

# Terms of Use of International Design Liaison Center

January 1, 2019

## ■ International Design Liaison Center

The International Design Liaison Center (hereinafter referred to as “Center”) is a facility operated and managed by the Japan Institute of Design Promotion (hereinafter referred to as “Institute”).

The Center was established in March 2007 for the purpose of aiming to promote next-generation design in cooperation with various research and educational institutions mainly in the field of design as an international base for information transmission, human resources cultivation, and academic-industrial collaboration for design. At present, as one of constituent organizations of the Tokyo Midtown Design Hub (hereinafter referred to as “Design Hub”), the Center carries out activities for the purpose of connecting “people,” “business,” and “knowledge” through design as well as building new values of design and sharing the values with a wide range of people.

The Center is a facility mainly for practical activities by Member Organizations, but organizations other than Member Organizations may use the Center for activities that are consistent with the purpose mentioned above.

## ■ Terms of Use

These Terms prescribe matters concerning the use of the Center. In using the Center, users should fully understand and observe the provisions of these Terms. In addition, users shall be deemed to have consented to these Terms. For particulars relating to venue operation, see the Usage Guide.

## ■ Users

Users of the Center shall be limited to the following organizations:

- international organizations, research and educational institutions, and design promotion organizations that are members of the Center (hereinafter referred to as “Member Organizations”);
- constituent organizations of the Design Hub (hereinafter referred to as “Constituent Organizations”);
- design-related organizations (e.g. autonomous bodies and scientific research institutes);
- supporting members of the Institute; and
- organizations that the Institute recognizes as organizers of events whose purpose is to promote design or science.

### ■ Way to Use

Only events that are an activity contributing to promotion of design or science may be held at the Center.

The Center may not be used for an event whose main purpose is to promote sales, such as the presentation of new products by companies.

In addition, only activities for which consent is given to making their details public on the Center's website according to the purpose of the Center's activities may be carried out at the Center.

### ■ Usage Time

The Center is available as follows.

-Open throughout the year except for the beginning and the end of the year (according to the holidays at the beginning and the end of the year of the Design Hub).

-Available hours:

From 9:00 to 21:00

The available hours shall be from unlocking to locking. Allow extra time for preparation and removal. In the case of using the Center outside the available hours, consult with the secretariat in advance.

-Please understand that the Center may have a special holiday for inspection of its facility and equipment or for other reasons.

### ■ Usage Fees

In using the Center, users should bear the following usage fees for maintenance and administration costs for the Center. Usage fees shall vary depending on the user and the way in which the Center is used.

1. Cases where a Constituent Organization, Member Organization, or supporting member of the Institute uses the Center for an activity of the Center or Design Hub.
2. Cases where a Constituent Organization, Member Organization, or supporting member of the Institute uses the Center for its own activity.
3. Design-related organizations (e.g. autonomous bodies and scientific research institutes).
4. Organizers whose purpose is to promote design or science.

	*A reservation may be made for not less than 3 hours between 9:00 and 21:00.						All day use (12 hours)	Fee for extension
	3h	4h	5h	6h	8h	10h	9:00-21:00	Per hour
(1)	Free of charge							
(2)	20,000	25,600	31,200	36,800	48,000	59,200	70,000	5,600
(3)	49,000	63,000	77,000	91,000	119,000	147,000	175,000	14,000
(4)	70,000	90,000	110,000	130,000	170,000	210,000	250,000	20,000

(price:JPY)

(1)Use by a Constituent or Member Organization or supporting member of the Institute as part of the Center's or Design Hub's activity

(2)Use by a Constituent or Member Organization or supporting member of the Institute for its own activity

(3)Use by a design-related organization (an autonomous body or scientific research institute)

(4)Use by an organizer whose purpose is to promote design or science

\*Fees do not include consumption tax.

\*Usage time shall include time for preparation and removal.

\*Extra cost may be incurred according to the hours during which a user uses the Center.

\*Usage fees include lighting and heating expenses, fees for AV machines, and cleaning charges.

\*A usage fee for use during hours other than those mentioned above, for example, use for two or more consecutive days, shall be fixed according to the fees shown above, as a rule, but may be fixed individually.

\*After an application for use is accepted, when the user cancels the application or changes the date and time or usage time for reasons of its own, the user shall promptly contact the Center by e-mail or in writing.

\*If a user cancels use in a period from five days before the use to the date of use, the Center shall request that the user pay the full amount of the usage fee as a cancellation fee.

#### ■ Method of Paying Usage Fees

According to the terms stated in the Application for Use and the actual conditions of use, the Center shall issue an invoice within one month following use. The user shall pay the usage fee by depositing it into the designated financial institution before the date stated on the invoice.

\*Bank transfer charges shall be borne by the user.

#### ■ Publication of Information

According to the purpose of the Center's activities, the Center shall make public any

information about events it hosts on the Design Hub's website as Events Information, as a rule.

In addition, when a Constituent Organization, Member Organization, or supporting member of the Institute uses the Center for an activity of the Center or Design Hub, the Center shall have the user submit a summary of the event details afterwards that is within about one thousand characters in length.

#### ■ **Prohibited Matters**

The matters set forth in the following items shall be prohibited:

1. conduct that contravenes laws and regulations or public order and morals or conduct liable to corrupt good public morals;
2. use whose actual conditions are quite different from what has been described at the time of application;
3. conduct liable to dirty or damage the facility, equipment or the like;
4. bringing combustible or inflammable articles or dangerous objects into the Center;
5. smoking;
6. conduct liable to cause trouble or give an unpleasant feeling to others in such a way as making a loud noise, causing objects to vibrate or giving off a bad smell;
7. using an organized crime group or other antisocial force;
8. the sale of articles or a fund-raising activity without permission in the Center;
9. transferring or subleasing the whole or any part of the right to use the Center to a third party; or
10. any other act that the Center finds inappropriate in terms of managing or operating it.

#### ■ **Rescission of Acceptance of Use and Restriction of Use**

In a case falling under any of the following items, the Center shall rescind acceptance of use or shall restrict or suspend use even while a user is using the Center. Moreover, even if a loss arises to the user as a result of the rescission, restriction or suspension, neither the Institute nor the Center shall assume liability for that loss.

1. If it is found that the user's activity falls under any of the items of Section (Prohibited Matters) above.
2. If it becomes impossible to use the Center owing to force majeure such as a natural disaster, unforeseen accident or disaster.
3. If unavoidable circumstances arise in terms of managing or operating the Center.

#### ■ **Users' Responsibility for Management**

-During the time of use, users shall have an obligation to endeavor to preserve the facility and equipment and to pay attention to confirming visitors' safety. Users should always use the

Center with due care of a prudent manager.

-Users should observe the provisions set forth in these Terms of Use of the Center and the related laws and regulations and should have relevant persons, visitors and others observe those provisions.

-In using the Center, users should check emergency exits and the evacuation conduct method, in preparation for an unforeseen disaster or accident, and should keep every relevant person informed about them. In addition, users should act on the Center's and Tokyo Midtown's instructions in case of emergency.

-Users shall assume full responsibility to manage any accident resulting in injury or death or the theft of or damage to an article which arises when using the Center, as a rule.

-If damage to or a loss of the Center's facility, equipment or fittings arises during the time of use, the user shall compensate for the amount of that damage or loss for whatever reasons.

-Users shall be responsible for managing machines, materials, and fittings brought by them into the Center.

### ■ Application for Use

An organization that wishes to use the Center shall make an application through the following procedure after it consents to these Terms. For inquiries, apply to the secretariat.

[Start time of receipt]

The Center shall start to receive reservations and applications for use from six months before the date of use, provided that the Center shall start to do so from one year before the date of use only when the use coincides with a themed or special exhibition by the Design Hub.

[From inquiries about availability to application]

- An applicant should inquire to the Center by telephone or e-mail about whether the Center is available on the desired day and time and for the desired way of using the Center.

- When available, the applicant may make a provisional reservation by e-mail (the Center will not receive a provisional reservation by telephone). The applicant should send an e-mail containing their desired date and time of use, the name of the user, and the desired way of using the Center, to the Center's e-mail address mentioned below. A provisional reservation shall be deemed to have been received when the Center replies to that e-mail.

-When the way of using the Center and the date are decided, the applicant should promptly submit a prescribed Application Form for Use (a PDF file of a document with a seal may be temporarily received, but the applicant should submit the original document without fail afterward).

-The Center shall accept a reservation formally when it receives the Application for Use. An application made by Application Form for Use shall take precedence over provisional reservations, even if a provisional reservation was made at an earlier date.

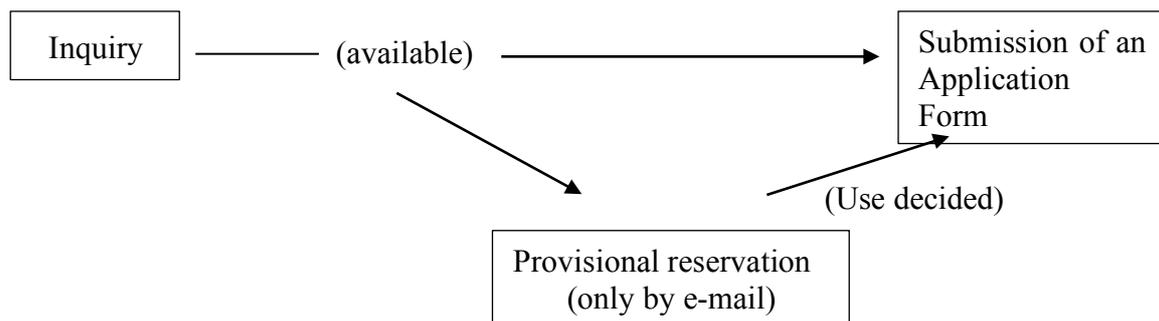
-The applicant should submit an Application Form for Use without fail at least one month before the date of use.

-The date and hours of use may be occasionally changed at the discretion of the Institute or Center.

[Flow of application]

\*From 6 months before, as a rule

\*Application form must be submitted about 1 month before



Contact details for inquiries, provisional reservations, and application:

Secretariat of the International Design Liaison Center

The Japan Institute of Design Promotion

Midtown Tower 5F, 9-7-1 Akasaka, Minato-ku, Tokyo 107-6205

E-mail: [liaison-info@jidp.or.jp](mailto:liaison-info@jidp.or.jp)

Tel.: 03-6743-3779

Fax.: 03-6743-3775

These Terms have been revised on January 1, 2019 and shall apply to applications on and after February 1, 2019. Moreover, these Terms are subject to alteration without notice in the future.

## **Usage Guide to International Design Liaison Center**

This Usage Guide organizes a flow from after submission of an Application Form for Use to the close of an event in using the International Design Liaison Center (hereinafter referred to as “Center”).

Read this Guide when you use the Center and cooperate to provide necessary documents and various pieces of information to the Center.

### **■ The Center’s Fittings**

Users may use the Center’s fittings free of charge within the usage time. In addition, users may bring fittings into the Center themselves.

### **■ The Center Staff Members Attendance**

Users may request that one staff member of the Center attend their event and assist them with their work at the hall. Make that request by stating it on the Application Form for Use or informing the Center of it by e-mail afterward.

### **■ Publicity**

Users shall recruit participants and inform people of their event themselves, as a rule.

The Center will carry out public relations as follows.

-The Center will post public information stated on the Application Forms for Use and publicity information optionally provided by users on the Tokyo Midtown Design Hub’s official website and will post a notification through its official SNS.

-The Center will post a notice of an event in Tokyo Midtown buildings on the date it is held.

<Provision of optional publicity information>

-When a user wishes to have detailed information posted on the official website, send optional publicity information, including articles for a press release and images to the Center.

-The information may be edited or summarized for posting.

-It will take around one week to complete posting of the information.

-Some pieces of the information may not be posted if the date of the event is near.

### **■ Carrying In and Out**

<Case where users carry items in and out themselves>

-Time to carry items in and out and time for preparation work for an event shall be included in the usage time.

-When a user wishes to use carts for carrying items in and out, the user must carry items in

and out along traffic lines for carrying in and out from the freight handling space in the Tower building of Tokyo Midtown. In that case, the user must submit an Application Form for Carrying-in-and-out Work to the Distribution Center of Tokyo Midtown at least three business days before carrying-in-and-out work. For particulars, apply to the Center.

<Case where users wish to send things beforehand by courier>

-Items must reach the Center no later than “two days before an event” (or on Friday morning when the event is held on Monday).

-Specify “fittings carried in the Liaison Center” as well as the usage schedule and the user name on the shipping slip.

-Inform the Center of the slip number and the shipping date of the shipment by e-mail after dispatch.

-Receive the shipment at the office of the Japan Institute of Design Promotion (JDP) on the date of use.

-Users may dispatch items from the Center by courier. Ask the Center’s person in charge to arrange a slip for cash on delivery (the Center refuses to dispatch items by using a slip carried in by users).

-The Center will dispatch items by courier from the JDP office. Bring to the Institute’s office a shipment to which a slip is affixed.

#### ■ Eating and Drinking by Catering

-Users may provide food and drink through catering in the Center. Users should submit an application or make a notification of that provision to a public agency on their own responsibility when it is necessary to do so.

-Special dealers are not designated for catering. When catering involves carrying in and out by means of carts, submit an Application Form for Carrying-in-and-out Work in accordance with the preceding section.

-When a large quantity of waste is produced from food and drink provided by catering, make arrangements for disposal of the waste on the user’s part.

#### ■ From Entry to the Room to Leaving the Room

-Come to the JDP office at the start time of use and call the Center’s person in charge.

-The Center will lend out one security card key to the user at the start of use. Return the card key to the Center promptly after the end of use.

-Users should arrange the tables, chairs, and other fittings of the Center themselves in the way they desire, and should return them to their original state on their own responsibility after the end of use.

-Make requests to regulate the room temperature and to raise or lower blinds to the Center’s person in charge.

-Wi-Fi devices which users may use free of charge are installed in the Center. Inquire about those devices to the Center's staff member at the hall.

-There is no storage space in the Center. After usage time in the Center, users may not store machines, materials, and packing materials for long periods of time, and may not leave those items in spaces for common use. Carry out or dispose of such items upon the end of use.

-The Center will dispose of trash produced during events in the Center if the amount of the trash is permissible. In that case, users have to separate burnable and incombustible trash, cans, bottles, and plastic bottles. Cooperate to do so. (The Center will supply trash bags. Ask the Center's staff member to supply those bags.) The Center prohibits users from leaving trash in the building's pantry.

-Users should dispose of large quantities of waste, bulky waste, or industrial waste on their own responsibility.

-If a user is responsible for extreme defacement of the facility, the Center will request that the user pay a separate cleaning charge.

**This Guide has been updated on January 1, 2019 and is subject to alteration without notice in the future.**

# Application Form for Using the International Design Liaison Center

International Design  
Liaison Center

We hereby agree to the Terms of Use and apply for use as follows.

Date of application (dd/mm/yy):     /     /

\*Apply by e-mail    E-mail : liaison-info@jidp.or.jp

\*Submit this application form about 1 month before the planned date of use.

\*When the usage time is more than 1 day,  
submit application forms for days over which you wish to use the Center.

## Applicant [Address for invoice]

Organization and department		
Address     [Zip]		
Title	Name of person in charge	Signature
Contact details:		
TEL	E-mail	mobile
Remarks    *Fill in this space with a request relating to an invoice.		

## Details of use

Usage time    *Length of time to use the hall, including time for arrangements and removal
Date (dd/mm/yy):     /     /     From     to     ,     Total:     hours
Details of event
Symposium   /   Lecture/Workshop   /   Exhibition   /   Conference   /   other event (     )
Assistance by the Center's staff member
*One staff member can be arranged without charge.     Necessary   /   Unnecessary     Carrying in and out by vehicle     Yes   /   No

\*When a user carries items in and out by vehicle, the user must make a prescribed application to Tokyo Midtown. Inform the secretariat of it in advance without fail.

## Public information about the seminar or event (to be posted on the Center's official website and guide signs displayed on the date of use)

Title
Date of event
*From the start to the close of the event     Date (dd/mm/yy):     /     /     From     to     ,     Total:     hours
Outline
Lecturer name (in case of a seminar, etc.)
Entrance fee
Free of charge     /     At a charge of    JPY [     ]     Number limit     Persons
Application for participation to:
Contact details for inquiries/ URL for detailed information
Organizer name

※ 事務局記入欄

利用分担金	承諾印	承諾日     年     月     日
区分    1   2   3   4		請求日     年     月     日
時間    (     ) 時間		請求番号
延長    (     ) 時間	承諾印	請求金額 (税込)
名義申請    有    無		
金額(税別)		

## Application/ Inquiries

**Secretariat of International Design Liaison Center  
Japan Institute of Design Promotion**

Midtown Tower 5th floor, 9-7-1 Akasaka, Minato-ku, Tokyo 107-6205

TEL : 03-6743-3779    FAX : 03-6743-3775

E-mail : liaison-info@jidp.or.jp

http://www.designhub.jp/