

OPEN SITE 8
Notices and Instructions



■ **How to apply**

To apply for OPEN SITE 8, you need to **Register (A)** and supply **Application Materials (B)**.

Please download the **OPEN SITE Application Package** from the TOKAS Website:

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

OPEN SITE Application Package includes:

- A. Registration Form
- B. Project Information Sheet
- C. Floorplan of TOKAS Hongo

(A) Registration

Submit A_Registration Form

【Application to】	apply_opensite8@tokyoartsandspace.jp
【Subject】	your name: OPEN SITE 8 Application
【Deadline】	March 30 (Thu), 2023, 23:59 JAPANESE time

- Fill out the form using Adobe Acrobat Reader (Version 8 or later). Mac users: do not use the Preview application.
- If you are unable to use Adobe Acrobat Reader, please use a Word document. We do not accept Pages or Numbers documents.
- When saving your files, please add your name to the original file name.
(A_RegistrationForm.pdf → A_RegistrationForm_YourNAME.pdf)

*Applications in formats other than those specified above will not be accepted.

(B) Application Materials

Upon your registration, TOKAS will send you a Dropbox link to which you can submit your application materials within 4 working days.

Submit the filled-out documents (B. Project Information Sheet and C. Floor Plan) together with your portfolio* / video and audio files to the link provided.**

*Mandatory for Exhibition, optional for Performance and dot categories.

** Mandatory for Performance, optional for Exhibition and dot categories.

【Deadline】 **April 8 (Sat), 2023, 23:59 at JAPANESE time**

[B_Project Information Sheet] Mandatory

When saving your files, please add your name to the original file name.

(B_ProjectInfoSheet.pdf → B_ProjectInfoSheet_YourNAME.pdf)

[C_Floor Plan] Mandatory

- If you use software for drawing the Floor Plan, please save the file as PDF. Illustrator (.ai) and Photoshop (.psd) files will not be accepted. If you draw by hand, please scan or photograph the plan and save it as PDF or JPEG.

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- When saving your files, please add your name to the original file name.
(Floorplan.pdf → Floorplan_YourNAME.pdf)
- You can submit 1 floor plan per 1 project. In the exhibition category you can submit both floor plan A and B if necessary.

[Portfolio] Mandatory for Exhibition / Optional for Performance and dot

- Your portfolio should be no longer than **5 pages** (A4), and include your biography (individual/group), summaries of past activities, and images. Please save it as **one PDF file**.
- If the portfolio contains images that are to be exhibited in the project, please specify those. If you plan to show a new work, please submit materials of past works for reference.
- When saving your files, please add your name to the original file name.
(→Portfolio_YourNAME.pdf)

Video/Audio | Mandatory for Performance / Optional for Exhibition and dot

- We accept up to **2 video/audio files**, each of which should be edited to **3 minutes or less**. If a file is more than 3 minutes long, only the first 3 minutes will be subject to examination.
- Please upload your video/audio file(s) to a general streaming site that is accessible from an Internet browser, and provide the link in your Project Information Sheet (P.4) along with basic information.
 - Title / year of creation / duration
 - Explanation (up to 50 words/file)
- If your work includes a musical score, please include the score as **PDF (up to 5 pages)**.
- If the work you wish to exhibit contains video or audio elements that are essential to the work, please submit the work itself or relevant video/audio files for reference.
- For videos that contain languages other than English or Japanese, please submit a summary in English or Japanese (PDF).
- If you plan to show a new work, please submit materials of past works for reference.

■ Notice

[Project (Exhibition)]

OPEN SITE is NOT a residency program. Participants may show works-in-progress, but there must be works ready to exhibit on the opening day. For participants staying at places far from Tokyo, rooms at TOKAS Residency are available **during the installation and de-installation periods only**.

[Prohibited activities/projects]

- Projects that involve fire or smoke.
- Projects that cause damage to the facility, audience or neighborhood, such as loud noise, intense smell, or scattering liquids.
- Projects that involve serving food/drinks to the audience.
- **Activities that involve monetary payments from the audience to participants, such as donations or sales (except ticket sales).**
- Projects that use the venue for religious, political or commercial purposes.
- Projects that may inflict injuries or harmful effects on the audience; that cause damage to TOKAS facilities or properties; or that violate Japanese law, public order or morality.

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[Expenses]

- TOKAS provides subsidies for participants as specified in the Application Outline. Details regarding payment schedules and methods will be communicated directly to each participant.
- Participants must cover all expenses involved in the execution of their project.
- **If costs of materials or equipment needed for the execution of a project exceed the subsidies from TOKAS, participants must arrange all necessary materials at their own expenses.**

[Installation support: Exhibition]

- TOKAS will contract out a portion of the installation work necessary for the exhibition to a professional installation company designated by TOKAS. TOKAS will interview the organizer in advance and adjust the specifications of the installation.
- If TOKAS determines that there is a significant difference between the content of the meeting and the details of the installation, and that the safety of the venue will be compromised, the project will be cancelled.

Items included in the outsourcing (examples)	Not subject to outsourcing
<ul style="list-style-type: none">• Wall construction• Painting of walls• Installation of equipment (projectors, monitors, etc.)	<ul style="list-style-type: none">• Production of equipment for installations• Equipment Rental

[Stage operation support: Performance]

The organizer will receive 200,000 JPY (including tax) to cover the expenses necessary for the implementation of the performance.

*The purchases of goods and personnel for the implementation of the project must be made by the project organizer.

[Transportation support: Exhibition and Performance]

For the transportation, 100,000 JPY (including tax) will be provided for transportation expenses. For the transportation out of the exhibition, the expenses will be subsidized if it is arranged in advance with TOKAS.

*Overseas residents will receive 200,000 JPY as a subsidy for carrying in and out.

IMPORTANT: Subsidies are limited to the duration of the respective project (transportation to TOKAS, installation, de-installation, transportation from TOKAS).

[Exhibition catalog: Exhibition *Optional]

- For all exhibition projects, TOKAS produces individual catalogs containing installation views, texts, lists of works, artist biographies, etc.
- TOKAS covers costs for writing, translation, design, printing, etc.
- The catalog is **not for sale**.
- The general (tentative) size is A4/32 pages, to be further specified by TOKAS for each project.
- The catalog will be published by March 28, 2024. The participant will receive 50 copies.
- TOKAS does NOT cover costs involved in other publications produced by the participant in connection to the project at TOKAS.

[Admissions]

<Exhibition, dot>

Participants are not allowed to charge admission fees for their projects and additional events.

<Performance>

Ticket prices are to be determined in consultation between TOKAS and the participant(s) for each project. Participants may suggest a ticket price up to 3,000 JPY. Lectures, symposia or workshops may be offered admission-free, however for the calculation of ticket prices, participants are advised to consider possible costs for handouts and materials distributed to visitors, which they will need to cover. TOKAS will pay ticket revenues (tax included) as artist fees to the participant(s) at a later date. Details regarding payment schedules and methods will be communicated directly to each participant.

[Use of intellectual property]

<Exhibition, dot>

For projects that involve the use of intellectual property protected by copyrights, image rights, trademarks, design rights, etc. (other than the participants' own), participants must obtain permission on their own responsibility. TOKAS will not take responsibility for any trouble caused by unauthorized use of intellectual property.

<Performance, dot>

- If a work (performance) includes one or more musical pieces that require application and payment to JASRAC (Japanese Society for Right of Authors, Composers and Publishers), TOKAS will make applications and payments as requested by JASRAC.
- For projects that involve the use of intellectual property protected by copyrights, image rights, trademarks, design rights, etc. (other than copyrights managed by JASRAC), participants must obtain permission on their own responsibility. TOKAS will not take responsibility for any trouble caused by unauthorized use of intellectual property.

[Transportation / Installation and de-installation / Exhibition]

- Participants must arrange necessary transportation to TOKAS for the execution of their project on their own responsibility.
- Participants is responsible for arranging the necessary materials and equipment for the implementation of the project in coordination with TOKAS.
- TOKAS provides basic tools (electric screwdrivers, ladders, etc.) for installation and de-installation.
- All set-up and removal related to the artwork is the responsibility of the organizer, including the arrangement of necessary personnel. **Participants who are unable to attend the de-installation must arrange a representative to supervise de-installation operations.**
- As the entrance and corridor of TOKAS Hongo are narrow (H195 x W80 cm), and there is no elevator, applicants planning to carry in heavy or large works, materials or equipment, are advised to mention this in the application form.
- TOKAS Hongo is not a concert hall. TOKAS may ask participants to control the sound volume in case a project is likely to cause trouble in the neighborhood.
- Participants will be responsible for organize surveillance if necessary. The TOKAS staff is in the office during opening hours, but will not be able to monitor the gallery spaces during off time. Participants who do not organize surveillance will need to take other theft prevention measures for works and valuables.

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- Participants are advised to arrange insurance to cover possible accidents, loss or damage of properties during transportation, installation, execution or de-installation, at their sole discretion.
- Please note that a project may be affected to some extent by sounds from projects or related event that concurrently take place at other spaces inside the venue.

[Use of the Venue]

- Participants are only permitted to use parts of the venue, and during times that have been specified by TOKAS.
- The 2F Lounge at TOKAS Hongo will be used as a waiting room for participants in Performance/dot projects.
- Participants must restore the venue to its original condition, and cover repair fees in the case that damage is caused to any TOKAS facility or property during their project. Furthermore, participants are responsible for disposing waste.
- Smoking is prohibited in the TOKAS Hongo building.
- There is no parking space at TOKAS Hongo. Please use nearby public parking facilities.

[Artist's event (optional)] Exhibition ONLY

- During the period of their project, participants may carry out additional events such as talk sessions, performances or workshops, on their own responsibility. If you plan any such event, please specify details in the Application Form.
- Participants are not allowed to charge admission fees for such events.

[Change of Plan]

- Participants who wish to change their project plans need to inform TOKAS **by July 26, 2023**.
- Final project plans must be approved by TOKAS prior to the start of the project.

[Accommodation (for participants staying at places far from Tokyo)]

TOKAS offers rooms at TOKAS Residency to participants who stay at places far from Tokyo, for periods defined by TOKAS during installation/de-installation period for the respective project. However, as numbers are limited, there may be no room available during your project. Please state your preference based on the conditions below.

(1) Number of people: up to 2 person/room

(2) Periods:

Exhibition: 12 days in total for installation, 7 days for removal.

Performance: 8 days in total, including installation and removal.

(3) Eligible persons:

Chosen participants, performers, essential staff members for the project.

NOTE: TOKAS Residency is not a hotel. Check-in (for installation/de-installation) is possible between 9:30 and 18:00 only.

* TOKAS Residency does not accommodate persons that are not directly involved in a project. (e.g. participants' families, etc.)

* If the number of participants exceeds the number of available rooms at TOKAS Residency, they need to arrange accommodations by themselves.

* Persons under 18 years old are generally not admitted to stay at TOKAS Residency, even if they are exhibitors or performers involved in a project.

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[Publicity]

- TOKAS will produce and distribute a flyer including all project information.
- Participants can make their own flyers, but proofreading and approval by TOKAS is required in advance.
- TOKAS will take photographs and videos for the documentation of each project. All copyrights of those photo/video materials belong to TOKAS. The materials will be used for promotional and archival purposes, in TOKAS's sole discretion.
- TOKAS will send out invitations to members of the press, critics, and other music/art related professionals.

[Cancellation and Postponement]

- If part or the whole of a project cannot be carried out due to reasons beyond TOKAS's or the participant's control, including natural disasters, TOKAS may decide, in its sole discretion, to change, cancel or postpone the project.
- In the case of cancellation or postponement of part or the whole of a project, TOKAS assumes no responsibility for any costs that may be incurred on the participant's side.
- In the case of cancellation or postponement of part or the whole of a project due to reasons attributable to the participant's failure, TOKAS may require the participant to refund subsidies and ticket revenues. Please be advised that TOKAS may have to make liability claims in cases of damage or harmful effects to members of the audience, other participants, or TOKAS.

[Others]

- If participants need to obtain a visa to enter Japan, please contact TOKAS in advance.
- Participants are required to submit documents and participate in meetings.
- Participants must submit reports, including a statement of income and expenses, after the project.
- Any other problems that may arise should be discussed and solved by mutual consent between TOKAS and the participant.

[Schedule (tentative)]

Mid June, 2023	Announcement of successful candidates (TOKAS Website, PR)
July - August, 2023	Meeting with TOKAS: Fix schedules and project details
September, 2023	Publication of press releases, flyers and websites 【Exhibition】 Fix production details
One month before the period (October or December, 2023)	Payment of subsidies
After the period	Submission of reports 【Exhibition】 Submission of texts for the catalog 【Performance】 Payment of ticket sales *The payment procedure will take about a month.
End of March, 2024	【Exhibition】 Publication of the catalog