

Applicant		Responsible Party	
			※No need to fill in if Applicant and Resoinsible party are the same
Tel		Ema i l	
Address	〒 _____		

## Purpose of use

**Session** (if held an exhibition)      /      /      AM/PM ~      /      /      AM/PM (m/d/yyyy)      Total

※Please leave gallery by 7PM on the last day of exhibition

**Carry in:**      /      /      AM/PM      **Carry out :**      /      /      6PM (m/d/yyyy)      Days

**Rental Details**      Contens (      )      Purpose (      )

※ Viewing, installation, etc.

<b>Rental items</b>	<input type="checkbox"/> Chairs × (      )      [ Free • Max 10 ]	<input type="checkbox"/> Table      × (      )      [ Free • Max 3 ]
	<input type="checkbox"/> Stepladder × 1      [ Free ]	<input type="checkbox"/> Wires S/M Size (507×392) × (      )      [ Free • Max 38 ]
	<input type="checkbox"/> Push car × 1      [ Free ]	<input type="checkbox"/> Monitors or Projector      × (      )      [ Free • Max2 ]
	<input type="checkbox"/> Warehouse      [ Free ]	<input type="checkbox"/> Easel for standing signs (A3)      [ Free • Max1 ]

**Event / Exhibition title**

\_\_\_\_\_

## Detail of the Event / Art work

### TERM OF USE

- Exhibition period  
9 days at maximum
- Opening hours  
Period of use: Monday to Friday  
Regular holiday: Sat, Sun/National holiday  
(In case of use of weekend, please discuss with ADF)  
Opening hours: 10:00~18:00—The last day is 10:00~17:00.
- Process  
Please send the following documents to apply for using the gallery.  
• Artists Profile  
• Exhibition/Event info & Detail information and images of artworks (Required)  
  Sent to: info@adf.or.jp  
※Based on the info exhibitor submit, ADF will evaluate it.  
※Only those who have passed the screening will be contacted.
- Carry in and out  
Please finish carry in and set up during 12:00~17:00 the day before the opening.  
Carrying out to be done on the last day of 17:00~19:00.  
※If you need to adjust the day or hour of the carry in and out,  
please discuss with ADF.
- Setting up  
Setting up the artworks, please handle by user of the gallery.  
We will rent you the wires for hanging artworks on the wall.  
We ask you not to use any materials that damages the wall such as screws,  
pins, glues, and heavy-duty double tape.  
Please take out your luggage and equipment from the gallery.  
If we found out any items of renting furniture and equipment were damaged,  
we may ask you for the compensation.
- During the exhibition  
We do not take any responsibility for the artworks, and valuables. Please note  
that we are not responsible for any accidents or thefts during the period.
- Prohibited matter during the exhibition and events  
• Damaging the gallery of the floor, wall, and equipment.  
• Act recognized as having the risk of disturbing public order and customs.  
• Use of a large amount of the electricity.  
• Use of fire or a large amount of water.  
If ADF finds a problem, ADF may ask you to improve the situation,  
remove some work, or suspend the event.  
If so, please take prompt action.
- About the visitors' book at the exhibition  
The gallery will prepare a visitors' book and share visitors' info written in the book.  
ADF will send it to you after the exhibition.
- PR  
Exhibition&Event held in the gallery will be advertised on our online magazine, HP, and SNS. Please  
note that we will promote our "ADF Art Gallery Project" activities at the same time.  
Users of the gallery can send out DM by your own decision and put posters and pamphlet at the  
gallery.  
Users are requested to prepare text and images for RP and an information poster (A3) for the 1F  
entrance.  
Please specify the date and hours (start to end and the hour of last day) on DM and posters to avoid  
any trouble with visitors.  
To record the Aoyama Design Forum activities and announce the exhibition, we may photograph  
of the artworks and the exhibition scenery without prior notice. Please note that the pictures may  
be used in the future for the introduction of ADF and pamphlets.
- Sale of Artworks  
If the exhibited artworks are sold, 20% of the sale price shall be donated to the ADF Art Fund.
- Registration for the ADF Art×Design EC website (Required)  
We ask that you register on the ADF Art ×Design EC website in case you exhibit at the Art Gallery.  
URL: <https://www.art-adf.jp/>  
After the exhibition, we ask you to exhibit your work on our e-commerce site  
(Required and Negotiable).
- Coverage by media  
In case of coverage by media, please let ADF know beforehand.  
※Photographing outside of the gallery may need permission from the building owner.  
Please inform us what kind of media does interview (name of the television company or  
newspapers etc.), Broadcasting date, or magazine publication date.
- No Receptionist  
Gallery staff will not do any support of visitors.  
We do not have a receptionist that stays for the gallery. Please note that the gallery may become  
empty during the time of the exhibition.
- Managing artworks  
Exhibitors are responsible for managing the exhibited works. Please note that the gallery cannot be  
held responsible in the unlikely event of an accident. If you need insurance, please arrange it by  
yourself. Artworks over 1,000,000 yen must be exhibited by the artist in the gallery or stored in the warehouse.  
  
There is a warehouse for the artworks in the office. If you are concerned about its safety after the  
closing hours, please use it. We will lend you the warehouse key on the day of carry-in.
- Reception Party  
• Users are kindly requested to host a reception party during the event.  
• The schedule can be set freely during the period of exhibition. (However, if you wish to hold it on  
Saturdays and Sundays, please contact us in advance as there are restrictions on building  
management.  
• The cost of eating and drinking will be borne by exhibitors. Please contact us for the catering as we  
have contractors.  
• In addition to the guests, the party participants will be guided to the Aoyama Design Club  
members as an opportunity for the designers to interact with exhibitors (About the costs associated  
with the participants from ADC, will not be charged to you).

I understand the term of use , and use the gallery  
Signature : \_\_\_\_\_

## Rental items



Chair-A : Max 4



Chair-B : Max 4



Chair-C : Max 2



Table : Max 3



Projector



Monitors : Max 2