

Information on FY2019 Yokohama M&I Support Plan

Among MICE events to be held in Yokohama during fiscal year 2019, the Yokohama Convention & Visitors Bureau (YCVB) will support large-scale conferences, corporate visits or trainings (hereinafter referred to as “Meetings”) and also “Incentive Tours” that will bring foreign participants to visit Japan and stay in Yokohama, by providing giveaways, party attractions, etc.

1. Outline of the Yokohama M&I Support Plan

Support points will be granted according to the number of guest nights* scheduled for the Meeting or Incentive Tour to be held in Yokohama. These points will be granted up to 20 per application and each point is equivalent to 50,000 yen.

Each point can be used to order from the available Support Menus and thus receive giveaways or arrange party attractions from suppliers in Yokohama.

(* "guest night" means the number of participants multiplied by the number of staying nights)

No. of guest nights	50 or more	100 or more	150 or more	200 or more	250 or more	300 or more
Support points	2 points (Equivalent to 100,000 yen)	4 points (Equivalent to 200,000 yen)	6 points (Equivalent to 300,000 yen)	8 points (Equivalent to 400,000 yen)	10 points (Equivalent to 500,000 yen)	12 points (Equivalent to 600,000 yen)
No. of guest nights	350 or more	400 or more	450 or more	500 or more		
Support points	14 points (Equivalent to 700,000 yen)	16 points (Equivalent to 800,000 yen)	18 points (Equivalent to 900,000 yen)	20 points (Equivalent to 1,000,000 yen)		

2. Application and Examination

(1) Those meeting the following criteria may apply to the M&I Support Plan.

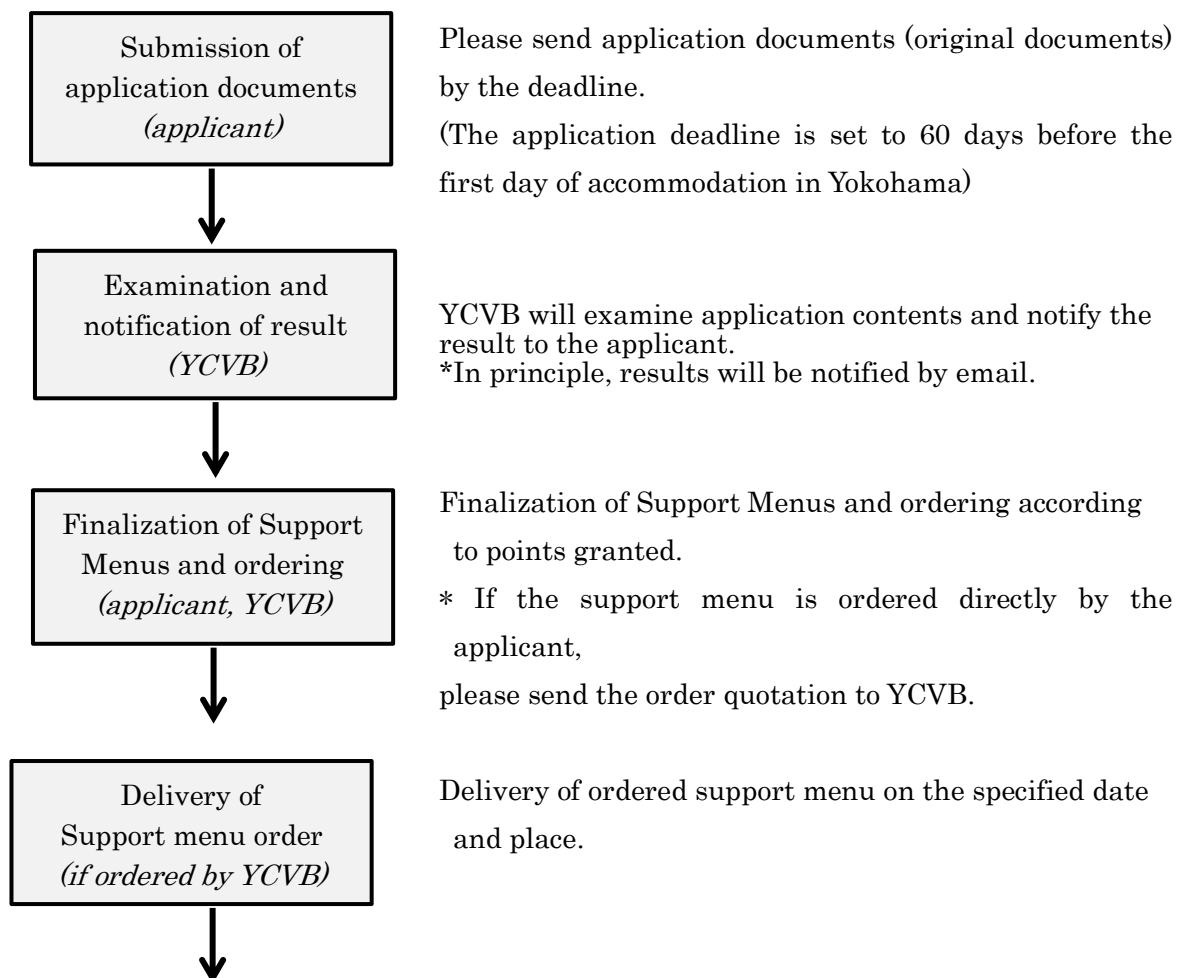
Support Target	<p>Foreign companies that will hold meetings (large-scale conferences, corporate visits, trainings) or incentive tours <u>from April 1, 2019 to March 31, 2020</u> and require <u>50 or more guest nights</u> in Yokohama for participants attending from abroad.</p> <p>Not eligible:</p> <ul style="list-style-type: none"> · If there is no reservation made for guest accommodation in Yokohama at the time of application · If the host is a Japanese company that invites customers or employees from overseas · If a business training center in Yokohama is planned for accommodation instead of a hotel, etc.
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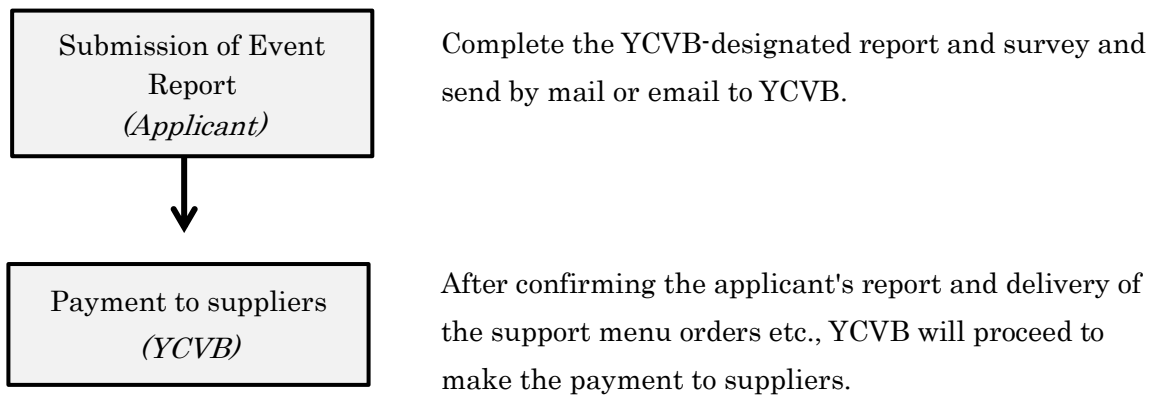
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	<ul style="list-style-type: none"> · If requesting a support menu that will be paid to a company located outside of Yokohama etc. *In addition to the above conditions, based on examination, other conditions may cause the application to not be eligible for support.
Application Period	<p><u>March 15, 2019 to February 1, 2020</u> (Application deadline is set to 60 days before the visit to Yokohama)</p>
Eligibility criteria	<p><u>Host organizations</u> that meet the above target criteria of support, or <u>travel agencies etc. delegated</u> by such organizers</p>
Application Method	<p>Please send the attached "Yokohama M&I Support Plan Application Form" and "Visit Schedule" to YCVB within the above application period (original documents, sealed with the company stamp or signed by the representative, are required) In addition, if the applicant is to place the order for any support menu, please receive from the supplier a quotation to show the estimated amount that should be paid from YCVB.</p>

(2) Examination and Decision on support

The procedure of examination and decision on support is as follows:





3. Completion Report and Payment of Support menus

Please complete the YCVB-designated report and survey, and submit them by email or mail to the person in charge in YCVB, soon after holding the meeting or incentive tour. After confirming the applicant's report and the delivery of support menu orders etc., the payment will be made to suppliers.

4. Important terms regarding the Support Points

- (1) Receipt of applications shall close if the budget available for M&I Support Plan is fully disbursed, and no new applications would be receipt even before the set deadline.
- (2) Except for unavoidable circumstances, if details of the event differ significantly with the application content (for example, the actual number of participants not reaching the expected number of participants of points granted, etc.), the amount paid to the supplier would be billed to the applicant.
- (3) No extra points will be added after the application result notification, even if the actual number of guest nights exceeds the expected number at the time of application.

5. Support menu

Based on the number of Support points granted and notified by YCVB, you can choose several support menus per 1-point unit (equivalent to 50,000 yen). Support menu orders are **limited to companies located in Yokohama.**

If the order amount exceeds the equivalent of your points, you can pay the difference.

Example using Support points:

50 people × 2 nights in Yokohama = 100 guest nights (4 points granted= equivalent to 200,000 yen)

- Order for Yokohama Souvenirs: 43,200 yen [8% VAT included] (1 point spent) and Giveaways: 145,800 yen (3 points spent)

(1) Yokohama Souvenirs



Contents	Offer of local souvenirs such as Yokohama sweets, etc. Any souvenir sold in Yokohama can be ordered. Please consult with YCVB about other specific souvenirs.
Example of required points	- Ariake Harbour baked sweets (5 pieces/box): 60 boxes per point - Yokohama Millefeuille (4 pieces/box): 100 boxes per point - Yokohama chocolate AkaiKutsu: 190 per 1 point * Some souvenirs are customizable with logo-printed packaging. Please contact YCVB for more information.
Order deadline	In principle, up to 30 days before the preferred delivery date * Some items need to be ordered more than 30 days in advance
Orderer	Yokohama Convention & Visitors Bureau

(2) Logo/name-printed giveaways

記念品周年



Contents	Offering of novelty products and Yokohama-exclusive goods customized with logos and names. For details on specific products, please consult with YCVB.
Example of required points	- Customized logo tumblers: 50 per point - Original set of bamboo chopsticks with logo: 50 sets per point - Tenugui-towel in the form of mini Yokohama happi-coats: 80 towels per point
Order deadline	In principle, 30 days before the delivery date * For some items, the order needs to be placed more than 30 days in advance
Orderer	Yokohama Convention & Visitors Bureau

(3) Offer of party attractions



Contents	Offer of attractions such as Japanese drums, lion dance, <i>Kagamiwari</i> (breaking open a sake barrel), etc. for reception parties. * This offer requires additional costs to be covered by the applicant, such as the arrangement of waiting rooms, meals and parking.
Example of required points	- Japanese drum performance, 20 minutes: 3 points - Chinese Lion dance (2 lions), 20 minutes: 5 points - Japanese harp performance (2 performers), 15 minutes: 3 points
Order deadline	If YCVB is to place the order, please inform YCVB up to 30 days before the preferred date of dispatch If the order is to be made directly by the applicant, please inform YCVB about the order details at the time of application
Orderer	Yokohama Convention & Visitors Bureau, or the applicant (required to submit a quotation upon application) * If the applicant places the order directly, a quotation of the planned attraction is required at the time of application.

(4) Subsidy for medium and large-sized bus chartering



Contents	Support to cover the cost of a charter bus for group transportation. The supplier company is limited to bus companies located in Yokohama.
Example of required points	- Small and medium-sized bus: About 3 hours per point - Large-sized bus: About 4 hours per 2 points * Prices varies according to the bus company of selection.
Order deadline	If YCVB is to place the order, 30 days before the specified date If the order is to be made directly by the applicant, please inform YCVB about the order details at the time of application
Orderer	Yokohama Convention & Visitors Bureau Or applicant (required to submit a quotation upon application)

(5) Offer of transportation tickets



Contents	Offer of tour transportation tickets to be used for sightseeing in Yokohama. - Minato Burari ticket Wide (unlimited 1-day ride on tourist bus, subway etc.) - Minato Mirai Line 1-day ticket (Minato Mirai Line 1-day free pass) - Keikyu Yokohama 1-day ticket ("Keikyu Round-trip Discount Ticket" and 1-day free pass for trains and buses)
Example of required points	Minato Burari ticket wide: 100 tickets per point Minato Mirai Line 1-day ticket: 100 tickets per point Keikyu Yokohama 1-day ticket: 50 tickets per point
Order deadline	30 days before the delivery date
Orderer	Yokohama Convention & Visitors Bureau

(6) Subsidy for Venue equipment costs (*Quotation required upon application)



Contents	Subsidy to cover costs of venue equipment such as sound, lighting and projection for meetings or parties to be held in Yokohama. *Expenses other than equipment cost, such as venue, food or beverage costs are not eligible for this subsidy.
Example of required points	Subsidy of up to 50,000 yen per point for sound, projection and lighting costs
Order Deadline	Please inform YCVB of order details within 40 days before the meeting or party
Orderer	Applicant (required to submit a quotation upon application)

Inquiries regarding the FY2019 Yokohama M&I Support Plan

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