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**K O G E I**

**Art Fair**

**Kanazawa 2024**

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**Exhibition Application Guide**

## Introduction

KOGEI Art Fair Kanazawa is an art fair held at a hotel for the purpose of the evaluation and market formation of KOGEI. The inaugural fair was held 2017 as the first art fair specializing in KOGEI in Japan. From works of art from rising young artists, to those of artists renowned world-wide, both domestic and international galleries will come together to provide an opportunity to exhibit these creative, artistic and highly unique KOGEI works.

For a period of over 400 years since feudal government times, the venue of Kanazawa has been a city where the traditions of old Japan such as tea ceremony, Zen Buddhism, Noh theatre and *utai* (the chanting of Noh texts) have permeated throughout the city and are still alive today. The value of these traditions was recognized in 2009 when Kanazawa was first designated as a member of The UNESCO Creative Cities Network (UCCN) in the creative field of Crafts and Folk Art.

KOGEI Art Fair Kanazawa will be a platform to showcase the fresh, new values and aesthetic consciousness of KOGEI from Kanazawa to the world. We hope that the Art Fair will provide opportunities to experience the wide variety of values of KOGEI, and the joy of new experiences and encounters. The 8th KOGEI Art Fair Kanazawa 2024 will be held at Hyatt Centric Kanazawa. We are looking forward to your participation.

Executive Committee  
KOGEI Art Fair Kanazawa



# 1. General Information

Name	KOGEI Art Fair Kanazawa 2024
Dates of Exhibition	Media Preview 12:00—13:00, Friday November 29, 2024 VIP Preview (Invitation Only) 13:00—19:00 Friday November 29, 2024 Open to the General Public 11:00—19:00, Saturday November 30, 2024 Open to the General Public 11:00—18:00, Sunday December 1, 2024
Venue	Hyatt Centric Kanazawa (2F, 5F, 6F)
Address	1-5-2 Hirooka, Kanazawa, Ishikawa, JAPAN
Admission Fee	2,000 yen (Two-day pass)
Number of Exhibitors	Around 30 to 40 galleries (To be decided after a public call for applications from both domestic and international galleries.)
Organizer	KOGEI Art Fair Kanazawa Executive Committee
Management	Approved Specified Non-profit Organization Syuto Kanazawa
Co-organizers	Kanazawa Craftwork Business Creation Agency Kanazawa ART SPACE LINK
Executive Committee	Executive Chairperson: Matsutaro Fukumitsu (President, Kanazawa Craftwork Business Creation Agency) Vice-Chairperson: Jun Ura (Chief Director, NPO Syuto Kanazawa) Vice-Chairperson: Yoko Motoyama (Kanazawa ART SPACE LINK)
Advisor	Yuji Akimoto (Professor Emeritus of Tokyo University of the Arts)
Planning/Management	Noetica, Inc
Address	c/o Noetica Inc. 6-40-1 Shimohonda-machi, Kanazawa, Ishikawa, 920-0993, JAPAN TEL:+81 (0)76-223-3580 FAX:+81 (0)76-223-3581 E-mail:info@kogei-artfair.jp



## 2. Application Overview

### 1) Application Details

Number of Exhibitors	Around 30 to 40 Galleries
Requirements for Participation	Both international and domestic galleries must deal in KOGEI works. Each gallery must have a minimum of two special exhibitions per year. *Final decisions regarding the eligibility of applicants will be the responsibility of the organizers. *Should the number of applicants exceed the number of available rooms, the organizers reserve the right to designate rooms at their discretion.

### 2) Exhibition Fees

		Area	Available Rooms	Fee (tax in) 5 days, 4 nights
A	Event Space a	89 m <sup>2</sup>	1 Event space	¥500,000
B	Event Space b	79 m <sup>2</sup>	1 Event space	¥480,000
C	Event Space c	69 m <sup>2</sup>	1 Event space	¥460,000
D	Connected-room	64 m <sup>2</sup>	2 connected-rooms	¥380,000
E	King bed Premium	46 m <sup>2</sup>	2 rooms	¥360,000
F	Twin beds Premium	46 m <sup>2</sup>	2 rooms	¥360,000
G	King bed Deluxe	38 m <sup>2</sup>	4 rooms	¥300,000
H	Twin beds Deluxe	38 m <sup>2</sup>	4 rooms	¥300,000
I	King bed Standard	32 m <sup>2</sup>	14 rooms	¥260,000
J	Twin beds Standard	32 m <sup>2</sup>	14 rooms	¥260,000

### 2) Items Included in Exhibition Fees

- Rooms fees are for 5 days, 4 nights. Breakfast and parking fees are not included.
- around 100 invitations, 100 envelopes, 100 flyers

\*The number of invitations and envelopes for exhibitors will be decided by the organizer according to the amount of the exhibition entry fee.

\* Participants are permitted to stay in exhibition rooms, however the fixed number of guests must not be exceeded.

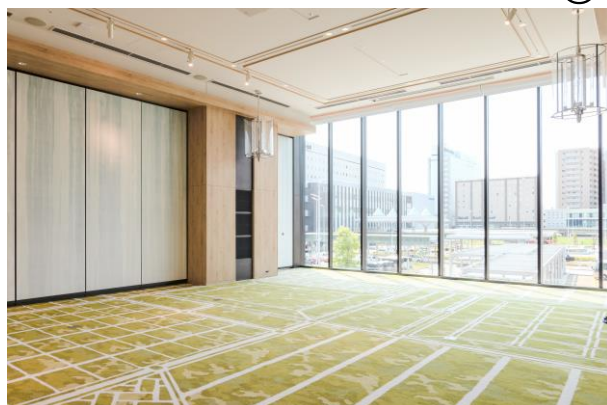
\*An invoice of Exhibition Fees will be sent to each exhibitor. Payments should be made in Japanese yen to the specified account by Monday August 26, 2024. It is the responsibility of the participants to bear any bank transfer service fees incurred. In regards to overseas remittances, a record of transfer documents should be scanned and sent as an attached file to the executive office via e-mail.

#### 4) Exhibition areas and room type

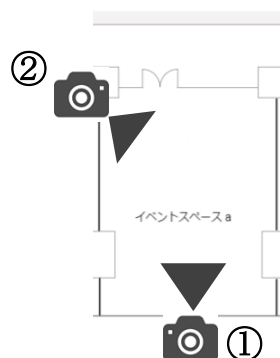
### A. Event space a

Area 89 m<sup>2</sup> | Available space:1 | Fee ¥500,000

Details | The same space on the second floor is equipped with a screen and projector and, if requested in advance, two horizontal tables and four chairs are available. Exhibition stands are not provided (rental option available).



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\*Click here for the detailed video <https://youtu.be/a6VfuFh62CE>

Floor plan <https://drive.google.com/file/d/1oRRKkxoCAJpIOSR59GV5nW6t0DFf2h9l/view?usp=sharing>

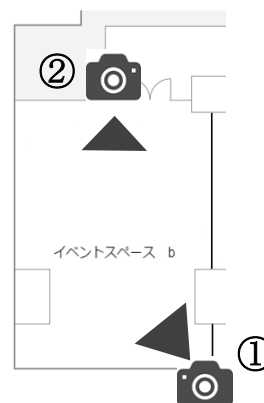
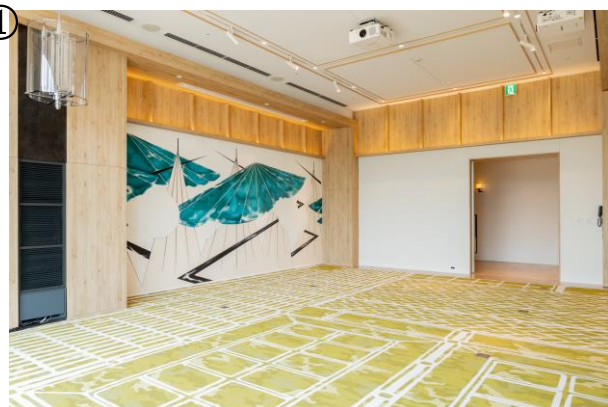
### B. Event space b

Area 79 m<sup>2</sup> | Available space:1 | Fee ¥480,000

Details | The same space on the second floor is equipped with a screen and projector and, if requested in advance, two horizontal tables and four chairs are available. Exhibition stands are not provided (rental option available).



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\*Click here for the detailed video <https://youtu.be/lbPGETM-Eu8>

Floor plan <https://drive.google.com/file/d/1oRRKkxoCAJpIOSR59GV5nW6t0DFf2h9l/view?usp=sharing>



## C. Event space c

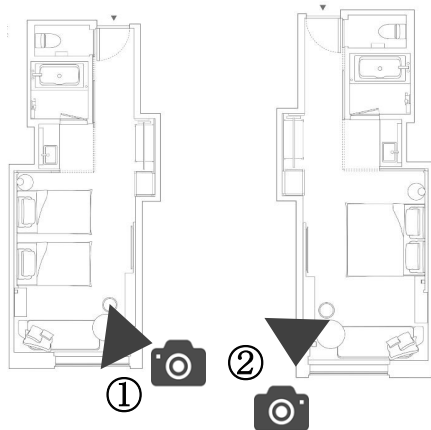
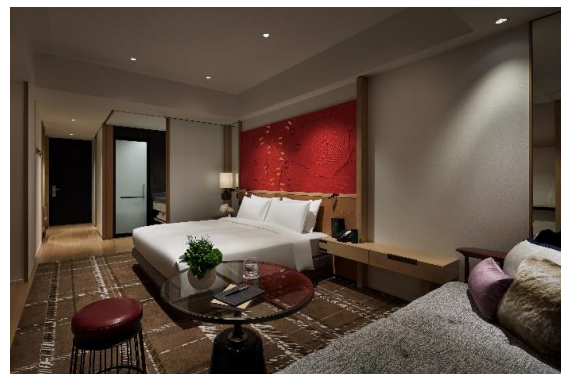
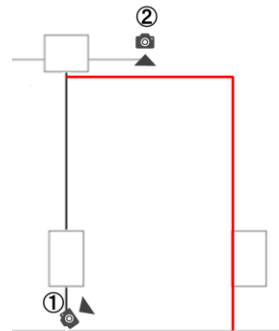
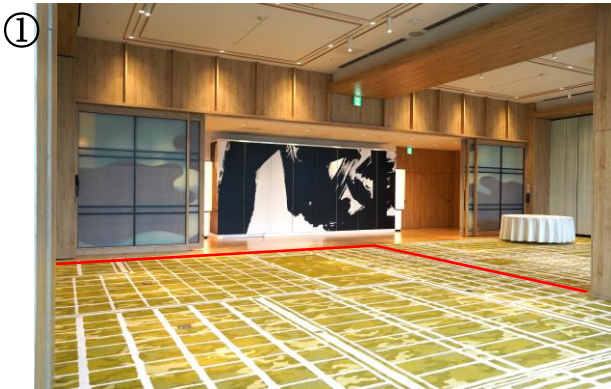
Area 69 m<sup>2</sup> | Available space:1 | Fee ¥460,000

Details | The same space on the second floor is equipped with a screen and projector and, if requested in advance, two horizontal tables and four chairs are available. Exhibition stands are not provided (rental option available).

※Click here for the detailed video <https://youtu.be/SfmDMgC4pmw>

※Floor plan

<https://drive.google.com/file/d/1oRRkx0CAJpIOSR59GV5nW6t0DFf2h9l/view?usp=sharing>



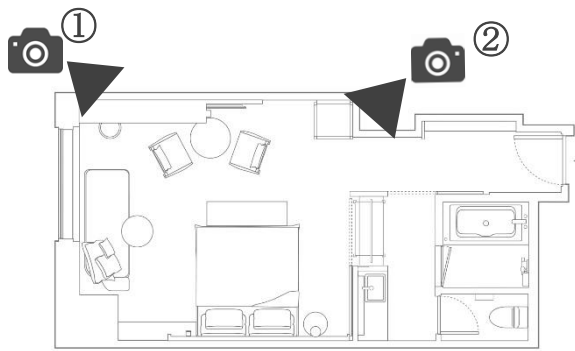
## D. Connected-room

Area 64 m<sup>2</sup> | Available rooms: 2 | Fee ¥380,000

Amenities: Two adjoining standard rooms (king and twin) are connected by an internal door. The king room has a king-size bed, plus a sofa bed by the window and a living room set (one round table and one round chair). Twin rooms have two twin-sized beds, a sofa bed by the window and a living room set (round table, round chair).

\*Click here for the detailed video. <https://youtu.be/s06kCDmwqMg>

Check the standard room for the room plan



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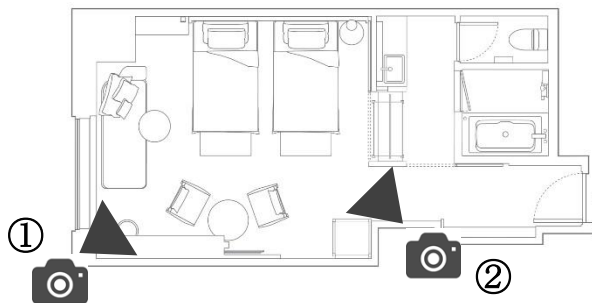
## E. King bed Premium

Area 46 m<sup>2</sup>, Available rooms 2, Fee ¥360,000

Amenities: A king size bed, a sofa bed by the window with a side table and a living room set (round table with 2 chairs and a stool).

\*Click here for the detailed video. <https://youtu.be/xbNHTnA10ws>

Room plan <https://drive.google.com/file/d/1DJsWsORXXdJPTvrAERwNslSx5v7y9Jg7/view?usp=sharing>



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## F. Twin bed Premium

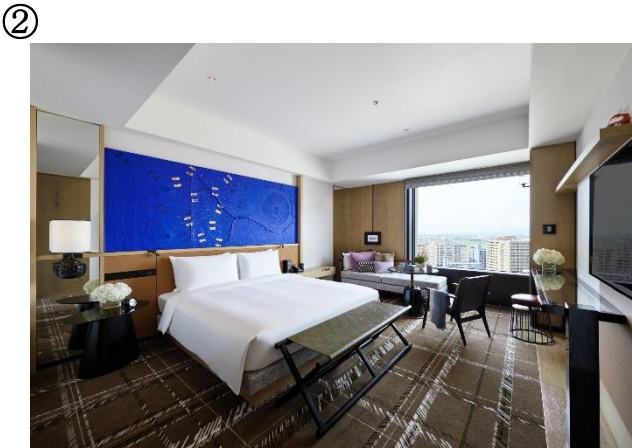
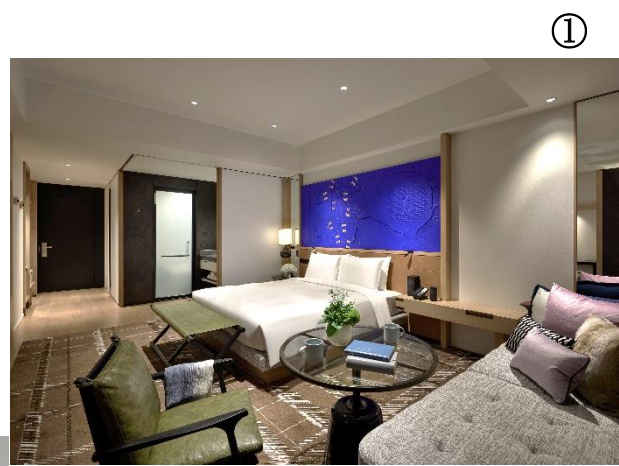
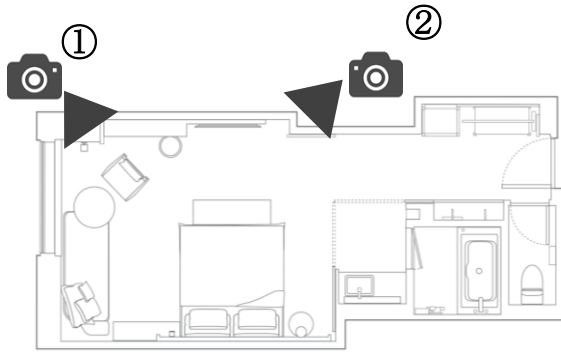
Area 46 m<sup>2</sup>, Available rooms 2, Fee ¥360,000

Amenities: Two beds, a sofa bed by the window with a side table and a living room set (round table with 2 chairs and a stool).

\*Click here for the detailed video. <https://youtu.be/mODkiYRHQDE>

Room plan <https://drive.google.com/file/d/1ldIr-fuwr0DRWJBj8FwIVz-zlM9TfCCe/view?usp=sharing>



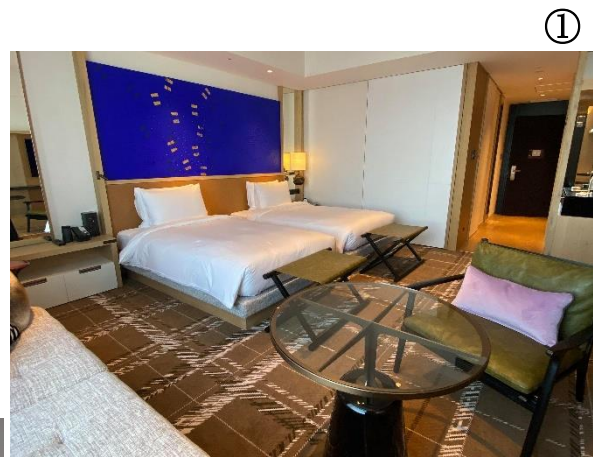
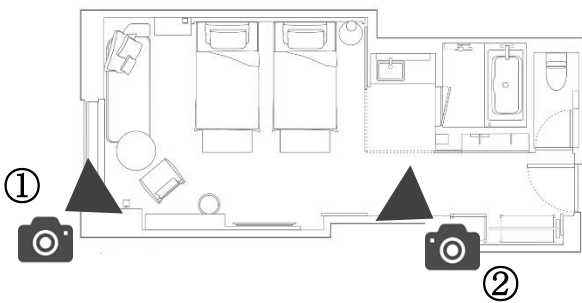


## G. King bed Deluxe

Area 38 m<sup>2</sup>, Available rooms 4, Fee ¥300,000  
 Amenities: A king size bed, a sofa bed by the window and a living room set (round table with a chair and a stool).

Click here for the detailed video. <https://youtu.be/bny10DiRYS0>

Room plan [https://drive.google.com/file/d/1tUWkBKXRj1NAD\\_1NSH\\_IDad26oWBS9oQ/view?usp=sharing](https://drive.google.com/file/d/1tUWkBKXRj1NAD_1NSH_IDad26oWBS9oQ/view?usp=sharing)



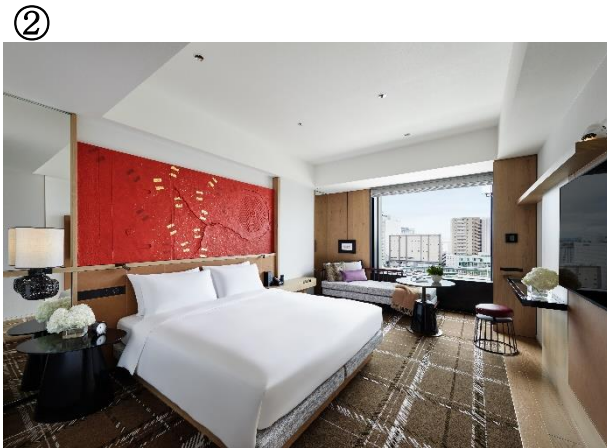
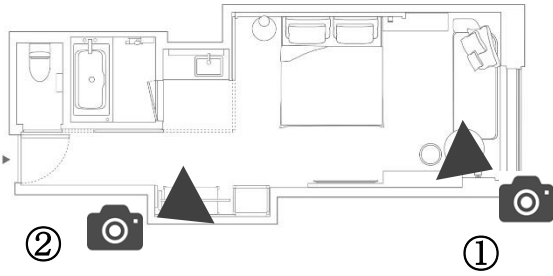
## H. Twin bed Deluxe

Area 38 m<sup>2</sup>, Available rooms 4, Fee ¥300,000  
 Amenities: Two beds, a sofa bed by the window and a living room set (round table with a chair and a stool).

Click here for the detailed video. <https://youtu.be/TEDsNQttbag>

Room plan <https://drive.google.com/file/d/1Q0W4gK6XSG4vUMgtztd7UTquO7ywEuWU/view?usp=sharing>

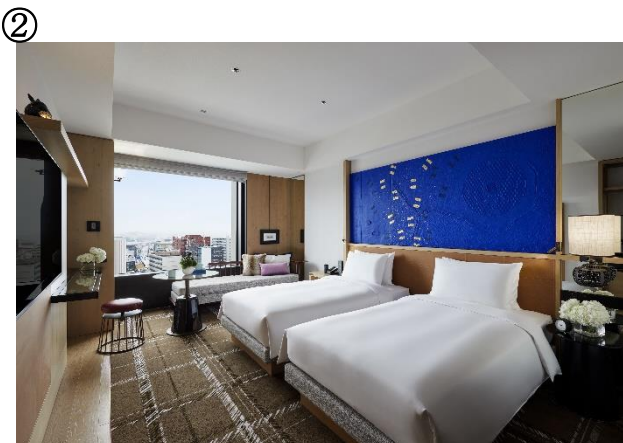
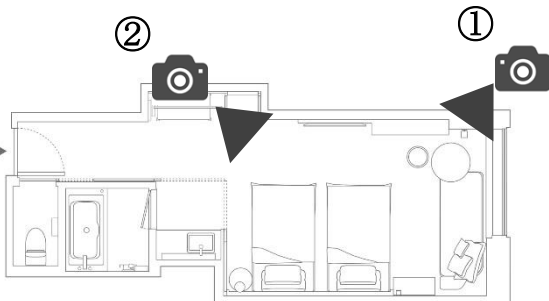




## I. King bed Standard

Area 32 m<sup>2</sup>, Available rooms 14, Fee ¥260,000  
 Amenities: A king size bed, a sofa bed by the window and a living set (round table with a stool)

Click here for the detailed video. [https://youtu.be/pAOInbTCm\\_w](https://youtu.be/pAOInbTCm_w)  
 Room plan <https://drive.google.com/file/d/1pKa22Bx5kFg1zkrDifUKLjKvq7ejRSn-/view?usp=sharing>  
 The colour of bed walls will be either red or blue(the colour cannot be selected)



## J. Twin bed Standard

Area 32 m<sup>2</sup>, Available rooms 14, Fee ¥260,000  
 Amenities: Two beds, a sofa bed by the window and a living set (round table with a stool)

\*Click here for the detailed video. <https://youtu.be/SkF60gPRc68>  
 Room plan <https://drive.google.com/file/d/1iw02NSG7R2MYQ2-Mcx9w9OGFJFMeUnLL/view?usp=sharing>  
 \* The colour of bed walls will be either red or blue(the colour cannot be selected)

## 5) Cancellations

- Cancellations will not be accepted under any circumstances once exhibiting galleries have been finalized.
- For cancellations due to reasons on the part of the exhibitor, there will be a cancellation fee as detailed below. (After the Notification of Exhibition Acceptance: 100 % of the participation fee.)
- Cancellations will take effect upon payment of the cancellation fee.

## 6-1) Conditions of Exhibition

- We will be renting out the entire 2<sup>nd</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors of the hotel to hold this art fair.
- The 5<sup>th</sup> and 6<sup>th</sup> floors will be accessed via a dedicated fair reception to be set up on the 2<sup>nd</sup> floor of the hotel, where there will be an event space for exhibitors, as well as talk events and a rest area.
- The use of the exhibition rooms and areas outside the exhibition booths is prohibited (including the corridor in front of the exhibition rooms).

### <Second Floor: Space A~C>

- The event space on the 2<sup>nd</sup> floor is equipped with a projector, screen and sound system that can be used.
- Exhibit fittings that may damage the walls are not permitted. Nails or screws may not be used for mounting.
- When mounting artworks on the walls, please use double-sided tape that will not damage the walls, such as "Sumitomo 3M: Command Tabs" (however, mounting on painted walls within the event space is prohibited). If you wish to install a temporary white wall, please consider installing a 'temporary wall' from the rental equipment.
- Any damage to the event space or facilities, including walls and fixtures, must be repaired under the responsibility of the exhibitor. The Organizer and the hotel are not responsible for any damage.

### <5<sup>th</sup> and 6<sup>th</sup> Floor: Space D~J>

- Each room is equipped with a display and speakers that you can use (you will need a PC to play video, a music player to play music, etc.). The display can be connected via HDMI, and the music player (BOSE speakers) can be connected via Bluetooth.
- The removal of mattresses from beds and sofas is prohibited (sheets, pillows and comforters are allowed to be removed).
- Metal fixtures and fittings for exhibits which will damage walls are not permitted. Nails and screws are also not permitted when installing works.
- When works are installed on walls, please use double-sided tape which will not cause damage, such as Sumitomo 3M Command Brand damage free hanging. ([http://www.command.jp/3M/ja\\_JP/command-jp/](http://www.command.jp/3M/ja_JP/command-jp/))
- However, installation is not permitted on the red/blue wall panel at the head of the bed. If you wish to mount the panel on this wall, it is required to use the 'wall panel cover' from the rental equipment. However, the total weight of the 'wall panel cover' must not exceed 2 kg. In addition, there are areas on the wall other than the 'wall panel' where attachment is not permitted).
- In the unlikely event that guest room walls are damaged, the said damage will be repaired at the expense

of those exhibitors responsible for the room. The organizers and hotel will accept no responsibility for such damage.

- The colour of bed walls will be either red or blue(the colour cannot be selected)

## **6-2) Rental Equipment**

• There are no permanent display tables, but some rental equipment's can be provided for a fee. A "Rental Equipment Guide" will be available for afterwards.

## **7) Transportation, Installation and Removal of Exhibits**

• In order to avoid congestion during loading, the start time for loading-in on Thursday 30 November will be divided into three groups (18:00-, 18:45- and 19:15-). Detailed information will be provided later on.

• Please transport works by car (including personal vehicles, Akabou Transport Company, or taxi) or delivery services such as YAMATO TRANSPORT. Exhibitors will be contacted regarding necessary precautions for each method of transport at a later date.

• Please do not use Jitboxes, etc., as they cannot pass through the hotel's internal corridors and there is no secure storage space outside the hotel. Please send your items individually by post using cardboard boxes, etc.

• The courier service will deliver to the collection point on the 2nd floor of the hotel. Exhibitors are requested to move their own items to their respective exhibition rooms.

• There are two parking spaces for loading vehicles on the ground floor of the hotel, accessible to the loading lift, but a timetable will be set up to avoid congestion (15-30 minutes per gallery). Further details will be provided in due course. If parking provided by the organisers is not available, it is recommended to use the Kanazawa Station West Exit Clock Parking Lot across the road.

• It is recommended that each exhibitor to bring their own trolley or cart (we will prepare about 4 trolleys).

• The hotel elevator entrance to be used for installation and removal of exhibits is 240cm in height and 110cm in width. Each room doors are 210cm in height and 82cm in width.

• The organizers and hotel will accept no responsibility for damage or accidents that occur during transportation, installation, and removal of exhibits.

• The maximum electrical capacity of each room is 15A per room (1500W per room).

• There is a paid parking lot in the basement of the hotel (maximum 1,000 yen per night), and coin-operated parking is available nearby (both are not included in the exhibition fee).

## **8) Packing Materials and Containers**

• It is possible to store packing materials up to 1.5 m<sup>2</sup> for guest room types I and J, up to 2 m<sup>2</sup> for G and H, and up to 3 m<sup>2</sup> for D, E, F, and 4 m<sup>2</sup> for room types C, B and A, in the storage rooms on each floor. Packing materials in excess of this should be stored in the exhibitor's room.

## **9) Questionnaire**

We will conduct a "Questionnaire on the day of the fair" to report sales and the number of items sold at the fair, and a "Detailed Questionnaire" to report detailed sales results, etc.



## 10) Schedule

Applications Close	<b><u>18:00 Thursday 13 June, 2024</u></b> *Please submit the online application form *Please submit detailed gallery / artists information *Based on the submitted information, Flyers and the website will be made and launched
Notification of Exhibition Acceptance	During the week of <b><u>Monday, 24 June 2024.</u></b>
Confirmation of PR materials	The office will contact around the <b><u>end of July</u></b>
Payment of Exhibition Fees	<b><u>18:00 Thursday 26 August, 2024</u></b> (An invoice will be sent to exhibitors. Please transfer to the specified account.)
Delivery of Promotional Materials	Late August to September
Registration of Additional Artists②	<b><u>18:00 Monday 26 August, 2024</u></b> *Please submit additional artists information *The website will be updated
Registration of Additional Artists②	<b><u>18:00 Monday 28 October, 2024</u></b> *Please submit additional artists information *The website will be updated
Installation	<b>18:00-22:00, Thursday 28 November, 2024</b> (Start times will be divided into three groups: from 18:00-/18:45- /19:30- )
Exhibition Period	<b>Media Preview 12:00—13:00, Friday November 29<sup>th</sup></b> <b>VIP Preview 13:00—19:00, Friday November 29<sup>th</sup></b> <b>Reception Party 19:30-21:00, Friday November 29<sup>th</sup></b> <b>General Public 11:00—19:00, Saturday November 30<sup>th</sup></b> <b>General Public 11:00—18:00, Sunday December 1<sup>st</sup></b>
Removal of Exhibits	18:30-, Sunday December 1 <sup>st</sup> and to be completed by 11:00, Monday 2 December *The above schedule is subject to change.
Submission of Questionnaire	Please submit the questionnaire by December 9 <sup>th</sup> 2024

### 10) Application form (by 18:00 Thursday 13 June, 2024)

Please fill out the following application form: <https://forms.gle/NGDtMB3X4vov8rY3A>

### 11) Registration of Additional artists (if any)

■ Deadline of the First Additional artist information registration is **18:00 Monday 26 August 2024**  
<https://forms.gle/Xn4TjEBaDiGCQDLRA>

■ Deadline of 2<sup>nd</sup> Additional artist information registration is **18:00 Thursday 28 October, 2024**  
<https://forms.gle/1UFJY4kjCtYRhCNHA>

### **3. General Terms and Conditions of Exhibition**

#### **1. Official Name and Organization**

The event will be known as KOGEI Art Fair Kanazawa 2024, and will be organized and officiated by the Executive Committee of the KOGEI Art Fair Kanazawa.

#### **2. Executive Committee and Executive Office**

The Executive Committee will be concerned with, and carry out all business relating to the event. Administrative procedures will be the responsibility solely of the Executive Office.

#### **3. Exhibition Fees**

Cancellations will not be accepted under any circumstances once exhibiting galleries have been finalized. For cancellations due to reasons on the part of the exhibitor, there will be a cancellation fee as detailed below.

After the Notification of Exhibition Acceptance: 100% of the exhibition fee

#### **4. Official Price Tags and Sales**

Cancellations will take effect upon payment of the cancellation fee.

Price tags must be attached to all items for sale. Exhibitors are responsible for attaching price tags to exhibition items.

#### **5. Loss, Theft and Damage**

The loss, theft, or damage of exhibits is the responsibility of the exhibitor. It is recommended that each exhibitor purchase insurance coverage. In the event of damage to guest rooms and facilities, exhibitors are required to return the room to its original state, and repairs will be carried out at the expense of the exhibitor. The executive committee will not be held responsible in such cases. The organizers and hotel will not accept responsibility for accidents occurring during transportation, installation, and removal of exhibits.

#### **6. Sales and Complaints**

All responsibility for sales of merchandise is to be held solely by the exhibitor. In the event of complaints, the executive committee will not become involved in matters.

#### **7. Exhibition Booths**

Exhibitions and sales are to be carried out solely within the exhibition booth (guest room). Nails and screws must not be used on walls. Exhibitors are free to move guest room fittings and furnishings within the guest room. They may not, however, move fittings and furnishings to the corridors. Exhibitors are permitted to stay in the guest rooms overnight. In this case, cleaning and bed making services will be carried out according to hotel instructions.

## **8. Packaging and Shipping**

Packaging of sales and merchandise should be carried out by the exhibitor. Please inform the organizers if shipping is required, and move the items to the designated shipping area.

## **9. Payment of Accounts & Monetary Transactions**

Payments for sales of merchandise, either in cash or by credit card, should be collected by exhibitors.

## **10. Dress Code**

Exhibitors are requested to wear suitable attire as the exhibition is held within a hotel.

## **11. Officials and Sales Staff**

Each exhibitor is required to wear an identification tag. These will be distributed at installation by the executive committee, and must be returned upon removal of exhibits.

## **12. Parking Facilities**

There is a paid parking lot in the basement of the hotel (maximum 1,000 yen per night), and coin-operated parking is available nearby (both are not included in the exhibition fee).

## **13. Smoking, Eating and Drinking**

Smoking is not permitted within exhibition booths. Please use the designated smoking areas as required by the Fire Services Act. Please refrain from eating in the booth during the exhibition hours.

## **14. Installation and Removal of Exhibits**

The executive committee will coordinate and decide upon a schedule for those using cars at installation. Please unload works within the specified time allotment. After removal of exhibits, and prior to check-out, guest rooms will be inspected in the presence of hotel staff. Upon completion of this inspection, each exhibiting group is required to check-out at reception.

## **15. Questionnaire**

Exhibitors will receive a questionnaire at check-in. Please ensure to submit the questionnaire, including details of sales revenue, the number of items sold, and impressions of the art fair at check-out.

## **16. Questionnaire**

Please be sure to submit (1) a same-day questionnaire at check-out to indicate sales and the number of items sold, and (2) a detailed questionnaire after the event to provide detailed sales results and impressions, etc. The questionnaire (1) will be provided upon check-in, and (2) will be provided in advance via e-mail.

## **16. operation**

The organizer reserves the right to set and modify various rules and regulations in order to ensure the smooth execution of operations. In addition, the organizer may make new arrangements and various



additions and modifications to matters not described in these Exhibitor Application Guidelines.

### **17. Indemnification**

The organizer shall not be liable for non-fulfillment of obligations stipulated in these terms and conditions in the event that the organizer is unable to fulfill such obligations due to force majeure\*. In the event of a force majeure\* emergency, JGASC reserves the right to postpone or cancel the exhibition, or extend or shorten the exhibition period, but in such cases, exhibitors are not entitled to a refund of the exhibition fee.

\*Force majeure refers to any cause beyond the control of the organizer, such as natural disasters, war, riot, insurrection, civil war, terrorism, fire, explosion, flood, theft, damage caused by harmful intent, strike, restriction of entry, weather, injunction by a third party, national defense, emergency situation involving public health, acts or regulations of national or local governments This means any cause beyond the control of the organizer, including but not limited to.

### **18. Violation of Terms and Conditions**

In the event exhibitors violate the above Terms and Conditions, or if the organizers consider the exhibitor or their behavior to be inappropriate, the exhibitor will be required to leave the premises. Should this occur, participation fees will not be refunded.

## **Address & Inquiries**

KOGEI Art Fair Kanazawa Executive Committee

c/o Noetica Inc. 6-40-1 Shimohonda-machi, Kanazawa City, Ishikawa Prefecture, 920-0993 JAPAN

TEL: +81 (0)76-223-3580 FAX: +81 (0)76-223-3581

E-mail: [info@kogei-artfair.jp](mailto:info@kogei-artfair.jp)

Business Hours: 10:00-18:00 Monday to Friday