

# Waraku Gallery Terms of Use

This document sets the terms and conditions for the use of Waraku Gallery. Please read and agree to these terms before applying.

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## Rental Period

5 days from Thursday to Monday (closed on Tuesday and Wednesday)

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## Rental Hours

12:00 PM to 5:00 PM (until 4:00 PM on the last day)

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## Rental Fees (excluding tax)

Duration	Gallery A	Gallery B	Gallery A & B	Gallery C
1 week	70,000	50,000	90,000	10,000
2 weeks (5% off)	133,000	95,000	171,000	19,000
3 weeks (10% off)	189,000	135,000	256,000	27,000
1 month (15% off)	238,000	170,000	342,000	34,000

*10% off for student group exhibitions, 20% off for solo student exhibitions.*

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## Payment Method

Please pay half of the rental fee as a deposit within one week of signing the contract, and the remaining balance no later than 30 days before the exhibition starts. Payments can be made in cash or via bank transfer (please bear the transfer fees).

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## Portfolio Review

Please submit your resume, an overview of the exhibition, and past works in advance. You can bring them directly to the gallery or send them through the application form on the website. A provisional reservation for the desired period can be made after the submission of materials.

Depending on the content of the exhibition, your application may not be accepted. If there is a significant difference between the submitted work and the pieces you bring on the day of installation, we may refuse the exhibition, and no refunds will be issued.

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### **Cancellation Fee**

1. If the cancellation occurs within 90 days of the start date, 50% of the rental fee will be charged; within 30 days, the full amount will be charged. However, if the gallery is forced to close due to external requests, no cancellation fees will apply.  
OR
2. In case of cancellation, the deposit will not be refunded. If cancellation occurs within 30 days of the exhibition start date, the full rental fee will be charged. However, no fees will apply if the gallery is required to close due to external requests.

Cancellation fees must be paid within 10 days of cancellation.

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### **Installation and Dismantling**

- **Installation:** Tuesday 10:00 AM – 6:00 PM (must vacate by 6:00 PM)
- **Dismantling:** Sunday 4:00 PM – 6:00 PM (must vacate by 6:00 PM)

Please restore the space to its original condition. If tools are used to make holes in the walls, please repair them using the provided putty.

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### **Shipping**

When shipping works to the gallery, include the exhibition title and your name on the delivery label.

**Shipping Address:** 2303-3 Shigisan, Heguri-cho, Ikoma-gun, Nara, 636-0923 (Attn: Waraku)

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### **Exhibition Guidelines**

Exhibitors are responsible for installing and preparing their own works.

- There are no picture rails, but pins, masking tape, double-sided tape, and nails can be used for installation. Please use the nails provided by the gallery.
  - Attaching adhesive materials that leave marks or writing on the walls is prohibited.
  - If the exhibition includes sound, please consult with us in advance.
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### **Available Equipment**

Nails, LED spotlights, stepladders, display stands, projector, round chairs, folding chairs, folding tables, speakers, cleaning supplies, cart

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### **Gallery Presence**

It is not necessary to be present during the exhibition period. However, the gallery is not responsible for the safety of the works. If you are concerned, please stay or consider purchasing insurance.

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### **Parking**

One parking space is available. Please inform us if you plan to come by car.

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### **Artwork Sales**

- No commission fees will be charged unless selling on consignment.
  - The gallery is not responsible for any sales-related issues. Please manage payments yourself.
  - If you plan to sell works, please submit a sales list on the first day of the exhibition.
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### **Invitations (DM)**

Please handle the design of invitation cards and posters yourself. Use the logo and map data provided by the gallery.

#### *Data download URL*

Please submit a sample of the invitations for approval before printing. Send 100 copies of invitations and 3 posters to the gallery one month before the exhibition. The mailing of invitations is the responsibility of the organizer.

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### **External Promotions**

Please submit external promotional information (title, exhibition content, artist profile, artwork images, artist images) by email at least three months before the exhibition.

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### **Notice**

- Light refreshments (e.g., bottled tea and cookies) are allowed, but alcohol and strong-smelling food are prohibited.
- The gallery is not responsible for any damage to works caused by disasters, theft, or accidents.
- In case of damage or loss of gallery property, compensation may be requested.

- The gallery is a no-smoking, no-fire facility.
  - Religious proselytizing, political activities, illegal sales, and other prohibited acts are not allowed.
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### **Additional Services**

- **DM Design Service:** ¥15,000 and up
  - **DM Mailing:** Free or paid
  - **Exhibition Consultation Service:** Free  
We offer consultations on exhibition content, pricing, and display methods. First-time exhibitors can feel at ease. Remote consultations via email or Zoom are also available.
  - **Online Shop Consignment Sales Service:** Paid  
If desired, works can be sold through the gallery's online shop during the exhibition period.
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## **Consignment Sales Terms During Exhibition**

These terms define the conditions for consignment sales at our gallery. Please review the following and apply only if you agree to the terms.

### **Sales**

- When setting up the day before the exhibition, please submit a list of works, including the title, description, price, and specifications. Additionally, once the exhibition is set up, we will request further details on each work, so please allocate time for that.
- Since our café operates simultaneously, please understand that it may be difficult to assist with gallery matters during busy café hours.

### **Sales Proceeds and Commission Fees**

- The sales commission is 30% of the selling price. For cashless transactions, an additional 5% fee applies.
- Sales proceeds will be settled by bank transfer at the end of the month, two months after the exhibition concludes.  
*Example: Exhibition ends on January 25 → Payment on March 31*
- Bank transfer fees for settlement will be borne by the artist.

### **Shipping and Shipping Fees**

- The artist is responsible for all shipping arrangements and fees related to their works.

**Other**

- We are not responsible for any damage to works due to fire, theft, unforeseen disasters, or accidents.

If you have any questions or concerns, please feel free to contact us.