

# Usage Guide

## 1 Dates and Hours Available

### (1) Available dates

Jan. 4 to Dec. 28.

\* However, our facilities may be unavailable on some of the days during that period due to maintenance and inspections performed on facilities and equipment.

### (2) Available hours

9:00 – 21:00.

The basic schedule is divided into time blocks as shown in the table on the right. Out-of-hours usage at times outside the standard times of availability

Time blocks	Morning (9:00 – 12:00)
	Afternoon (13:00 – 17:00)
	Evening (18:00 – 21:00)
	Morning + Afternoon (9:00 – 17:00)
	Afternoon + Evening (13:00 – 21:00)
All-day (9:00 – 21:00)	

is also possible, but separate consultations are required beforehand.

\* Our facilities are located in a residential neighborhood, so moving in/out cannot be conducted between 22:00 and 7:00 the next morning.

Facilities	At time of application	Up to one month prior to the day of the event
Convention hall, event hall (entire hall), reception hall, exhibition hall	100% or 50%	The remainder
Conference rooms 201, 301, 302, 405, and 407	100%	
Half of Convention hall or event hall		
Conference rooms 401, 402, 403, 404, and 406, and other facilities		

- (2) **Other usage fees, e.g. supplemental facilities and equipment, beverages**  
Once the event has finished, we will send you an invoice and ask that you pay it by the deadline. However, if deemed necessary by the Center, we may ask for the entire amount to be prepaid by a deadline specified by our company prior to the day you use our facilities. It is also possible to pay on the day you use our facilities.

\* If paying by electronic bank transfer, transaction charges are the responsibility of the payer.

## 2 Applying to Use Our Facilities

### (1) Application acceptance

Application acceptance	Purpose and facility intended for use
At any time	International conferences and national conventions, including use of the halls
15 months prior to first day of use	Convention hall, event hall (entire hall), reception hall
12 months prior to first day of use	Exhibition hall, conference rooms 301, 405, and 407
3 months prior to first day of use	Convention hall, event hall (half of hall), conference rooms 401, 402, 403, 404, and 406

\* Separate consultations are required to use facilities other than those listed above.

\* Waiting rooms can only be used in conjunction with the facilities listed above. Application acceptance will be based on the associated facility.

### (2) Application process

Those who wish to use our facilities can contact us by telephone or come to the Center, fill out all the required items on a "Facility Usage Arrangements Form," and submit it to the address below. Once you have submitted the application, we may follow up on the details as necessary, and we might ask the organizers to submit other materials or a usage plan. Please note that applications can only be made by an event organizer.

Submit application to:	<b>MICE Promotion Department, Okayama Convention Center</b> 14-1 Ekimoto-machi, Kita-ku, Okayama 700-0024, Japan Tel. +81-86-214-1000 Fax +81-86-214-3600
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### (3) Business hours

Applications are accepted 9:00 – 17:00 (except for days when the Center is closed).

## 3 Usage Restrictions

We may decline to allow our facilities to be used if any of the following situations apply.

- If any misinformation is provided in the items submitted when applying
- If the use of our facilities is recognized as having the potential to disrupt public order and morals
- If the use of our facilities is recognized as having the potential to damage or harm our facilities or equipment
- If the characteristics of the event are recognized as having the potential to disrupt the tranquility of the local neighborhood
- If the use of our facilities is recognized as profiting an organization that collectively and habitually engages in violent crime
- If the use of our facilities is recognized as having the potential to injure or bother other users or visitors
- If the use of our facilities would violate the conditions of Okayama Convention Center and their enforcement regulations
- If the use of our facilities is otherwise recognized as presenting an obstacle to the management and operation of our facilities

## 4 Usage Fees

Please refer to "Usage Fees." Please contact us if you have any questions regarding usage fees.

## 5 Payment of Usage Fees

### (1) Facility usage fees (room fees)

Facility usage fees (room fees) must be prepaid in the manner described as follows. We will send an invoice to the billing address before the payment due date, and the fee must be paid by the deadline. If we are unable to confirm payment by the deadline, we may refuse to allow the facilities to be used.

## 6 Usage Approval

### (1) Facility Usage Approval Form

Approval to use our facilities will be via issuance of a "Facility Usage Approval Form." The Facility Usage Approval Form takes effect once the "Facility Usage Application Form" has been stamped with the seal of the event organizer and the facility usage fee has been paid.

### (2) The day of your event

Please bring the Facility Usage Approval Form to our reception desk on the second floor on the day of your event for confirmation. The facility will be made available once status has been confirmed at our reception desk.

## 7 Usage Approval Cancellation

Usage approval may be cancelled, or suspended even if in mid-event, if any of the following situations applies.

- If a condition noted under "3. Usage Restrictions" applies
- If the specifics of your event differ from those for which usage has been approved
- If event-related operations or activities take place at a location other than the facility for which usage has been approved
- If the rules stipulated by the Center are not followed while the facility is in use
- If you neglect to make a legally stipulated report to a related government agency while the facility is in use
- If payment of your facility usage fee has not been confirmed by the specified deadline
- If a disaster or other unavoidable occurrence renders the facility unusable
- If some unavoidable circumstance related to management or operation of the facility occurs

## 8 Changes or Cancellation by the User

If any of the details provided during the application process change, you must promptly inform a manager at the Center and obtain approval again.

Depending on the specifics of the changes, your usage of the facility may be considered cancelled. Furthermore, in the case of cancellation, you will be required to pay a cancellation fee as shown below.

Facility	Time of occurrence	15 mo. prior	12 mo. prior	6 mo. prior	3 mo. prior	1 mo. prior	Day of event
Convention hall (entire hall)	At time of application	10%	30%	50%	50%	100%	100%
Event hall (entire hall)							
Reception hall	At time of application		10%	30%	50%	100%	100%
Exhibition hall, conference rooms 301, 405, and 407							
Half of Convention hall	At time of application				50%	100%	100%
Half of Event hall							
Conference rooms 201, 302, 401, 402, 403, 404, and 406, and other facilities							

\* The date of your event can be changed once per usage agreement. If other users are not affected, approval will be given.

\* "At time of application" denotes the time when you inform our company orally or in writing of your intention to submit an application for facility usage and our company has approved the same.

\* In the case that you cancel the reservation based on a natural disaster such as an earthquake, a typhoon, heavy rain, or a flood as well as transportation issue (including ones that occurred in other places) such as a strike, suspension of services, or power failure at the transport facility though our facility can offer rental meeting rooms as usual, the bill shall be settled based on the above calculation.

## 9 Facility Visit and Arrangements

### (1) Facility visit

If you wish to visit our facility prior to use, you must apply in advance. If you come to the Center without applying in advance, it may not be possible to show you the facility you wish to see.

\* We are not able to show our facilities while they are in use.

### (2) Preliminary arrangements

- For halls, a meeting between the event organizer and our staff members shall take place about one month prior to the date of the event.
- For other facilities, a meeting between the event organizer and our staff members shall take place two weeks prior to the date of the event.

Please prepare the following documentation to make preliminary arrangements.

- A schedule of the proceedings or program for your event (materials that will clarify the event schedule)
- An event layout plan or a diagram of the performance, e.g. lighting and sound setup
- Your delivery plans, e.g. vehicle specifications, quantity, and schedule
- Other materials specified by a person in charge of arrangements for the Center

## 10 Usage Rules

- (1) The entire Center is non-smoking, with the exception of part of the first-floor café. Smoking outside of designated areas is strictly prohibited.
- (2) You may not stick anything directly onto interior walls, doors, or windows. You may not even use low-adhesive-strength cellophane tape. However, you may affix things to metal using magnets.
- (3) Please return conference rooms 401, 402, 403, 404, and 406, as well as waiting rooms, to their original state after your event.
- (4) It is the responsibility of the user to dispose of garbage brought to our facilities. However, garbage accommodated by garbage cans at our facilities shall be disposed of by us.
- (5) No flammable or hazardous materials for which you do not have permission can be brought to our facilities.
- (6) We do not allow fundraising, commercial sales, product and event promotions, or other similar types of activities at our facilities without the Center's prior permission.
- (7) You must apply in advance to engage in photography on the Center premises. We may refuse to allow photography if it is deemed to disrupt the operation and management of our facilities.
- (8) The lobby and foyer are shared spaces, and as a rule, the use of these spaces is limited to receiving visitors and related activities. Please consult with a manager at the Center if you wish to use these spaces for other purposes.
- (9) Please use the internal telephones to contact a Center staff member on the day of your event.

## 11 Moving In/Out

The delivery of items related to your event should be done using the delivery entrance (truck yard) on the first floor, north side of the Center. Vehicle height is limited to 3.8 m. Please note that this space is shared by all users, so delivery vehicles cannot remain parked there. Once a vehicle has finished being loaded or unloaded, it should be promptly moved. There is no space on the Center premises for large trucks to wait. We can provide information on pay parking in the nearby area. Vehicles 2.1 m or less in height should use the underground pay parking garage.

## 12 Package Shipping and Receiving

### (1) Receiving packages

To send packages to the Center, you must apply ahead of time and must have the packages delivered during the times specified below. We will not accept packages that arrive without prior application.

- If you are using the facility from the morning, please have the packages arrive the evening of the day before.
- If you are using the facility from the afternoon, please have the packages arrive the morning of the same day.

\* Depending on the quantity and size of the packages, we may charge a fee for the storage space for the period prior to when you start using our facility.

### (2) Shipping packages

We accept packages for shipping by business operators specified by the Center (prepaid or payment-on-delivery). Payment of shipping fees can be invoiced afterward, or payment can be made on site. If you are managing pick-up of items on your own, please do so within your event's time blocks.

\* If the packages are not gathered by the end of your event, we may charge a fee for the storage space, depending on the quantity and size of the packages.

## 13 Underground Parking

	Mamakari Parking	Lit Parking
Vehicle capacity	260 vehicles	270 vehicles
Operating hours	24 hours a day	
Closed	N/A	
Rates	¥150/30 min Daytime: 7:30 – 22:00 Max. charge: ¥1,800 Overnight: 22:00 – 7:30 next day. Max. charge: ¥1,200	
Allowable vehicles	Up to 2.1 m in height, 2.0 m in width, 5.0 m in length	

\* Handicapped parking spaces are available.

Mamakari Parking: One space by the central elevators and one space by the south elevators on levels B1F and B2F

Lit Parking: Five spaces on level B1F, and four spaces on level B2F

## 14 Other Services

- (1) Color and monochrome photocopiers are available at the office equipment corner on the first floor. Usage fees are required.
- (2) Public telephones are available on the first and second floors, and a fax machine (outgoing only) is available on the second floor. Usage fees are required.
- (3) Beverage vending machines are available on the second, third, and fourth floors. We have no cigarette vending machines.
- (4) There is a café on the first floor. Light meals are served.
- (5) Coin-operated lockers are available in the café on the first floor.
- (6) Wheelchairs are available for use. Please apply at the second floor reception desk.

## 15 User Obligations

Users must abide by the following.

- (1) Users must manage the facilities they use with the due care of a prudent manager.
- (2) Users must follow the rules stipulated by the Center, abide by the specifics of the approved Facility Usage Approval Form, and host their event with integrity.
- (3) Notifying related government agencies for permits related to facility usage, if legally required to do so, must be done by the user.
- (4) While facilities are in use, the user bears responsibility for managing facilities, for maintaining order, for supervising and guiding visitors, and for preventing theft and accidents.
- (5) The user is responsible for any accident that occurs while the facility is in use including setup and take-down periods, whether it is due to the user's actions or the actions of a related worker or visitor. The user must take thorough steps to avoid accidents.
- (6) If a large number of visitors is expected to an event held at our facilities, or if we recognize the possibility that your event will be a hindrance to another event, we or the organizers may make arrangements with a security company to provide proper security or oversight and guidance for visitors (or vehicles), and the costs incurred will be the responsibility of the user.
- (7) Be prepared for unforeseen disasters and accidents, and be sure to confirm the emergency exits, equipment capacity, evacuation routes and methods, and locations of fire extinguishers prior to the event.
- (8) If usage approval is cancelled, the user must be prompt in returning the facilities to their original state.
- (9) Telephone installation, security provision and cleaning associated with the use of our facilities must be done by business operators specified by us.
- (10) From a health and safety perspective, it is prohibited for event visitors to bring their own food and beverages. Please consult with us beforehand regarding catering services such as lunch boxes and beverages.
- (11) If you intend to conduct profit-making endeavors such as merchandise sales and promotion, you are required to consult with us beforehand to avoid unnecessary trouble with other users.
- (12) Please be aware that our employees may enter the facility while it is in use if required to do so for reasons related to the management and operation of the facility.
- (13) You must provide us with contact information that can be used to reach you at any time.
- (14) In case of an emergency, you must follow our instructions and preserve the safety of visitors to the facility.

## 16 Compensation for Damages, and Indemnity

The user shall be responsible for paying reparations for the cost of any damage incurred to the facilities, equipment, and furniture, or to the management and operation of them. The user shall also pay reparations for damages incurred as a result of violating the facility usage rules and the arrangements and agenda established with the Center with regard to facility usage. The Center will not be held responsible for damage that occurs as a result of factors for which our company is not responsible, including accidents resulting in injury or death due to the use of facilities, as well as the theft of or damage to items and exhibits, damage due to natural disasters such as typhoons, earthquakes, snowfall, or lightning, and disturbances caused by outsiders.