

SPECIAL PROGRAMS - APPLICATION FORM

Please fill out and 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, 2020. Please specify a candidate city(s) other than Tokyo.

A CORPORATE EVENT INFORMATION

Corporate Event / Group	
Event Owner Company	
Event Type	<input type="checkbox"/> Corporate Meeting <input type="checkbox"/> Incentive
Website	
Company Industry / Business Nature	<input 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	
Number of Overseas Attendees	
Arrival / Departure date (Japan)	Arrival ___ / ___ / ___ (Y/M/D) Departure ___ / ___ / ___ (Y/M/D) (Nights)
Arrival / Departure date (Tokyo)	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? ___ / ___ / ___ (Y/M/D)

B APPLICANT / ORGANIZER INFORMATION

Role of Applicant	<input type="checkbox"/> Event Owner <input type="checkbox"/> Overseas Planner <input type="checkbox"/> Other (Please specify: _____)	
Contact Person	Name	(Ms. <input type="checkbox"/> • Mr. <input type="checkbox"/>)
	Title	
	Company	
	Country	
	Phone	
	Email	
	Website	

C LAND OPERATOR INFORMATION

Name of Land Operator		
Name of Contact Person	(Ms. <input type="checkbox"/> • Mr. <input type="checkbox"/>)	
	Phone	
	Email	

D GROUP CATEGORY

<input type="text"/> Guests x <input type="text"/> Nights in Tokyo	=	<input type="text"/> Visitor Nights
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<input type="checkbox"/> 100 – 199 Visitor Nights	<input type="checkbox"/> Giveaway (Fill out G & H)
<input type="checkbox"/> 200 – 399 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out G & H)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E (Fill out E, G & H)
<input type="checkbox"/> 400 – 999 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out G & H)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E (Fill out E, G & H)
<input type="checkbox"/> 1000 – 2999 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out G & H)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E + One Choice from Section F (Fill out E, F, G & H)
<input type="checkbox"/> More than 3000 Visitor Nights (Ask for a consultation with TCVB)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out G & H)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Customized Programs to meet your preference

E REGULAR PROGRAM CHOICES

- 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 -----

Recommended for a small group (10 – 30 pax)

- Tokyo Dyeing
- Robot Workshop
- “Wagashi” Making & Tea Ceremony Experience
- Sushi Making
- Japanese Cooking with Tokyo Vegetables
- 1-Day Tama Nature Tour*

Recommended for a large group (50 – 100 pax)

- Tokyo Daredemo Bon Dance
- “Hokusai” Tokyo Yoga
- Hotaluna/Himiko/Emeraldas Cruise with a Free Cocktail Reception
- Tokyo Clean-up Relay (CSR Program)
- Samurai Training
- Team Building Taiko Lesson
- Tokyo Sake Lecture & Tasting
- The KonMari Method™ Workshop

PARTY ENTERTAINMENT -----

- ORIENTARYTHM Workshop
- Ninja Warriors
- “Furisode-san” Kimono Ladies
- Awaodori Dance Performance
- Taiko Performance
- Sumo Event
- Japanese Calligraphy Performance with Live Music
- “Kagamijishi” Performance - The Lion Dance with Live Musical Accompaniment
- “Wotagei” Performance
- “Ikebana” Flower Arrangement Performance

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

(Note) Maximum capacity indicated is just a guide. Please inquire as to the size of the group for each offering.

F**SPECTACULAR ENTERTAINMENT CHOICES**

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

- “BLUETOKYO” Dance & Acrobatic Performance “SIRO-A” Techno Circus
 “DAZZLE” Dance Performance

G**ARRANGEMENT REQUEST**

- If you don't want Giveaway and/or Airport Welcome, please don't check the box(es)

<input type="checkbox"/> Giveaway	Address to Receive Giveaway in Tokyo	
<input type="checkbox"/> 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. <input type="checkbox"/> Mr. <input type="checkbox"/>)	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

1. Applicant should submit the designated survey, and final name list after the event. All applications are reviewed preliminarily.
2. Please provide us a photo of your event in Tokyo with permission for usage. It will be used for our case studies and promotional purposes only.
3. Valid only for corporate meetings or incentive groups organized by private companies with a minimum of 100 visitor nights in Tokyo.
4. Only applicants who reside outside of Japan are eligible. Applicant must be either an event owner (a company) or a meeting planner.
5. The application must be submitted before deciding the destination, **1 month prior** to your arrival in Tokyo and no later than **FEB 28, 2020**.
6. All offers are subject to availability and venue conditions. When the requested program is not available, TCVB will offer an alternative program.
7. A green room for performers should be provided by applicant.
8. Giveaway, Tokyo Souvenir and Special Souvenirs for VIPs are available while stocks last and are subject to change without prior notice. Tokyo Souvenirs are pre-selected and are not subject to individual choice.
9. A penalty will apply if cancellation is made within **10 working days** of the event date. Otherwise, TCVB will inform you of the conditions.
10. All offers are valid until **MAR 31, 2020** and subject to change without prior notice.
11. Applications will be processed on a first-come, first-served basis. In the case that the number of applications exceeds our budget, the offer will be closed, and no subsequent applications will be considered.
12. TCVB is not a supplier of the value-added offers and shall not be held responsible for any liabilities in relation thereto.
13. The value-added offers are subject to trade partners' confirmation and Terms and Conditions
14. For verification of the group's eligibility under this application, TCVB reserves the right to request further information about the group and to conduct on-site spot checks to confirm eligibility for privileges offered during the event period.
15. TCVB disclaims any liability for the quality or fitness for purpose of third-party products or services; or for any errors or omissions.
16. Before Tokyo's Special Programs can be provided, it is required that you fill out and submit the application form to us in full. We may be unable to supply the Special Programs if there are errors in the form, so please take care when filling it out.
17. 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 TCVB.

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 TCVB by email. The application should be submitted **at least 1 month** prior to the arrival in Tokyo and **no later than FEB 28, 2020**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

CONTACT: Business Events Team, Tokyo Convention & Visitors Bureau businessevents@tcvb.or.jp