

ATC Hall Usage Application Form

Asia and Pacific Trade Center Co., Ltd.

Application Date	
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*Date must be filled out

Halls to be used <small>Circle applicable</small>	•A(A I +A II +A III: 2,900㎡) •Hall B (1,130㎡) •Hall C (1,000㎡) •Hall D (270㎡) •Hall E (250㎡) •A I +A III/A II +A III(1,600㎡) •A I /A II (1,300㎡)
Usage period	_____ to _____ : _____ days
<small>Usage period details *Note preparation and removal each separately eve if they overlap with event period</small>	Preparation period (preparation day) _____ to _____ : _____ days
	Event period _____ to _____ : _____ days Event times: _____ to _____
	Removal period _____ to _____ : _____ days

Event name	Japanese	
	English	
Sponsor name		
Usage details <small>Circle applicable</small>	• Trade fair • Exhibition business meeting • Sales conference • Exhibition • Academic conference • General assembly/ceremony • Other (Please note detailed usage purpose) • Lecture/Seminar	
	Details: _____	
Expected no. of attendees	Total pax _____	Max pax per day _____
Danger items <small>(flammable/poisonous,etc.)</small>	Yes (Details: _____) • No	Heavy items Yes (Details: _____ kg) • No
Bonded exhibition	Yes (Items: _____) • No	Posting of event information Yes (Release date _____) • No

Usage Schedule *Please fill out usage daily schedules for each hall/

Usage schedule	/	/	/	/	/	/	/
Hall used	(day of the week)	(day of the week)	(day of the week)	(day of the week)	(day of the week)	(day of the week)	(day of the week)
Hall	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:
Hall	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:
Hall	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:
Hall	:	:	:	:	:	:	:
	to	to	to	to	to	to	to
	:	:	:	:	:	:	:

*Fill out in detail. (Submit materials whenever possible)

NO. _____

Item	Detailed contents
Company/organization overview Attached material names (Catalogs, pamphlets, etc.)	
Event Attached material names (Plans, flyers, previous session materials, etc.)	

Deposit payment deadline	/ / ()	Balance payment deadline	/ / ()
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I hereby submit this application for use of the ATC Hall as noted above.
I hereby agree to observe the ATC Hall Usage Provisions and other regulation when making use of the facility.

Applicant address	ZIP/Postal Code _____		
Applicant name			
Representative name	Date of birth	/ /	
Department	TEL		
Supervisor name	e-mail		

Bill to	Payer name				
	Postal address				
	Company name <small>(organization name)</small>				
	Supervisor	Department name	Title		
	Name	TEL			
		e-mail			

Signature: _____

*Please leave the following sections blank				
Application receipt date: / /				
	/ /	/ /	/ /	/ /

(Note) Usage will not be approved if event in any way contributes to the profit of organized crime groups or poses a risk as such. In addition, if such is discovered after usage approval is granted, said approval shall be revoked.