

# BUSINESS EVENTS TOKYO

## SPECIAL PROGRAMS - APPLICATION FORM

**HOW TO APPLY:** Please fill out this application form and send it **with your itinerary** written in **English or Japanese** to TCVB by email. The application should be submitted **at least 1 month before** arrival in Tokyo and **no later than FEB 28, 2025**. Please note that the offer is not guaranteed until you have received confirmation from TCVB.

### 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"/> Other (Please specify: _____)
Country or Region	
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	In the process of selecting a destination, you should specify a <b>candidate city (s) other than Tokyo</b> . ( _____ ) *Please let us know at least 1 city
Decision-making Date	When will the destination decision be made? ____/____/____(Y/M/D)

### 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	
	Title	
	Company	
	Country/Region	
	Phone	
	Email	
	Website	

### C LAND OPERATOR INFORMATION

Name of Land Operator		
Name of Contact Person	Phone	
	Email	

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## D GROUP CATEGORY

\_\_\_\_\_ Guests x \_\_\_\_\_ Nights in Tokyo = \_\_\_\_\_ Visitor Nights

<input type="checkbox"/> 70 – 399 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + <b>One</b> Choice from Section <b>E</b> (Fill out <b>E, F &amp; G</b> ) B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out <b>F &amp; G</b> )
<input type="checkbox"/> 400 – 999 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + <b>One</b> Choice from Section <b>E</b> (Fill out <b>E, F &amp; G</b> ) B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out <b>F &amp; G</b> )
<input type="checkbox"/> More than 1000 Visitor Nights (Choose A or B)	A <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + <b>Two</b> Choices from Section <b>E</b> (Fill out <b>E, F &amp; G</b> ) B <input type="checkbox"/> Giveaway + Airport Welcome + VIP Souvenir + Tokyo Souvenir (Fill out <b>F &amp; G</b> )

## E REGULAR PROGRAM CHOICES

- 70 – 399 Visitor Nights: Choose 1 from the following programs
- 400 – 999 Visitor Nights: Choose 1 from the following programs (\*See below)
- More than 1000 Visitor Nights: Choose 2 from the following programs

### CULTURAL PROGRAMS -----

#### -Authentic-Food-

- Authentic Tea Ceremony
- Sushi Making
- Tokyo Sake Lecture & Tasting

#### -Team-Building-

- Team-Building Taiko Lesson
- Tokyo Daredemo Bon Dance
- Samurai Training
- MANGA Workshop

#### -Sports activities-

- “Hokusai” Tokyo Yoga

#### -Sustainable activities-

- Tokyo Dyeing
- Kintsugi Workshop ~Bringing the Edo period antique pottery to the current era by Kintsugi method~
- Japanese Cooking with Tokyo Vegetables
- The KonMari Method™ Workshop
- Sustainable Gin Distillery Visit

#### -Tour and Special visits-

- Mt. Takao Eco-Walking Tour  
~Share stories about how to coexist with nature in a sustainable world~\*
- Tokyo Cruise (Hotaluna/Himiko/Emeraldas) available from 7pm
- OkuTama Forest Therapy Tour\*

### PARTY ENTERTAINMENT -----(Approx.10-15min.)

- ORIENTARHYTHM Workshop
- “BLUETOKYO” Dance & Acrobatic Performance
- Ninja Warriors
- Tokyo “Awaodori” Dance Performance
- Taiko Performance
- Sumo Event
- Japanese Calligraphy Performance with Live Music
- “Kagamijishi” Performance – Lion Dance with Live Music
- “Wotagei” Performance
- “Ikebana” Flower Arrangement Performance
- “SIRO-A” Performance ~Fusion of Tokyo~ \*For 400 and more Visitor Nights Only.
- “Cha -No-Yu” Modernized Japanese Tea Performance
- Robot Performance

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"Sumi-e" Japanese Ink Wash Performance

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

**(Note) Please inquire as to the size of the group for each offering.**

## F

## ARRANGEMENT REQUEST

- If you don't want the Giveaway and/or Airport Welcome, please don't check the box(es)

<input type="checkbox"/> Giveaway	Address to Receive Giveaway in Tokyo	
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<input type="checkbox"/> Airport Welcome	Date of Welcome	/ / (YYYY/MM/DD)		
	No. of Attendees			
	Arrival Information	Flight No.	Arrival Airport	Arrival Time
	On-site Contact Name		Phone	

Planned Date & Place for Entertainment or Program	<b>Choice 1</b>	
	Date	/ / (YYYY/MM/DD)
	Starting Time	
	Venue (in Tokyo)	
	Banquet Room	
	<b>Choice 2</b>	
	Date	/ / (YYYY/MM/DD)
	Starting Time	
Venue (in Tokyo)		
Banquet Room		

## GENERAL TERMS AND CONDITIONS

- Applicants should submit the designated survey and final name list after the event. All applications are reviewed preliminarily.
- Please provide a photo of your event in Tokyo with permission for usage. It will be used for our case studies and promotional purposes only.
- Valid only for corporate meetings or incentive groups organized by private companies with a minimum of 70 visitor nights in Tokyo.
- Only applicants who reside outside of Japan are eligible. Applicant must be either an event owner (a company) or a meeting planner.
- The application must be submitted **at least 1 month before** arrival in Tokyo and **no later than FEB 28, 2025**, and the itinerary must have events held in Tokyo or at least half a day of sightseeing in Tokyo.
- All offers are subject to availability and venue conditions. When the requested program is not available, TCVB will offer an alternative program.
- A green room for performers should be provided by the applicant.
- Giveaway, Tokyo Souvenir, and Special Souvenirs for VIPs are available while stocks last and are subject to change without prior notice. Tokyo Souvenirs are pre-selected and are not subject to individual choice.
- Your application must be reviewed to receive support from TCVB. After the support is granted, a cancellation fee will apply if cancellation is made by the organizer/applicant. TCVB will inform you of the cancellation fees and other conditions.
- All offers are valid until **MAR 31, 2025**, and subject to change without prior notice.
- Applications will be processed on a first-come, first-served basis. In the case that the number of applications exceeds our budget, the offer will be closed, and no subsequent applications will be considered.
- TCVB is not a supplier of the value-added offers and shall not be held responsible for any liabilities in relation thereto.
- The value-added offers are subject to trade partners' confirmation and Terms and Conditions.
- For verification of the group's eligibility under this application, TCVB reserves the right to request further information about the group and to conduct on-site spot checks to confirm eligibility for privileges offered during the event period.
- TCVB disclaims any liability for the quality or fitness of purpose of third-party products or services, or for any errors or omissions.
- Before Tokyo's Special Programs can be provided, it is required that you fill out and submit the application form to us in full. We may be unable to supply the Special Programs if there are errors in the form, so please take care when filling it out.
- Should the incentive groups arrive on different days under the same group name, the total number of participants would be counted as one group.
- The applicant must announce that the eligible event is using Tokyo's Special Programs.
- TCVB has the right to cancel the arrangement should there be any false declaration in the submitted application form.

For details, please contact TCVB.

## G

## SIGNATURE

I understand and accept all conditions and procedures for Tokyo's Special programs and that a survey of the event organizers will be conducted after the conclusion of the event.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**CONTACT:** Business Events Team, Tokyo Convention & Visitors Bureau [businesssevents@tcvb.or.jp](mailto:businesssevents@tcvb.or.jp)