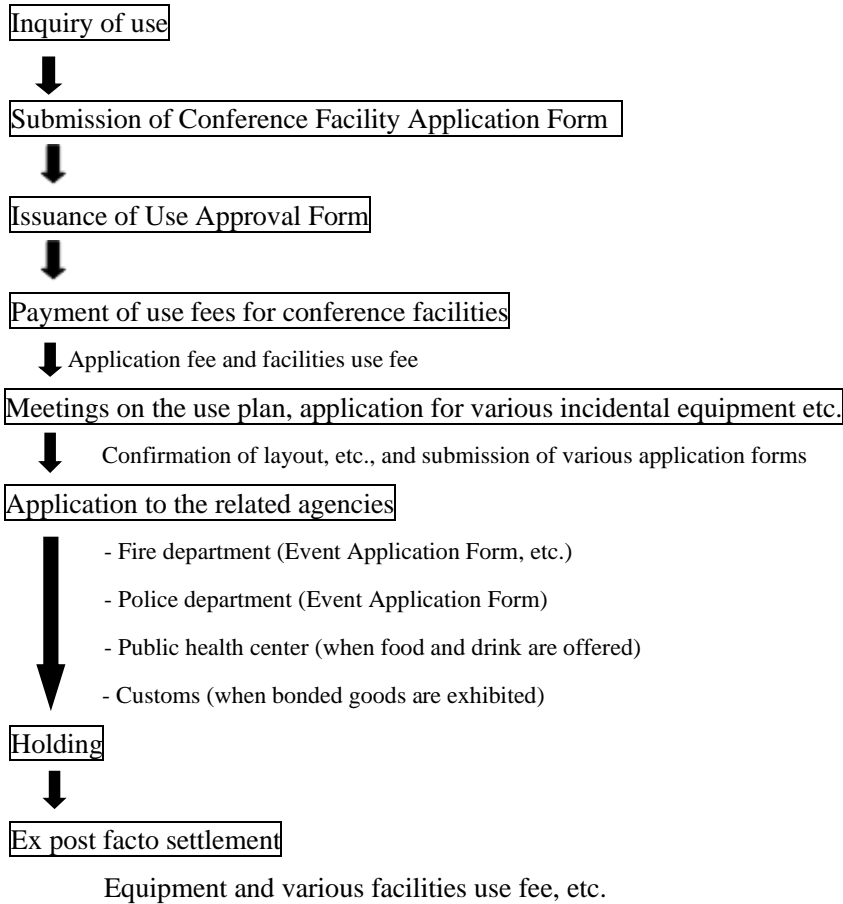


# Conference Facility Guideline

## 1. Flow from Application to Holding



## 2. Date of Start of Acceptance

The date of start of acceptance of application for use shall be as follows.

Date of start of acceptance	Purpose of use
One (1) year and six (6) months before the date of start of use	[1]When International Conference Room is used [2]When the entire Reception Hall is used [3]When Exhibition Hall is used and the annexed conferences, etc., are held
One (1) year before the date of start of use	[1]When Reception Hall is used by dividing it [2]When the entire medium Conference Rooms (605-608) on the 6F are used
Six (6) months before the date of start of use	When Conference Rooms other than the above are used (each Conference Room on 1F, 6F, 7F and 8F)

Except for the date of start of acceptance approved by our company

### 3. Application for Use

(1) Date of closing of inquiry of use and application for use

Closing date of inquiry of use and application for use shall be one (1) week before the date of start of use.

(2) Date of use and use hours

[1] Date of use

Conference Rooms can be used throughout the year; provided, however, that Conference Rooms may be closed for inspection and repair, etc., of the facilities required by laws and regulations.

[2] Leasing hours

Leasing hours shall be as follows.

One (1) hour before and after the use hours may be extended within the available hours for charging.

Final time is 10:00 PM including preparation and removal and the time cannot be extended thereafter.

Name of facility	Available hours (*)	Leasing hours
Reception Hall (A/B) and annexed rooms	8:00 AM ~ 10:00 PM	[1] 9:00 AM ~ 10:00 PM [2] 9:00 AM ~ 12:00 PM [3] 9:00 AM ~ 5:00 PM [4] 1:00 PM ~ 5:00 PM [5] 1:00 PM ~ 10:00 PM [6] 6:00 PM ~ 10:00 PM
International Conference Room (7F) Each conference room on 1F, 6F, 7F and 8F and annexed conference rooms	8:00 AM ~ 10:00 PM	[1] 9:00 AM ~ 9:00 PM [2] 9:00 AM ~ 12:00 PM [3] 9:00 AM ~ 5:00 PM [4] 1:00 PM ~ 5:00 PM [5] 1:00 PM ~ 9:00 PM [6] 6:00 PM ~ 9:00 PM

\* Use other than the above time may not generally be approved.

(3) Method of inquiry of use

After entering necessary matters in the Conference Facility Inquiry Form, send it by FAX or on the website.

The result of inquiry shall be notified on or after the following day. We will not respond to inquiries by telephone or verbal inquiries.

(4) Method of application for use

When the facilities are available, after entering necessary matters in the Conference Facility Application Form, promptly submit it to the application destination below.

(5) Destination of application for use

[1] Application destination:

Tokyo Big Sight Inc., Sales Promotion Division

TEL: 03-5530-1114 (Direct)      FAX: 03-5530-1222

3-11-1 Ariake, Koto-ku, Tokyo, 135-0063

[2] Acceptance hours

9:00 AM ~ 5:00 PM, Monday to Friday (except for national holidays and year end and New Year holidays)

(6) Approval of use

After accepting the Conference Facility Application Form, our company will issue a Conference Facility Use Approval Form and a contract shall be effected.

(7) Disapproval of use

In any of the following events, our company will not approve the use.

[1] In the event that it is deemed to be contrary to the purpose of establishment of the facilities.

[2] In the event that it is deemed to disturb public order or good morals.

[3] In the event that it is deemed that the person who intends to use the facilities or its agent is recognized as an organized crime group, a member of an organized crime group, a person affiliated with an organized crime group, a corporate racketeer or a social movement racketeering organization and a similar person (hereinafter collectively referred to as “Antisocial Force”).

[4] In the event that it is deemed that an Antisocial Force is involved by exhibition, co-host, sponsor, support or accepting consignment of the events, etc., hosted by the person who intends to use the facilities.

[5] In the event that it is deemed that inconvenience may be imposed on other users of the facilities.

[6] In the event that it is deemed that the facilities or equipment may be damaged.

[7] In the event that it is deemed that management and operation of the facilities would be disturbed.

[8] In addition to those set forth in each item above, in the event that the use is deemed inappropriate by our company.

#### 4. Use Fees

(1) Facility use fees

Refer to the “TOKYO BIGSIGHT Price List”

(2) Facilities and incidental equipment use fee

Refer to “List of Usage Charges for Conference Tower Facilities/Accessories” in exhibit.

In this regard, consult separately for the fees for the equipment and facilities, etc., not stipulated in the Fee Table.

(3) Payment of fees

Facilities use fees shall be paid in advance in accordance with the following.

As our company will issue an invoice, please transfer the fees to the designated financial institution by the designated date.

All fees associated with the transfer shall be paid by the user.

Details of Use Fees	Payment period	Payment amount
Application Fee	One (1) year to six (6) months before the start of use	10% of the facility use fee
	Six (6) months to one (1) month before the start of use	30% of the facility use fee
Application fee/balance due	Less than one (1) month before the start of use	Full amount of the facility use fee*1
Ex post facto settlement*2	After completion of use, by the designated date	Incidental equipment use fees and any other expenses

\*1 When the application fee has already been paid, only the balance due.

(Note) If the deadline for payment has already passed on the date of approval, please pay by the date indicated on the invoice issued by our company.

\*2 Please note that if you have never used our facilities before, we may require you to pay a deposit equivalent to the ex post facto settlement fees in advance in some cases.

(4) Extra fees

Facility use fee for the cases where conference facilities are used for entertainment of music and performance, etc., or sale of goods, etc., or exhibitions such as exhibition of paintings and trade shows, the fees shall be added by 50% of the basic fee set forth in the “TOKYO BIGSIGHT Price List” (extra fee shall be charged only for the facility use fee and equipment, etc., shall not be included).

\* In these cases, restrictions may be imposed under the Performance Facility Act and any other laws and regulations.

(5) Catering discount

If you use the Reception Hall to hold a party and receive catering services from a vendor registered with our company, you may be eligible for a partial discount on the facility usage fees.

## 5. Change of Use

(1) Application for change

In the event that the date, time and place, etc., of use are changed due to the convenience of the user, or in the event that application for use is cancelled after approval of use, please promptly submit in writing to the Sales Promotion Division. In this regard, in the event that the contents of Use Approval Form are changed, please obtain a new approval.

In the event that there is any change in the contents of application for equipment etc., please notify promptly.

(2) Treatment of use fees due to change and cancellation, etc.

In the event that use of the facilities is changed or cancelled due to the convenience of the user after the approval of use, the use fees, etc., already paid shall not be returned.

(3) Use cancellation fee

In the event that change or cancellation was made under the preceding paragraph, the following cancellation charge shall be paid. In the event that the facility use fees were already paid, they shall be appropriated for the cancellation fee.

For changes and cancellation after preparation of equipment, etc., actual expenses may be separately charged.

Date of Cancellation of Use	Cancellation Charge
By the previous day of one (1) year to six (6) months before the date of start of use	10% of the facility use fees
By the previous day of six (6) months to one (1) month before the date of start of use	30% of the facility use fees
Less than one (1) month before the date of start of use	Full amount of the facility use fees

## 6. Cancellation of Approval of Use

In case of any of the following events, our company may cancel the approval of use, or restrict or suspend use.

In addition, if the approved of use is canceled due to any of the conditions listed in (8) – (12) below, we will provide a full or partial refund of the applicable usage fees.

- (1) In the event that it is deemed that it falls under each item of disapproval of use.
- (2) In the event that there was a false statement in the Application Form for Use or the user uses the facilities different from the purpose of use and the contents approved.
- (3) In the event that the User breached the conditions for use or has not complied with the Rules of Use of the Facilities, etc.
- (4) In the event that the user has not paid the use fees by the date designated by our company.
- (5) In the event that all or part of use right of the facilities was assigned or subleased to a third party.
- (6) In the event that the user was subject to suspension of bank transactions, attachment, provisional attachment, provisional disposition or any other compulsory execution, etc.
- (7) In the event that petition was made against the user for private arrangement, bankruptcy, special liquidation, civil rehabilitation or corporate reorganization, etc.
- (8) In the event that the facilities could not be used or the functionality of the facilities was severely damaged due to a disaster or any other force majeure event.
- (9) In the event that there are concerns storms and flood damage, earthquakes, or other natural disasters could prevent the safety of visitors and other related parties from being secured (only applies when conditions set by our company are met).
- (10) In the event that the Tokyo Metropolitan Government designated the facilities as the evacuation place due to occurrence of a disaster.
- (11) In the event that the national government or the Tokyo Metropolitan Government requested our company

to refrain from operations due to a large scale epidemic of an infectious disease, etc.

- (12) In the event that unavoidable events occurred due to management of the facilities.

## 7. Prohibition of Assignment of Use

User may not assign or sublease to any third party all or part of the facility use right.

## 8. Management Responsibility of User

User shall use the facilities in compliance with the matters set forth below.

- (1) User shall comply with the related laws and regulations and these instructions on use, Use Approval Form and the matters to be complied with in using facilities and any other rules for use of the facilities and shall always use the facilities with the care of a good manager.
- (2) In using the facilities, in the event that visitors, related persons and neighbors of the facilities are troubled or may be troubled, user shall immediately take necessary measures following the instructions or requests of our company.
- (3) User shall be responsible during the period of use (including preparation and removal) for management and maintaining order of the facilities approved for use, the responses related to the instructions or requests of our company under paragraph (2), control and securing safety, prevention of theft and accidents, etc., of visitors, and prevention of unfair discrimination against non-Japanese individuals.
- (4) For security of the hall and room, such as traffic control and the hall and room control, user shall strive to prevent physical injuries and theft, etc., as a result of crowding by consigning a security company or assigning a person in charge of security guards.
- (5) User shall appoint the person responsible for management of the entire hall and room and events and file it with our company. The person responsible for management shall always stay during the period of use.
- (6) When an earthquake occurs during the period of use, take actions in accordance with the crisis management manual of our company.
- (7) User shall be responsible for storage of the equipment and goods, etc., carried into the halls and rooms.
- (8) User shall be responsible for disposal of waste, etc., that arise in the facilities.

## 9. Indemnification and Damages

- (1) In the event that the user lost or damaged the facilities and equipment the user shall compensate for the damage.
- (2) In the event that the user caused damage to third parties due to intention or negligence, the user shall compensate for the damages.
- (3) Our company shall not be liable to the user for the matters set forth below.
  - [1] Damage caused by natural disaster, fire, accident, theft or any other event not ascribable to our company.
  - [2] Damage caused to the user, etc., due to cancellation of the approval of use.

## 10. Meetings and Application

### (1) Matters for meetings

Meetings shall be held on the following matters after the approval of use. Please note that when submission of the “Conference Facility Application Form” and start of meetings were delayed, we may not be able to correspond to your request for the equipment and facilities, etc.

- [1] Details of use of the conference facilities and schedule of use
- [2] Operation system of conferences and the layout
- [3] Use of the equipment of the hall and room, whether electric construction work is required and use of telephone lines
- [4] Carrying-in of equipment and devices from the outside
- [5] Whether food and drink are available
- [6] Whether parking area and terminals are used
- [7] Any other matters concerning use of conference facilities

### (2) Submission of use plan

In the event that the contents of use of the facilities fall under any of the following items, submit the use plan.

- [1] In the event that acoustic, lighting, image equipment and signs, etc., are carried in from the outside.
- [2] In the event that the hall and room is used for the purpose of music and performances, etc., and sales of goods, etc., or exhibitions such as exhibition of paintings and trade shows.
- [3] Any other cases which are approved by our company as necessary.

### (3) Electrical construction work

Electrical construction work shall be directly ordered to the electrical contractor that has completed the electric safety seminar held by our company. Contractors that have not completed the seminar may not conduct electrical construction work.

When the details of construction are determined, submit to our company by attaching three (3) copies of drawings to the “Electrical Construction Work Application Form.”

### (4) Submission to related public agencies

When application to public agencies, etc., is required according to the form of use of conference facilities, Application shall be made by the user upon consultations with our company.

\* In the event that Reception Hall, etc., is used for any purposes other than conferences and parties, as application to the fire department may be required, please consult with our company ahead of time.

Application destination	Details of application	Contact
Fukagawa Fire Department	Application of holding events and application for Prohibited Materials Authorization, etc.	Tokyo Big Sight Inc., Security Control Division 03-5530-1329
Tokyo Wangan Police Department	Application of holding events	

Koto-ku Public Health Center	When sale of foods, tasting food and drink is conducted When the use falls under performance facilities	03-3647-5882
Koto-Nishi Tax Office	When alcoholic beverages are sold	03-3633-6211
Tokyo Customs Headquarters	When bonded exhibition is held	03-3599-6214

\* For others, please consult with our company separately.

## 11. Procedures for the Day of Holding

### (1) Entry

Rooms are unlocked fifteen (15) minutes before the time of start of use.

### (2) Equipment and layout

[1] If you have applied for audio or video equipment, please call extension 85146 when you plan to start using the equipment. The person in charge will come to your room and provide instructions for using the equipment.

[2] Our company cannot generally respond to a sudden change of layout on the day.

[3] Please call the extension for the “Conference Support Center” if you require addition equipment, etc., on the day of your event. Please note that we may be unable to fulfill your request in some situations.

[4] Room temperature adjustment of the Conference Room shall be requested to the “Conference Support Center.”

### (3) Leave

[1] Equipment, etc., used shall generally be returned to the original positions.

[2] After completion of use of the room, please report completion of use to the “Conference Support Center” by the extension telephone in the Conference Room.

[3] Extension of use of the Conference Room shall be notified to the sales staff or the “Conference Support Center” in advance. When it is possible, we accept extension by a unit of an hour for charging.

[4] If you continue to use the facilities after the scheduled end time without notifying our company, a member of the “Conference Support Center” may come to your room in order to confirm the usage time.

[5] When you damaged or lost the facilities and equipment, please notify us promptly.

### (4) Contact

Conference Support Center	Consultations on layout, equipment and air conditioning, etc., and report of completion of	TEL: 03-5530-1287 Big Sight Services Corporation
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	the conference	
West Security Center	Management of lost and found, etc.	TEL: 03-5530-1135
Business Center	Copy and fax, etc.	TEL: 03-5530-1292

## 12. Matters of Note for Use

### (1) Time required for preparation and removal

Use hours includes the time for preparation and removal, but only for the following cases, the time required for preparation and removal work shall not be included in the use hours.

[1] Time for preparation and removal of the equipment when they were ordered to our company.

[2] Time for preparation and removal of special facilities when you ordered special facilities from our company.

[3] Time for preparation and removal of catering when it was ordered to the registered establishments of our company.

\* In the event that preparation and removal work other than the above are conducted along with the above, the time is treated as use hours.

### (2) Use of common area

Use of a common area such as lobby and foyer shall generally be limited to reception and similar use. In this regard, fees may be charged according to the content of use. Request for use for other than reception such as coffee break shall be separately consulted. When several users simultaneously use the same area, arrangement may be made.

### (3) Smoking

As smoking is prohibited in the Conference Room, smoking shall be allowed only in the designated place.

### (4) Eating, drinking, and parties-and social gathering

Food and drink is prohibited in the International Conference Room. Parties and social gathering shall generally be held in the conference facilities on 1F.

When you would like to hold parties in the conference facilities, you must consult at the time of inquiry of use.

### (5) Layout in the Conference Room

Layout of desks and chairs in the Conference Room is included in the facility use fees. Please consult on layout request in advance; provided, however, that for a significant change of layout, extra fees may be charged.

As the International Conference Room and Conference Rooms 803, 804 and 805 VIP Room have fixed seating, layout change cannot be made.

### (6) VIP Room 1 and 2, and VIP Dressing Room 1, 2, and 3

If you wish to use VIP Room 1 or 2, please contact our Company in advance to discuss details such as the usage plan. Please note that it is not possible to use only VIP Dressing Room 1, 2, or 3 (without the use of a corresponding VIP Room).

(7) Organizer's Office, Dressing Room and Speaker's Dressing Room

[1] Leasing of only Dressing Room 621, Organizer's Office 623, 721, 722, Speaker's Dressing Room (7-1~12), Reception Hall Dressing Rooms (A) and (B) are not generally available.

[2] When using the International Conference Room and Reception Hall, you can use the Organizer's Office and Dressing Rooms attached to each facility free of charge within the reservation period for each facility. However, the International Conference Room is limited to two rooms from the Organizer's Office and Dressing Rooms.

(8) Carrying-in of devices, equipment and food and drink from the outside

When devices, equipment and food and drink are carried in from the outside due to the convenience of the user, please consult in advance (for some cases, Organizer Arranged Equipment Application Form shall be submitted).

When you carry in food and drink, make sure to dispose of waste. Waste disposal fees will be charged when waste handling is conducted by the facilities.

(9) Carrying-in and carrying-out

[1] In carrying-in and carrying-out of equipment, devices and food and drink, etc., prior consultations shall be made and after confirming the routes and number of vehicles, etc., submit Central Terminal Loading Application Form.

[2] Take necessary care for carrying-in and carrying-out. When prescribed care is not taken, work may be stopped.

[3] As we do not lend carts, the user shall prepare them.

\* For the details refer to the "Conference Facility Manual" in the separate booklet.

(10) Receiving packages

Receiving packages by courier service, etc., shall be made by the recipient in the conference facilities used, during the use hours.

As the Conference Support Center will receive and be entrusted with packages by the previous day at a charge, please consult in advance.

●Packages destination:

Big Sight Services Corporation, Conference Support Center

3-11-1 Ariake, Koto-ku, Tokyo, 135-0063

TEL: 03-5530-1287

\* Make sure to specify the date of use, name of organizer, the conference room used and the time of receiving packages in the attachment to the packages.

(11) Transfer of calls

Transfer of calls to the Conference Room and acceptance of messages are not available.

### 13. Prohibitions

- (1) Carrying-in of hazardous goods such as igniting or flammable goods
- (2) Use of naked flame
- (3) Carrying-in of goods emitting a bad odor
- (4) Use of any purpose other than the purpose of use notified at the application
- (5) Moving the annexed equipment to any place other than the designated place
- (6) Posting signs and posters, etc., by the method other than the prescribed method inside or outside of the facilities
- (7) Acts of distribution of flyers and forcing donation, etc., in the facilities
- (8) Attaching paintings, etc., (gluing work) in the facilities
- (9) Any other acts deemed inappropriate by our company

\* Any doubt about prohibitions shall be consulted with our company.

#### **Tokyo Big Sight Inc.**

3-11-1 Ariake, Koto-ku, Tokyo, 135-0063

#### **■ Sales Promotion Division**

TEL: 03-5530-1114 (Direct)      FAX: 03-5530-1222

Note) Please understand in advance that the contents of this instructions on use may be revised without prior notice.

2017. 2.500 K

2018. 7.500 D    Partial Revision

2019.10.500 D    Partial Revision

2021.03. Z        Partial Revision