(Form 1)

Convention Support Request

To: Chairman of Nagano Convention Visitors Bureau

Date m/ d / y /

Host's address

Representative's name Seal

We would like to request that you support our convention schedule as follows:

Description

Convention Name	
Type	☐ International ☐ National ☐Block ☐ Prefectural
Date	m/ d/ y/ ( ) day -- m/ d/ y/ ( ) day
Convention Hall	Main hall Sub-hall
Total participants	(Total lodgers in Nagano City of total participants)

Items for Support Request (✓ each ☐) Intended for more than 600 participants in Nagano City, more than 100 for international meeting	○ **Welcome Board – Welcome Tower** Requested Dates for use
	(Board) ☐ JR Nagano Station, Main Exit m/ d/ y/ ( ) day -- m/ d/ y/ ( ) day (Board) ☐ JR Nagano Station, East (Higashi) Exit (Board) ☐ Convention site (Depends on site regulations) (Convention Board) ☐ Convention hall (One board with convention name or theme) *Two locations for less than 600 participants and three locations for more than 600 participants can be installed. (Tower) ☐ Convention site (Convention of more than 8,000 participants) (Depends on site regulations)
	○ **Pamphlets, etc.** (please note number of copies) Requested Dates for use
	☐ Oidenashite (Welcome to) Nagano m/ d/ y/ ( ) day Comprehensive convention pamphlet (A5) copies ☐ Nagano Gourmet Guide copies Restaurant information in Nagano City (B5) *☐ Tote bag number *Tote bags are free up to 2000 20 yen per bag for over 2000 *Please inquire with us for other items such as sightseeing pamphlets, etc.

Intended for conventions with over 1000 participants	☐ Welcome stickers/signs on taxi doors Scheduled period and place m/ d/ y/ ( ) day -- m/ d/ y/ ( ) day ☐ Welcome posters in shopping districts Placing month: ☐ Shuttle bus
Intended for conventions with over 600 participants	☐ Acting secretariat *Cannot duplicate along with financial support
Intended for conventions with over 100 participants	☐ Excursion bus
Secretariat (Contact)	Address
	Name
	P.I.C.
	TEL FAX
	URL http://

*Submit documents for convention schedule / summary (prospectus, guidelines, etc) with this form.

*Submit at least 30 days in advance of convention date.