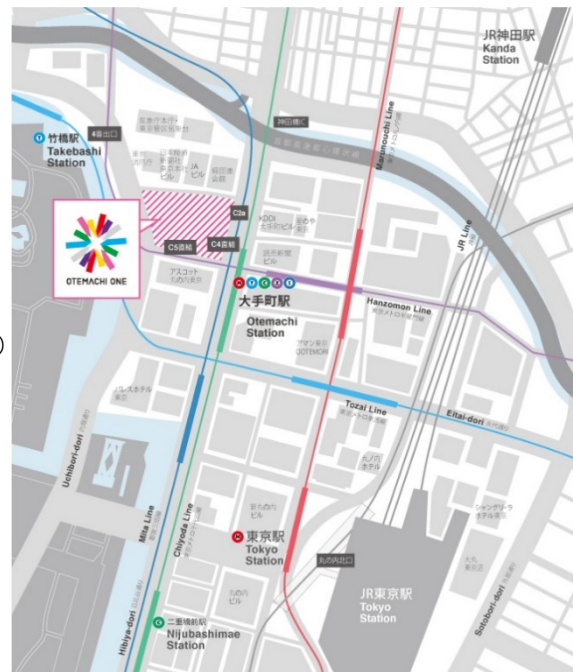


Otemachi Mitsui Conference Usage Guide

- Before using our facilities, please be sure that you have read and understood this Usage Guide, as well as our Terms of Use.
- Once you submit your application form, your information will be registered for using our facilities.
- Please be aware that this Usage Guide may be changed without prior notice.
- In the event of any conflict with this Usage Guide or the Terms of Use, the figures given on a quote, application form, and/or invoice will take precedence.

1. Conference Room Overview

- Location
3F, 4F Otemachi Mitsui Conference
MITSUI & CO. Building, Otemachi One
- Address
2-1, Otemachi 1-chome, Chiyoda-ku,
Tokyo 100-0004
- Scale
8 rooms: 25 m²~289 m² Ceiling Height: 3.2m
- Operating Hours
9:00 a.m. - 9:00 p.m.
(Excluding new year holidays, facility inspection days, etc.)
- Reception Hours
9:00 a.m. - 5:00 p.m.(weekdays only)
- For Inquiries
Telephone: +81-3-5220-6906
- Other
Food and beverages allowed.
(We introduce caterers.)



2. Usage Fees

Price List (Taxes not included)

Prices in yen

Room	Area (m ²)	Capacity (people)				Pricing (yen)						Extension Fee per hour
		Class room	Islands	Hollow Square	Theater	9:00-12:00	13:00-17:00	18:00-21:00	9:00-17:00	13:00-21:00	9:00-21:00	
Room01	36	21	-	18	35	27,400	39,800	27,400	69,600	68,300	99,400	10,800
Room02	42	21	-	18	38	31,900	46,400	31,900	81,200	79,700	116,000	12,600
Room01+02	79	45	36	36	73	54,800	79,700	54,800	139,400	136,800	199,100	21,600
Room03, 04	70	45	36	30	65	48,600	70,600	48,600	123,500	121,200	176,400	19,200
Room03+04	141	102	72	54	132	93,100	135,400	93,100	236,900	232,400	338,400	36,700
Room05	63	36	30	30	48	45,800	66,600	45,800	116,500	114,300	166,400	18,100
Room06	25	12	12	18	18	19,800	28,800	19,800	50,400	49,500	72,000	7,800
Room07, 08	144	96	72	54	140	95,100	138,300	95,100	242,000	237,400	345,600	37,500
Room07+08	289	210	144	90	318	171,700	249,800	171,700	437,100	428,700	624,300	67,700

3. Booking and How to Use

■ Venue

- Application Period: From exactly one year before to 7 days before the first day of your event.
- Please choose one of the six following time slots.
(1) 9:00–12:00 (2) 13:00–17:00 (3) 18:00–21:00 (4) 9:00–17:00 (5) 13:00–21:00 (6) 9:00–21:00
 - *Extended use is available by the hour within opening hours only (9:00–21:00).
 - *Please consult with us regarding using outside opening hours (before 9:00 or after 21:00).
- Please contact us by telephone or email for availability and check the details with a representative before making a tentative booking.
Telephone: +81-3-5220-6906 Reception Hours: 9:00 a.m. - 5:00 p.m.(weekdays only)
- Tentative booking is valid for one week. Please sign, seal, and submit by email the designated application form within one week from the date your tentative booking has been accepted. When submitting your application form, we confirm your name, company name, department name, headquarters address, telephone number, and billing address.
Email: otemachi-mitsui-conference@mfbm.co.jp
- Once we have issued your reservation certificate, your booking is formally complete.

■ Layouts

- Layout changes are free of charge. Please consult with your event coordinator after your booking has been formally accepted. Layout details must be finalized no later than 7 days prior to the date of use.

■ Food and Beverages

- Eating and drinking are allowed inside the conference rooms.
- Catering services can only be provided by caterers designated by our company. Please inquire of the facility staff, and we will refer you to said caterers. Furthermore, ordering for catering will be made directly from you to the caterers. Any garbage resulting from catering arrangements should be taken away during usage hours by caterers or yourselves.
- We bear no responsibility of any kind in the unlikely event of any foodborne illness, infection or accidents caused by any food or drinks provided by any caterers.

■ Advance Storage of Items

- If you need to have items stored prior to your event, please be sure to consult with your event coordinator in advance. When shipping your items, please write down your company name, the date of your event and your reserved room number on your delivery slip.
- Please be advised that we bear no responsibility of any kind in the unlikely event that an item being stored is lost or damaged, etc.

■ Shipping Items after your event

- If you need to have items shipped after your event, please be sure to consult with the coordinator on site. Note that payment method is cash-on-delivery only.
- Please be advised that we bear no responsibility of any kind in the unlikely event that an item being shipped is lost or damaged, etc.

■ Disposing of Garbage

- After your event, you will be required to dispose of any garbage by yourself.

4. Booking and How to Use

■ Prior to use

- Please send your usage fees (room rates, equipment and furnishing fees) by bank transfer prior to use.
- After your booking has been finalized, we will issue you an invoice. Please pay the full amount by bank transfer to the specified account at least one week in advance of the date of your event.
- Please be aware that if we have not received your payment by the specified date, your booking shall be considered cancelled.

■ After use

- When additional room charge, additional equipment or furnishing fees, or costs of other arrangements are incurred, we will issue an appropriate invoice after use.
Please make payment by the date that is written on the said invoice.

※Payment condition:

Closings take place on the 20th of each month with payments made at the end of the following month.

e.g. When using on April 20 and on April 21,

Usage fee for April 20...payment by the end of May

Usage fee for April 21...payment by the end of June

※You shall be responsible for any applicable bank transfer fees.

※We will send an invoice to the address specified on your reservation certificate.

※For billing after use, if payment cannot be confirmed by the deadline, we will charge interest at a rate equivalent to an 18.25 annual interest rate as a lateness fee applied to the unpaid amount.

5. Cancellation After Finalizing a Booking

■ Cancellation Methods

- Please contact us via email for cancellations.
After that, we will send you a confirmation mail for the cancellation.

■ Cancellation Fees(including extended use)

- Cancellation fees are as follows.

From the time of formal booking up to 60 days prior to the date of your use	: 30% of the planned usage fee
From 59 to 31 days before the date of your use	: 50% of the planned usage fee
From 30 days before the date of your use to the day of your use	: 100% of the planned usage fee

· If charges in the number of reserved days or rooms result in a decrease in the cost compared to the estimate, said difference shall be subject to a cancellation fee.

· Regarding cancellation fees before usage fees have been remitted, we will issue an invoice after said cancellation has been finalized, so please make payment by the last day of the month following the month said invoice is issued.

· Regarding cancellation fees after usage fees have been remitted, we will return the remainder of the usage fee by subtracting the cancellation fee after said cancellation has been finalized.

■ Cancellation of External Arrangements (Equipment, Furnishings, Food, Drinks, etc.)

- Cancellation fees may be charged depending on details.

■ Cancellation of Internal Furnishings and Equipment

- Cancellation fees will not be charged.

6. Notes of Consideration

■ Payment Methods

· Please note that our facility does not accept any payments by cash or credit cards.

■ Check-In

· You can enter the rooms within the reserved hours. Please bring your application form or reservation certificate and check in at the reception.

(※ If you enter the rooms before the reserved time, please note that you may be charged an extended use fee.)

■ Check-Out

· Please leave the rooms within the reserved hours and check out at the reception.

· If we cannot confirm that you have left within your reserved hours, please note that you may be charged an extended use fee.

■ Smoking Area

· All rooms in our facility are non-smoking.

■ Damage or Contamination of Rooms/Equipment

· Damage to or contamination of the rooms or equipment may result in separate charges for repairs.

■ Facility Use Methods

· Please use low adhesion-tape when posting posters or other printed material within the rooms.

· Flammable materials and other dangerous items which may inconvenience other guests are prohibited to bring in.

· When rearranging the layout of the rooms in use such as desks and chairs, please keep them inside the room.

■ Other

· If the following are deemed to be the case by our facility, you will be unable to use the facility.

- ① When laws or public morals are violated or may be violated
- ② When you are deemed to belong to a criminal organization or anti-social force.
- ③ When other guests or third parties are liable to be inconvenienced
- ④ When false information is confirmed regarding the details at the time of reservation (the information listed on the reservation certificate)
- ⑤ When the noise level is deemed liable to inconvenience other guests or third parties
- ⑥ When we deem your use to have a detrimental effect on other guests or third parties

7. Furnishings and Equipment

·We charge for the following items.

Furnishings and Equipment List (Taxes not included, Prices in yen)

Items	Pricing
Table	additional use:1,000/per 1 table
Chair	additional use:200/per 1 chair
Ceiling Projector	
Ceiling Screen	30,000
LCD Monitor	
Single Focus Standing Projector	10,000
Standing Screen	
Wireless Handheld Microphones	10,000
Wired Microphones	
Whiteboard	1,000
Flower Vase Stand	1,000
Temporary Stage (with skirt)	10,000
Panel (higher)	1,000
Panel (lower)	1,000
Laser Pointer	1,000
Podium	0
Elevating Round Table	0
Hanger Lack	0
Full-Length Mirror	0
Reception Desk	0
Standing Signboard	0
Belt Partition	0

Excess use of the items requires separate fee.

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