

# 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.
- \*Please refer to 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	•Hall A (1,130m <sup>2</sup> )		•Hall B (1,130m <sup>2</sup> )	•Hall C (1,000m <sup>2</sup> )
Circle applicable	•Hall D (270m <sup>2</sup> )		•Hall E (250m <sup>2</sup> )	
Period	•A I / •A II / •A III (1,600m <sup>2</sup> )	•A I / •A II (1,300m <sup>2</sup> )		
*Include preparation and removal	First choice	Usage period	to	days
	Second choice	Event period	to	days
Sponsor name	Host name			
Usage details	Details:			
Circle applicable	Total			
Expected no. of attendees	people	Max	Attendee type	Open to the general public (Entry fee / free)
Dangerous items (flammable/poisonous etc.)	Yes (Details: )	No	Heavy items	Restricted (By invite/Members/Employees/Partners, etc.)
	Yes (Items: )	No	Posting of event information	Yes (Details: kg) • No
Bonded exhibition	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		
Representative name	Seal	Date of birth	Shows Heisei / Western /
Supervisor name		TEL	- -
Department		FAX	- -

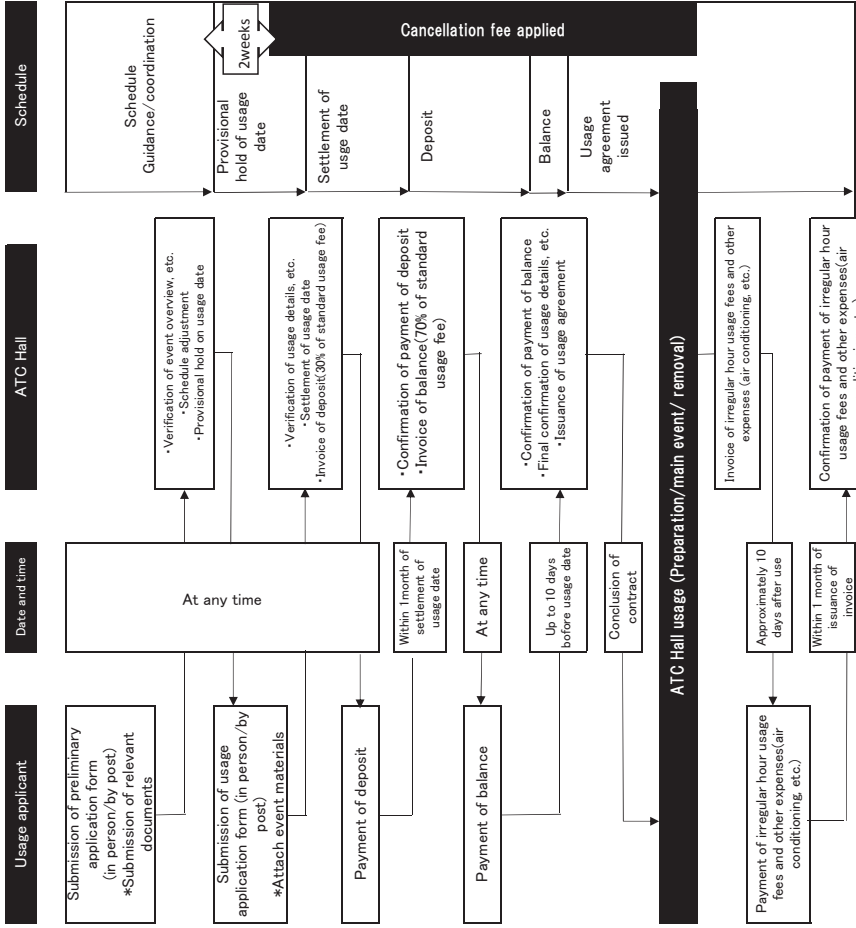
(Note) Usage will not be approved if event in any way contributes to the profit of organized crime groups or poses a risk of such. In addition, if such is discovered after usage approval is granted, said approval shall be revoked. Inquiries may be made to the Osaka Prefectural Police Department for verification in accordance with the Osaka City Organized Crime Exclusion Ordinances. Please leave the following sections blank.


# Basic flow for ATC Hall usage

Registration start  
 •Hall A •Hall C  
 •Hall A 1/2 •Hall B •Hall D •Other

\*Consult for international conferences and academic meetings.  
 \*Contact the hall team for details.

From the beginning of the month 1 year before start of use  
 From the beginning of the month 6 months before start of use



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%	100%
Cancellation notification date	180days to 91 days before	90days to 31days before	30days before to usage start date
Hall A1/2 Hall B Hall D Hall E	30%	50%	100%

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.  
 Cancellation fees = standard usage fee × no. of days × % from the above table  
 Asia and Pacific Trade Center Co., Ltd. Operations Division  
 2-1-10 Nishikubo, Suminoe-ku, Osaka 559-0034 TEL:06-6615-5906 FAX:06-6615-5921