

Sample

BUSINESS EVENTS  
**TOKYO**

**SPECIAL PROGRAMS - APPLICATION FORM**

Please submit this form while you are selecting a destination, at least 1 month prior to your arrival in TOKYO and no later than FEB 28, 2018. Please specify a candidate city(s) other than Tokyo.

**A CORPORATE EVENT INFORMATION**

Corporate Event / Group	XXXXX Japan Incentive Group
Event Owner Company	XXXXX Travel
Event Type	<input type="checkbox"/> Corporate Meeting <input checked="" type="checkbox"/> Incentive
Website	http://www.XXXXX.com
Company Industry / Business Nature	<input checked="" type="checkbox"/> Insurance <input type="checkbox"/> Banking and Finance <input type="checkbox"/> Electronics <input type="checkbox"/> Technology <input type="checkbox"/> Food <input type="checkbox"/> Direct Sales <input type="checkbox"/> Automotive <input type="checkbox"/> Medical and Pharmaceutical <input type="checkbox"/> Beauty and Cosmetic <input type="checkbox"/> Others (Please specify: )
Country	China
Number of Overseas Attendees	200
Arrival / Departure date (Japan)	Arrival <u>2017/ 6/15</u> (Y/M/D) Departure <u>2017/ 6 /20</u> (Y/M/D) ( 5 Nights)
Arrival / Departure date (Tokyo)	Arrival <u>2017/6 /15</u> (Y/M/D) Departure <u>2017/ 6/18</u> (Y/M/D) ( 3Nights)
Candidate Hotel in Tokyo	<input type="radio"/> Hotel Tokyo
Other Candidate Cities	Any other destinations have you considered for this corporate event other than Tokyo? ( <u>Seoul, Osaka</u> ) ※Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? <u>2017 / 5 / 8</u> (YYYY/MM/DD)

**B APPLICANT / ORGANIZER INFORMATION**

Role of Applicant	<input type="checkbox"/> Event Owner <input checked="" type="checkbox"/> Overseas Planner <input type="checkbox"/> Other (Please specify: )	
Contact Person	Name	(Ms. · Mr.) <u>XXXX</u>
	Title	<u>Manager</u>
	Company	<u>XXXX Travel</u>
	Country	<u>China</u>
	Phone	<u>86-0000-0000</u>
	Email	<u>XXXX@XXXXtravel.cn</u>
	Website	<u>http://www.XXXXXtravel.com</u>

**C LAND OPERATOR INFORMATION**

Name of Land Operator	<b>XXXX Tours</b>
Name of Contact Person	(Ms. · Mr.) <u>XXXXXX</u>
	Phone <u>03-1234-1234</u>
	Email <u>xxxxx@xxxxtours.co.jp</u>

### D GROUP CATEGORY

200 Guests x 3 Nights in Tokyo = 600 Visitor Nights

<input type="checkbox"/> 100 – 199 Visitor Nights	Giveaway
<input type="checkbox"/> 200 – 399 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E
<input checked="" type="checkbox"/> 400 – 999 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E
<input type="checkbox"/> 1000 – 2999 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E + One Choice from Section F
<input type="checkbox"/> More than 3000 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + Customized Programs to meet your preference

### E REGULAR PROGRAM CHOICES

Giveaway       Airport Welcome

- 200 – 399 Visitor Nights: Choose 1 from following programs
- 400 – 999 Visitor Nights: Choose 2 from following programs
- 1000 – 2999 Visitor Nights: Choose 1 from following programs + 1 from Section F

#### CULTURAL PROGRAMS -----

- Tokyo Clean-up Relay (CSR program, up to 50 pax)
- Sushi Making Experience (up to 30 pax)
- “Wagashi” Japanese Sweets Making & Tea Ceremony Experience (up to 20 pax)
- Team Building Japanese Cooking (up to 30 pax)
- Samurai Training (up to 30 pax)
- Japanese Traditional “Noh” Experience (up to 20 pax)
- Tokyo Sake Lecture & Tasting (up to 50 pax)
- Team Building Taiko Lesson (up to 100 pax)

#### PARTY ENTERTAINMENT -----

- Ninja Warriors
- Kimono Girls
- Taiko Performance
- Awaodori Dance Performance
- Sumo Performance
- “Ikebana” Flower Arrangement Performance
- Japanese Calligraphy Performance with Live Japanese Music
- Kabuki Lecture & “Kagamijishi” - The Lion Dance with Live Musical Accompaniment

#### TOUR -----

- Hotaluna Cruise with a Free Cocktail Reception (Up to 70 pax)
- 1-Day Tama Nature Tour\*(Up to 30 pax)
- Technical Visit Arrangement

\*Tama is located in western Tokyo. This area is Tokyo's oasis, blessed with an abundance of nature.

### F SPECTACULAR ENTERTAINMENT CHOICES

- Only for 1000 – 2999 Visitor Nights: Choose one from following programs

- |  |   |
|--|---|
| <input type="checkbox"/> “BLUETOKYO” Dance & Acrobatic Performance | <input type="checkbox"/> “SIRO-A” Techno Circus                   |
| <input type="checkbox"/> “EBIKEN” Dance-ish Entertainment          | <input type="checkbox"/> Japanese Traditional “Noh” Entertainment |

## G

## ARRANGEMENT REQUEST

Giveaway	Address to Receive Giveaway in Tokyo	○○Hotel Tokyo		
Airport Welcome	Date of Welcome	2017/6/15 (YYYY/MM/DD)		
	No. of Attendees	200		
	Arrival Flight No.	XX123	Arrival Flight Time	13:50
	Group Name on Welcome Signboard	XXXXX Japan Incentive Group		
	On-site Contact Name	(Ms.·Mr.) xxxxxx	Phone	080-0000-0000
Planned Date & Place for Entertainment or Program	<b>Choice 1</b>	Sumo Performance		
	Date	2017/6/15 (YYYY/MM/DD)		
	Starting Time	19:00		
	Venue (in Tokyo)	xxxx restaurant		
	Banquet Room	-		
	<b>Choice 2</b>	Japanese Calligraphy Performance with Live Japanese Music		
	Date	2017/6/17 (YYYY/MM/DD)		
	Starting Time	18:30		
	Venue (in Tokyo)	○○Hotel Tokyo		
	Banquet Room	xxxxxxx		

## GENERAL TERMS AND CONDITIONS

- Applicant should submit the designated survey, final name list after the event.
- Please provide us one photo or image of your event in Tokyo with permission for usage. Photographs will only be used for our case study and promotional purposes.
- Valid only for Corporate Meeting, Incentive groups organized by private companies with a minimum of 100 visitor nights in Tokyo.
- Only applicants who reside outside of Japan are eligible.
- The application must be submitted before deciding the destination, **1 month prior** to your arrival in Tokyo and no later than **FEB 28, 2018**.
- Applicant must be either an event owner (a company) or a meeting planner located outside of Japan.
- All offers are subject to availability and venue conditions. When the requested program is not available, Business Events Team will offer an alternative program.
- A green room for performers should be provided by applicant.
- Giveaway and Special Souvenir for VIPs are available while stocks last and gift item is subject to change without prior notice.
- A penalty will apply if cancellation is made within **10 working days** of the event date. Otherwise, TCVB will inform you the conditions.
- All offers are valid until **MAR 31, 2018** and subject to change without prior notice.
- Applications will be processed on a first-come, first-served basis. In case the number of applications exceeds our budget, the offer will be closed, and all subsequent applications will not be considered.
- Should the incentive groups arrive on different days under the same group name, the total number of participants would be counted as one group. For details, please contact the Business Events Team.

## H

## SIGNATURE

I understand and accept all conditions and procedures for Tokyo's Special programs.  
I will report the selected city when destination is decided.

Signature of Applicant XXXX Date 2017/4/1

## HOW TO APPLY

Please fill out this application form, and send it **with your itinerary** to the Business Events Team by email. The application should be submitted **at least 1 month** prior to the arrival in Tokyo and **no later than FEB 28, 2018**. Please note that the offer is not guaranteed until you have received confirmation by the Business Events Team.

## CONTACT

Business Events Team,  
Tokyo Convention & Visitors Bureau  
[businessevents@tcvb.or.jp](mailto:businessevents@tcvb.or.jp)