

Timeline from application to exhibition

① Application

Please refer to the English application guidelines on the following pages.

Option 1: Direct artwork submission

For in-person screening, works should be shipped to arrive on the following dates:

December 8 2014 (Mon.), January 12 2015 (Mon.), January 13 2015 (Tue.)

Option 2: Photo document submission

Please enclose photos of your work with a completed application form and send no later than January 15, 2015.



② Screening of artwork Late February 2015 *to be announced

* All received artwork (either by mail or photo submission) will undergo screening.

* Submitted works will be open to the public at the screening venue. Photography will not be allowed for visitors, including participants.

* Names and other personal information will not be shown in the caption of any works while being screened. Only an assigned number will be shown.



Notification of Screening Results Mid-March 2015

*Notification will be sent by either email or fax as designated by the applicant. Written notification will be provided to those who request it, and will be sent using a self-addressed stamped envelope provided by the applicant.



③ Selected works

- Works submitted by mail will be held until the International Open Call exhibition is complete.
- Any photo material submitted will not be returned.

④ Unselected works

- Works will be returned. The applicant will be responsible for any shipping fees.
- *If some but not all submitted works are selected, unselected works will be held until the exhibition is complete and returned with selected works.
- Any photo material submitted will not be returned.



⑤ Artwork installation Spring 2015 *to be announced

* We request that works accepted via photo screening be shipped to the exhibition venue. (The shipping deadline will be announced with the screening results.) Participants will be responsible for shipping fees.



⑥ International Open Call vol.5 Exhibition

Spring 2015 *to be announced

- Accepted works will be exhibited
- During the exhibition, works will be judged for awards.

Award winners will be announced at the venue and online, and winners will be contacted directly.



⑦ Removal of artwork

• All held works will be returned. Participants will be responsible for shipping fees.

Inquiries:

POCORART International Open Call (within 3331 Arts Chiyoda)

Phone: 03-6803-2441 E-mail: pocorart@3331.jp

(English assistance: Rena Kano, Lana Tran)

POCORART International Open Call vol. 5 Application Guideline: Artwork Category

Submission requirements	<ul style="list-style-type: none"> • Artwork less than 3m in height *Applies for 2D works (paintings, photos, calligraphy), sculptures, etc. • Submitted works no more than 3 per person *Applicants are free to chose the submission method (by mail or via photo documentation) for each work as appropriate. • Applications written on behalf of the creator are accepted when made with the creator's consent. <p>* Do not submit works of a dangerous, harmful, or illegal nature including works that cause fire hazards, bad smells, or infringe on the copyrights of others.</p>
Application fee	No fee. *Please note that for the purpose of this application, all costs related to sending works, application material or other documents must be covered by the applicant.
Direct artwork submission	<p>Direct submission of the artwork by mail for screening in person :</p> <ul style="list-style-type: none"> • The total dimension (length + width + height) of the work must be within 160cm • Although framing is not necessary, framed works should have acrylic glazing (not glass) • The weight of sculptural works must be below 25kg
Photo document submission	For works that cannot be physically mailed for screening, photo documentation of the work can be mailed instead. This includes works that require special assembly, site-specific works, etc. Works smaller than 160cm in dimension can be submitted for photo screening, but are not exempt from the submission requirements (i.e. must be less than 3m in height).
How to apply	<p>For either mail or photo submission:</p> <p>① Artwork category application form (required)</p> <ul style="list-style-type: none"> • Please write a separate form for each work submitted. • If multiple sheets are required, please copy the attached form or download from our website. <p>② Artwork label (required)</p> <ul style="list-style-type: none"> • Please fill in the required fields of the label and attach it to the reverse side of works sent by mail (for flat works, the lower right corner of the reverse side). • If submitting photos of works, attach the label to the reverse of the final page of photo material. • Please complete one label per work. <p>※ Exhibition plan * for works with multiple components, digital works, etc.</p> <ul style="list-style-type: none"> • Please outline installation diagrams on A4 paper with the artist and artwork name on the back. • Be sure to include operating instructions for media works that must be turned on or off. <p>※ Self-addressed stamped envelope * for those without access to e-mail or fax (within Japan)</p> <ul style="list-style-type: none"> • Include a standard-sized envelope with the mailing address pre-written and 80 yen stamp attached <p>③ Mail submissions</p> <ul style="list-style-type: none"> • Please do not have your 2D work framed. Display stands cannot be used for sculptures unless considered part of the artwork itself. <p>③ Photo submissions</p> <ul style="list-style-type: none"> • A photo of the entire work is required • Multiple photos may be submitted per work (close up photos, etc.). For photos either developed or printed (larger than 8.9 x 12.7 cm), please attach them to A4 paper with the artist and artwork name on the back. <p>④ Cash-on-delivery slip (for returning works)</p> <ul style="list-style-type: none"> • Please enclose a pre-addressed slip with the receiver's name in your application.
Delivery dates	December 8 (Mon.) 2014, January 12 (Mon.), January 13 (Tue.) 2015 Delivered works can be received on any of the above dates. Please deliver application documents together with your shipment. If you wish to personally delivery your work, please contact us in advance.
Important notes	<ul style="list-style-type: none"> • Please be aware that although the utmost care will be given to the handling of works, we cannot assume responsibility for damages incurred while unloading/loading or exhibiting works. • For media works with a stop/start function that require manual operation, please explain the operation in simple terms and be sure to include an operation manual upon submission. • For applicants outside Japan, photo data and applications are accepted by email (pocorart@3331.jp). If accepted, it must be possible to ship the work to Japan via air or boat.

Application deadline: postmarked January 15 (Thu.) 2015

Apply to: 3331 Arts Chiyoda 6-11-14 Sotokanda Chiyoda-ku Tokyo, JAPAN 101-0021

Not to be filled out	受付日	受付番号
	備考	

Creator Information (If applying as a group please fill in your group's information)

Participant (Please circle)	Individual	•	Group (for collaborative works)
Name/group name	*If an artist name is used, please include the real name as well.		
Age	Gender	M	• F
Affiliation (company, facility, school, etc.)			
If the creator identifies themselves as with disability, please feel free to specify below. This is not a required field.			
_____ • none			
* This information will not be used for screening but will serve as a reference for the context in which the work was created.			
Artwork title			
Application method (please circle)	Direct artwork submission	•	Photo document submission
Artwork shape	Flat (Painting	• Photo • Calligraphy)
	3D work	•	Other ()
Artwork size	Flat (Length :	cm × Width :	cm)
	3D (Length :	cm × Width :	cm × Height : cm)
Material/Technique () Year ()
Creator profile (Artist CV, etc. Please describe the group's structure if applicable.)			
* This information will not be used for screening			
Please further describe the work here if applicable.			

Notification of screening results

(Please specify a reachable contact. This does not need to be the creator.)

Full name	
Relationship to participant	
Full address	
Phone number *required	E-mail or fax *required

【Handling of Personal Information】

The information provided in submitted application forms to POROCRART International Open Call will be used only as necessary for screening result notification, return of works, exhibition operation and management purposes. Please note that for accepted works, the creator's name may be clearly shown in exhibitions, record catalogues, papers and magazines, or advertisements.