

SPECIAL PROGRAMS - APPLICATION FORM

Please submit this form while you are selecting a destination, at least 1 month prior to your arrival in TOKYO and no later than FEB 28, 2019. Please specify a candidate city(s) other than Tokyo.

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"/> Others (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	
Other Candidate Cities	Any other destinations have you considered for this corporate event other than Tokyo? (_____) Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? ___ / ___ / ___(YYYY/MM/DD)

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	(<input type="checkbox"/> Ms. · <input type="checkbox"/> Mr.)
	Title	
	Company	
	Country	
	Phone	
	Email	
	Website	

C LAND OPERATOR INFORMATION

Name of Land Operator		
Name of Contact Person	(<input type="checkbox"/> Ms. · <input type="checkbox"/> Mr.)	
	Phone	
	Email	

BUSINESS EVENTS TOKYO

D GROUP CATEGORY

_____ Guests x _____ Nights in Tokyo	=	_____ Visitor Nights
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<input type="checkbox"/> 100 – 199 Visitor Nights	Giveaway
<input type="checkbox"/> 200 – 399 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E
<input type="checkbox"/> 400 – 999 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + Two Choices from Section E
<input type="checkbox"/> 1000 – 2999 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + One Choice from Section E + One Choice from Section F
<input type="checkbox"/> More than 3000 Visitor Nights	Giveaway + Airport Welcome + VIP Souvenir + Customized Programs to meet your preference

E REGULAR PROGRAM CHOICES

Giveaway Airport Welcome

- 200 – 399 Visitor Nights: Choose 1 from following programs
- 400 – 999 Visitor Nights: Choose 2 from following programs
- 1000 – 2999 Visitor Nights: Choose 1 from following programs + 1 from Section F

CULTURAL PROGRAMS -----

- Tokyo Clean-up Relay (CSR program, up to 50 pax)
- Samurai Training (up to 30 pax)
- Team-Building Taiko Lesson (up to 100 pax)
- Tokyo Sake Lecture & Tasting (up to 50 pax)
- “Wagashi” Making & Tea Ceremony Experience (up to 20 pax)
- Sushi Making with a World-class Sushi Chef (up to 30 pax)
- Team-Building Japanese Cooking with Tokyo Vegetables (up to 30 pax)
- Robot Workshop (up to 30 pax)
- “Hokusai” Tokyo Yoga (up to 50 pax)
- The KonMari Method™ Workshop (up to 50 pax)

PARTY ENTERTAINMENT -----

- Ninja Warriors
- “Furisode-san” Kimono Girls
- “Awaodori” Dance Performance
- Taiko Performance
- Sumo Event
- “Ikebana” Flower Arrangement Performance
- Japanese Calligraphy Performance with Live Music
- Kabuki Lecture & “Kagamijishi” - The Lion Dance with Live Musical Accompaniment
- “Wazuma” Performance - Traditional Japanese Magic Show
- “Wotagei” Performance

TOUR -----

- 1-Day Tama Nature Tour* (Up to 30 pax)
- Hotaluna/Himiko Cruise with a Free Cocktail Reception (Up to 70 pax)
- Technical Visit Arrangement

*Tama is located in western Tokyo. This area is Tokyo's oasis, blessed with an abundance of nature.

(Note) Maximum capacity indicated is just for a guideline. Please inquire as to the size of the group for each offering.

F SPECTACULAR ENTERTAINMENT CHOICES

• Only for 1000 – 2999 Visitor Nights: Choose one from following programs

- “BLUETOKYO” Dance & Acrobatic Performance “SIRO-A” Techno Circus
 “EBIKEN” Dance-ish Entertainment “DAZZLE” Dance Performance

G ARRANGEMENT REQUEST

Giveaway	Address to Receive Giveaway in Tokyo		
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	<input type="checkbox"/> Ms. · <input type="checkbox"/> Mr.)	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

- 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, 2019**.
- 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, an alternative program will be offered.
- 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, 2019** 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.

H SIGNATURE

I understand and accept all conditions and procedures for Tokyo's Special programs.
I will report the selected city when destination is decided.

Signature of Applicant _____ Date _____

HOW TO APPLY: Please fill out this 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, 2019**. 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 businessevents@tcvb.or.jp