

SPECIAL PROGRAMS - APPLICATION FORM

HOW TO APPLY: Please fill out this application form, and send it **with your itinerary** to TCVB by email. Please specify a **candidate city(s) other than Tokyo**. The application should be submitted **at least 1 month prior** to the arrival in Tokyo and **no later than FEB 28, 2023**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

A CORPORATE EVENT INFORMATION

Corporate Event / Group	XXXXX Japan Incentive Group
Event Owner Company	XXXXX Insurance Co.
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"/> Other (Please specify: _____)
Country	Singapore
Number of Overseas Attendees	35
Arrival / Departure date (Japan)	Arrival <u>2022 / 11 / 14</u> (Y/M/D) Departure <u>2022/ 11 /17</u> (Y/M/D) (3Nights)
Arrival / Departure date (Tokyo)	Arrival <u>2022/ 11 /14</u> (Y/M/D) Departure <u>2022/ 11 /16</u> (Y/M/D) (2Nights)
Candidate Hotel in Tokyo	ooHotel Tokyo
Other Candidate Cities	Seoul, Kyoto
Decision-making Date	2022/9/30

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	XXXX
	Title	Manager
	Company	XXXX Travel
	Country	XXXXXX
	Phone	+65-0000-0000
	Email	xxxx@xxxtravel.com
	Website	https://www.xxxtravel.com

C LAND OPERATOR INFORMATION

Name of Land Operator	XXXX Tours	
Name of Contact Person	XXXXXX	
	Phone	03-1234-1234
	Email	xxxxxx@xxxxtours.co.jp

D GROUP CATEGORY

<u>35</u> Guests x <u>2</u> Nights in Tokyo	=	<u>70</u>	Visitor Nights
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<input type="checkbox"/> 40 – 69 Visitor Nights	<input type="checkbox"/> Giveaway (Fill out F & G)
<input checked="" type="checkbox"/> 70 – 399 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F & G)
	B <input checked="" type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E (Fill out E, F & G)
<input type="checkbox"/> 400 – 999 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F&G)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E (Fill out E, F&G)
<input type="checkbox"/> More than 1000 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F&G)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E (Fill out E, F&G)

E REGULAR PROGRAM CHOICES

- 70 – 399 Visitor Nights: Choose 1 from following programs
- 400 – 999 Visitor Nights: Choose 1 from following programs (*1See below)
- More than 1000 Visitor Nights: Choose 2 from following programs

<p>CULTURAL PROGRAMS -----</p> <p>-Authentic-Food-</p> <p><input type="checkbox"/> “Wagashi” Making & Tea Ceremony Experience</p> <p><input type="checkbox"/> Sushi Making</p> <p><input type="checkbox"/> Tokyo Sake Lecture & Tasting</p> <p>-Team-Building-</p> <p><input type="checkbox"/> Team-Building Taiko Lesson</p> <p><input type="checkbox"/> Tokyo Daredemo Bon Dance</p> <p><input type="checkbox"/> Samurai Training</p> <p>-Sports activities-</p> <p><input type="checkbox"/> “Hokusai” Tokyo Yoga</p> <p><input type="checkbox"/> Budo Fitness ~Learning a modernized form of long-established martial arts practices~</p> <p>-Sustainable activities-</p> <p><input type="checkbox"/> Tokyo Dyeing</p> <p><input type="checkbox"/> Kintsugi Workshop ~Bringing the Edo period antique pottery to the current era by Kintsugi method~</p> <p><input type="checkbox"/> Japanese Cooking with Tokyo Vegetables</p> <p><input type="checkbox"/> The KonMari Method™ Workshop</p> <p>-Tour and Special visits-</p> <p><input type="checkbox"/> Mt. Takao Eco-Walking Tour ~Share stories about how to coexist with nature in the sustainability world~</p> <p><input type="checkbox"/> 1-Day Tama Nature Tour*2</p> <p><input type="checkbox"/> OkuTama Forest Therapy Tour*2</p> <p><input type="checkbox"/> Tokyo Cruise</p> <p>PARTY ENTERTAINMENT -----</p> <p><input type="checkbox"/> ORIENTARHYTHM Workshop</p> <p><input checked="" type="checkbox"/> “BLUE TOKYO” Dance & Acrobatic Performance</p> <p><input type="checkbox"/> Ninja Warriors</p> <p><input type="checkbox"/> Awaodori Dance Performance</p> <p><input type="checkbox"/> Taiko Performance</p> <p><input type="checkbox"/> Sumo Event</p> <p><input type="checkbox"/> Robot Performance</p>
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<input type="checkbox"/> "Sumi-e" Japanese Ink Wash Performance <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 <input type="checkbox"/> "SIRO-A" Performance ~Fusion of Tokyo~ * ¹ For 400 or more Visitor Nights Only. <p style="font-size: 10px; margin-top: 5px;">*²Tama is located in western Tokyo. This area is Tokyo's oasis, blessed with an abundance of nature. (Note) Please inquire as to the size of the group for each offering.</p>
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ARRANGEMENT REQUEST

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

<input checked="" type="checkbox"/> Giveaway	Address to Receive Giveaway in Tokyo	ooHotel Tokyo
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<input checked="" type="checkbox"/> Airport Welcome	Date of Welcome	2022 / 11 / 14 (YYYY/MM/DD)		
	No. of Attendees	35		
	Arrival Flight No.	XX123	Arrival Flight Time	13:50
	Group Name on Welcome Signboard	XXXXX Japan Incentive Group		
	On-site Contact Name	XXXXXX	Phone	080-0000-0000

Planned Date & Place for Entertainment or Program	Choice 1	"BLUETOKYO" Dance & Acrobatic Performance		
	Date	2022 / 11 / 14 (YYYY/MM/DD)		
	Starting Time	19:00		
	Venue (in Tokyo)	ooHotel Tokyo		
	Banquet Room	xxxxxx		
	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 40 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 **at least 1 month prior** to your arrival in Tokyo and **no later than FEB 28, 2023**.
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 the 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. Your application must be reviewed to receive support from TCVB. After the support is granted, a cancellation fee will apply if cancellation is made by the organizer/applicant. TCVB will inform you of the cancellation fees and other conditions.
10. All offers are valid until **MAR 31, 2023** 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.

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SIGNATURE

I understand and accept all conditions and procedures for Tokyo's Special programs.	
Signature of Applicant _____ XXXX _____	Date _____ 2022 / 9 / 1 _____

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