



Terms and Conditions for the use of the Japan Foundation Photo Panels

The Exhibiting Institution (hereafter referred to as “the Institution”) agrees to receive the photo panels from the Japan Foundation New York office (hereafter referred to as “JFNY”) under the following loan conditions:

1. General:

- a) The Japan Foundation photo panels are to be used only for educational and/or non-commercial purposes. In principle, JFNY loans a set of 67 photo panels. For a partial loan, please consult with JFNY.
- b) JFNY shall bear the shipping and packing costs of the photo panels.
- c) Each panel is to be returned in its original condition. Any damages caused to the panels and/or loss of the panels during the period starting from their entry to the Institution through to their arrival back to the returning address below will be compensated by the Institution.
- d) Upon the Institution’s request, JFNY may support up to \$2,000 for costs directly related to the exhibition, such as those listed below:
 - Costs for hiring art handlers, security guards, receptionists, etc.
 - Costs for producing wall text panels.
 - Costs for producing and distributing promotional materials.Note: JFNY does not support costs for holding receptions.
- e) The Institution is required to submit a final report (please inquire for template) to JFNY after the conclusion of the exhibition.

2. Exhibition Rules:

- a) In accordance with the agreement between the Japan Foundation and the photographer, the Institution shall not collect any kind of entrance fee or audience donation.
- b) Duplication of the photo panels is **STRICTLY PROHIBITED**.
- c) Television broadcasting of these materials is **STRICTLY PROHIBITED** without prior consent of JFNY.
- d) The Institution will credit the loan from JFNY in the program and/or other printed materials as “panels courtesy of The Japan Foundation.”

3. Shipping Instructions:

- a) The Institution must work closely with JFNY for shipping of the works to and from the Institution.
- b) Each panel must be returned to JFNY or forwarded to the next institution designated by the Foundation immediately after the exhibition, unless JFNY gives other instructions beforehand.

4. Insurance:

- a) JFNY will insure the works during their transit to and from the Institution.
- b) The Institution is responsible for any damages that occur during the period between arrival until pick up of the works for the exhibition.