

## Application Conditions for Public Exhibitions

Please read the following Application Conditions carefully before applying to participate in Public Exhibitions at RING CUBE (hereafter referred to as “the Gallery”).

### <Application Conditions>

#### 1. Works Submitted

The applicant must make an application to exhibit works that satisfy all of the following conditions (hereafter referred to as “works submitted”). Applications from both professional and amateur photographers are welcome.

(i) As a general rule, works that have not been displayed in any photo exhibition within Japan or in other galleries before and which the applicant has no plan to publish elsewhere.

\* However, the applicant can make an application to exhibit photographs, etc. already on his/her personal web site, blog, etc. If uncertain whether a particular work is eligible please inquire for further information by e-mail to the following address: (ringcube@raa.grp.ricoh.co.jp).

(ii) Works that were photographed with a film camera or a digital camera. Regarding the photographic equipment used, any manufacturer, etc. is acceptable.

(iii) Applications to exhibit works can be made by both individuals and groups.

#### 2. Items to Submit with the Application

The applicant must submit the following items to Ricoh when making an application.

(i) A sample of the works you plan to exhibit (20 works or more in A4 (210x297 mm) paper size)

(ii) A simple written plan of the exhibit (any format is acceptable)

(iii) The application form (one A4 page) that can be downloaded from this web site

(iv) A pay-on-delivery form (with return address written on it) for returning the works after the exhibition is over

#### 3. Recipient of the Application

Please send the items to submit with the application listed in 2. above to the following address by an express courier service. (Please keep the courier service slip in a safe place until the notification of the screening result is delivered.) Any costs related to sending the items shall be borne by the applicant.

Send the items to:  
Ricoh “RING CUBE” Public Exhibitions  
Marutex Co., Ltd.  
5 -1-3 Heiwajima  
Ota-ku  
Tokyo 143-0006

#### 4. Screening

The works submitted will undergo a screening by Ricoh. Only applicants who have passed the screening shall be able to exhibit the works submitted. The screening shall be carried out by the Board of Public Exhibitions at RING CUBE.

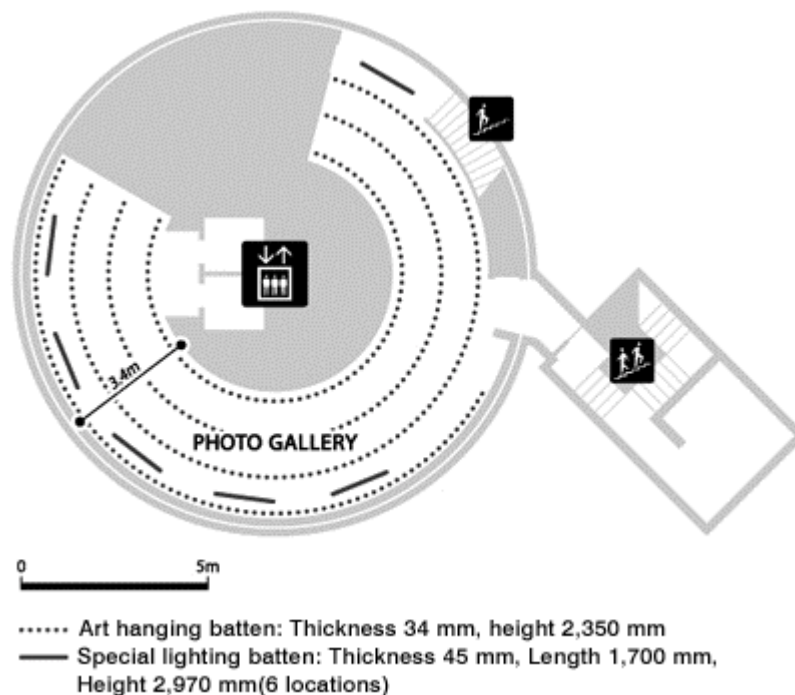
#### 5. Number of Exhibited Works

The number of exhibited works varies depending on the method used to exhibit the works submitted but generally it is possible to exhibit between 30 and 50 works.

#### 6. Exhibition Size of the Works Submitted

The works shall be *yotsugiri* size (254x305 mm) or bigger.

#### 7. Floor Plan of the Gallery



## **8. Application Period**

Ricoh will ask the public to contribute photographs to the exhibitions twice a year.

First time: every year from April 1 to August 31 (entries postmarked on this date are valid)

Second time: every year from October 1 to February 28 (entries postmarked on this date are valid)

## **9. Exhibition Period of the Works Submitted**

About eleven days excluding days the Gallery is closed.

The specific schedule can be adjusted by the Gallery at its own convenience.

The wishes of the applicant will be taken into consideration but the final decision regarding the timing of the exhibition of the works submitted will be made by the Gallery.

## **10. Format of the Exhibition**

Works may be exhibited by the applicant alone or concurrently with other artists.

## **11. Exhibition Hours of the Works Submitted**

From 11am to 8pm. However, these hours may be changed under certain circumstances.

The exhibition will close at 5pm on its final day.

## **12. Days the Gallery is Closed**

The Gallery is closed over the year-end and new year holiday period, on Tuesdays, and on any other days stipulated by the Gallery.

## **13. Screening Results**

- \* Ricoh will notify the applicant of the screening results in writing about one month and a half after the deadline for applications. The notification will be sent to the address provided by the applicant in the exhibit application form, one of the items to submit with the application listed in 2. above.
- \* Ricoh will not reply to any inquiries from the applicants concerning the screening results.

#### **14. Costs**

- \* There will be no charge for use of the Gallery.
- \* Other than costs clearly stated to be free in this Application Agreement, all costs shall be borne by the applicant. (These costs include but are not limited to costs related to sending the works submitted to the exhibition, costs related to returning the works submitted after completion of screening or completion of exhibition of the works submitted, costs related to the first holding of the exhibition, costs related to photograph printing, framing, guidance postcards, captions and introductory text, etc.) Furthermore, Ricoh will return the works submitted by an express courier service and the applicant shall pay the costs at the time of delivery.
- \* If the applicant wishes to know the contractors producing, including photograph printing, framing, etc., Ricoh can introduce these contractors to the applicant, but in that case the applicant him/herself shall be responsible for any agreement made with the contractor in question and shall bear all costs. Furthermore, Ricoh shall not be held responsible in any way if any trouble should arise between the applicant and the contractor in question.
- \* The printers and aluminum frames in the Gallery may be used. Please inquire to the Gallery if you wish to use them. In this case the use of the aluminum frames is free but the applicant is responsible for ink and paper costs.
- \* The number of aluminum frames available is as follows: 40 for *zenshi* size (457x560 mm), 20 for *hankiri* size (356x432 mm) and 10 for *yotsugiri* size (254x315 mm).

#### **15. Rules to be Complied with by the Applicant**

- \* The applicant must only submit an application for works for which the applicant owns all of the copyrights.
- \* Applications cannot be submitted for works which infringe on the rights of other people including their copyright and other intellectual property rights, portrait rights, their right to privacy, etc. or works which may infringe on such rights, or works which violate laws or regulations or public order and morality. If any legal problems should arise in relation to the works submitted, the applicant bears full responsibility and must pay all costs related to resolving them.
- \* The applicant is prohibited from collecting admission charges from the visitors to the Gallery.
- \* In the case that the applicant wishes to sell products such as books of photography, etc. in the Gallery, the applicant must obtain the agreement of Ricoh in advance.
- \* The applicant is not allowed to transfer his/her right to use the Gallery or the other

rights related to the Gallery exhibition, or to sublease the Gallery space, to any other person.

- \* Ricoh shall bear no responsibility for damage such as contamination, breakage, deterioration, etc. occurring in samples of the works the applicant plans to include in the exhibition or the exhibited works themselves.
- \* During the exhibition period of the works submitted the applicant him/herself or persons appointed by the applicant him/herself shall be present in the Gallery at all times in order to answer questions, etc. about the exhibited works.
- \* In the case that the applicant commits an act in violation of these Application Conditions, and in any other cases that Ricoh judges to be necessary, the Company may discontinue the exhibition in the Gallery without giving prior notice to the applicant.
- \* If any disputes, trouble, etc. arise between the applicant and a third party regarding the exhibited works or any other actions by the applicant, the applicant bears full responsibility and must pay all costs related to resolving them.
- \* In the case that actions by the applicant cause damage to Ricoh, the staff managing the Gallery, or a third party such as visitors to the Gallery, etc., Ricoh shall seek compensation for that damage regardless of the reasons for it.