

Subsidy Application Guidelines for Corporate Events (*1)

Tokyo Convention & Visitors Bureau(TCVB) actively promotes initiatives to attract business events to Tokyo. TCVB currently offers various support for corporate events considering Tokyo as a candidate destination, and this year has introduced a venue rental subsidy for corporate events to make Tokyo an easy choice for organizers (*2) and planners. TCVB aims to assist organizers in hosting a successful corporate event while reducing the financial burden. In turn, business events will also have a beneficial impact on Tokyo's local economy while raising our city's global presence.

1. Eligible Applicants for the Subsidy

- (1) Japanese Corporations and Overseas Corporations who are planning to organize a corporate event as defined in Section 2 and bear the economic risk and all costs for the event.
- (2) Agencies (in the sense of these Subsidy Guidelines) are eligible to apply if they can demonstrate they are working on behalf of the above corporation. A maximum of one agency per event is eligible to apply.
- (3) Applicants must fulfill all the following criteria:
 - 1) Are not in violation of any laws or ordinances, etc.
 - 2) Have no delinquent taxes.
 - 3) Are not in violation of any contracts made with public offices, etc.
 - 4) Are not a corporation whose business objectives include political or religious activities.
 - 5) Are not an organized crime group as specified under the Tokyo Metropolitan Government Ordinance on Elimination of Organized Crime Groups and do not have an organized crime group member, etc., among the representatives, executives, employees, or other members of the corporation.
 - 6) Does not have past incidents or any other concerns that TCVB deems unsuitable as a company eligible for the subsidy.

2. Eligible Events

- (1) Corporate events should fulfill the following criteria:
 - 1) The corporate event should take place on-site in Tokyo and finish by February 29, 2024.
 - 2) The number of overnight stays in Tokyo hotels for the purpose of participation in the event must exceed 400 overseas visitor nights.
 - 3) In the process of selecting a destination with candidate city(s) other than Tokyo.

3. Eligible Venue Rental Costs for the Subsidy

- (1) Venue rental costs that are incurred directly in connection with organizing the event (see section 2) and paid to the event venues such as convention facilities, hotels, banquet facilities, or unique venues (see [Tokyo Unique Venues](#), listed venues only).

Venue rental costs include green room rental costs, service charges, and Japanese consumption tax. Venue costs for the day of events (*3), including the set-up and rehearsal period, are eligible.

※For wave events(*4) with 400 or more overseas visitor nights, only gatherings where all participants are present are eligible for support.

4. Ineligible Costs for the Subsidy

- (1) Expenses not listed above, such as labor/engineer costs, electricity, venue setup, management fees, sound and lighting costs, stage rental, or network costs.
- (2) Any deposits paid to the venue by the applicant
- (3) Cancellation fees incurred when the event does not take place due to reasons which are the organizer's responsibility. TCVB will not take any responsibility for any cancellation fees incurred due to changes or cancellations made by the applicant after the subsidy decision or any changes or cancellations made by hotels or venues.
- (4) Costs not directly related to the aims of the event.
- (5) Any other costs not deemed suitable for the subsidy.

5. Maximum Subsidy

Maximum amount of Subsidy based on the number of overseas visitor nights (*5)

Table 1

Categories	Overseas Visitor Nights	Maximum amount of Subsidy in Japanese Yen
a	400 - 999	JPY2,500,000
b	1,000 – 2,999	JPY7,500,000
c	3,000 – 5,999	JPY15,000,000
d	Over 6,000	JPY22,000,000

6. Application Procedure

(1) Required documents (Please note that handwritten documents will not be accepted)

1	Application Form (Form 1)
2	A copy of the complete corporate event plan and itinerary in English or Japanese
3	A provisional contract with the venue or a quotation from the venue addressed to the applicant
4	Venue use plan and event schedule on days the designated venue is used
5	Organizational structure of the organizing corporation (name list of board members, articles of incorporation, etc.)
6	Letter of authorization to an agency from the organizing corporation which shows that the agency is working on behalf of the corporation, the organizational structure of the agency (name list of board of directors, articles of incorporation, etc.), and documents to show the relationship between the organizing corporation and the agency. *To be submitted when the organizing corporation and

	applicant are different.
7	List of expected participants
8	Proof of Tokyo's status as an undecided candidate city with other competitors (In principle, RFPs from overseas event organizers and documents pledging Tokyo's status as a city with competitors, etc. are both required)
9	Other necessary documents, if requested by the chairman of TCVB

(2) Online submission

Please submit the above documents in full to the address below by email.

Tokyo Convention & Visitors Bureau, Business Events Team (Venue Rental Subsidy for Corporate Events)
 Email: businessevents@tcvb.or.jp

(3) Submission Time Frame

The application must be submitted **at least 3 months** before the start of the event and before **the destination city is decided**.

(4) Other notes

For those wishing to apply, please contact TCVB in advance before submitting your application with all the required documents. We may be unable to process the application if there are errors in the form. Therefore, please take care when filling it out.

In the case that the number of applications exceeds our budget, the subsidy will be closed, and no subsequent applicants will be considered.

7. Assessment

(1) Assessment

After the receipt of documents, the assessment committee will carry out an examination of the application to determine if the criteria listed in the previous sections are fulfilled and if there is a sufficient basis for evaluation. Please note that this assessment process will not be disclosed to applicants.

(2) Assessment result notification

The applicant will be notified with the Decision Notification Form. (Form 2)

8. Decision to Grant Subsidy

(1) After approval from the assessment committee, the applicant will be notified in writing. However, the figure on this notification is the maximum amount of subsidy planned and is not a guarantee that this is the final amount that will be granted.

- (2) After the subsidy decision, please submit the Destination Decision Notification Form (Form 3).
- (3) Please note that the applicant is required to accept on-site inspection of the event by TCVB staff if the subsidy is granted.

9. Event Report and Settlement Documents

The following event information and documents must be submitted to TCVB after the end of the event at the applicant's earliest convenience. These documents will be accepted until March 10, 2024.

1	Event Report Form (Form 5)
2	Photos proving the event took place at the designated venue
3	Venue rental billing documents*
4	Participation statistics (number of international origin), Documents showing the final participation numbers
5	Other necessary documents, if requested by the chairman of TCVB

*Statements of receipts addressed to the applicant confirming the payment amount in Japanese yen.

10. Determination of Subsidy Amount

After submission of the event report and settlement documents, TCVB will review the complete documentation submitted, and the subsidy amount will be recalculated on the basis of the actual costs of the event reviewed and recognized as eligible for granting subsidy.

The applicant will be notified of the final subsidy amount with the Determination of Subsidy Form (Form 6).

11. Request for Payment

After notification of the final amount of the subsidy, please fill in and submit the Invoice and Bank Transfer Request Form (Form 7).

12. Payment

It takes about 1 month after receipt of the Invoice and Bank Transfer Request Form (Form 7) to make the payment to the designated bank account. The exchange rate on the day of transfer at the bank designated by TCVB will be used. In principle, payment cannot be made to a recipient other than the applicant listed on Form 1. In addition, please use an account owned by the applicant.

13. Changes or Withdrawal of the Application

Please promptly report to TCVB if the number of participants or overseas visitor nights decreases, resulting in a reduction of the amount of subsidy, as seen in Table 1.

In the event of a change in venues or meeting rooms due to a decrease in the number of participants, please submit the Application for Cancellation/Change Form (Form 4). Submission of this form is also required if you wish to withdraw your application.

14. Cooperation with the Promotion of Tokyo

The applicant must allow TCVB to photograph and film the event if the subsidy is approved. Furthermore, TCVB preserves the right to survey or interview the organizers. TCVB will use all materials gathered for the promotion of Tokyo. Additionally, submission of a permission form for the above-specified purpose may be requested.

The applicant is requested to use the [“Carbon Footprint Calculator for Business Events in Tokyo”](#) and cooperate to host a sustainable event.

15. Other

(1) TCVB reserves the right to withdraw the subsidy in part or full for any of the reasons listed below.

TCVB also reserves the right to publish details of any malpractice and the names of said event organizers.

1. When the sum of eligible costs, as specified in section 5 above, exceeds the maximum subsidy amount.
2. When it is judged upon inspection of the document in section 10 that there is a need to change the subsidy amount.
3. When discrepancies between the subsidy decision or notification of change and the actual event are found.
4. When it is found that falsehoods, concealments, or other fraudulent methods were used to access or attempt to access support.
5. When the subsidy has been or will be used for a purpose not designated for the subsidy.
6. When it is found that the event organizers (For corporations and other organizations, this includes representatives, board members, or employees) are involved in organized crime.
7. When it is found that the organization has a political or religious purpose.
8. When it is found that the event does not fulfill the eligibility criteria.
9. When the applicant violates the terms of the subsidy decision or any of the attached conditions.
10. When documents are submitted outside the time frame determined by TCVB.
11. When the overseas visitor nights are less than 400, or there is a change in visitor nights affecting the amount of subsidy.
12. When it has been discovered that any other violations have been committed or if TCVB deems the event unsuitable for the subsidy for any reason.

(2) If the recipient of the subsidy is a registered corporation within Japan, the applicant is required to refund any governmental or local consumption tax reductions using the Tax Report Form (Form 8).

(3) This application guideline has been prepared in Japanese and English. In the event that there is a discrepancy, the Japanese version shall prevail. Please also refer to the Subsidy Guidelines for further details.

(4) TCVB will retain all related documents for a period of 5 years for reference. The applicant is also obligated to retain all documents for a period of 5 years which clearly show all income and expenditure related to the supported event.

(5) The organizers are obliged to consent to the processing of all personal data required in the course of applying for, implementing, and monitoring subsidy by TCVB. The data is solely utilized for the purpose of reviewing participation statistics and will not be shared with third parties.

(6) All offers of subsidy and attached conditions are subject to change without prior notice.

16. Definitions

(*1) “Corporate Events” refer to corporate meetings, incentive travel, and corporate training events. Corporate meetings refer to events where an overseas or domestic company with multiple overseas offices gathers overseas managers, employees, etc., for a meeting in Tokyo. Incentives or training events refer to events where employees or agencies are invited as a reward or for training to travel.

(*2) “Organizers” refers to domestic or overseas companies holding a corporate event in Tokyo or meeting agencies designated to plan the event on behalf of the organizer. Meeting agencies refer to companies that specialize in event planning.

(*3) “Events” refer to meetings, training events, reward ceremonies, opening/welcome parties, and gala dinners during corporate events.

(*4) “Wave events” refer to corporate events where participants from one corporation are split into separate staggered groups and participate in the event during a set period.

(*5) “Visitor nights” refers to the total number of nights spent in Tokyo by overseas participants during the corporate event. For example, an event where 500 participants stay for 2 nights would be 1000 visitor nights.