

SPECIAL PROGRAMS – ELIGIBILITY CRITERIA

Tokyo Convention & Visitors Bureau (TCVB) offers privilege programs for Corporate Meetings & Incentive Travel. The programs are offered to groups with a minimum of **100 visitor nights in Tokyo**.

ELIGIBILITY CRITERIA

A Corporate Meeting or Incentive Travel group should meet the following criteria.

A visitor night is defined as one attendee staying for one night.

For example, 500 attendees spending two nights would be 1,000 visitor nights.

- A minimum of **100 visitor nights in Tokyo**.
- In the process of selecting a destination, you should specify **a candidate city (s) other than Tokyo**.
- Your event must take place in Tokyo on or before **MAR 31, 2020**.
- Planned events should not be related to any political or religious issues.

GROUP CATEGORY

100 – 199 Visitor Nights	Giveaway for Each Participant
200 – 399 Visitor Nights (Choose A or B)	A: Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir B: Giveaway + Airport Welcome + VIP Souvenir + One Choice from Regular Programs
400 – 999 Visitor Nights (Choose A or B)	A: Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir B: Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Regular Programs
1000 – 2999 Visitor Nights (Choose A or B)	A: Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir B: Giveaway + Airport Welcome + VIP Souvenir + One Choice from Regular Programs + One Choice from Spectacular Entertainment
More than 3000 Visitor Nights (Ask for a consultation with TCVB)	Giveaway + Airport Welcome + VIP Souvenir + Customized Programs to meet your preference

*Airport Welcome = At Haneda or Narita Airport, max. 4 flights per event

*We provide Tokyo Souvenir when you prefer not to choose any cultural/entertainment program(s)

PROGRAM CHOICES

<p>Regular Programs</p> <p>One Choice for 200 – 399 Visitor Nights</p> <p>Two Choices for 400 – 999 Visitor Nights</p> <p>One Choice for 1000 – 2999 Visitor Nights</p>	<p>CULTURAL PROGRAMS -----</p> <p>Recommended for a small group (10 – 30 pax)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tokyo Dyeing <input type="checkbox"/> Robot Workshop <input type="checkbox"/> “Wagashi” Making & Tea Ceremony Experience <input type="checkbox"/> Sushi Making <input type="checkbox"/> Japanese Cooking with Tokyo Vegetables <input type="checkbox"/> 1-Day Tama Nature Tour* <p>Recommended for a large group (50 – 100 pax)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tokyo Daredemo Bon Dance <input type="checkbox"/> “Hokusai” Tokyo Yoga <input type="checkbox"/> Hotaluna/Himiko/Emeraldas Cruise with a Free Cocktail Reception <input type="checkbox"/> Tokyo Clean-up Relay (CSR Program) <input type="checkbox"/> Samurai Training <input type="checkbox"/> Team-Building Taiko Lesson <input type="checkbox"/> Tokyo Sake Lecture & Tasting <input type="checkbox"/> The KonMari Method™ Workshop
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BUSINESS EVENTS TOKYO

	<p>PARTY ENTERTAINMENT -----</p> <ul style="list-style-type: none"> <input type="checkbox"/> ORIENTARHYTHM Workshop <input type="checkbox"/> Ninja Warriors <input type="checkbox"/> “Furisode-san” Kimono Ladies <input type="checkbox"/> Awaodori Dance Performance <input type="checkbox"/> Taiko Performance <input type="checkbox"/> Sumo Event <input type="checkbox"/> Japanese Calligraphy Performance with Live Music <input type="checkbox"/> “Kagamijishi” Performance – The Lion Dance with Live Musical Accompaniment <input type="checkbox"/> “Wotagei” Performance <input type="checkbox"/> “Ikebana” Flower Arrangement Performance <p><small>*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.</small></p>
<p>Spectacular Entertainment One Choice for 1000 – 2999 Visitor Nights</p>	<ul style="list-style-type: none"> <input type="checkbox"/> “BLUETOKYO” Dance & Acrobatic Performance <input type="checkbox"/> “SIRO-A” Techno Circus <input type="checkbox"/> “DAZZLE” Dance Performance

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.

HOW TO APPLY

Please fill out the attached application form, and send it **with your itinerary** to TCVB by email. The application should be submitted **at least 1 month** prior to your 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

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