from Tokyo)]

- TOKAS offers a room at TOKAS Residency for those who live overseas or in places far from Tokyo during the period that TOKAS sets to execute the project. However, as the numbers of rooms are limited, we cannot always accommodate. Confirm the conditions below and state your preference.

- (1) The number of people: up to 2 persons in 1 room
- (2) The period of time: Exhibition About 12 days including loading-in.
Performance About 8 days from loading-in to dismantlement.
- (3) Eligible people: Successful candidates, exhibitors, presenters and essential staff for the project.

NOTE: TOKAS Residency is not a hotel. Participants must check-in between 9:30 and 18:00.

- * TOKAS Residency does not admit to stay people who are unrelated to the projects. (e.g. participants' families etc.)
- * When participants have exceeded the number of people who TOKAS can accommodate, they need to arrange accommodations by themselves.
- * Those who are under 18 years old are not admitted to stay at TOKAS Residency in general even if they are exhibitors/presenters.
- * **Please arrange responsible person to be deputed in the case that the participants cannot de-install by themselves.**

[Publicity]

- TOKAS will produce and distribute a flyer including all projects information.
- Participants can make their individual flyer but proofreading and approval by TOKAS is required in advance.
- TOKAS will take photographs and video documents of each project. All the copyright of those photographs and video documentations shall belong to TOKAS and will be used for its promotional materials and archives, in TOKAS's solo discretion.
- TOKAS will send invitation to music/art professionals, press, critics.

[Cancellation and Postponement]

- If the execution of part or whole of the project becomes impossible due to any reason not within either TOKAS or participants' control including convulsion of nature, TOKAS, in its solo discretion, shall decide the cancellation or postponement of the project.
- In case of cancellation or postponement of the part or whole of the project, TOKAS assumes no responsibility to any cost to be paid by participant.
- In case of cancellation or postponement of part or whole of the project due to any reason attributable to participants' failure, TOKAS may require participants to refund the subsidy and ticket revenue. Please be advised that TOKAS may have to make liability claim if there is any damages or harmful effects to audience, other participants or TOKAS.

OPEN SITE 5
Notices and Instructions



[Others]

- If participants need to obtain any VISA to enter Japan, please contact TOKAS in advance.
- Successful candidates are required to submit documents and participate in meetings.
- Participants of exhibition programs must attend talk session opened to the public which will be taking place in the first week of the execution period.
- Participants must submit reports including statement of income and expenses after the project.
- Any problems caused except issues above articles should be consulted and agreed to by mutual consent by TOKAS and participants in good faith.