

公益社団法人 日本外国特派員協会

## The Foreign Correspondents' Club of Japan

100-0005 Japan, Tokyo-to, Chiyoda-ku, Marunouchi 1-7-1, Marunouchi Nijubashi Building 5F  
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### GUIDELINES FOR PRIVATE EXHIBITIONS @ FCCJ

#### ***Exhibition Parameters***

- Specified FCCJ space is available as a “rental gallery“ for exhibitions of works by FCCJ members and of non-member individuals and corporations.
- Individual non-members showing interest in the club and joining as a future member may be assessed eligible should the venue be available and the Exhibition Committee approve.
- Non-member corporations may also be eligible should the venue be available and the Exhibition Committee approve.
- Space rental fee for such exhibitions are incurred with rates applying to members, non-members and corporations. Rental rates are available here.
- Artwork for exhibit is limited, at this time, to one-dimensional artwork.
- The gallery rental duration is generally 5 week days, starting Monday and ending Friday, 10 am to 9 pm, and in the last week of the month.
- Applications must be submitted at least three months in advance of the artist's desired exhibition period.

#### ***Delivery, Exhibit Installation, Removal***

- A Saturday is dedicated to exhibition set-up and clearing, all work must be completed within 9 am and 11 am. The FCCJ is generally closed on Sundays and national holidays.
- An exhibition set-up starts at 9 am and should be finished by 11 am. Please note work for bringing down the previous show exhibits takes place simultaneously.
- The layout and hanging of the show is the exhibitor's responsibility. Please plan the layout for the show and prepare the artwork for hanging in advance.
- Please arrange for as many assistants as necessary to set up the show.
- The Club's maintenance staff will be there to support the hanging of the exhibition.
- Please note the FCCJ is not equipped with storage space.
- All artwork must be hung from the wall hangers and cannot be pinned to the wall.
- Captions printed on thick paper or mounted on foam board can be attached to the wall with blutack.
- The Club has 24 clear acrylic frames which can accommodate artworks up to A1 size (594 mm X 841 mm). The frames are available for renting out at cost of JPY1,000 per frame. Please let the Management know in advance if you would like to use the frames

#### ***Damage & Liability***

- Artworks on the premises are covered by insurance of up to JPY2 million for fire, flooding, and theft.
- The exhibitor holds the responsibility to safeguard the exhibits from accidental damages.
- The Club holds no liability for damages on the exhibitor's artwork that are damaged accidentally by members, guests, or staff.

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### **Expense**

- All expenses, including transportation and delivery, incurred for the show will be paid by the exhibitor.
- A reception using a banquet venue may be held during the exhibition subject to venue availability in accordance with standard banquet rates. Please consult the Management.

### **Announcement & Publicity**

- The exhibit will be promoted to the membership by Club notice (email) and the website.
- Other Club communications channels may be utilized on a case-by-case basis as determined by management, which could separately include:
  - A poster introducing the exhibition, which is hung at the entrance to the show.
  - An excerpt in the Number 1 Shimbun, FCCJ's monthly magazine.
  - An exhibitor should email the Exhibitions Committee and/or Management the show's introduction, title, and your biography along sample photos of the exhibition at least one and a half months in advance. All materials must be written in English and may also include a Japanese translation.

### **Sale of Exhibits**

- An exhibitor is permitted to sell artworks during the exhibition.
- FCCJ member's private exhibitions will be charged a 15 percent commission as donations on exhibit sales.
- Corporate and organizations, members or not, will be charged a 20 percent commission. Individual non-members, eligible to exhibit, will be charged a 20 percent commission.

### **Viewing Artwork**

- People who are not Members of the Club may view the exhibitions in the hallway during normal Club hours.
- Guests should announce themselves at the Front Desk when entering the Club. Anyone under the age of 20 must be accompanied by an adult.

### **Guest Memberships**

- Individual exhibitors will be given a special one month membership to the Club. (This does not apply to exhibitors who are already Club Members.)
- Up to five guest memberships may be allocated to corporate exhibitors.
- Guest Members must pay their restaurant and bar bill by credit card at the Front Desk.

FCCJ Exhibitions Committee