

Applicant	Responsible Officer During the Session		※If the person in charge is the same as the applicant, no entry is required.
	Phone number	E m a i l	
Your Address	〒 _____		

## Purpose

Period	MM / DD / YYYY (Day)	Time	~	MM / DD / YYYY (Day)	Time	~	Total
loading and unloading	loading : MM / DD / YYYY (Day)	/	unloading : MM / DD / YYYY (Day)	until 7:00 PM			Days
							※Please ensure all items are completely removed by 7:00 PM on the final day.

Exhibition Title \_\_\_\_\_

Exhibition Content	Content(	)	Purpose
Rental Equipment	<input type="checkbox"/> Chair × ( ) [ Free • Up to 10 items ]	<input type="checkbox"/> Table	× ( ) [ Free • Up to 3 items ]
	<input type="checkbox"/> 1 stepladder [ Free ]	<input type="checkbox"/> Monitor or Projector	× ( ) [ Free • Up to 2 items ]
	<input type="checkbox"/> 1 trolley [ Free ]	<input type="checkbox"/> wire	

## Terms of Use

■ Usage Period/Exhibition  
 •Duration: Up to 14 days (including setup and dismantling)  
 •Dates: From Thursday to the Wednesday two weeks later  
 •Regular Closing Days: Sundays/National Holidays (Please consult the office for use on Sundays or holidays)  
 •Opening Hours: 11:00 AM to 6:00 PM. On the final day, hours are 11:00 AM to 5:00 PM.  
 When the artist is present, the space may be used until 8:00 PM.

■ From Application to Use  
 To apply for venue use, please send the following application materials to the office:  
 •Artist profile  
 •Exhibition/event details, work descriptions, and images of planned exhibits (required)  
 •Send to: info@adf.or.jp  
 Based on the information you sent, The Aoyama Design Forum will review your application. Those selected for exhibition will be notified by email.

■ Regarding Loading and Unloading  
 •Loading must be made between 12:00 PM and 5:00 PM on the day before the opening.  
 •Unloading must be made between 5:00 PM and 7:00 PM on the final day.

■ Regarding Setup  
 •Users are responsible for transporting their work to and from the venue, as well as setup and display.  
 •Use of nails, thumbtacks, adhesives, or strong double-sided tape on walls requires prior consultation.  
 •All belongings left in the venue must be taken home by the user.  
 •Compensation may be requested if the gallery or equipment suffers significant damage.

■ During exhibition and event periods  
 Please manage your artwork, merchandise, valuables, and other items at your own risk. Please understand that we cannot be held responsible for any unforeseen disasters, theft, or accidents occurring during this time.

■ Prohibited Activities for Exhibitions and Events  
 •Acts causing significant damage to gallery floors, walls, or fixtures  
 •Acts deemed likely to disrupt public order or decency  
 •Acts consuming excessive amounts of electricity  
 •Dangerous acts involving open flames or large quantities of water  
 If ADF determines that any activity violates these rules or otherwise presents a problem, staff may request corrective action, removal of certain works, or temporary suspension of the event..

■ Regarding the Guest Book at the Exhibition Venue  
 •The gallery will provide a guest book, and we will share the information of visitors who sign it.  
 vvThe guest book will be sent to you after the exhibition concludes.

■ Regarding Exhibition PR  
 •Information about your exhibitions/events will be featured in the Aoyama Design Forum email newsletter, website, and social media. At that time, we will also promote the activities of the "ADF Art Gallery Project."  
 •Please prepare the text and images for the announcements yourself.  
 •You may place exhibition PR materials (DMs, flyers, pamphlets) created by you at the gallery.  
 •To avoid customer disputes, please clearly state the event dates and times (including opening and closing dates/times) on posters, DMs (invitations), etc.  
 •For the purpose of documenting Aoyama Design Forum activities and promoting exhibitions, we may photograph works and exhibition scenes without prior notice.  
 Please also note that these photos may be used in future ADF introductions or pamphlets.

■ Regarding the Sales of Exhibited Works  
 •Regarding the distribution when an exhibited work is sold, 30% shall be donated to the ADF Art Fund.  
 •When a work is sold on the ADF-operated e-commerce site, 70% of the amount after deducting the 3.6% payment processing fee shall be paid to the artist, and the remaining 30% shall be donated to the ADF Art Fund.

■ Registration for the ADF Art × Design E-commerce Site  
 •When exhibiting at the art gallery, you must list the works for sale at the ADF e-commerce site (mandatory). URL: [https://www.art-adf.jp/](https://www.art-adf.jp/)  
 •We request that you continue selling your works on the ADF e-commerce site for 6 months after the exhibition ends (mandatory).  
 •Artists are responsible for shipping their own works (mandatory).

■ Regarding Media Coverage  
 •If media coverage is scheduled during the exhibition period, please notify staff in advance. (Shooting inside buildings other than the gallery may require permission from the building manager.) •At that time, please be sure to report to the gallery the name of the media outlet (e.g., TV station, newspaper), the broadcast date, and the magazine publication date.

■ Regarding Artwork Management  
 •Please manage your exhibited artwork. In the event of any accidents, please understand that the gallery cannot be responsible for them. If insurance is required, please arrange it by the users.

■ Regarding the Reception Party  
 •Users are required to host a reception party on the evening of the opening day, Friday (mandatory).  
 •For the event, food and beverage costs will be borne by the user (¥3,000 per person, minimum 10 guests). Catering services are contracted separately; please consult us for details. .  
 •In addition to the user's invited guests, ADF and GARDE representatives may also attend the party to facilitate networking opportunities (the user will not be responsible for any costs associated with the representatives' participation).

I agree to the above terms and conditions and will use the gallery.

Signature : \_\_\_\_\_

## レンタル備品



椅子-A:4台



椅子-B:4台



椅子-C:2台



テーブル:3台



プロジェクター:1台



モニター:2台