

## Buyer Participation Guidelines

Secretariat herein refers to an operator commissioned by Japan National Tourism Organization (hereinafter "JNTO") to plan and operate VISIT JAPAN Travel & MICE Mart 2023 (hereinafter "VJTM & VJMM").

Participants herein refer to individuals who belong to travel agencies and meeting planners that develop or sell (or plan to develop or sell) tour products to Japan, travel agencies that offer incentive tours, and other organizations and who are selected and approved by JNTO.

For the purpose of these Regulations, "sellers" shall be construed as Japanese tourist associations, corporations, or organizations that have registered themselves for business meeting opportunities in VJTM & VJMM and whose registrations have been approved by JNTO.

1. As a rule, participants must participate in the business meetings, FAM trip, and any other official events specified by JNTO that are held during the VJTM & VJMM period and must not leave the programs before their scheduled ends. Participants must obtain permission from JNTO if they need to leave the events for an unavoidable reason, and must pay for transportation and other expenses associated with their withdrawal.
2. Regarding the business meetings that are held during the VJTM & VJMM period, participants must attend all business meetings that have been arranged with sellers in accordance with the business meeting schedule. As the business meetings will be held in English or Japanese, participants must be able to communicate in English or Japanese.
3. Only participants who have registered to participate in VJTM & VJMM are allowed to participate. Other individuals, including companions, are not allowed to participate.
4. VJTM & VJMM participants whose visa requires the JNTO's personal guarantee shall apply to their local official establishment for their visa. They shall bear the expenses for the application. They shall be sure to come to Japan and return to their home country according to a schedule approved by the JNTO and shall not stay overnight before the specified arrival date or after the specified departure date. Participants are, however, allowed to come to Japan if a non-JNTO member provides a personal guarantee for their visa application.
5. The participation expenses will be covered as specified in Appendix. However, the details provided in Appendix are based on the Japanese government's COVID-19 policy as of May 8, 2023. Therefore, participants must understand and agree that the participation expenses to be borne by participants after their arrival in Japan may be revised in line with future changes in policy.
6. Participants must cooperate with all questionnaires, surveys for measuring results, and the like conducted by JNTO.
7. Participants must permit JNTO to use their right of publicity associated with photographic records and videotape recordings produced during the VJTM & VJMM period on websites, reports, printed materials, or records of related events specified by JNTO.
8. VJTM & VJMM participants whose registration has been approved by the Secretariat and who wish, for their own reasons, to cancel their registration for participation must submit a cancellation notice and a statement of the reasons therefor to the JNTO and the Secretariat either by snail mail or email. Participants shall bear any cancellation charges for accommodation, FAM trips, or other events that they may have canceled.

9. Participants must agree that JNTO retains the right to, at its discretion, prevent and exclude a participant from participating in VJTM & VJMM in cases where JNTO deems it inappropriate for the participant to participate, such as where the participant's application form contains false information or the participant has arranged a very small number of business meetings with sellers, or where the participant has violated these Guidelines.
10. Participants must agree that they may lose their eligibility to participate in future VJTM & VJMM events and events organized by JNTO as a penalty in cases where any of the following are deemed to apply:
  - (1) The participant is unwilling to actively perform or fails to perform work related to deciding a business meeting schedule (e.g., appointment requests from participants to sellers, request approval of appointments with sellers).
  - (2) The participant is absent without notice from an official event that he/she is scheduled to attend during the period.
  - (3) The participant changes the pre-arranged schedule for a business meeting without consulting JNTO and attends the business meeting.
  - (4) The participant cancels participation after the business meeting schedule is decided, or fails to attend a scheduled business meeting without notice.
  - (5) JNTO or secretariat deems it inappropriate for the participant to participate in VJTM & VJMM.
11. Participants must agree, and make the organizations to which they belong to agree, that JNTO and secretariat will not be liable for any damage suffered by participants and the organizations to which they belong during the VJTM & VJMM period, including, but not limited to damage that is suffered in the situations below.
  - (1) JNTO or secretariat judges that cancellation, early closing, postponement, or venue relocation of VJTM & VJMM is necessary to ensure the interests of participants and acts accordingly, regardless of the reason (including, but not limited to occurrences of fire, natural disasters (e.g., typhoons and other types of bad weather), and infectious diseases).
  - (2) The FAM trip schedule is changed, or the FAM trip is canceled, due to the occurrence of a fire, a natural disaster (e.g., typhoon or other type of bad weather), an infectious disease, or the like.
  - (3) The general public or another third party suffers damage due to the occurrence of a fire, a natural disaster, theft, an infectious disease, or the like.
  - (4) Accidental errors or omissions occur in the guidebook or other promotional material created for VJTM & VJMM.
  - (5) The property of a participant is damaged, or an exhibit, material, or the like is damaged or lost during loading, unloading, or transportation.
  - (6) A participant suffers a disadvantage arising from a business meeting.
12. During their stay in Japan, participants must abide by Japanese laws and other relevant laws and regulations that apply to the VJTM venue, such as safety regulations and the Fire Service Act.
13. These regulations are subject to change any time without advance notice to the participants. The latest updates of the regulations will be published on the official website.
14. These Guidelines are governed by the laws of Japan, and the Tokyo District Court will have exclusive jurisdiction of the first instance over all disputes concerning these Guidelines.
15. Participants are responsible for managing and safeguarding their ID (email address) and password related to this website appropriately and at their own risk.
16. In case of any discrepancies between the Japanese version and English version of these Guidelines, the Japanese version will take precedence.

## Participation Expenses

### Expenses covered by JNTO

1. For business meetings
  - (1) Accommodation
    - Accommodation from check-in on the afternoon of Wednesday, October 25, until check-out on the morning of Saturday, October 28.
    - \*Any expenses for checking in on October 25 earlier than the time designated by the JNTO shall be borne by the participant.
  - (2) Meals
    - Three breakfasts at the hotel from Thursday, October 26, through Saturday, October 28.
    - Three lunches at the business meeting hall from Thursday, October 26, through Saturday, October 28.
    - 6,000 yen's worth of meal-and-drink coupons to be used at the designated hotel for three days from Wednesday, October 25, through October 27.
  - (3) Transportation
    - Transportation from the designated hotel to the business meeting hall from Thursday, October 26, through Saturday, October 28.
  - (4) Other
    - One Mobile Wi-Fi from Wednesday, October 25, through the morning of Saturday, October 28.
2. For the FAM trips
  - (1) Accommodation
    - From Saturday, October 28, through the end of the designated FAM trip on Monday, October 30, or Tuesday, October 31.
  - (2) Meals
    - From the dinner on Saturday, October 28, through the breakfast on Monday, October 30, or Tuesday, October 31. (whichever is the final date of the selected FAM trip.)
  - (3) Transportation
    - Transportation on the selected FAM trip.
    - Transportation from your last hotel on your FAM trip on Monday, October 30, or Tuesday, October 31, to Kansai International Airport or Osaka International Airport. (Itami)
    - \*Any transportation expenses from your last hotel on your FAM trip to any airport other than the Kansai International Airport or Osaka International Airport shall be borne by the participant.
  - (4) Other
    - Facility admission fees during the FAM trip.
    - One Mobile Wi-Fi while on your FAM trip.

### Expenses borne by participants

- (1) Visa application fee.
- (2) International airfare\*, airport usage fee, other taxes, insurance premiums, etc. (\*Except for MICE buyers)
- (3) Private medical insurance premium.
- (4) Dinner costs for Oct. 25 (Wed) through Oct. 27 (Fri).
- (5) Expenses for transportation from the airport upon arrival in Japan to the designated hotel.  
(For participants attending just the business meetings, transportation from the business meeting hall to the airport after the business meetings have concluded.)
- (6) Personal expenses. (telephone, internet connectivity charges, room service, laundry, additional food/drinks, etc.)
- (7) Shipping expenses for all baggage.
- (8) All expenses, such as for transportation, associated with withdrawal before the end of the event.
- (9) Expenses not listed above.