

&BIZ conference (Tokyo Midtown Yaesu) Guidance

Please apply to use the facility after confirming the following content and the Terms of Use.
Please note that the Guidance may be changed without prior notice.

1. Facility Overview

■Address
Yaesu Central Tower 7th Floor, 2-2-1 Yaesu, Chuo-ku, Tokyo 104-0028

■Facility Business Hours
Weekdays 9 a.m. to 9 p.m.
* As a rule, the building is open every weekday except for year-end and New Year holidays from December 29 to January 3.
* The facility may be temporarily closed for facility and equipment inspections.

■&BIZ Conference Rooms available for rent

| | |
|--------|-----------------------|
| Room 1 | (142 m ²) |
| Room 2 | (133 m ²) |
| Room 3 | (94 m ²) |
| Room 4 | (37 m ²) |
| Room 5 | (20 m ²) |
| Room 6 | (38 m ²) |
| Room 7 | (16 m ²) |



Directly connected to the lower level of Tokyo Station on the JR line and the Tokyo Metro Marunouchi Line
3 min. walk from Kyobashi Station on the Tokyo Metro Ginza Line
6 min. walk from Nihombashi Station on the Tokyo Metro Tozai Line, Ginza Line, and Toei Asakusa Line

■ Contact Information for Inquiries
&BIZ conference Office (reservation reception counter)
Yaesu Central Tower 7th Floor (in &BIZ conference)
Telephone: 03-6262-1314
E-mail: yaesu7thfloor-conference@mfbm.co.jp
Reservation reception counter business hours: Weekdays 9 a.m. to 5 p.m.
* The facility may be temporarily closed for facility and equipment inspections.

2. Usage Fees

Rate per 10 minutes: Yen (excluding tax)

| Room | Area(m ²) | Facility Layout | Usage Fee |
|--------|-----------------------|--------------------------------|-----------|
| Room 1 | 142 | Classroom-type rows (72 seats) | 5,700 |
| Room 2 | 133 | Square (42 seats) | 5,400 |
| Room 3 | 94 | Square (30 seats) | 3,900 |
| Room 4 | 37 | - (12 seats) | 1,600 |
| Room 5 | 20 | - (8 seats) | 830 |
| Room 6 | 38 | Square (12 seats) | 1,600 |
| Room 7 | 16 | - (8 seats) | 700 |

Unit: Yen (excluding tax)

| | |
|---|-----------|
| Cost for reserving the entire conference area 9:00 a.m. to 9:00 p.m. | Usage Fee |
| | 1,300,000 |

3. Instructions for Use

■ Reservations

(1) Reservations at the &BIZ conference office

- Reservation of entire conference area

Contact the facility by e-mail or phone in advance to make a tentative reservation.

A quotation will be promptly issued. Tentative reservations are valid for one week. Sign and seal the designated Application for Use and submit it within the valid period for tentative reservations. The reservation is completed and becomes official upon receipt of Application for Use.

(2) Reservations from the &BIZ conference reservation site

- Single-room or combined-room reservations for Rooms 1-7

Make reservations from the &BIZ conference reservation site. Dedicated account will be issued to each company in accordance with the conference user agreement.

(3) Reservations from the WORKSTYLING members' site(WORKSTYLING members only)

- Single-room or combined-room reservations for Rooms 1-7

Make reservations from the WORKSTYLING members' site.

■ Reservation Acceptance Periods

From 90 days before the day of use to the start of the reserved time on the day of use

(From 365 days before the day of use to the start of the reserved time on that day for corporations that are tenants of Tokyo Midtown Yaesu)

■ Quotation

(1) Quotations for reservations made at the &BIZ conference office

will be issued by the &BIZ conference office.

(2) Quotations for reservations made on the &BIZ conference reservation site

can be browsed and printed out from the &BIZ conference reservation site.

(3) Quotations for reservations made on the WORKSTYLING members' site

cannot be issued.

■ Layout Changes

(1) Reservation of Room 1 or Room 2 for the entire day and reservation of the entire conference area

Layout changes are included in the usage fee only for Room 1 or Room 2 reserved for the entire day or for the reservation of the entire conference area. The user is requested to consult with our staff in charge by 14 days before the day of use to finalize the layout content.

(2) Reservations other than the above

The rooms are rented according to the layout indicated in "2. Usage Fees" above. Any changes to the layout are to be implemented by the user. After use, the user is requested to return the layout to the original state.

■ Building Entrance Method

(1) Reservations made from a system (both the &BIZ conference reservation site and the WORKSTYLING members' site)

Use the QR code for building entry attached to the system's reservation confirmation e-mail or reservation reminder e-mail.

(2) Reservations made at the reception counter

Use the QR code for building entry attached to e-mail sent in advance by the &BIZ conference office.

In both cases, the person making the reservation is requested to forward the QR code to persons who will be using the room(s) reserved.

■ Room Entry and Exit

- You may enter the room 10 minutes before the reserved time. (20 minutes before if the reserved time starts at 9 a.m.)

- If you desire to extend the reserved time after commencing use, follow the procedure for extension on the system with the account used to reserve the room.

Notify the reception counter if the reservation has been made at the reception counter.

- Acceptance of reservations or extensions of time that include a time after 7 p.m. will be closed at 5 p.m. on that day.

- When it cannot be confirmed that the room has been vacated within the reserved time, you will be charged an extended use fee.

■ Incidental Furniture and Equipment

All standard installations including chairs, tables, podiums, lecterns, projectors, screens, microphones, and white boards are available for free use.

■ Signage

Contact the &BIZ conference office at least one day in advance if you wish to display something on the signage at the &BIZ conference entrance.

4. Billing and Payment

■ Billing and Payment Methods

(1) Reservations made at the &BIZ conference office and on the &BIZ conference reservation site

The cutoff day for bills issued is the 20th of each month. Please make payment by bank transfer by the end of the month following the month the bill is issued.

Bills will be sent to the address you designate.

* The bank transfer fee is born by the user.

(2) Reservations made on the WORKSTYLING members' site

Bills are issued from the WORKSTYLING office in accordance with stipulations in the separately provided WORKSTYLING User Agreement.

Bills are sent to the address designated in advance by the company.

* Bills are for the total amount for combined use of conference rooms and WORKSTYLING facilities.

* For detailed information, direct inquiries to the WORKSTYLING office.

5. Cancellation After Completion of Official Reservations

■ Cancellation Methods

(1) Reservations made at the &BIZ conference office

Contact the facility by e-mail or telephone. You will be required to confirm cancellation in writing.

(2) Reservations made through a system

Complete the cancellation procedure through the system.

■ Cancellation Fee

No cancellation fee is set. Cancellations can be made any time until the starting time reserved for use.

If conference rooms are not used after the starting time reserved for use, you will be billed the usage fee for the rooms and times that were reserved.

6. Precautions

■ Food and Beverages

- Eating and drinking is allowed in each room and the foyer.
- Catering for parties is allowed only when the entire conference area or the entire &BIZ lounge is reserved.
- Catering of box lunches or packed meal (bento) only is allowed in all rooms.
- Catering is available only from our designated catering company. Please contact the facility staff for information. Orders are to be placed directly with the catering company.
- All waste associated with catering arrangements is to be taken away by the catering company or the user within the time reserved for use of the room.
- Please understand that the facility will not assume any liability whatsoever in the unlikely event of food poisoning, food contamination, or any other accidents caused by food provided by the caterer.

■ Smoking Area

- Smoking is prohibited in the facility.

■ Dirtying and Damage to Rooms and Equipment

- A separate charge may be made to restore any dirtying and damage to rooms and equipment.

■ Methods for Facility Use

- Use low adhesive strength tape to affix posters and paper, etc. to the wall.
- You are not allowed to bring in combustible or other hazardous materials or any items that cause a nuisance to other customers.

- If changes are made to the layout of desks and chairs during use of a room, make the changes inside the room.
- Please refrain from gathering and holding conversations outside the facility as it may annoy other customers.

- Air Conditioner Temperature Setting
 - Due to the convenience of the facility, we may not be able to accommodate individual requests to change temperature settings.

- Other Matters
 - When the facility determines that any of the following are applicable, you will be denied use of the facility.
 - 1) When the applicant has committed acts of violation or potential violation of laws and regulations or public order and standards of decency
 - 2) When the applicant is recognized to be associated with an organized crime syndicate or as belonging to some other anti-social group
 - 3) When there is a risk of the applicant annoying third parties such as other users of the facility
 - 4) When it is discovered that the applicant has provided false information in the written content of the reservation confirmation at the time the reservation is made
 - 5) When it is recognized that the level of noise made by the use of the room may potentially annoy third parties such as other users of the facility
 - 6) When the facility determines that the applicant's use of the facility is undesirable based on how it would affect other users and third parties
 - 7) When the applicant/user does not comply with the provisions of the Terms of Use