**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 Name |  |
| Event Owner Company |  |
| Event Type | [ ]  Corporate Meeting [ ]  Incentive |
| Website |  |
| Company Industry / Business Nature | [ ]  Insurance [ ]  Banking and Finance [ ]  Electronics [ ]  Technology [ ]  Food [ ]  Direct Sales [ ]  Automotive [ ]  Medical and Pharmaceutical [ ]  Beauty and Cosmetic [ ]  Others (Please specify: )  |
| Country |  |
| Number of Overseas Attendees |  |
| Arrival / Departure date (Japan)Arrival / Departure date (Tokyo) | Arrival  / / (Y/M/D)  Departure / / (Y/M/D)  (    Nights)Arrival  / / (Y/M/D)  Departure / / (Y/M/D)  (    Nights) |
| Candidate Hotel in Tokyo |  |
| Other Candidate Cities | Any other destinations have you considered for this corporate event other than Tokyo? ( ) ※Please let us know at least 1 city |
| Decision-making Date | When will the destination decision be made? / /  (YYYY/MM/DD) |

|  |  |
| --- | --- |
| **B** | **APPLICANT / ORGANIZER INFORMATION** |

|  |  |
| --- | --- |
| Role of Applicant  | [ ]  Event Owner [ ]  Overseas Planner [ ]  Other (Please specify: ) |
| Contact Person | Name | (Ms.･Mr.) |
| Title |  |
| Company |  |
| Country |  |
| Phone |  |
| Email |  |
| Website |  |

|  |  |
| --- | --- |
| **C** | **LAND OPERATOR INFORMATION** |

|  |  |
| --- | --- |
| Name of Land Operator  |  |
| Name of Contact Person | (Ms.･Mr.) |
| Phone |  |
| Email |  |

|  |  |
| --- | --- |
| **D** | **GROUP CATEGORY** |

|  |  |
| --- | --- |
|  Guests x Nights in Tokyo | = Visitor Nights |

|  |  |
| --- | --- |
| [ ]  100 – 199 Visitor Nights | Giveaway |
| [ ]  200 – 399 Visitor Nights | Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E  |
| [ ]  400 – 999 Visitor Nights | Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E |
| [ ]  1000 – 2999 Visitor Nights | Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E + One Choice from Section F |
| [ ]  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

|  |
| --- |
| [ ]  “BLUETOKYO” Dance & Acrobatic Performance [ ]  “SIRO-A” Techno Circus[ ]  “EBIKEN” Dance-ish Entertainment [ ]  Japanese Traditional “Noh” Entertainment |

|  |  |
| --- | --- |
| **G** |  **ARRANGEMENT REQUEST** |

|  |  |  |
| --- | --- | --- |
| Giveaway | Address to Receive Giveaway in Tokyo |  |

|  |  |  |
| --- | --- | --- |
| Airport Welcome | Date of Welcome |  / / (YYYY/MM/DD)   |
| No. of Attendees |  |
| Arrival Flight No. |  | Arrival Flight Time |  |
| Group Name on Welcome Signboard |  |
| On-site Contact Name | (Ms.･Mr.)  | Phone |  |

|  |  |  |
| --- | --- | --- |
| Planned Date & Place for Entertainment or Program | **Choice 1** |  |
| Date |  / / (YYYY/MM/DD)  |
| Starting Time |  |
| Venue (in Tokyo) |  |
| Banquet Room |  |
| **Choice 2** |  |
| Date |  / / (YYYY/MM/DD)  |
| Starting Time |  |
| Venue (in Tokyo) |  |
| Banquet Room |  |

**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 Date  |

**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