

SPECIAL PROGRAMS – ELIGIBILITY CRITERIA

The Business Events Team at the Tokyo Convention & Visitors Bureau 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, 2018**.
- 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	Giveaway + Airport Welcome (at Haneda or Narita Airport, max. 4 flights per event) + VIP Souvenir + One Choice from Regular Programs
400 – 999 Visitor Nights	Giveaway + Airport Welcome (at Haneda or Narita Airport, max. 4 flights per event) + VIP Souvenir + Two Choices from Regular Programs
1000 – 2999 Visitor Nights	Giveaway + Airport Welcome (at Haneda or Narita Airport, max. 4 flights per event) + VIP Souvenir + One Choice from Regular Programs + One Choice from Spectacular Entertainment
More than 3000 Visitor Nights	Giveaway + Airport Welcome (at Haneda or Narita Airport, max. 4 flights per event) + VIP Souvenir + Customized Programs to meet your preference

PROGRAM CHOICES

Regular Programs One Choice for 200 – 399 Visitor Nights Two Choices for 400 – 999 Visitor Nights One Choice for 1000 – 2999 Visitor Nights	CULTURAL PROGRAMS <ul style="list-style-type: none"> <input type="checkbox"/> Tokyo Clean-up Relay (CSR program) <input type="checkbox"/> Sushi Making Experience <input type="checkbox"/> “Wagashi” Japanese Sweets Making & Tea Ceremony Experience <input type="checkbox"/> Team Building Japanese Cooking <input type="checkbox"/> Samurai Training <input type="checkbox"/> Japanese Traditional “Noh” Experience <input type="checkbox"/> Tokyo Sake Lecture & Tasting <input type="checkbox"/> Team Building Taiko Lesson
	PARTY ENTERTAINMENT <ul style="list-style-type: none"> <input type="checkbox"/> Ninja Warriors <input type="checkbox"/> Kimono Girls <input type="checkbox"/> Taiko Performance <input type="checkbox"/> Awaodori Dance Performance <input type="checkbox"/> Sumo Performance <input type="checkbox"/> “Ikebana” Flower Arrangement Performance <input type="checkbox"/> Japanese Calligraphy Performance with Live Japanese Music

BUSINESS EVENTS TOKYO

	<input type="checkbox"/> Kabuki Lecture & "Kagamijishi" - The Lion Dance with Live Musical Accompaniment TOUR <input type="checkbox"/> Hotaluna Cruise with a Free Cocktail Reception <input type="checkbox"/> 1-Day Tama Nature Tour* <input type="checkbox"/> Technical Visit Arrangement <small>*Tama is located in western Tokyo. This area is Tokyo's oasis, blessed with an abundance of nature.</small>
Spectacular Entertainment One Choice for 1000 – 2999 Visitor Nights	<input type="checkbox"/> "BLUETOKYO" Dance & Acrobatic Performance <input type="checkbox"/> "SIRO-A" Techno Circus <input type="checkbox"/> "EBIKEN" Dance-ish Entertainment <input type="checkbox"/> Japanese Traditional "Noh" Entertainment

GENERAL TERMS AND CONDITIONS

- Applicant should submit the designated survey, final name list after the event.
- Please provide us one photo or image of your event in Tokyo with permission for usage. Photographs will only be used for our case study and promotional purposes.
- Valid only for Corporate Meeting, Incentive groups organized by private companies with a minimum of 100 visitor nights in Tokyo.
- Only applicants who reside outside of Japan are eligible.
- The application must be submitted before deciding the destination, **1 month prior** to your arrival in Tokyo and no later than **FEB 28, 2018**.
- Applicant must be either an event owner (a company) or a meeting planner located outside of Japan.
- All offers are subject to availability and venue conditions. When the requested program is not available, Business Events Team will offer an alternative program.
- A green room for performers should be provided by applicant.
- Giveaway and Special Souvenir for VIPs are available while stocks last and gift item is subject to change without prior notice.
- A penalty will apply if cancellation is made within **10 working days** of the event date. Otherwise, TCVB will inform you the conditions.
- All offers are valid until **MAR 31, 2018** and subject to change without prior notice.
- Applications will be processed on a first-come, first-served basis. In case the number of applications exceeds our budget, the offer will be closed, and all subsequent applications will not be considered.
- 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 the Business Events Team.

HOW TO APPLY

Please fill out the attached application form, and send it **with your itinerary** to the Business Events Team by email. The application should be submitted **at least 1 month** prior to the arrival in Tokyo and **no later than FEB 28, 2018**. Please note that the offer is not guaranteed until you have received confirmation by the Business Events Team.

CONTACT

Business Events Team,
 Tokyo Convention & Visitors Bureau
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