

**Kobe International Conference Center**

# **KOBE CONVENTION CENTER**

~Kobe International Conference Center Usage Guide~  
(Terms of Use)

## **Kobe International Conference Center**

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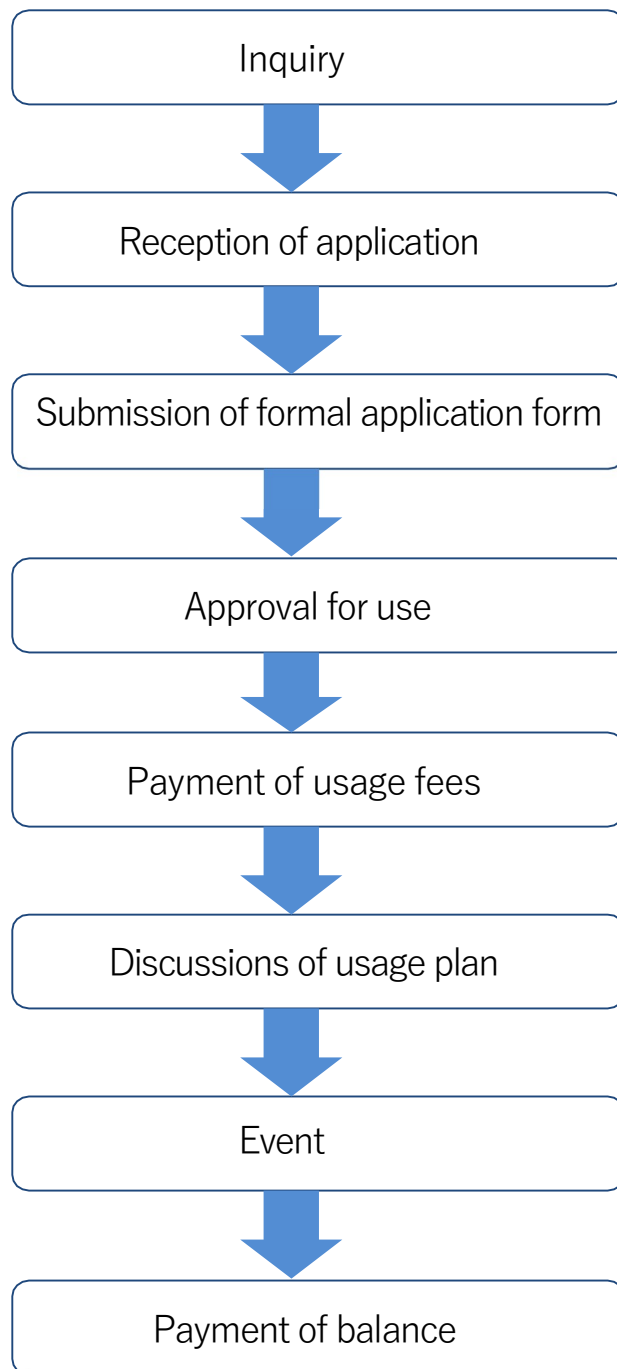
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# 1 From application to event



## 【Contact information】

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## 2 Application for use

### ■ Application acceptance start date

Applications for use are accepted as follows.

Meeting/event type	Application acceptance start date
<ul style="list-style-type: none"><li>• International conference</li><li>• Use in conjunction with the International Exhibition Hall (entire area of at least one of the hall buildings)</li></ul>	At any time
<ul style="list-style-type: none"><li>• Use of all facilities</li><li>• Meeting of the Science Council of Japan</li></ul>	From 2 years before the start date of use
<ul style="list-style-type: none"><li>• Meeting other than those listed above</li></ul>	From 1 year before the start date of use
<ul style="list-style-type: none"><li>• If the content of the event is deemed to cause noise that will affect other meeting rooms</li></ul>	From 6 months before the start date of use
<ul style="list-style-type: none"><li>• Use of the Reception Hall only</li></ul>	From 1 month before the start date of use

### ■ Date and time of use

#### (1) Date of use

January 4th to December 28th (However, the Center may be closed for equipment inspections and maintenance or other reasons.)

#### (2) Time

9 a.m. to 9 p.m. (However, extended use outside of regular hours may be possible, so please consult us in advance.)

### ■ Approval for use

(1) Approval of the application will be granted by issuing a "Letter of Approval for Use."

(2) The user may not transfer or sublease all or part of the right to use the Center to a third party without the approval of the Center.

## 3 Restrictions and cancellation of use

### ■ Elimination of antisocial forces

In Kobe City, the "Guidelines for the Elimination of Organized Crime Groups from Contracts of Kobe City" have been enforced to prevent organized crime groups from entering into public contracts. The purpose of the guidelines is to ensure that all contracts and other agreements concluded by Kobe City and its affiliated organizations are strictly free from any involvement with organized crime groups. In accordance with these guidelines, we will handle the use of the Center in the same way as Kobe City.

We may refuse or cancel permission for use if the use is deemed to be for the benefit of an organized crime group or is otherwise prohibited by law or ordinance. Furthermore, we may consult the Head of the Hyogo Prefectural Police Headquarters when necessary to help eliminate such groups.

### ■ Restrictions of use

We may refuse your application to use the Center if any of the following apply:

- (1) The use is deemed likely to harm public order or morals.
- (2) The use is deemed likely to damage the Center or its equipment.
- (3) The use is deemed likely to benefit a group that collectively or habitually engages in violent and illegal acts.
- (4) The use is deemed likely to cause inconvenience to other users of the Center.
- (5) The use violates any provision of the Kobe International Conference Center Ordinance and its Enforcement Regulations.
- (6) The use is otherwise deemed to interfere with the management and operation of the Center.

## ■ Cancellation of use

Even after we have approved your use of the Center, we may cancel the approval or suspend your use if any of the following apply:

- (1) The use falls under any of the items in the "Restrictions of use" section above.
- (2) The application was made with false information or other fraudulent means, or the Center is used for a purpose other than what was stated on the application form.
- (3) The usage fees were not paid by the specified deadline.
- (4) The user failed to comply with the rules and regulations established by the Center.
- (5) The user failed to submit the required notifications to the relevant government offices as stipulated by law.
- (6) The Center became difficult to use due to a disaster or other unavoidable circumstances.
- (7) Other unavoidable reasons related to the management and operation of the Center arose.

## 4 Usage fees

### ■ Facility usage fees

(1) Basic usage fee

(Morning slot) 9:00 a.m.-noon

(Afternoon slot) 1:00 p.m.-5:00 p.m.

(Night slot) 6:00 p.m.-9:00 p.m.

(2) Heating and cooling costs, as well as consumption tax, are included in the usage fee.

(3) Preparation (rehearsal) and removal time will be charged at 50% of the basic usage fee.

\* This does not apply to the after-hours usage fee or the usage fee for waiting rooms (302-307).

(4) When using each facility consecutively, as a general rule, you will be required to rent that facility for the time slot after the event ends.

\* The preparation fee will apply to the time slots outside the actual event time.

### ■ Ancillary equipment usage fee

A separate fee will be charged for the use of ancillary equipment.

### ■ After-hours usage fee

(1) An after-hours usage fee is charged in 30-minute increments.

(2) The after-hours usage fee will be charged based on the entry and exit record sheet.

(3) If you extend your use by more than one hour from a designated time slot, you will be additionally charged the basic usage fee for the preceding or following time slot.

#### **Example 1:**

Extending the afternoon slot (1:00 p.m.-5:00 p.m.) until 6:30 p.m.

[1.5 hours extension]

→ You will be charged the basic usage fee for the evening time slot (6:00 p.m.-9:00 p.m.)

**Example 2:**

Extending the afternoon slot (1:00 p.m.-5:00 p.m.) until 6:00 p.m.  
[1 hour extension]

→ The after-hours usage fees (30 minutes x 2) will be charged.

■ **Surcharge**

In the following cases, 1.5 times the basic usage fee will be charged.

- (1) When the organizer collects an admission fee of 5,001 yen or more from attendees (This does not apply to conference participation or registration fees.)
- (2) When the facility is used for the purpose of selling goods (This does not apply to the sale or exhibition of books related to the conference.)

\* This does not apply to the preparation fee and after-hours fee.

■ **Utilities usage fees**

Electricity charges will be billed separately for any equipment brought in by the organizer (such as projectors and PCs), regardless of whether mains construction is required.

\* Excluding electricity charges for conference hall ancillary equipment

\* Excluding electricity charges for outsourced equipment (PCs, etc.) arranged by the Center

Electricity charges	700 yen/kw
Gas fee	Included in the facility usage fees
Water charges	Included in the facility usage fees

■ **Using the Conference Center and Exhibition Hall together**

When using [All facilities of the Conference Center] and [All facilities of the Exhibition Hall or entire area of at least one of the hall buildings of the Exhibition Hall] together, you will receive a 10% discount on the basic usage fee for each facility.

(Notes)

Submission of a reduction application form is required.



■ **Discount periods**

When using the Center during the periods of [April 29 to May 5] or [August 12 to 16], you will receive a 30% discount on the basic usage fee for each facility.

(Notes)

This discount cannot be used in conjunction with the discount for combined use of the Conference Center and Exhibition Hall.

■ **Payment**

Please pay the usage fees to the designated account by the payment deadline specified on the invoice.

6 months prior to use . . . . . 30% of the facility usage fee will be charged.

3 months prior to use . . . . . Remaining 70% of the facility usage fee will be charged.

■ **Parking lots**

(1) When you use the Main Hall or the International Conference Room, three parking spaces are available for each facility.

(Space available for loading and unloading on the stage)

Facility name	Parking lot location (Divisions)
Main Hall	B1 floor (9, 10 and 11)
International Conference Room	1st Floor (22, 23 and 24)

(2) Shimin Hiroba underground parking lot

○ Business hours 7:30 a.m. to 10:00 p.m.

○ Usage fee 160 yen per hour (5 hours or more: 800 yen maximum)

## ■ Outsourcing to partner companies

The following services can be arranged through the Conference Center.

The fees will be charged together with the facility usage fees.

- Signboards / flowers
- Video equipment
- Food and drink (Box lunches, receptions)
- Various security services
- Venue setup
- Audio services (recording,, multi-channel microphones)
- Simultaneous interpretation
- Cleaning (garbage disposal)

## 5 Changes and cancellation of use

(1) If you need to change the date, time, or facility of your reservation or cancel your reservation due to your personal circumstances after it has been confirmed, please contact us immediately. A cancellation fee may apply depending on the circumstances.

(2) Cancellation fees may apply for equipment, fixtures, fabricated items, and labor costs ordered through us. The fees will be based on the regulations of our partner companies and will vary depending on the timing of the cancellation.

Facility	Date of cancellation	Cancellation fees
<ul style="list-style-type: none"> <li>• All facilities</li> <li>• Main Hall, International Conference Room,</li> <li>• All rooms on the 4th floor (401 to 407)</li> <li>• All rooms on the 5th floor (501 to 505)</li> </ul>	Up to 6 months before the date of use	10% of the base usage fee
	From 6 months to 3 months before the date of use	30% of the basic usage fee
	From 3 months to 1 month before the date of use	50% of the base usage fee
	After 1 month before the date of use	100% (full amount) of the basic usage fee
Reception Hall, 302 to 307, 401 to 407* , 501 to 505* * Including partial cancellations from the use of the entire building or floor	Up to 3 months before the date of use	No cancellation fees charged
	From 3 months to 10 days before the date of use	10% of the base usage fee
	After 10 days before the date of use	100% (full amount) of the basic usage fee

## 6 Various notification documents

### ■ Fire department

Application for Approval of Smoking, Use of Open Flames, and Bringing in Hazardous Materials  
[Form No. 2]

\* Smoking is prohibited inside the Conference Center. (A smoking room is available at the entrance on the 2nd floor.)

### ■ Others

Electrical Work Notification Form (Conference Center)

If more power than the capacity of each meeting room is required or otherwise electrical work is required, please submit two copies (one original and one duplicate) of the Electrical Work Notification Form with a diagram indicating the electrical capacity to the Conference Center. (Please ensure that all construction and removal work is completed within the reserved time slot.)

## 7 Related materials

- Facility usage fee and layout list (Attachments 1-1 to 1-2)
- Equipment fee list (Attachments 2-1 to 2-3)
- Support schedule (Attachment 3)
- Loading and unloading route map (Attachments 4-1 to 4-4)
- Parking information (Attachment 5)
- Evacuation routes and AED locations ( Attachments 6-1 to 6-4)

## 8 Important notes

### ■ Compliance and other matters

The user must comply with the following matters:

- (1) The user and related parties (including related businesses, exhibitors, performers, and visitors; the same applies hereinafter) are prohibited from entering facilities that they do not have permission to use without permission.
- (2) The user must immediately restore the facility (including its equipment) to its original condition upon completion of use and have it inspected by a facility representative.
- (3) The user shall be responsible for all management duties related to security, fire safety, personal injury, and the theft or damage of goods, exhibits, valuables, and other items during the entire period of facility use (from setup to removal). The Conference Center shall not be held liable unless there is willful intent or gross negligence on the part of the Center.
- (4) If the user or related parties break, damage, or lose any part of the facility (including its equipment), the user shall be responsible for restoring it to its original condition or for compensating for the damage.
- (5) If the user or related parties cause losses to a third party, the user shall compensate for the losses. The Conference Center will not be held liable.
- (6) Even if the application of Article 3, "Restrictions and cancellation of use," causes damage to the user or related parties, the Conference Center shall not be held liable.
- (7) In the event of a dispute arising between the user and the Conference Center regarding the use of the facility (facilities), the Kobe District Court shall be the court of exclusive jurisdiction for the first instance over such dispute. Furthermore, these Terms of Use shall be governed by and construed in accordance with the laws of Japan.

## ■ Eating and drinking

As a general rule, eating and drinking are not permitted inside the Main Hall and International Conference Room.

If you plan to serve food or drinks at your event, you will be charged a separate cleaning fee.

Main Hall	33,000 yen/time
International Conference Room	22,000 yen/time
501/502/Reception Hall	11,000 yen/time
401/402/403/503/504/505	5,500 yen/time

## ■ Additional labor costs

- (1) For the Main Hall, it is necessary to arrange for stage, sound, and lighting hall managers (at least one of each).
- (2) For the International Conference Room, it is necessary to arrange for sound hall managers (at least one person).

Hours on duty: 1 to 4 hours	23,300 yen/person
Hours on duty: 4 to 9 hours	27,000 yen/person
Hours on duty: 9 to 13 hours	30,700 yen/person
Early morning / late night / outside regular hours	5,800 yen/person

## ■ Setup and removal

- (1) Driving nails, pasting with glue or cellophane tape, or coloring is not permitted on the floors, walls, columns, etc., both inside and outside the building.
- (2) Please be sure to take protective measures for floors, walls, and columns if there is a risk of damaging them.
- (3) Storing or accumulating setup/decoration materials, goods, etc. is not permitted near air conditioning equipment, emergency exits, evacuation routes, fire hydrants, fire alarms, fire shutter closure areas, or other fire safety equipment.

### ■ Main Hall stage

- (1) Using crackers, smoke, gunpowder, gas, magnesium, etc. for stage production is not permitted.
- (3) If you plan to hold an event that involves loud noise, please consult your coordinator in advance.
- (3) If you need a stage floor plan, rigging cross-section drawing, audio equipment list, lighting equipment list, basic lighting setup diagram, etc., please consult your coordinator.
- (4) If you plan to hold a music-related event where a piano is used, a separate fee for tuning will be charged. If you use a sounding board, separate fees for usage and setup will be charged.

### ■ Other matters about meeting rooms

- (1) Change in the layout of the International Conference Room will be handled by our partner company for a fee (¥55,000 per change, including restoration).
- (2) You are free to change the layout of other meeting rooms.  
However, please ensure that all setup and restoration work is completed within the reserved time slot.
- (3) Regarding meeting rooms other than the International Conference Room, the key will be handed over at the office on the 2nd floor 10 minutes before the reserved time slot.
- (4) If you plan to hold an event that involves loud noise, please consult your coordinator in advance.

## ■ Others

(1) We do not provide currency exchange services for either Japanese yen or foreign currencies.

(2) When taking photos or videos for commercial or promotional purposes:

- Inside meeting rooms: You are required to submit an application form and pay the corresponding facility usage fee.
  
- Around the Entrance Hall and the vehicle access area on the 2nd floor: Please contact Kobe Mirai Toshi Kiko Co., Ltd. at +81-78-302-2382.
  
- Shimin Hiroba: Please contact Kobe Portopia Hotel Co., Ltd. (designated administrator) at +81-78-303-0451.

(3) Smoking is prohibited throughout the entire building. Please use the designated smoking area to smoke. (A smoking room is available at the entrance on the 2nd floor.)

(4) Please take any garbage you generate in the venue with you when you leave.

If you need garbage disposal services, a fee will be charged, so please consult your coordinator.



## 9 Flow of usage plan

### ~1 year before the date of use

- Submission of the Formal Application Form (facility usage fees quotation, etc.)
- Program progress
- Support schedule (Check 1)
  - Facility usage plan (including for the reception)
  - Venue layout creation
  - Whether to display exhibits and posters
  - Whether needing simultaneous interpretation (including interpreter arrangement)
  - Arrangement for equipment, supplies, signage, etc.
- Facility tour
- Coordination with the conference management company
- Support schedule (Check 2)

### 10 months to 6 months before the date of use

- Meetings on details of each facility
- Meetings on display of exhibits and posters
- Whether to post event posters and flyers
- Public lecture
- Co-sponsored seminars
- Reception planning
  - Facility tour, attractions
- Facility addition or change

### 6 months to 3 months before the date of use

- Public lecture promotion
- Support schedule (Check 3)
  - Change and addition to the details of each facility
  - Starting preparation for staff arrangement
- Handling orders for co-sponsored seminars
  - Sending application sheets to each company (starting arrangement for food and drinks and equipment)
- Facility addition or change



### **3 months to 1 month before the date of use**

- Final meeting (with the organizer and management company)
- Support schedule (Check 4)
  - Starting confirmation of arrangements
- Facility addition or change
- Handling orders for co-sponsored seminars
  - Collecting application forms from all companies (Placing orders for food, drinks, and equipment)
- Exhibitions
- Submission of notifications to relevant authorities
  - Submission of the notification to the fire department and electrical work-related notifications
- Requests for and acquisition of various confirmation documents
- Communication
  - Confirming whether needing Internet access
  - Confirming whether needing Intranet access

### **1 month to 1 week before the date of use**

- Final confirmation with the organizer and management company
- Final confirmation of ordered items
- Creation and confirmation of the final quotation
- Final usage plan
- Abstracts and programs
- Confirmation of garbage disposal methods

### **Event Day**

- Addition and change
  - Schedule, equipment, and other
- Lost and found check
- Garbage disposal

### **Payment**

- Sending Invoice
- Survey request

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