

# ATC Hall Preliminary Application Form

Date: \_\_\_\_\_

\*This is not a final application form.

\*Attach any relevant documents[company/organization overview, even overview (previous session materials, etc.), any other verification materials, etc.] and submit together.

\*Make sure to read and understand the <ATC Hall Usage Basic Flow> on the right page, the usage provisions and other relevant information before submitting the preliminary application.

\*A provisional application form is valid for a period of 2 weeks. Any changes or cancellations after this period may be subject to cancellation fees at the discretion of Asia and Pacific Trade Center Co.,Ltd.

Halls to be used Circle applicable	•Hall A(A I +A II +A III: 2,900㎡)		•Hall B (1,130㎡)		•Hall C (1,00㎡)	
	•Hall D (270㎡)		•Hall E (250㎡)			
	•A I +A III/A II +A III(1,600㎡)		•A I /A II (1,300㎡)			
Period *Include preparation and removal	First choice	Usage period	to	:	days	
		Event period	to	:	days	
	Second choice	Usage period	to	:	days	
		Event period	to	:	days	
Sponsor name					Host name	
Usage details Circle applicable	Details:					
Expected no. of attendees	Total	Max	Attendee type	Open to the general public (Entry fee / free)		
	people	people per day		Restricted (By invite/Members/Employees/Partners, etc.)		
Dangerous items (flammable/poisonous, etc.)	Yes (Details: ) •No		Heavy items	Yes (Details: kg) •No		
Bonded exhibition	Yes (Items: ) •No		Posting of event information	Yes (Release date: ) •No		
Special instructions						
Notes						

I hereby submit the ATC Hall Preliminary Application Form as above.

I hereby agree to observe the ATC Hall Usage Basic Flow, the usage provisions and other relevant information with the submission of this application.

Applicant address					
Applicant name (organization name)	Furigana				Seal
Representative name	Furigana		Date of birth	Showa Heisei Western	/ /
Supervisor name			TEL	- -	
Department			FAX	- -	

(Note) Usage will not be approved if event in any way contributes to the profit of organized crime groups or poses a risk of such.

In addition, if such is discovered after usage approval is granted, said approval shall be revoked.

Inquiries may be made to the Osaka Prefectural Police Department for verification in accordance with the Osaka City Organized Crime Exclusion Ordinances.

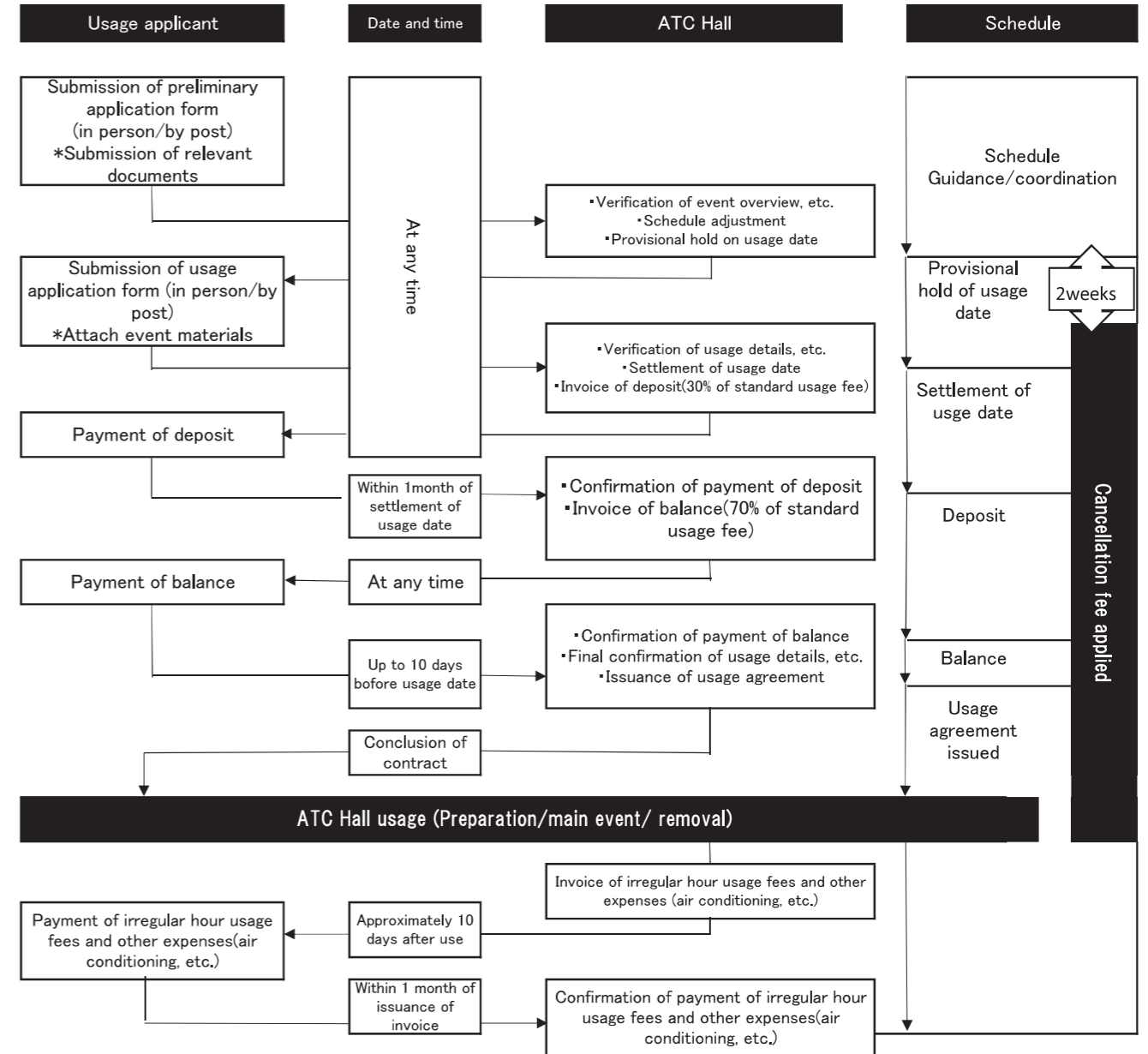
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# Basic flow for ATC Hall usage

Registration start		*Consult for international conferences and academic meetings. *Contact the hall team for details.		
•Hall A	•Hall C	•Use of multiple areas including those to the left	From the beginning of the month 1 year before start of use	
•Hall A 1/2	•Hall B	•Hall D	•Other	From the beginning of the month 6 months before start of use



## Cancellation fees

Cancellation notification date	1 year to 181 days before	180days to 31 days before	30 days before to usage start date
Hall A •Hall C •Use of multiple areas including those to the left	30%	50%	100%
Cancellation notification date	180days to 91days before	90days to 31days before	30days before to usage start date
Hall A1/2 Hall B Hall D Hall E	30%	50%	100%

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Cancellation fees = standard usage fee × no. of days × % from the above table

Asia and Pacific Trade Center Co., Ltd. Hall Operations Division

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