

BUSINESS EVENTS TOKYO

SPECIAL PROGRAMS - APPLICATION FORM

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 26, 2021**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

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"/> Other (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	

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	

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D GROUP CATEGORY

_____ Guests x _____ Nights in Tokyo = _____ Visitor Nights

<input type="checkbox"/> 100 – 199 Visitor Nights	<input type="checkbox"/> Giveaway (Fill out F & G)
<input type="checkbox"/> 200 – 399 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"/> 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 + Two Choices from Section E (Fill out E, F&G)
<input type="checkbox"/> 1000 – 2999 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)
<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 F & G)
	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 2 from following programs (*See below)

CULTURAL PROGRAMS -----

Recommended for a small group (10 – 30 pax)

- Budo Fitness ~Learning a modernized form of long-established martial arts practices~
- Tokyo Dyeing
- Robot Workshop
- “Wagashi” Making & Tea Ceremony Experience
- Sushi Making
- Japanese Cooking with Tokyo Vegetables
- 1-Day Tama Nature Tour**
- Mt. Takao Eco-Walking Tour ~Share stories about how to coexist with nature in the sustainability world~

Recommended for a large group (50 – 100 pax)

- Kintsugi Workshop ~Bringing the Edo period antique pottery to the current era by Kintsugi method~
- Tokyo Daredemo Bon Dance
- “Hokusai” Tokyo Yoga
- Hotaluna/Himiko/Emeraldas Cruise with a Free Cocktail Reception
- Samurai Training
- Team Building Taiko Lesson
- Tokyo Sake Lecture & Tasting
- The KonMari Method™ Workshop

PARTY ENTERTAINMENT -----

- ORIENTARHYTHM Workshop
- “BLUETOKYO” Dance & Acrobatic Performance
- Ninja Warriors
- “Furisode-san” Kimono Ladies
- Awaodori Dance Performance
- Taiko Performance
- Sumo Event

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<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~ *For 1000 – 2999 and more Visitor Nights Only <small>**Tama is located in western Tokyo. This area is Tokyo’s oasis, blessed with an abundance of nature.</small> (Note) Maximum capacity indicated is just a guide. Please inquire as to the size of the group for each offering.
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F 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	
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<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 **at least 1 month prior** to your arrival in Tokyo and **no later than FEB 26, 2021**.
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, 2021** 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.

G SIGNATURE

I understand and accept all conditions and procedures for Tokyo's Special programs.	
Signature of Applicant _____	Date _____

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