

SPECIAL PROGRAMS - APPLICATION FORM FOR CORPORATE EVENTS

HOW TO APPLY:

Please fill out this application form and send it **with your itinerary** written in **English or Japanese** to TCVB by email. The application should be submitted **at least 1 month before** arrival in Tokyo and **no later than FEB 27, 2026**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

A CORPORATE EVENT INFORMATION

Corporate Event / Group	XXXXXX 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 or Region	Worldwide
Number of Overseas Attendees	500
Arrival / Departure date (Japan)	Arrival <u>2025/ 6 / 12</u> (Y/M/D) Departure <u>2025/ 6 / 15</u> (Y/M/D) (3 Nights)
Arrival / Departure date (Tokyo)	Arrival <u>2025/ 6 / 12</u> (Y/M/D) Departure <u>2025/ 6 / 15</u> (Y/M/D) (3 Nights)
Candidate Hotel in Tokyo	○○ Hotel Tokyo
Other Candidate Cities	In the process of selecting a destination, you should specify a candidate city(s) other than Tokyo. (_____ Seoul _____) *Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? <u>2025 / 5 / 11</u> (Y/M/D)

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	<input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mr. Xxxxxx Xxxxxxxxxx
	Title	Sales Manager
	Company	XXXXXX Meeting & Events
	Country	XXXXXXXX
	Phone	00-0000-0000
	Email	xxxxxxx@xxxxxevents.com
	Website	http://www.xxxxxevents.com

C LAND OPERATOR INFORMATION

Name of Land Operator	XXXXX DMC	
Name of Contact Person	<input type="checkbox"/> Ms. <input checked="" type="checkbox"/> Mr. Xxx Xxxxxxxxxxxx	
	Phone	00-0000-0000
	Email	xxxxxxx@xxxxxdlmc.com

BUSINESS EVENTS TOKYO

D GROUP CATEGORY

500 Guests x 3 Nights in Tokyo = 1,500 Visitor Nights

<input type="checkbox"/> 70 – 399 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E (Fill out E, F & G)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F & G)
<input type="checkbox"/> 400 – 999 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E (Fill out E, F & G)
	B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F & G)
<input checked="" type="checkbox"/> 1000 or more Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E (Fill out E, F & G)
	B <input checked="" type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out F & G)

E REGULAR PROGRAM CHOICES

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

CULTURAL PROGRAMS -----

-Experience the Flavors of Tokyo-

- ① Authentic Tea Ceremony
- ② Tokyo Sake Lecture & Tasting
- ③ Sushi Making
- ④ Japanese Cooking with Tokyo Vegetables

-Team-Building-

- ⑤ MANGA Workshop
- ⑥ Tokyo Daredemo Bon Dance
- ⑦ Samurai Training
- ⑧ Team-Building Taiko Lesson

-Sustainable Activities-

- ⑨ Tokyo Dyeing
- ⑩ The KonMari Method™ Workshop
- ⑪ Sustainable Gin Distillery Visit
- ⑫ Kintsugi Workshop ~Bringing the Edo period antique pottery to the current era by Kintsugi method~
- ⑬ Furoshiki Workshop

-Wellness & Relaxation-

- ⑭ "Hokusai" Tokyo Yoga
- ⑮ OkuTama Forest Therapy Tour*
- ⑯ Mt. Takao Eco-Walking Tour ~Share stories about how to coexist with nature in a sustainable world~
- ⑰ Tokyo Cruise (Hotaluna/Himiko/Emeraldas) available from 5:45 pm

PARTY ENTERTAINMENT -----(Approx. 10-15min.)

- ⑱ Japanese Instruments Performance
- ⑲ "Sumi-e" Japanese Ink Wash Performance
- ⑳ "Ikebana" Flower Arrangement Performance
- ㉑ Tokyo "Awaodori" Dance Performance
- ㉒ ORIENTARHYTHM Workshop
- ㉓ "SIRO-A" Performance ~Fusion of Tokyo~ *For 400 and more Visitor Nights Only.
- ㉔ Japanese Calligraphy Performance with Live Music
- ㉕ Taiko Performance
- ㉖ "BLUETOKYO" Dance & Acrobatic Performance
- ㉗ Sumo Event
- ㉘ "Kagamijishi" Performance – Lion Dance with Live Music
- ㉙ "Cha-No-Yu" Modernized Japanese Tea Performance
- ㉚ Robot Performance
- ㉛ "Wotagei" Performance
- ㉜ Ninja Warriors

*Tama 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.

F ARRANGEMENT REQUEST

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

<input checked="" type="checkbox"/> Giveaway	Address to Receive Giveaway in Tokyo	<input type="radio"/> Hotel Tokyo		
<input checked="" type="checkbox"/> Airport Welcome	Date of Welcome	2025 / 6 / 12 (YYYY/MM/DD)		
	No. of Attendees	500		
	Arrival Information	Flight No. XXXXX	Arrival Airport XXXXXXX	Arrival Time 00:00
	On-site Contact Name	Xxxxx XXXXXXXXX	Phone	00-0000-0000
Planned Date & Place for Entertainment or Program	Choice 1	Tokyo Daredemo Bon Dance		
	Date	2025 / 6 / 14 (YYYY/MM/DD)		
	Starting Time	19:00		
	Venue (in Tokyo)	<input type="radio"/> Hotel Tokyo		
	Banquet Room	A		
	Choice 2	ORIENTARHYTHM Workshop		
	Date	2025 / 6 / 14 (YYYY/MM/DD)		
	Starting Time	18:00		
Venue (in Tokyo)	<input type="radio"/> Hotel Tokyo			
Banquet Room	A			

GENERAL TERMS AND CONDITIONS

1. Applicants should submit the designated survey and final name list after the event. All applications are reviewed preliminarily.
2. Please provide 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 70 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 before** arrival in Tokyo and **no later than FEB 27, 2026**, and the itinerary must have events held in Tokyo or at least half a day of sightseeing in Tokyo.
6. All offers are subject to availability and venue conditions. When the requested program is not available, TCVB will offer an alternative program.
7. 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.
8. All offers are valid until **MAR 31, 2026**, and subject to change without prior notice.
9. 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.
10. TCVB is not a supplier of the value-added offers and shall not be held responsible for any liabilities in relation thereto.
11. The value-added offers are subject to trade partners' confirmation and Terms and Conditions.
12. 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.
13. TCVB disclaims any liability for the quality or fitness of purpose of third-party products or services, or for any errors or omissions.
14. 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.
15. Should the incentive groups arrive on different days under the same group name, the total number of participants would be counted as one group.
16. TCVB has the right to cancel the arrangement should there be any false declaration in the submitted application form.

For details, please contact TCVB.

G SIGNATURE

**Agreement to the following conditions is required to receive support.
(Please tick the box)**

- 1. 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.
- 2. A green room for performers should be provided by the applicant.
- 3. The applicant must announce that the eligible event is using Tokyo's Special Programs.
- 4. I accept that a survey of the event organizers will be conducted after the conclusion of the event.

I understand and accept all conditions and procedures for Tokyo's Special programs:-

Signature of Applicant _____ XxxX XXXXXXXXXXXX _____ Date _____ 2025/4/9 _____