



# Conference Room Usage Information

## [Application Method]

### 1. Usage Period

January 4 to December 28 (Excluding 1 day per year on which facility is closed (Planned for the 3<sup>rd</sup> Wednesday in February))

### 2. Application Procedure

Fill out the required items on the Conference Room Usage Application and then submit the application via FAX or postal mail.

Please note that in principle no tentative (non-definite) reservations are accepted.

### 3. Registration

Registration can be carried out from up to 1 year before the planned date of use. Registration hours are 9:30 to 17:30 excluding Saturdays, Sundays, Holidays, and scheduled closings.

### 4. Usage Fees

Please refer to the separate Usage Fee Table.

### 5. Payment Methods

#### ■ If conference room standard usage fees exceed ¥100,000:

The full standard usage fees must be paid via bank transfer by 1 week before the 1<sup>st</sup> day of use.

Irregular hour usage fees, rental item fees, etc. will be billed after use and must be paid by bank transfer by the designated date.

#### ■ If conference room standard usage fees are ¥100,000 or less:

Conference room usage fees, rental item fees, and all other fees will be billed together after use and must be paid by bank transfer by the designated date.

### 6. Cancellations

The following cancellation fees may be charged in the event of any cancellations after the usage application has been submitted.

Cancellations from up to 1 week before until the day before use: 50% of usage fee

Cancellations on day of use: Total usage fee

\* If using conference rooms together with hall, any cancellations will be handled in accordance with the Hall Cancellation Fee Regulations.

### 7. Usage Suspension

Use may be suspended in the following cases.

Asia and Pacific Trade Center Co., Ltd. shall bear no responsibility or liability whatsoever for any damages incurred.

■ If any of the content of the "Application Form" is found to be incorrect or untruthful

■ In the event of any behavior, content, etc. which disturbs public morals, public safety, or which may violate any laws or regulations

■ Any behavior, content, etc. which is not in accordance with our company's instructions and which is deemed inappropriate by our company

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(1) Come pick up the key to the conference room at the ITM Building 12<sup>th</sup> floor Hall Operations Division at the start of usage time.

After use is complete, lock the hall and return the key to the Hall Operations Division.

(2) All layout changes, preparation, cleanup, etc., must be carried out during the reserved usage time. Please restore the room to its original condition (layout, etc.) after use.

(3) Collect all garbage in one location at end of usage time. Separate Garbage Processing Fees may be required depending on the amount of garbage generated.

(4) Contact the Hall Operations Division for all other details and inquiries.

### **Asia and Pacific Trade Center Co., Ltd. (ATC), Hall Operations Division**

2-1-10 Nankokita, Suminoe-ku, Osaka, 559-0034 TEL:06-6615-5006 FAX:06-6615-5021

Reception hours: 9:30 to 17:30 (Excluding Saturdays, Sundays, Holidays, and scheduled closings)

Please note that in general, no phone calls will be forwarded to conference rooms during usage hours.