

Applicant		Responsible Party	
		※No need to fill in if Applicant and Responsible party are the same	
Tel		E mail	
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	Contents ()	Purpose ()
※ Viewing, installation, etc.				
Rental items	<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
14 days at maximum (If you want to extend the period, this matter shall be discussed on request)

■ Hours
Period of use: Monday to Friday
Regular holiday: Sat, Sun & National holiday
(In case of use of weekend, please discuss with ADF)
Hours: 10:00~18:00—The last day is 10:00~17:00.
Available until 20:00 if the artist is present at the gallery.

■ 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, 30% 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/>
The artist is asked to continue to sell his/her artworks on the e-commerce site for a period of 6 months after the exhibition (required).
The artist will be responsible for the delivery of the artworks himself.

■ 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 dates of the event can be set freely during the period, excluding Saturdays, Sundays and public holidays.
• Food and beverage costs are to be borne by the user (¥ 3,000 per person, minimum 10 people).
• In addition to the party guests, ADF and GARDE employees may attend the party for socialising opportunities (It will not be charged for any costs associated with their participation).

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