

# Kansai Airport Conference Hall Terms of Use

At the Kansai Airport Conference Hall, we have established the following terms regarding the use of the conference venue, so please read and understand the terms in advance.

## 1. About the agreement

Contracts concluded with respect to the use of the conference venue for a conference or such by the Kansai Airport Conference Hall (hereinafter referred to as conference contract) shall be governed by this agreement and matters not stipulated in this agreement shall be established by commonly established laws or ordinances.

## 2. About your application

If you are planning to make arrangements to reserve conference hall for a meeting, etc. to the Kansai Airport Conference Hall, please provide the following items.

- ① Organizer's name, address and name of the meeting etc.
- ② Date and time of the meeting etc.
- ③ Number of people and contents of the meeting etc.
- ④ Matters that other Kansai Airport Convention Center needs

## 3. About establishment of contract

(1) The conference contract will be established when the Kansai Airport Conference Hall approves the application for the contract and receives the application fee.

The amount required as the application fee will be presented from the Kansai Airport Conference Hall depending on the contents of the meeting, etc.

(2) When the conference contract for the meeting, etc. is concluded, advance payment will be made by cash or by bank transfer to the Kansai Airport Conference Hall designated account by the due date as specified by the Kansai Airport Conference Hall's estimate.

(3) If you can not pay the advance payment by the day specified by Kansai Airport Conference Hall, the conference contract will be canceled.

In this case, a cancellation fee will be charged as listed in the separate table.

In addition, the advance payment will be used for cancellation fee.

## 4. About cancellation of conference contract

(1) About cancellation of conference contract from customer

The customer can cancel the conference contract after notifying the Kansai Airport Convention Hall.

In case of canceling all or part of the conference contract due to the circumstances of the customer, we will charge a cancellation fee according to the list on the separate table.

(2) About cancellation of conference contract from Kansai Airport Convention Hall

In the following cases, the Kansai Airport Conference Hall may refuse the application of the meeting etc., or may cancel the conference contract even if you have already concluded the conference contract.

- ① When the Kansai Airport Conference Hall decides that there is a possibility that attendees at

customers and meetings and such may act against laws or public order and morals, or Kansai Airport Conference Hall decides that it will cause inconveniences to other customers.

- ② When there are special instructions from related government agencies.
- ③ When a burden beyond a reasonable range is requested for meetings etc.
- ④ When natural disasters or facilities fail or other unavoidable circumstances occur and the conference hall cannot be used.
- ⑤ When the Kansai Airport Conference Hall judges that there is a danger of violating the matters specified in this agreement or being violated.

## **5. Conference time and fee**

(1) The contracted time (hereinafter referred to as "conference time") from the start to the end of the use of the conference hall etc. will be charged the prescribed room charge according to the price list.

(2) The preparation time and removal time of the meeting etc. are free for 1 hour before and after the conference time, but when this time is exceeded, a prescribed additional fee will be charged according to the price list according to the excess time.

However, we may not be able to comply with the extended usage time in connection with the schedule of the next meeting held in the same room, so please be forewarned in advance.

## **6. Confirmation of paid number**

Please inform us of the number of people that we need to prepare food for, etc. (hereinafter referred to as paid number) by noon two days before the meeting day in principle.

Since all arrangements are completed after that, even if the actual paid number on the meeting day etc. falls below the paid number we were initially informed with, we will charge a fee for the paid number as estimated.

Kansai International Airport Conference Hall Terms of Service

## **7. About arrangement of decoration, entertainment etc.**

We will arrange for Kansai Airport Conference Hall designation company for flower arrangement, acoustics, lighting, entertainment, receptions and memorabilia related to the meeting etc.

In case customers are planning to directly request handling by a company other than the handling company designated by the Kansai Airport Conference Hall, please contact the Kansai Airport Conference Hall in advance and make arrangements after getting consent by us.

## **8. About instruction to the company handling direct request**

Based on the consent of the Kansai Airport Conference Hall, decisions such as carrying-in/carrying-out of equipment such as decorations and entertainment related to the conference etc. handled by the handling company directly requested by the customer, will be carried out under supervision by Kansai Airport Conference Hall who will instruct the handling company so that it will be carried out under certain rules based on the aesthetic appearance of the Kansai Airport Conference Hall. We thank you for your cooperation and understanding in advance.

## **9. About damages**

All parties concerned with customers (attendees, including handling companies directly requested by customers), should be careful not to damage fixtures and such at Kansai Airport Conference Hall.

If damages or such occurs to facilities, furniture fixtures, etc., Kansai Airport Conference Hall will instruct you regarding restoration and repair etc, so will request you promptly repair the damage or compensate for the damages we ask payment for.

## **10. Refusal and cancellation of concluding the conference contract**

The meeting hall shall not comply with the conference contract in case of the following.

In addition, if the conference contract is already signed, it is considered that the conference contract has been canceled.

(1) When there are guests attending the conference/banquet, etc. who fall under the following categories, etc.

- Organized crime groups, organizations related to organized crime groups or related persons, other antisocial forces/gangsters,
- Organized by organized crime groups or organizations in which organized crime groups govern business,
- A corporation where some of its executives fall under a gang member.

(2) In the event that a customer attending a meeting, banquet or the like is judged that there is a possibility of conducting an act contrary to laws or public order and morals, or in case of violation of this agreement.

## **11. About prohibited items**

Regarding the items listed below, please refrain because it is a prohibited matter.

- ① Bringing in dogs, cats, small birds and other pets and livestock
- ② Bringing in hazardous materials such as ignitable or flammable items
- ③ Bringing in something that omits unpleasant odors
- ④ Gambling and other disturbing acts or behavior that would be annoying to other customers
- ⑤ Movement of equipments
- ⑥ Use other than the intended purpose noted at the time of application
- ⑦ Other acts prohibited by laws and regulations

## **Cancellation fee**

20% of the estimate amount (excluding service fee) when canceled 30 days prior to the event date  
However, actual expenses will be charged for those already arranged.

50% of the estimate amount (excluding service fee) when canceled 7 days prior to the event date  
However, actual expenses will be charged for those already arranged.

80% of the estimate amount (excluding service fee) when canceled 1 day prior to the event date  
However, actual expenses will be charged for those already arranged.

Full amount of estimate amount (excluding service fee) when canceled on the day of the event