



# Exhibition Facilities Usage Application Form

To: Tokyo Big Sight Inc.

\* For your copy, please make your own copy.

President and CEO:

Submitted: \_\_\_\_\_,

I agree to the Exhibition Facilities Guideline and apply for use of the exhibition facilities of your company as follows.

Applicant	Name of Company/Organization	
	Person responsible for Application	Title
		Name [Seal]
	Event Name	

## 1. Host

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Department: \_\_\_\_\_ Name: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

Website Address: \_\_\_\_\_

## 2. Details of Use of Facilities

Name of Event: \_\_\_\_\_ Japanese

\* Concurrent events shall \_\_\_\_\_

be entered on page 5 \_\_\_\_\_ English

Purpose of Use: \_\_\_\_\_

Period of Use: From \_\_\_\_\_, ( ) AM To \_\_\_\_\_, ( ) AM ( ) day(s)  
 PM PM

Period of Event: From \_\_\_\_\_, ( ) To \_\_\_\_\_, ( ) ( ) day(s)  
 (By Invitation Only Day: \_\_\_\_\_, Opening Day \_\_\_\_\_)

Opening Hours: From \_\_\_\_\_: \_\_\_\_\_ To \_\_\_\_\_: \_\_\_\_\_ (1st day: From \_\_\_\_\_: \_\_\_\_\_)  
 (Final day: From \_\_\_\_\_: \_\_\_\_\_)

Admission Fee:  Paid Adult ¥ \_\_\_\_\_ Child ¥ \_\_\_\_\_ Other ( \_\_\_\_\_ )  Free

Open Category:  Open to the public  Only invitees  Both

Type of Application:  Exhibition Facilities  Conference Facilities (separate application form available)



# Exhibition Facilities Usage Application Form

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Submitted: \_\_\_\_\_

Applicant	Name of Company/Organization	
	Person responsible for Application	Title
		Name [Seal]
	Event Name	

### 3. Person Paying the Facility Use Fee (When it is different from the Host, it must be entered)

Name of Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Department: \_\_\_\_\_ Name: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

Website Address: \_\_\_\_\_

\* With application of this form, you shall be regarded as having agreed to the details of the "Exhibition Facility Manual" and the "Instructions on Use of Tokyo Big Sight Exhibition Facilities." If any difference is found between the "Exhibition Facility Manual" and the "Instructions on Use of Tokyo Big Sight Exhibition Facilities," and this Application Form, this Application Form shall take precedence.

\* In the event that there is any breach of the preceding paragraph, this Application shall be invalidated and you shall be regarded as having agreed to follow the claim related to damages to Tokyo Big Sight Inc. having occurred at that time. We ask for your understanding in advance.

\* An invoice of facility use fees shall be issued upon application of this Form. Please pay the use fees by the designated date.

Please note that in the event that you have not paid the use fees by the designated date, use of facilities may be cancelled.

\* In the event that use of the facilities is changed or cancelled due to the convenience of the user after application of this Form, the prescribed cancellation fee shall be charged.

Personal information entered shall be managed at the responsibility of our company in accordance with the "Privacy Policy" of our company.

In this regard, for the "Privacy Policy," refer to the website of our company (<http://www.bigsight.jp/privacyStatement/>).

# Exhibition Facilities Usage Statement

\* For your copy, please make your own copy.

Submitted: \_\_\_\_\_,

Applicant	Name of Company/Organization	
	Person responsible for Application	Title
		Name [Seal]
	Event Name	

## 4. Schedule of Use of Exhibition Facilities

Exhibition Facilities		Date of start of carrying-in	Period	Date of completion of carrying-out
East Exhibition Halls	1	, AM/PM	From To	, AM/PM
	2	, AM/PM	From To	, AM/PM
	3	, AM/PM	From To	, AM/PM
	4	, AM/PM	From To	, AM/PM
	5	, AM/PM	From To	, AM/PM
	6	, AM/PM	From To	, AM/PM
New East Exhibition Halls	7	, AM/PM	From To	, AM/PM
	8	, AM/PM	From To	, AM/PM
	Link space ( m <sup>2</sup> )	, AM/PM	From To	, AM/PM
West Exhibition Halls	1	, AM/PM	From To	, AM/PM
	2	, AM/PM	From To	, AM/PM
	3	, AM/PM	From To	, AM/PM
	4	, AM/PM	From To	, AM/PM
	Atrium ( m <sup>2</sup> )	, AM/PM	From To	, AM/PM
South Exhibition Halls	1	, AM/PM	From To	, AM/PM
	2	, AM/PM	From To	, AM/PM
	3	, AM/PM	From To	, AM/PM
	4	, AM/PM	From To	, AM/PM
Event Plaza Exhibition Plaza		, AM/PM	From To	, AM/PM
Rooftop ( m <sup>2</sup> )		, AM/PM	From To	, AM/PM



# Exhibition Facilities Usage Statement

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Submitted: \_\_\_\_\_,

Applicant	Name of Company/Organization	
	Person responsible for Application	Title
		Name [Seal]
Event Name		

## 5. Contact Person (When it is different from Host and the person paying facility use fees)

Name of Company:		Department Name:		TEL:	( )
		Name of the Person in Charge:			
Address:				FAX:	( )

2018.04.500 (D)

## Exhibit Facility Usage Statement

\* For your copy, please make your own copy.

Submitted: \_\_\_\_\_,

Applicant	Name of Company/Organization	
	Person responsible for Application	Title
		Name [Seal]
	Event Name	

### 6. Details of Use of Exhibition Facilities (concurrent holding)

In the event that the name of exhibition and details of use are changed, please give prior notice to our company.

\* When space in sections is insufficient, please submit an attached document describing necessary items.

Name of Event:	Japanese English	Hall used	
Details of Event:			
Name of Event:	Japanese English	Hall used	
Details of Event:			
Name of Event:	Japanese English	Hall used	
Details of Event:			
Name of Event:	Japanese English	Hall used	
Details of Event:			
Name of Event:	Japanese English	Hall used	
Details of Event:			
Name of Event:	Japanese English	Hall used	
Details of Event:			