

# EXHIBITION GUIDELINES

## Use of Exhibition Space



1. All exhibitions showcased at the Japan Creative Centre (JCC) in Singapore are required to be related to Japanese art and culture, or in some way reflect a pronounced measure of Japanese influence in light of JCC's purpose. JCC hopes that through these exhibitions, a deeper level of cross-cultural understanding will be forged among Japan, Singapore and other countries.
2. All applications will be principally processed and considered within around 2 weeks after submission. JCC reserves the right to reject applications which do not fit the eligibility criteria.
3. In principle, the exhibition must take place only during JCC operating hours:

JCC Open Space (Multi-purpose Hall, e-Library and Exhibition Space)

Exhibition Period: Tues – Sat (10am – 6pm) Non-Exhibition Period: Mon-Fri (8.30am to 5.30pm)

For the current timings, please visit our Event Calendar on our website <http://www.sg.emb-japan.go.jp/JCC/>

(Those who wish to use the Open Space outside JCC operating hours may contact us in advance to discuss possibilities.)

4. Admission to all exhibitions held at JCC is free-of-charge. Profit-making activities (such as sale of works and donation boxes) are strictly prohibited.
5. All costs incurred for the exhibition will be borne by the artist or solicited legal sponsors only. JCC will not provide any form of financial assistance or sponsorship for the exhibitions held at its premises.
6. The maximum period to hold each exhibition at the JCC premises is around 1 month. JCC reserves the right to schedule the exhibition after discussion with the artist and consideration of its events schedule.
7. Equipment and materials other than those available at JCC must be provided by, and are the responsibility of, the artist.
8. The artist is responsible for all production and payment of publicity materials such as information pamphlets and feedback forms pertaining to the exhibition.
9. JCC will not provide any form of insurance coverage during the exhibition period held at its premises. JCC is also not liable to any damages or loss of equipment, works, exhibition materials, etc. displayed during the exhibition period as well as third party damages or loss.
10. The artist is responsible for the set-up and dismantlement of the exhibition, which includes hiring his/her own manpower if needed, within the time frame designated by JCC. Set-up and de-setup can only take place within JCC's operating hours (see above).
11. In the event that any equipment borrowed from JCC for the exhibition is damaged or lost during the exhibition, the persons involved are required to compensate and reimburse JCC for the purchase of the replacement equipment.
12. The artist is expected to give a brief lecture regarding the exhibition at the opening reception (if any). Sessions/workshops may be held in conjunction with the exhibition after discussion with JCC officers.
13. There are no gallery sitters stationed at the Exhibition Space. The artist or appointed person may curate the exhibition on certain days after discussion with JCC officers.
14. JCC will publicise exhibitions held at its premises through the local and Japanese media. Information on the exhibitions will be posted on the official JCC website.