



TOKYO INTERNATIONAL FORUM  
東京国際フォーラム

## Guide for Use of Facilities

Issued in December, 2020

# I . Application for Use

## 1 Reception start Date for Applications

The opening date for applications is as follows.

Consultations and inquiries regarding use are welcome at all times.

Reception start Date	Purpose of Use
Any time	(1) International meetings, etc. held at Hall A, Hall B7, Hall C or Hall E (*1) Except for cases when an applicant divides the Hall E or Hall B7 and uses only one area (2) Events that use the whole facility (*1)
2 years prior to start of use	Events held at Hall A, Hall B7, Hall B5, Hall C, Hall D7 and Hall E and events concurrently held at conference rooms, Hall D1, Lounge or Lobby Gallery
1 year prior to start of use	Events held at Hall D5, Hall D1, Lounge, Lobby Gallery or conference rooms (use of an entire floor) (*2)
3 months prior to start of use	Use of conference rooms (except when using an entire floor) (*2) or Plaza

(\*1) "International meetings, etc." and "events that use the whole facility" shall be defined in our facility usage rules.

(\*2) The term "conference rooms (use of an entire floor)" indicates use of an entire floor (10 rooms) of any of the 4<sup>th</sup> to 6<sup>th</sup> floors of the Glass Building or 1/2 floor (5 adjacent rooms ending with either 01-05 or 06-10).

## 2 Open Dates and Operating Hours

### (1) Open Dates

Generally, with exceptions of conference rooms which may be closed during beginnings and ends of years, any facilities may be used at any date.

However, they may be closed for repairs and inspections of facilities, annex facilities, equipment, fixtures and any other features installed therein (hereinafter, collectively referred to as the "Facilities, etc.").

Facilities	Open Dates
Hall A, Hall B7, Hall B5, Hall C, Hall D7, Hall D1, Hall E, Lobby Gallery, Plaza	Open Every Day
Conference rooms Lounge	Closed for Beginnings and Ends of Years (January 1 to 3 and December 29 to 31)

## (2) Operating Hours (\*1)

Facilities	Regular Operating Hours	Rental Periods	Extensions
Hall A Hall B7 Hall B5 Hall C Hall D7 Hall D5 Hall D1	9 - 22	AM/PM - 9-17 PM/EV - 13-22 Ev. - 18-22 All - 9-22	(1) Extension may be granted on an hourly basis. (2) Please make prior consultations with us regarding extensions besides regular operating hours, such as late nights and early mornings.
Conference Rooms and Lounge	9 - 21 (*2)	AM/PM - 9-17 AM - 9-12 PM - 13-17 PM/Ev. - 13-21 EV. - 18-21 All - 9-21	
Hall E	9 - 22	AM/PM - 9-18 All - 9-22	
Lobby gallery	9 - 22	AM/PM - 9-17 EV. - 18-22 All - 9-22	
Plaza	8 - 23	4 Hrs (as parties desire) All - 8-23	

(\*1) Operating hours are hours between which users (including related parties) may conduct operations (including move-in/out) within facilities.

(\*2) The "AM" rental period is unavailable for the Lounge.

## 3 Continuous Uses, etc.

Continuous uses by a single user shall be generally limited to no longer than 10 days.

However, it may not be so if we otherwise consent.

## 4 Limitations on Uses

If any of the followings may apply, we may reject applications for uses:

- (1) We determine that the event may deviate from purposes of establishment of the Facilities, etc.;
- (2) We determine that the event may adversely affect the public order or good public morals;
- (3) It becomes clear that an applicant or a party that serves as an agent or intermediary is a party affiliated with an organized

crime group (*bouryokudan*); in relation to the use, it becomes clear that a counterparty of a related agreement, such as an agreement between an applicant and a subcontractor, or a party that serves as an agent or intermediary is a party affiliated with an organized crime group, and, when a request for termination of the related agreement and any other necessary measures is made, it is not met without any legitimate reason; or we otherwise determine that the event benefits organizations that may collectively or habitually conduct violent illegal activities;

- (4) We determine that the event may force other users of the Facilities, etc. to incur inconveniences;
- (5) We determine that the event may cause damage to the Facilities, etc.; or
- (6) We determine that the event otherwise hinder management and/or operation of the Facilities, etc. in any other way.

### 5 Procedures for Application of Use

Please fill in necessary information on the “Application for Use of the Facility” provided by us and either bring it in person or mail it to us.

After acceptance of the “Application for Use of the Facility,” we may ask you to confirm the extent of the use and/or to provide such documents as those about organizers and plans for uses.

Only the organizers of applicable operations may be eligible to be applicants for use.

[Application shall be submitted to:]  
 Customer Relations Division,  
 Tokyo International Forum Co., Ltd.  
 3-5-1 Marunouchi, Chiyoda-ku, Tokyo 100-0005  
 Tel: 03-5221-9050; Fax: 03-5221-9011  
 Business Hour: 9-17, Monday – Friday  
 (excluding holidays and beginnings and ends of years)

### 6 Approval of Use

Approval of applications may be given by issuing and sending a to users (organizers).

The “Approval of Use of Facility” shall be generally issued and sent within 10 days of the receipt of “Application for Use of the Facility.”

Please keep the approval until the completion of the use of the Facilities, etc., because the approval of use is given upon the issuance of the “Approval of Use of Facility.”

Cancellation fees determined below will apply to cancellations of uses after the approvals of use are granted.

### 7 Transfer and Sublease of the Right of Use

Users shall neither transfer nor sublease the right of use of the Facilities, etc. as a whole or partially without our consent.

## II. Fees

### 1 Fees for Facilities

Please refer to the separate “Chart on Fees for Facilities.”

### 2 Fees for Annex Facilities, etc.

We shall separately provide you with the fees for annex facilities, equipments, fixtures, etc.

### 3 Payment of Fees for Use

- (1) The fees for use of facilities shall be pre-paid in accordance with the following chart.
- (2) We will send users “Invoice” from us corresponding to the payment due. Please make your deposit to designated financial institutions by the “Designated Date.”

Due Date	Amount of Payment
2 years before the start date	20% of facility fees
1 year before the start date	50% of facility fees
3 months before the start date	Facility fees in total
Designated date after use (*)	Fees for annex facilities, equipment and fixtures, etc. and other expenses

(\*1) If the date of approval of use falls later than determined due dates, the due amount shall be paid “within 14 days” of the issuing date of the “Approval of Use of Facility.”

(\*2) If fees are not paid by the determined date, we may cancel the approval of use.

(\*3) Provided, however, that fees may occasionally be required to be paid prior to a designated date before the start date.

### 4 Discounts on Fees

(1) If the Hall E is used for exhibitions during the period designated by us, discount rates may be applied. Please ask sales representatives for details.

(2) Upon request by the user, discount rates may be applied to events with high public interest and concerned with international exchange. Above discounts are granted only to events held in applicable facilities (\*).

Please ask sales representatives for details.

(\*) Hall A, Hall B7, Hall B5, Hall C, Hall D7, Hall D5, Hall D1 and Hall E

### III. Changes of Use

#### 1 Notice of Changes.

If, after the approval of use, a user would like to either change dates, time, facilities, etc. or cancel application, the user shall promptly notify us and must turn in the “Notice of Change or Cancellation.”

If a user would like to change the terms of approval for use, the user must renew our approval for use.

Even if the user does not submit an “Application for Use of the Facility” and receive an “Approval of Use of Facility” but the user applies to use the facility in writing, by email, or orally, etc. and we approve said application, our approval of use specified in I6 shall be made to the extent that the cancellation fee specified in III2(2) applies. In the event that the user changes dates, time, the facilities, etc. or cancels his/her application to use the facility after submitting such an application and receiving approval therefor, the user shall be charged the cancellation fee stipulated in III2(2).

#### 2 Fees after Changes / Cancellation

##### (1) Additional Fees

Additional fees which may arise from changes in addition to fees after changes mentioned in the preceding section shall be paid within 14 days of the issuing date of a new “Approval of Use.”

##### (2) Cancellation Fees

If there is a change mentioned in the preceding section or cancellation, we shall demand payment of the cancellation fee provided in the following chart.

If fees for use are already paid, they may be appropriated for the cancellation fee.

Cancellation Date	Cancellation Fee
From 2 years before the start date of use to 1 day before 1 year before the start date of use	Amount equal to 20% of the fees for use of facilities
From 1 year before the start date of use to 1 day before 3 months before the start date of use	Amount equal to 50% of the fees for use of facilities
3 months before the start date of use and thereafter	Amount equal to 100% of the fees for use of facilities

(\*) We may separately demand a payment of actual expenses for changes and cancellation of use after preparations for any service such as setting up for conferences have been made.

### IV. Cancellation of Approval for Use of Facilities, etc.

#### 1 Cancellation of Approval for Use

If it is found, after the approval of use is granted, that one of following clauses may apply, we may either restrict or cancel the approval of use, or require the user to stop the use of facilities even if it is being used. If we cancel the approval of use, we shall demand payment of the cancellation fee provided in the chart described in III. 2(2), and if fees for use have already been paid, they may be appropriated for the cancellation fee.

We shall not be liable for any damages incurred by the user as the result of cancellation of use, etc. due to any of the following reasons, unless otherwise provided for in our facility usage rules.

- (1) We determine that any of the “Limitations of Use” mentioned in I.4 is breached;
- (2) There was a false statement in the application for use or the Facilities, etc. are used for a different purpose or content;
- (3) Work or events are conducted on locations besides Facilities, etc. approved for use;
- (4) It becomes difficult to use the Facilities, etc. due to force majeure such as disasters;
- (5) We determine that there are safety problems in the use of facility due to any accident or failure/damage of the Facilities, etc.;
- (6) The 2 seismic intensity meters installed within the facilities detect an earthquake of Shindo (JMA seismic intensity scale) 5-upper or higher and the prerecorded emergency announcement is run throughout the facilities;
- (7) Either the “Tokai Earthquake Advisory” or the “Tokai Earthquake Warning” is issued;
- (8) The Japanese Government or the Tokyo Metropolitan Government requests to voluntarily refrain from conducting businesses due to an outbreak of an infectious disease;
- (9) The user fails to file necessary applications to relevant authorities or when the user fails to comply with our request to do so;
- (10) Our rules for use are not complied with;
- (11) Payment of fees for use are not made by the specified due dates;
- (12) In the course of the application for use or the use of the Facilities, etc., the user or its agent, officer or employee files a fraudulent application or otherwise

acts illegitimately;

- (13) The user is subject to payment suspension, unable to make payments, or is subject to dishonors;
- (14) The user is subject to a third party's petition for seizure, temporary seizure, temporary disposition, any other mandatory execution or public auction, or is subject to an action against delinquency of any tax or public due or any action similar thereto; or
- (15) A petition for commencement of a private reorganization, bankruptcy proceedings, special liquidation proceedings, civil rehabilitation proceedings or corporate reorganization proceedings against the user is filed or any incident similar thereto takes place.

## 2 Return of Fees for Use of Facilities

We may return the whole or a part of fees for use of facilities that are already paid, only if the approval of use was cancelled for the reason of IV.1(4), (5), (6), (7) or (8) provided above.

# V. Users' (Organizers') Responsibilities and Management Responsibilities

## 1 Responsibility of Management

The user (organizer) is responsible for the following terms upon holding events.

- (1) The user (organizer) not only needs to comply with laws, regulations and the Guide for Use of Facilities, but also needs to operate and manage safe events in accordance with the application for use upon our approval, and the "Notice of Holding an Event" and the "Plan for Site Management" prepared by the user (organizer) and submitted to the fire department or other relevant authorities upon our approval.
- (2) As stated in (1) above, the user (organizer) needs to ensure compliance with laws, regulations and the Guide for Use of Facilities by not only the parties affiliated with the event, but also by visitors, and needs to operate and manage a safe event.
- (3) The user (organizer) must appoint an individual who can properly perform necessary duties as the "Chief Supervisor". The Chief Supervisor generally also serves as the fire prevention supervisor. The Chief Supervisor needs to be always stationed at the facilities during the period of use and to supervise the event and all facilities being used.  
\*The "Chief Supervisor" is held responsible for all consequences throughout the time of usage, which occur due to the event.

- (4) During the period of use, the user (organizer) must take necessary measures and act accordingly to manage the facilities being used, organize and guide visitors, prevent theft, fire and accidents and aid people in case of sudden illness or injuries. The user (organizer) must also supervise, guide and aid visitors to the event, including those in adjacent areas of the facility used.
- (5) When there are a large number of visitors, the user (organizer) needs to take such measures as engaging with a security company or placing a security manager to prevent incidents in crowds, thefts, etc. If there are more visitors than anticipated, please take measures, including urgent increase of personnel, at the user's (organizer's) responsibility.
- (6) When a crowded condition with visitors for multiple events is anticipated, please mutually consult with user (organizers) of other events held simultaneously and prepare a comprehensive management plan. Please consult our salesperson upon preparing the plan.
- (7) Unless otherwise provided for in our facility usage rules, the user (organizer) shall be held liable for any accident in the Facilities, etc. being used during the term of use (including preparation and removal period), even if such accident is attributed not only to acts of the parties affiliated with the user (organizer) or the event but also to acts of visitors.
- (8) The user (organizer) must ensure that all facilities and equipment including those that do not require specific licenses—elevators, stairways, doors, tables, chairs, etc.—be used properly by related parties and visitors...
- (9) Please check location of emergency exits, method for evacuation navigation and location of fire extinguishers prior to use of the facilities to prepare for disasters and accidents.
- (10) In the case of a disaster, please form "Organizer Team" in accordance with the "Plan for Site Management" and please act in coordination with our self-defensive fire fighting team under the directions of its chief.
- (11) In order to preserve facility conditions and maintain safety during move-in/out, we designate exhibit decorators. The organizer must choose from the designated decorators when using a facility for exhibits.
- (12) We recommend users (organizers) to purchase necessary insurance policies for any slight possibility.
- (13) Please consult with our salesperson for any other matters prior to use and please comply with any directions.

## 2 Duty to Recover Previous Condition

Upon completion of use of the Facilities, etc., we ask users to recover the previous condition of the used Facilities, etc...

The preceding sentence shall apply in cases of the user's (organizer's) change in the Facilities, etc. or cancellation of its application for use, or our cancellations of approval of use of Facilities, etc. or stopping uses while being used.

## VI. Compensation of Damages and Waiver of Liability

### 1 Compensation of Damages

If buildings, equipments, fixtures, etc. inside / outside of facilities are destroyed, damaged or lost, users must promptly report to us.

Users must compensate damages, if such damages are due to or arise in connection with the use of the Facilities, etc. by users (including any damage caused by visitors and affiliated parties of the event).

If a user otherwise breaches our facility usage rules, we may demand for compensation of damages.

### 2 Waiver of Liability

We shall not be held liable for any and all accidents such as personal accidents and thefts of and damages to goods, exhibits, etc. in the course of use of facilities, unless we are grossly negligent.

## VII. Notification to Relevant Governmental Authorities.

Users shall make notifications and application for approval, which are required under laws and regulations, to relevant governmental agencies etc. and notifications to related institutions, etc.

## VIII. Meetings For Use of Facilities, etc.

1 Please conduct meetings on details regarding uses with our salesperson one month prior to the start of use of facilities. If necessary, we may ask users to provide the Plan for Use, etc.

2 We provide event-support services regarding following operations; please consult with us upon use of such services. Please note that some operations such as handling of equipments and fixtures, food and beverage services and exhibit decoration (i.e. exhibition booth/electricity construction and fittings, etc.) can be provided only by designated companies. Please ask our salesperson for a list of designated exhibit decorators.

- Hall services such as receptions, guidance and cloaks;
- Food and beverage services (In order to maintain food hygiene control, we do not allow food and beverages to be brought in);
- Stage, lighting and sound services;
- Technical services for simultaneous interpretation
- Video services;
- Construction services;
- LAN services; and
- Cleaning services

## IX. Miscellaneous

1 Laws and Regulations, etc.

- (1) The language used for the agreement for use of the Facilities, etc. ("Agreement") shall be Japanese.
- (2) The currency used for payment of money specified in the Agreement shall be Japanese yen.
- (3) The Agreement shall comply with laws and regulations of Japan.
- (4) When a dispute arises between the user and us in relation to this Agreement, the Tokyo District Court will be the court with the exclusive jurisdiction over the first instance.

2 Prohibited/Restricted Conducts at the Tokyo International Forum

- (1) Bringing food and beverages into seating areas of Hall A and Hall C
- (2) Bringing in and using dangerous articles and open flame.
- (3) Preparing food;
- (4) Bringing animals  
All animals besides human beings (not only mammals, but also fish, birds, reptiles, amphibians and arthropods including insects; assistance dogs, hearing dogs, guide dogs, etc. are excluded)

(\* Please contact our salesperson for details of other prohibited/restricted conducts.

- 3** We shall separately provide you with the “Facility Manual” which comprehensively covers necessary information upon use.
- 4** This Guide for Use of facilities is as of December, 2020. It is subject to any change without prior notification.