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■Application Outline

[1] Application overview

Tokyo Arts and Space (TOKAS) calls for project proposals for **OPEN SITE 11**, which will be held at TOKAS Hongo. Proposal must fulfill all conditions below:

- (1) Projects that can be realized using a gallery space such as:
 - a. Exhibitions of 2D works, 3D works, design, video art, media art, sound art, combined (mixed media) works, and installations
 - b. Research presentations and/or display of outcomes of studies
 - c. Performing arts (e.g.: music, dance, theater works etc.)
 - d. Films and audio-visual works
 - e. Lectures, symposiums or workshops
 - f. Any other projects which are related to above or combined projects
- (2) Projects which explore new expression/art/culture reflecting the contemporaneous sociality
- (3) Projects which are well structured and have originalities.

[2] Eligibility

Applicants must fulfill all conditions below:

- (1) Be able to take responsibilities for planning, preparations, and executions of projects.
- (2) Candidates who have passed the document screening must attend the interview.
*Interviews will be conducted in person at TOKAS Hongo. Online interviews may be considered for overseas or distant residents.
- (3) The participant shall be responsible for all set-up and removal, including arrangements for necessary personnel. In particular, if the participant is not available at the time of dismantling, they should take measures such as appointing a representative.

[3] Venue

Tokyo Arts and Space Hongo
2-4-16 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

[4] Execution periods

There are two options for execution periods as below. The usable periods are different between exhibition section and other sections. See p.2-3 for details.

Part 1: November 21 (Sat) - December 20 (Sun), 2026

Part 2: January 9 (Sat) - February 7 (Sun), 2027

*Venue closed: Mondays (When Monday falls on a national holiday, closed on the following weekday), installation period

*TOKAS adjusts and decides the periods for each project, considering preference of successful candidates.

*Please refer to **Notices and Instructions** for the details.

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[5] Jury members

HATANAKA Minoru (Curator, Critic of Music and Art)
KAWASAKI Yoko (Co-Artistic Director, Kyoto Experiment)
KOBAYASHI Haruo (Director, blanClass)
KONDO Yuki (Program Director, Tokyo Arts and Space)

[6] Format (category) of presentation

Applicants can choose from the following three presentation formats (categories):

(1) Exhibition 【Intended project】 (1) -a, b, f	
Venue (free of charge)	TOKAS Hongo, Space A (1F) or Space B (2F)
Execution periods	Part 1: November 21 (Sat) - December 20 (Sun), 2026 [Installation period: November 17 - 20, De-installation period: December 22 - 24] or Part 2: January 9 (Sat) - February 7 (Sun), 2027 [Installation period: January 5 - 8, De-installation period: February 9 - 11] *Installation and de-installation must be completed within the specified period.
Admission	Free of charge
Support offered by TOKAS	Subsidy, Installation support, Transportation support Operation support Exhibition catalog (optional) Accommodation at TOKAS Residency (conditions apply)

(2) Performance 【Intended project】 (1) -c, f	
Venue (free of charge)	TOKAS Hongo, Space C (3F)
Execution periods	Performances will be conducted in Part 1: November 27 (Fri) - November 29 (Sun), 2026 [Space can be used: November 17 - 29] or December 18 (Fri) - December 20 (Sun), 2026 [Space can be used: December 8 - 20] *The space can be used as a creation period from the Tuesday of the previous week during each period. *Performance schedule (time slots) will be determined through consultation between TOKAS and the participants. *Installation and de-installation must be completed on the last day of the performance.
Admission	Ticket price must be settled as a rule. *The ticket revenue of each project will be given as artist fee.
Support offered by TOKAS	Subsidy, Installation support, Transportation support Operation support Accommodation at TOKAS Residency (conditions apply)

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(3) dot 【Intended project】 (1) -d, e, f *Applicants can choose the execution periods from either [3 DAYS] or [6 DAYS].	
Venue (free of charge)	TOKAS Hongo, Space C (3F)
Execution periods	3 DAYS Part 1: January 29 (Fri) - January 31 (Sun), 2027 [Space can be used: January 29 - 31] or 6 DAYS Part 2: February 2 (Tue) - February 7 (Sun), 2027 [Space can be used: February 2 - 7] *Installation and de-installation must be completed within the specified period.
Admission	Free of charge
Support offered by TOKAS	Subsidy, Transportation support Operation support *No accommodation at TOKAS Residency

[7] How to apply

- (1) Download (A) Plan sheet (TOKAS specified format) from the TOKAS website.
- URL: <https://www.tokyoartsandspace.jp/en/archive/application/2026/20260219-316.html>
- (2) Prepare the application materials: (A) Plan sheet and (B) Portfolio.
- (3) Fill out the Online Application Form and upload two materials (A and B).

[Submission deadline] March 17 (Tue), 2026 at 23:59 (Japanese time)

*Submitted form and materials cannot be replaced nor changed.

[8] Application materials

(A) Plan sheet

Please propose the project plan you want to do in TOKAS Hongo, with the following requirements:

- Download and use the TOKAS specified format.
- In **A4** size, up to **3 pages**.
- Save it as a **single PDF file, within 10MB**.
- On page 1, please draw on the **floor plan (mandatory)**. For Exhibition projects that can be conducted in either Space A or B, create the plan for your first-choice space.
- Page 2-3 can be used to describe the plan further (optional).

(B) Portfolio ***Mandatory for Exhibition and dot category** / Optional for Performance

Please summarize the activities and works of the participants, with the following requirements:

- In **A4** size, up to **5 pages**.
- Save it as a **single PDF file, within 10MB**.
- After page 6 will be excluded from consideration.

General notes

- Create files as **a single PDF format (within 10MB)**.
*JPG, PNG, AI (Illustrator), or PSD (Photoshop) formats are not accepted. Hand-drawn plans must be converted to PDF via scan.
 - When saving your files, please name the file as your name.
e.g.) (A) Plan sheet: PlanSheet_John_SMITH.pdf
(B) Portfolio: Portfolio_John_SMITH.pdf
- *Applications in formats other than those specified above will not be accepted. Or files damaged due to text corruption, may be excluded from consideration.

About video and sound files

You can upload video and sound files which will be exhibited/performed in the applying project or as a reference. your work that your past work or

- **Mandatory for Performance category.**
- Please upload via Online Application Form.
- Up to **2 videos/audio files**, each **within 3 minutes**.
*For files longer than 3 minutes, only the first 3 minutes will be subject to consideration.
- Upload data to a common video platform and provide URLs and passwords (if applicable).
- If the video includes languages other than English or Japanese, please provide a summary in English or Japanese in the “Overview” section.

[9] Where to submit

Fill out the Online Application Form and upload two materials (A and B).

: <https://www.tokyoartsandspace.jp/en/archive/application/2026/20260219-316.html>

*You cannot save the data temporarily online. We recommend checking once and preparing the texts beforehand.

[10] Application fee

Free

[11] Selection process and the schedule

(1) First document screening

*Done by OPEN SITE 10 team. The result of the first document screening will not be informed.

(2) Second document screening: **Early-May, 2026**

*The result of the second document screening will be informed **only to the successful candidates by May 3.**

(3) Presentations and interviews: **May 30 (Sat), 2026**

- Place: Tokyo Arts and Space Hongo

*The result will be informed to all candidates who participate in the second document screening.

(4) The final results will be announced through the TOKAS website in early-July, 2026.

*Individual inquiries concerning the result will not be answered.

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[12] Inquiries

Please carefully review the FAQ page on TOKAS website before inquiring. For other questions, please contact via online form.

We will update the FAQ on our website after the next Tuesday, if necessary. Inquiry form will be closed after March 9 (Mon).

Please note that, in principle, we are unable to respond to each inquiry individually.

[13] Policy of personal information usage

Tokyo Arts and Space uses your personal information solely for contacting you on this program. Tokyo Arts and Space never uses or shares your personal information provided to us in ways unrelated to the one's described above also providing you an opportunity to prohibit such unrelated uses opt-out otherwise.

*OPEN SITE 11 is a program for fiscal 2026, so its implementation is determined on April 1, 2026 if the annual project and budget are approved by the board and council of Tokyo Metropolitan Foundation for History and Culture by March 31, 2026.

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[1] 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">• 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.• Basically, no nails are allowed on the floor.• TOKAS Hongo VR map: https://www.tokyoartsandspace.jp/en/location/hongo.html (*Please note that there is no wall in the middle of the SPACE C now.)	

- 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.

[2] 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.**

[3] 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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[4] 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 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 instead 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 instead 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.**

[5] Installation support: Exhibition ONLY

- 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.
- If TOKAS determines that there is a significant difference between the content of the meeting and

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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

[6] 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 1 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. Basic check-in time (for installation/de-installation) is between 9:30 and 18:00.

- 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 accommodation 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.

[7] Exhibition catalog (optional, Exhibition category only)

- 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 catalog is in A4 size, 24 pages.
- The catalog will be published by March 31, 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.

[8] 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.

[9] Admissions

<Exhibition, dot category>

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

<Performance category>

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.

[10] 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.

[11] 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 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 events 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

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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.

[12] 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 for Exhibition and dot, and videos for Performance as a 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.

[13] 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.

[14] 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 participants.

[15] Schedule (tentative)

Early-July, 2026	Announcement of successful candidates (TOKAS Website)
July - October, 2026	Meeting with TOKAS: Fix schedules and project details
September, 2026	Publication of press releases, flyers and websites 【Exhibition】 Fix production details
One month before the period (October or November, 2026)	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 1-2 month.
End of March, 2027	【Exhibition】 Publication of the catalog