

公益社団法人 日本外国特派員協会

The Foreign Correspondents' Club of Japan

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GUIDELINES FOR COMMITTEE EXHIBITIONS @ FCCJ

Background

- Committee-held exhibitions shall, as a rule, be held during weeks one through three of each month, with the exhibition commencing on the preceding (first) Saturday.
- Depending on the calendar, exhibitions may occasionally span four weeks (e.g., during consecutive holidays or in months with five weeks).
- When proposing exhibitions, either self-recommended or recommended by others, applications must be submitted at least six months in advance of the artist's desired exhibitions period. However, exhibitions may be rescheduled depending on circumstances.
- The exhibitions dates/period is determined considering the content and nature of preceding and subsequent exhibitions (to avoid similarly themed exhibits running consecutive).
- Exhibitions by the same artist must be spaced at least two years apart.
- The artist/photographer must meet with committee members when first proposing exhibit content - to gauge suitability for the FCCJ - and then again 2 months before the exhibit to confirm actual exhibit content and preparations.

Reception

- As an exhibitor at the FCCJ, the photographer/artist is eligible to host a complimentary reception on one night during the month of their exhibit to welcome supporters, colleagues and the general public to celebrate their exhibition. The only stipulation is that your reception must be attended by at least 40 participants, who will each pay a small fee to attend the reception.
- In such cases, the venue fee (2 hours) is waived (normally ¥45,000 to ¥135,000).
- Attendees shall pay FCCJ a participation fee or ¥2000-¥3,000 (including one drink) depending on the conditions of the reception.
- Use of audio and visual equipment is permitted, and artists are permitted to stage a talk show to discuss the displayed works. Photography and streaming are generally allowed.
- Inside the reception venue, items related to the exhibited works may be sold at the reception venue.
- In this case, the exhibitor is responsible for all monetary transactions.

Sale of Exhibits

- If exhibits are for sale, prices must be displayed on each work or a price list submitted to reception. FCCJ commission is 20% of the sale price of the work.

Delivery, Exhibit Installation, Removal

- On the first Saturday morning preceding the opening week, between 9:00 and 11:00 am, under the committee's direction, at least two representatives from the exhibitor shall carry out the delivery, with assistance from FCCJ maintenance staff.

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- Photographs or works of art should be delivered to the FCCJ one to two days prior to the exhibition installation day or brought to the FCCJ by the exhibitor on the Saturday morning. Storage at FCCJ is permitted from two days prior to the exhibition opening.
- All costs associated with the exhibition, and preparation of photos/artwork shall be borne by the exhibitor. This includes printing fees of photographs/artwork.
- The exhibitor shall prepare the titles and captions for the works in both English and Japanese. English language displays require committee approval. The exhibitor should also send a bio and history of themselves to the committee at least two weeks before the exhibition.
- Any publicity or announcements outside the FCCJ website must be created and managed by the exhibitor, subject to committee confirmation.
- Photograph removal/dismantling takes place on the final Saturday morning of the exhibit. FCCJ staff will assist with the removal and packing process.

FCCJ Exhibitions Committee