

## 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 2024 (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. Those allowed to attend VJTM & VJMM business meetings shall be the participants specified in the detailed information for participation, and those accompanying the participants shall not exceed the number of admission passes issued.
4. Neither JNTO nor the Secretariat shall arrange for the participants of any business meetings to share the same room as their companions or anyone else, and the participants shall agree thereto.
5. VJTM & VJMM participants whose visa requires 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 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.
6. The expenses for participation in the program shall, as a rule, be borne as is set forth elsewhere. The participants shall understand fully and agree to the fact that there may be changes in the expenses for participation in the program on or after their entry into Japan.
7. From Wednesday, September 25, through the final day of the business meeting event, participants who are only attending business meetings shall sign up for travel insurance for international tourists, which will be arranged by JNTO and the Secretariat. FAM trip participants will do the same, but it will be from Wednesday, September 25, through the final day of the FAM trip event. However, this does not apply to those who are living in Japan, Japanese nationals, those who are otherwise unable to sign up for such insurance, or those who are willing to sign up for any such insurance on their own.
8. Participants must cooperate with all questionnaires, surveys for measuring results, and the like conducted by JNTO.
9. 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.

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10. 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 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.
11. 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.
12. 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) In cases where you do not cooperate with us in a questionnaire survey after the VJTM & VJMM event.
  - (6) JNTO or secretariat deems it inappropriate for the participant to participate in VJTM & VJMM.
13. 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.
14. 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.
15. 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.
16. 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.
17. Participants are responsible for managing and safeguarding their ID (email address) and password related to this website appropriately and at their own risk.
18. In case of any discrepancies between the Japanese version and English version of these Guidelines, the Japanese version will take precedence.

## Participation Expenses

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### Expenses covered by JNTO

#### 1. For business meetings

##### (1) Accommodation

- Accommodation from check-in on the afternoon of Wednesday, September 25, until check-out on the morning of Saturday, September 28.
- Any expenses for checking in on September 25 earlier than the time designated by JNTO shall be borne by the participant.

##### (2) Meals

- Three breakfasts at the hotel from Thursday, September 26, through Saturday, September 28.
- Two lunches at the business meeting hall from Thursday, September 26, and Friday, September 27.

##### (3) Transportation

- Transportation by bus from your hotel to the business meeting venue on Thursday, September 26, through Saturday, September 28 (for general buyers)/transportation expenses (MICE buyers)

##### (4) Other

- One Wi-Fi router is available from the time of your arrival at your hotel on Wednesday, September 25, through the end of the business meeting event on Saturday, September 28
- Insurance for international tourists in Japan from Wednesday, September 25, through Saturday, September 28

#### 2. For the FAM trips

##### (1) Accommodation

- From Saturday, September 28, through the end of the designated FAM trip on Monday, September 30, or Tuesday, October 1.

##### (2) Meals

- Lunch on Saturday, September 28, through breakfast on the final day of your FAM trip (three nights and four days) or lunch (two nights and three days)

##### (3) Transportation

- Transportation on the selected FAM trip.
- Transportation by our bus after the final night at the hotel on your FAM trip on Monday, September 30, or Tuesday, October 1, to Narita Airport or Haneda Airport
- Any transportation expenses from your last hotel on your FAM trip to any airport other than the Narita Airport or Haneda Airport shall be borne by the participant.

##### (4) Other

- Facility admission fees during the FAM trip.
- One Wi-Fi router during your FAM trip.
- Your insurance for the itinerary of your FAM trip

## Expenses borne by participants

- (1) Visa application fee.
  - The visa application that will be issued by JNTO will only guarantee the official duration of the VJTM & VJMM. Participants who wish to prolong their stay will need to separately ask another guarantor to issue the required documents for their visa application.
- (2) International airfare, airport usage fee, other taxes, insurance premiums, etc. (The expenses for MICE buyers invited by JNTO will be borne by JNTO.)
- (3) Medical expenses and expenses for participants' insurance.
- (4) Expenses for transportation from the airport upon arrival in Japan to the hotel. (The expenses for MICE buyers invited by JNTO will be borne by JNTO.)
- (5) The expenses for participants who need to check in before the time designated for their hotel on Wednesday, September 25, and expenses for participants who wish to stay overnight before or after the designated period.
- (6) Dinner costs for September 25 (Wed) through September 27 (Fri).
- (7) Expenses for transportation from the business meeting venue to the airport after the end of the business meeting program. (For participants who join only the business meeting event.)
- (8) Personal expenses. (Telephone, internet connectivity charges, room service, laundry, additional food/drinks, etc.)
- (9) Shipping expenses for all baggage.
- (10) All expenses for the accommodation, meals, drinks, transportation, and all other necessities of any person accompanying you at your business meetings.
- (11) All expenses, such as for transportation, associated with withdrawal before the end of the event.
- (12) Expenses not included in the above-mentioned range of expenses borne by JNTO.