

KOGEI Art Fair Kanazawa 2022

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.

By taking appropriate preventive measures against COVID-19, the 6th KOGEI Art Fair Kanazawa 2022 will be held at Hyatt Centric Kanazawa. We are looking forward to your participation.

Executive Committee
KOGEI Art Fair Kanazawa

1. General Information

1) Exhibition Details

Name	KOGEI Art Fair Kanazawa 2022
Dates of Exhibition	First View (Invitation Only) 13:00—18:30, Friday December 9, 2022 Open to the General Public 11:00—19:00, Saturday December 10, 2022 Open to the General Public 11:00—18:00, Sunday December 11, 2022
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, Approved Specified Non-profit Organization Syuto Kanazawa) Vice-Chairperson: Yoko Motoyama (Kanazawa ART SPACE LINK)
Advisor	Yuji Akimoto (Director, Nerima Art Museum)
Executive Office	KOGEI Art Fair Kanazawa Executive Committee
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	90 m ²	1 Event space	¥530,000
B	Event Space b	79 m ²	1 Event space	¥460,000
C	Connected-room	64 m ²	2 connected-rooms	¥336,000
D	King bed Premium	46 m ²	2 rooms	¥320,000
E	Twin beds Premium	46 m ²	2 rooms	¥320,000
F	King bed Deluxe	38 m ²	4 rooms	¥260,000
G	Twin beds Deluxe	38 m ²	4 rooms	¥260,000
H	King bed Standard	32 m ²	24 rooms	¥220,000
I	Twin beds Standard	32 m ²	7 rooms	¥220,000

2) Items Included in Exhibition Fees

- Rooms fees are for 5 days, 4 nights. Breakfast and parking fees are not included.
- 100 – 150 invitations, 100 – 150 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.

• Participation fee for one person for the reception at the hotel. (Participation of other accompanying members will incur an additional fee.)

*Participants requiring rooms for purposes other than for exhibition should notify the organizers as soon as possible. A discount will apply to accommodation fees. Participants are permitted to stay in exhibition rooms, however the fixed number of guests must not be exceeded.

*An invoice of participation fees will be sent to each exhibitor. Payments should be made in Japanese yen to the specified account by July 29 (Friday) . 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

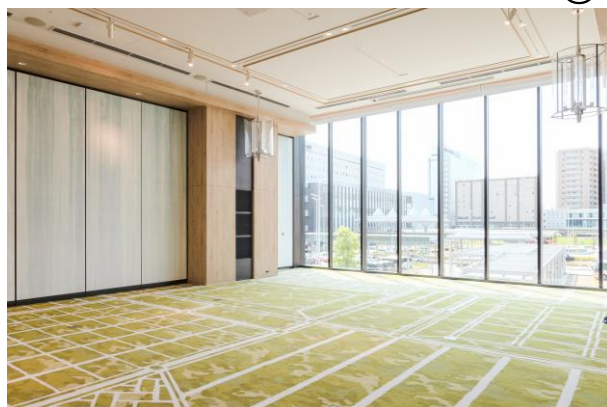
Area 90 m² | Available rooms:1 | Fee ¥530,000

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).

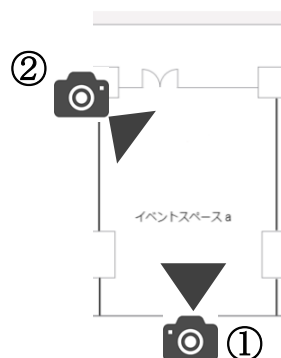
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*Click here for the detailed video <https://youtu.be/a6VfuFh62CE>



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B. Event space b

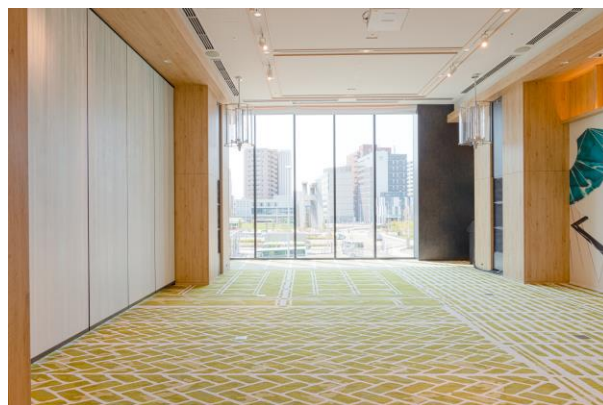
Area 79 m² | Available rooms:1 | Fee ¥460,000

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

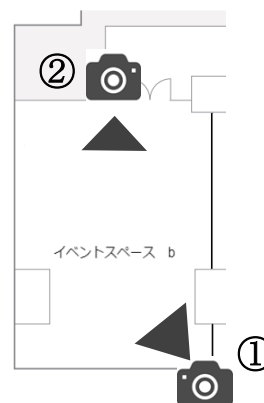
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*Click here for the detailed video <https://youtu.be/lbPGETM-Eu8>



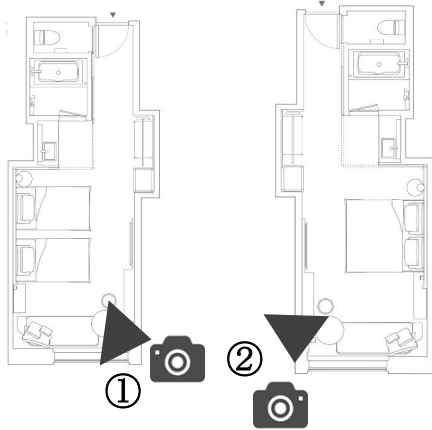
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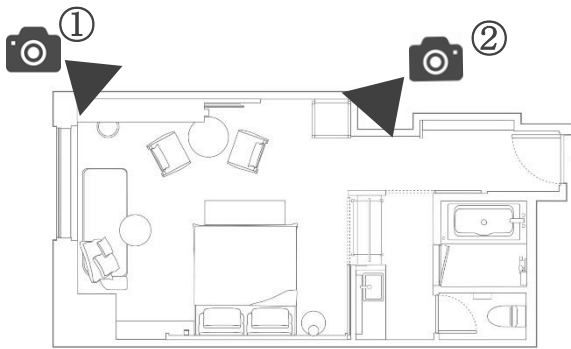


C. Connected-room

Area 64 m² | Available rooms: 2 | Fee ¥336,000

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

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



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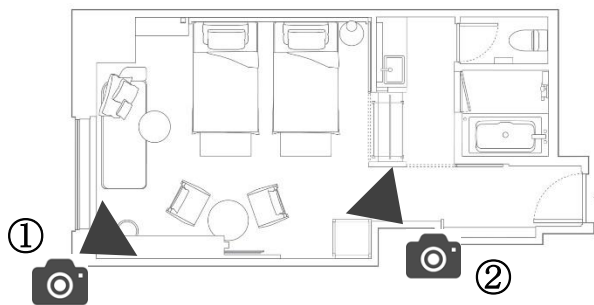


D. King bed Premium

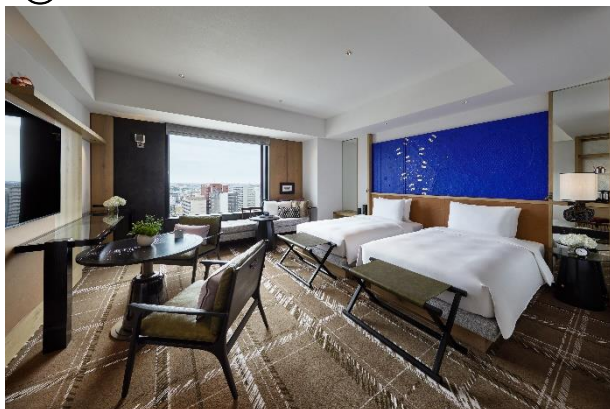
Area 46 m², Available rooms 2, Fee ¥320,000

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>



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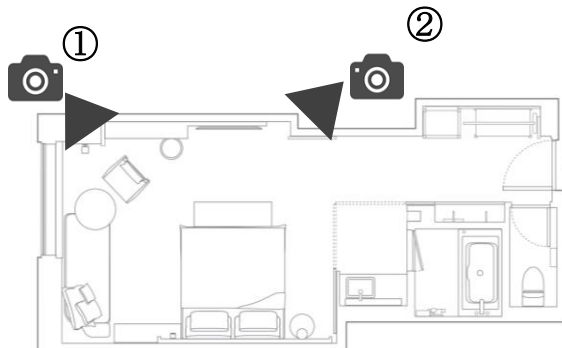
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E. Twin beds Premium

Area 46 m², Available rooms 2, Fee ¥320,000

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>



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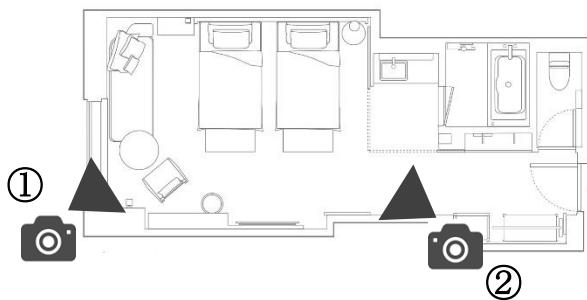
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F. King bed Deluxe

Area 38 m², Available rooms 4, Fee ¥260,000

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/bny10DiRYSO>

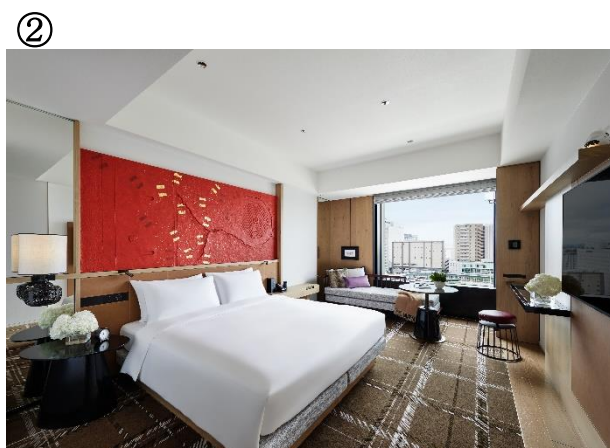
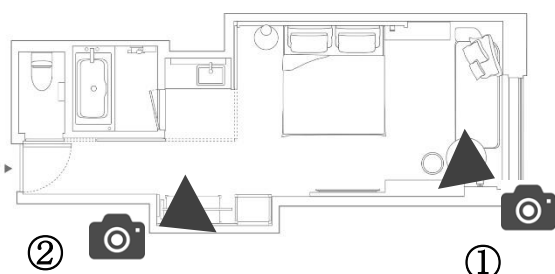


G. Twin beds Deluxe

Area 38 m², Available rooms 4, Fee ¥260,000

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>

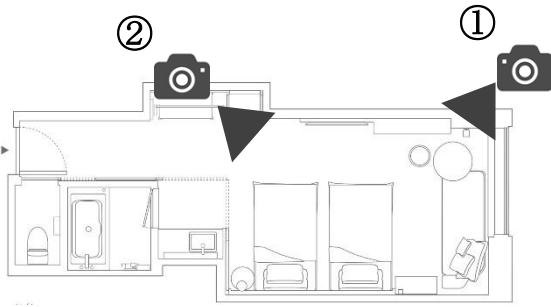


H. King bed Standard

Area 32 m², Available rooms 24, Fee ¥220,000

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/pA0InbTCm_w



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I. Twin beds Standard

Area 32 m², Available rooms 7, Fee ¥220,000

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>

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.

(June to July 15: 50 % of the participation fee. July 15 to Opening Day: 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 2nd, 5th and 6th floors of the hotel to hold this art fair.
- The 5th and 6th floors will be accessed via a dedicated fair reception to be set up on the 2nd 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).

<2nd floor Event space a & b>

- 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 will damage walls and 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/) (However, attachment to the "Wall Panel Cover" is limited to a total weight of 2 kg. In addition, there are some parts of the wall other than the "Wall Panel" where attaching is prohibited).
- 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.

6-2) Rental Equipment

- There are no permanent display tables, but some can be provided for a fee. Please refer to the attached "Rental Equipment Guide" for details.

7) Transportation, Installation and Removal of Exhibits

- 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).
- 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.

- There are two parking lots for loading vehicles on the first floor of the hotel, accessible to the loading elevator. Therefore, a schedule will be made to avoid congestion when delivering, installing and removing works. When delivering goods by car, each gallery will have a 15-30-minute time frame to use temporary parking facilities.
- If you cannot to use the parking space for each time slot provided by the organizer, please use the hotel's underground paid parking lot or the nearest coin-operated parking lot.
- It is recommended that each exhibitor provides 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 for an incandescent lamp).

8) Packing Materials and Containers

- It is possible to store packing materials up to 1.5 m³ for guest room types H and I, up to 2 m³ for F and G, and up to 3 m³ for C, D, E, and 4 m³ for room types 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) Schedule

Applications Close	<u>18:00 Friday 17 June</u>
	*Please submit the online application form
Finalization of Exhibitors	Applicants will be contacted in the week beginning Monday, 27 June.
Submission of Gallery Information①	<u>18:00 Friday 15 July</u>
	*Please submit detailed gallery / artists information
	*Based on the submitted information, Flyers and the website will be made and launched
Payment of Exhibition Fees	<u>18:00 Friday 29 July</u> (An invoice will be sent to exhibitors. Please transfer to the specified account.)
Delivery of Promotional Materials	Mid to Late September
Submission of Gallery Information②	<u>18:00 Friday 23 September</u>
	*Please submit detailed gallery / artists information
	*The website will be updated
Submission of Gallery Information③	<u>18:00 Friday 11 November</u>
	*Please submit detailed gallery / artists information
	*The website will be updated
Installation	18:00-22:00, Thursday 8 December 9:00-11:00, Friday 9 December
Exhibition Period	First View (InvitationOnly)13:00-18:30, Friday 9 December

Removal of Exhibits

Open to General Public 11:00-19:00, Saturday 10 December
Open to General Public 11:00-18:00, Sunday 11 December
18:30-, Sunday 11 December
and to be completed by 11:00, Monday 12 December
*The above schedule is subject to change.

10) Application form

Deadline: 18:00 Friday 17 June <https://forms.gle/aCCQKVwicMjba9wcA>

11) Registration of artist information (for publicity purposes)

Forms for registration of artist information, artwork information, gallery information, etc. will be sent out after the application for exhibition has been decided.

■ Deadline of the First round of artist information registration is **18:00 Friday on 15 July**.

The information will be published in the flyer and on the website, which will be open to the public at the end of August.

■ Deadline of the Second round of artist information registration is **18:00 Friday 23 September**

The website will be updated based on the registered information.

■ Deadline of the Third round of artist information registration is **18:00 Friday 11 November**

The website will be updated based on the registered information.

12) Countermeasures Against COVID-19

- We would ask for your cooperation in following the infection prevention measures provided when entering the venue: temperature check, sanitize your hands and fingers, maintain physical distance, wear a mask, and follow cough etiquette.
- Participation is not permitted in the follow cases. However, preventive measures might change depending on the situation.
 - A. If you have a temperature exceeding 37.5°C.
 - B. If you have any symptoms such cough, difficulty breathing, fatigue, sore throat, congestion or runny nose, loss of taste or smell, sore eyes or bloodshot eyes, headache, muscle or body aches, diarrhea, nausea or vomiting.
 - C. If you have visited within the past two weeks to countries/regions where the government has imposed entry restrictions or required a post-entry observation period, and had close contact with residents of such countries/regions.
 - D. If you have had close contact with a person positive for COVID-19 within the past two weeks.
 - E. If you have used a facility that has had an outbreak of COVID-19 within the past two weeks.

3. General Terms and Conditions of Exhibition

1. Official Name and Organization

The event will be known as KOGEI Art Fair Kanazawa 2021, 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.

June – July 15	50% of the exhibition fee
July 16 – Opening Day	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. Exemption

If the art fair is unavoidably cancelled due to the outbreak of COVID-19 among the staff, exhibitors and visitors during the event, both the organizer and the exhibitor will not be held liable for any compensation, except in cases of willful misconduct (e.g. exhibiting despite being suspected of being infected with COVID-19).

17. 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

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