

OPEN SITE 10  
Notices and Instructions



## ■ How to apply

Please download the **OPEN SITE Application Package** from the TOKAS Website:  
<https://www.tokyoartsandspace.jp/>

OPEN SITE Application Package includes:

- Registration Form (A)
- Project Information Sheet (B)
- Floor Plan of TOKAS Hongo (C)

## 1. Registration

Fill out the **Registration Form (A)** and send it via email to the address below:

**【Application to】** apply\_opensite10@tokyoartsandspace.jp  
**【Subject】** your name: OPEN SITE 10 Application  
**【Deadline】** **February 27 (Thu), 2025, 23:59 (JST)**

### Notes

- 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.  
i.e.) John\_SMITH → RegistrationForm\_John\_SMITH.pdf
- \*Applications in formats other than those specified above will not be accepted.

## 2. 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 following materials without compressing (no ZIP files) to the link provided by the deadline.**

**【Deadline】** **March 6 (Thu), 2025, 23:59 (JST)**

\*No changes or substitutions of materials will be accepted after the application has been submitted.

### Required Materials

	Exhibition	Performance	dot
Project Information Sheet (B)*	Mandatory	Mandatory	Mandatory
Floor Plan (C)*	Mandatory	Mandatory	Mandatory
Portfolio (D)	Mandatory	(Optional)	Mandatory

\*Please use TOKAS specified format for (B) and (C).

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**[Project Information Sheet (B)]** (TOKAS specified format)

- **For the Performance Category**, complete the “Performance Only Section (P.2)” and “Video and sound files (P.4).” \*The latter is optional for the Exhibition and dot.
- Please submit the “Video and sound files (P.4)” under the following requirements:
  - Include up to **2 video/audio files (each within 3 minutes)**. \*For files longer than 3 minutes, only the first 3 minutes will be subject to examination.
  - Upload videos to a common video platform and provide URLs and passwords (if applicable). If unavailable, submit MP3 or MP4 files via Dropbox link provided.
  - If the video includes languages other than English or Japanese, please provide a summary in English or Japanese in the “Overview” section.

**[Floor Plan (C)]** (TOKAS specified format)

- Submit one plan per project. For Exhibition projects that can be conducted in either Space A or B, create the plan for your first-choice space.
- Create files in **PDF format (within 10 MB)**.  
\*JPG, PNG, AI (Illustrator), or PSD (Photoshop) formats are not accepted. Hand-drawn plans must be converted to PDF via scan.

**[Portfolio (D)]** **\*Mandatory for Exhibition and dot** / Optional for Performance

- Create a document summarizing the activities and works of the applicants and participants, including the following requirements:
  - In A4 size, up to **5 pages** per project. \*Music-related scores can extend the document to 10 pages.
  - Please save it as **a single PDF file (within 10 MB)**.
- Please indicate the work to be exhibited, and if it is a new work, please include images of past works or images that can be used as references. In both cases, please indicate the material and size (or planned size in the case of new work) together.

**General Notes**

- Create files in **PDF format (within 10MB)**.
- When saving your files, please add your name to the original file name.  
i.e.)                      Project Information (B):      ProjectInfoSheet\_John\_SMITH  
                                 Floor Plan (C):                      Floorplan\_John\_SMITH  
                                 Portfolio (D):                      Portfolio\_John\_SMITH

\*Applications in formats other than those specified above will not be accepted. Or files damaged due to text corruption, may be excluded from consideration.

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■ Notice

[Spaces at TOKAS Hongo]

SPACE A (1F)	With 2 large windows with roller blinds. The windows do not open. Red stone flooring.
SPACE B (2F)	No windows. Concrete flooring.
SPACE C (3F)	With 2 windows with roller blinds. Wooden flooring.
<p>[General Restrictions]</p> <ul style="list-style-type: none"><li>• The walls in the exhibition spaces are plaster boards so that you can nail on, except some parts of the walls. The ceiling is concrete, only professionals can use drills on it. No drills on the beams in the venue.</li><li>• Basically, no nails are allowed on the floor.</li><li>• TOKAS Hongo VR map: <a href="https://www.tokyoartsandspace.jp/en/location/hongo.html">https://www.tokyoartsandspace.jp/en/location/hongo.html</a> (*Please note that there is no wall in the middle of the SPACE C now.)</li></ul>	

- TOKAS will offer LED spotlights and fluorescent lights. However, the number of these equipment is limited, so TOKAS will arrange each participant necessary numbers of the equipment.
- 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.

[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 violate Japanese law, public order or morality.
- 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.

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**[Expenses]**

- TOKAS provides subsidies for participants as specified as below. Details regarding payment schedules and methods will be communicated directly to each participant.

Exhibition	
Subsidy	JPY 400,000-
Installation support	TOKAS will hire a professional installation team to offer a part of the installation support upon the consultation with the participant: i.e. painting walls, installing equipment etc.
Transportation support	Transportation to TOKAS: JPY 100,000- will be provided. Transportation from TOKAS: Arrangement by TOKAS with upper limit. ※Oversea residents will receive JPY 200,000 for carrying in and out.

Performance	
Subsidy	JPY 200,000-
Stage operation support	JPY 200,000-
Transportation support	JPY 100,000- (Carrying in and out) ※Oversea residents will receive JPY 200,000 for carrying in and out.

dot	
Subsidy	JPY 100,000-
Transportation support	JPY 20,000- (Carrying in and out)

- 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.
- Support for installation and transportation is limited to expenses incurred during the period directly related to the project at TOKAS Hongo.
- The purchase of goods, rentals, personnel arrangements, and other matters related to the implementation of the project must be carried out at the responsibility of the participants. TOKAS will not make any arrangements related to the implementation of each project.
- Subsidies will be paid via bank transfer to the account designated by the participants approximately one month before the project period.
- Consumption tax is included in the subsidies. Also, 10.21% for the domestic residents and 20.42% for overseas residents will be withheld as Income tax and Surtaxes for Reconstruction Funding.**

**[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 participants in advance and adjust the specifications of the installation.

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- 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"><li>• Wall construction</li><li>• Painting of walls</li><li>• Installation of equipment (projectors, monitors, etc.)</li></ul>	<ul style="list-style-type: none"><li>• Production of equipment for installations</li><li>• Equipment rental</li></ul>

**[Accommodation (for overseas or domestic residents who live far from Tokyo)] \*Exhibition, Performance ONLY.**

TOKAS offers rooms at TOKAS Residency to participants who reside overseas or in distant locations 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/1 room
- (2) Periods:
  - Exhibition: 12 days in total for installation, 7 days for de-installation.
  - Performance: 15 days in total, including installation and de-installation.
- (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.

**[Exhibition catalog (optional)]**

- For all exhibition projects, TOKAS produces individual catalogs containing installation views, texts, lists of works, artist biographies, etc.
- TOKAS covers costs for translation, design, printing, etc.
- The catalog is **not for sale**.
- The general (tentative) size is A4/24 pages, to be further specified by TOKAS for each project.
- The catalog will be published by March 27, 2026. 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.

**[Related event (optional)]**

- During the period of their project, participants may carry out additional events such as talk sessions, performances or workshops, on their own responsibility. Participants are not allowed to charge admission fees for such events.

**[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. \*10.21% for the domestic residents and 20.42% for overseas residents will be withheld as Income tax and Surtaxes for Reconstruction Funding.

**[Use of intellectual property]**

- 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.
- **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.

**[Transportation / Installation and de-installation / Exhibition]**

- Participants must arrange necessary transportation to TOKAS for the execution of their project on their own responsibility.
- Participants are 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 participants, 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 to 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

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for works and valuables.

- 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.
- 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.

**[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.

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**[Schedule (tentative)]**

Late-May, 2025	Announcement of successful candidates (TOKAS Website)
May - August, 2025	Meeting with TOKAS: Fix schedules and project details
August, 2025	Publication of press releases, flyers and websites <b>【Exhibition】</b> Fix production details
One month before the period (September or October, 2025)	Payment of subsidies
After the period	Submission of reports <b>【Exhibition】</b> Submission of texts for the catalog <b>【Performance】</b> Payment of ticket sales *The payment procedure will take about 1-2 month.
End of March, 2026	<b>【Exhibition】</b> Publication of the catalog