

# Exhibition Facilities Guideline

## 1. Flow from application to holding

Inquiry of use



Application may be accepted one (1) year and a half before the date of start of use.

Submission of Exhibition Facilities Usage Application Form



Notice of approval of use



Payment of use fees (application fee)



Execution of an agreement and payment of use fees (balance due)



Payment of balance due at least one (1) month before the scheduled date

Meetings on the use plan, application for various incidental equipment



Electricity, air conditioning and telephone, etc.

Filing with the related agencies



- Fire department (filing of the holding of events)
- Police department (filing of the holding of events)
- Public health institute (when food and drink are offered)
- Customs (when bonded goods are exhibited)

Holding



Ex post facto settlement

Electricity, air conditioning and water charges, etc.

## 2. Date of start of acceptance

We accept applications for the year from one (1) year and a half before the date of start of use, except when our company has approved otherwise.

## 3. Procedures for application for use

After determination of use, enter necessary items on the “Exhibition Facilities Usage Application Form” and submit it. After confirmation of the Application Form, “Written Approval of Use” shall be issued.

## 4. Application destination:

Tokyo Big Sight Inc., Sales Promotion Department

TEL: 03-5530-1340 (Direct)

FAX: 03-5530-1222

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

## **5. Acceptance hours**

9:00 AM to 5:00 PM, Monday to Friday

(except for national holidays and year end and New Year holidays)

## **6. Execution of an agreement**

After approval of use, an exhibition facilities lease agreement on use shall promptly be executed.

## **7. Use fees**

Refer to the “Facilities Use Fee Table” in Exhibit.

## **8. Payment of use fees**

Use fees of facilities shall be paid in advance and paid in accordance with the following Table. As our company will issue an invoice in accordance with the due date, please transfer the fees to the designated financial institution by the due date. Please understand that the transfer charges shall be borne by the user.

Details of use fees	Due date	Payment amount
Application fee	From the date of approval of use to the designated date	10% of the facility use fees
Balance due	By the date one (1) month before the start of use	Total amount of facility use fees*1
Ex post facto settlement*2	By the designated date after termination of use	Use fees for the fixtures and incidental equipment and any other expenses

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

(Note) In the event that the prescribed due date has passed as of the date of approval of use, please pay the fees by the date set forth in 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.

- In case of use for entertainment, etc., as payment method of various use fees is different, make sure to consult with our company.

## **9. Change of use**

(1) Filling of changes

In the event that the period of use, hours and facilities, etc., are changed due to the convenience of the user after acceptance of application, please promptly submit the changes in writing to the Sales Promotion Department.

(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 approval of use, the use fees, etc., already paid shall not be returned. In addition, when addition has occurred to the use of facilities, an additional agreement shall be executed and additional use fees shall be invoiced.

(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 addition, when the facility use fees have already been paid, they shall be appropriated for the cancellation fee.

Date of cancellation of use	Cancellation charge
By the previous day of one (1) year and three (3) months to one (1) year before the date of start of use	10% of the facility use fees
By the previous day of one (1) year to six (6) months before the date of start of use	30% of the facility use fees
By the previous day of six (6) months to three (3) months before the date of start of use	50% of the facility use fees
After three (3) months before the date of start of use	Full amount of the facility use fees

## **10. 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 or 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.

## **11. 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 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.

## **12. Prohibition of assignment of use right**

User may not assign or sublease all or part of the facility use right.

## **13. Management responsibility of user**

- (1) User shall always use the facilities with the care of a good manager and shall manage, operate and hold events at the responsibility of the user. After completion of use, restore the facilities to the original condition.
- (2) In using the facilities, the user shall comply with the related laws and regulations, ordinances, and the matters set forth in the "Guide for Use," etc., and shall thoroughly distribute them to the related operators and visitors, etc.
- (3) In the event that our company determines it is necessary to take measures for the region with consideration given to the holding plan, the user shall take necessary measures at its responsibility.
- (4) User shall be responsible during the period of use for management of the facilities approved by our company, the surroundings thereof and the places that require necessary measures to be taken under the holding plan, maintaining order, control and securing safety of visitors, information and guidance, prevention of theft and accidents, prevention of unjust, discriminatory behavior against people born outside of Japan, etc.
- (5) User shall pay thorough attention so that visitors and related operators shall not be troubled by physical injuries and other accidents.
- (6) As the user shall be responsible for the accidents, etc., that occur during the period of use of the facilities (including preparation and removal), the user shall pay thorough attention to prevention of accidents.
- (7) For security of the hall, the user shall be responsible for consignment to a security company or assignment of the person in charge of security and conducting traffic control and hall organization.
- (8) User shall appoint a person responsible for management of the entire hall and events and file such information with our company. Person responsible for management shall always stay on-site during the period of use and shall be responsible for management of the facilities used and events, etc. (generally the person shall concurrently be responsible for fire prevention)
- (9) Where an earthquakes occurs and a warning was declared during the period of use of the

facilities (when it is deemed that “it is necessary to carry out emergency actions to prevent a disaster from an earthquake” in the Tokai Region, the prime minister “declares a warning of an earthquake disaster”), takes action in accordance with the Safety Manual and Emergency Manual of our company.

- (10) User shall be responsible for storage of exhibited items and devices used, etc., in the hall.
- (11) User shall assign the contractor, etc., for maintenance and management of electricity, water, gas and compressed air equipment during the period of use so as to be able to quickly respond in case of an accident.
  - For details on security, refer to “Security” in “Exhibition Facility Manual” in the separate booklet.
  - We recommend maintaining various insurance such as damage insurance and accident insurance.

**14. Indemnification and damages**

- (1) In the event that the user lost or damaged the facilities, equipment and fixtures, the user shall compensate for the damage.
- (2) In the event that the user caused damage to third parties due to intention or negligence of the user, the user shall compensate for the damage.
- (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.

**15. Filing with the related public agencies**

When it is necessary to apply to or file with public agencies, etc., the user shall make an application or filing upon consultation with our company.

Filing destination	Details of filing and application	Contact
Fukagawa Fire Department	Filing of holding events and application for release from prohibited acts, etc.	Tokyo Big Sight Inc. Security Control Division 03-5530-1329
Tokyo Wangan Police Department	Filing of holding events	Tokyo Big Sight Inc. Security Control Division 03-5530-1329
Koto-ku, Public Health Institute	When food and drink are offered When it falls under an entertainment hall	03-3647-5882

Koto-Nishi Tax Office	When alcoholic beverages are sold	03-3633-6211
Tokyo Customs Headquarters	When bonded goods are exhibited	03-3599-6214

\* For others, consult with our company separately.

## **16. Application for operation of air conditioning and temporary telephone, etc., and filing of various construction work**

- (1) In the event that construction work is conducted in each Exhibition Hall and facilities for electricity, plumbing, gas, anchor bolts hammering and installation of hanging objects, please obtain approval after submitting the prescribed filing documents to the Sales Promotion Department of our company. (For the details, refer to “Exhibition Facility Manual” in the separate booklet)
- (2) Application for use of signboards and terminals, etc., application for operation of air conditioning, etc., shall be submitted in advance. For those the quantity and capacity of which are limited, Sales Promotion Department of our company will make arrangements. After arrangements, we may not be able to accommodate your request.
- (3) For application for temporary communication lines (analog, optical fiber, etc.), refer to separate “Temporary Communication Facility Usage Guideline.”

Filing, filing documents	Matters to be filed
Filing of various construction work (working drawings attached)	Plumbing construction, floor construction (anchor, etc.) gas construction, etc.
Electrical Construction Work Application Form Electrical Facility (Socket, etc.) Usage Application Form	Application for the maximum required power for each exhibition (when the required power of all the facilities exceed the contract power, load may be restricted) Filing of execution of construction
Application form for various temporary communication lines (analog, ADSL optical fiber)	Application for temporary telephone and communication lines
High Place Signs and Guide Signs Application Form	Application for construction of signs of media core and information gate, etc.
Air-Conditioning Usage Application Form	Application for air conditioning facilities operation in each Exhibition Hall (per hour)
Report of Post Event Waste Treatment	Report of waste quantity, treatment method,

	etc. (at the end of holding events)
Terminal Usage Application Form	Application for use of each of the Central and East terminals
Common Area Usage Application Form	Use of common use areas (some are available with charge)

\* Refer to the list of documents submitted to Tokyo Big Sight

## 17. Post settlement

After completion of use of the facilities, expenses for electricity, air conditioning, water, telephone and sign equipment, etc., used during the period of use will be charged. Please pay the expenses for each by the designated date.

## 18. Other

Submit “Exhibition Facilities Usage Application Form” upon consenting to the details set forth in the “Exhibition Facility Manual” and “Overview of Facilities.”

## List of Submitting Documents

### ◆ Documents filed with fire department

	Name of filing form	Due date of submission to Big Sight
1	Filing Document of Holding Events at Pavilions and Exhibition Halls	7 days before the holding
2	Application Form for Approval of Release from Prohibited Acts	14 days before the holding
3	Notice of Self-firefighting Training	In advance
4	Fire Prevention Property Temporary Usage Application Form	14 days before the start of use
5	Application Form for Application of Exceptions of the Standards, etc.	Filed with the filing form of temporary use
6	Filing Form of Installation Plan of Fire-fighting Equipment, etc. (Special Fire-fighting Equipment, etc.)	14 days before start of construction
7	Filing Form of Installation of Fire-fighting Equipment, etc. (Special Fire-fighting Equipment, etc.)	Promptly after installation
8	Filing Form of Installation (Change) of the Equipment, etc., Using Fire	14 days before start of construction



9	Filing Form of Installation (Change) of Fuel Cell Power Generation Equipment	14 days before start of construction
10	Filing Form of Installation (Change) of Electric Discharge Machine	14 days before start of construction
11	Filing Form of Installation (Change) of Electrical Equipment	14 days before start of construction

◆ Documents filled with police department

	Name of filing document	Due date of submission to Big Sight
1	Event Application Form	10 days before the start of carrying-in

◆ Documents submitted to Big Sights

Form	Submitting documents	Due date of submission
1	Overview of Exhibition (both sides)	By the date one (1) month before the start of carrying-in
2	High Place Signs and Guide Signs Application Form	By the date one (1) month before the start of carrying-in
3	Hanging Item Construction Application Form	By the date one (1) month before the start of carrying-in
4	Air-Conditioning Usage Application Form	By the date one (1) month before the start of carrying-in
5	Electrical Construction Work Application Form	By the date one (1) month before the start of carrying-in
6	Electrical Facility (Socket, etc.) Usage Application Form	By the date one (1) month before the start of carrying-in
7	Anchor Bolt Installation Application Form	By the date one (1) month before the start of carrying-in
8	Heavy Object Application Form	By the date one (1) month before the start of carrying-in
9	Filing Form of Installation (Plumbing, Air, Gas, etc.)	By the date one (1) month before the start of carrying-in
10	Terminal Usage Application Form	By the date one (1) month before the start of carrying-in
11	Application Form for Service Card and Pass Card	By the date one (1) month before the start of carrying-in

12	Common Area Usage Application Form	By the date one (1) month before the start of carrying-in
13	Vehicle Waiting Area Usage Application Form	By the date one (1) month before the start of carrying-in

◆ **Prior consultation matters**

1. Events layout and decorations and fixtures under the Fire Service Act, etc.
2. Overview of use of electrical equipment under the Electricity Business Act, etc.

● **Inquiries**

**Tokyo Big Sight Inc.**

Sales Division 1      TEL: 03-5530-1326  
Sales Division 2      TEL: 03-5530-1327  
Common                FAX: 03-5530-1222  
3-11-1 Ariake, Koto-ku, Tokyo, 135-0063

2018.04.500 D      —Partial Revision

2019.10.500 D      —Partial Revision

2021.03 Z            —Partial Revision

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