

&BIZ conference (Nihonbashi Muromachi Mitsui Tower) 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

Nihonbashi Muromachi Mitsui Tower 5th Floor, 3-2-1 Nihonbashi Muromachi, Chuo-ku, Tokyo 103-0022

■Facility Business Hours

Weekdays 9 a.m. to 9 p.m.

Weekdays 9 a.m. to 7 p.m. for Rooms A-H (private rooms)

* 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 1A (90 m²)

Room 1B (106 m²)

*A+B combined (196 m²)

Room 2 (14 m²)

Room 3 (14 m²)

Room 4 (14 m²)

Room 5 (60 m²)

Room 6 (55 m²)

Room 7 (68 m²)

Room 8 (82 m²)

Rooms A-H (Private rooms)

■Contact Information for Inquiries

&BIZ conference Office (reservation reception counter)

Nihonbashi Muromachi Mitsui Tower 5th Floor (in &BIZ conference)

Telephone: +81-3-6271-8576

E-mail: muromachi5thfloor-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.



Directly connected to Mitsukoshimae Station on the Tokyo Metro Ginza Line and Hanzomon Line and Shin Nihombashi Station on the JR Yokosuka Line and Sobu Line (Rapid)
4 min. walk from Kanda Station on the JR Line

2. Usage Fees

(1) &BIZ conference Usage Fee

Rate per 10 minutes: Yen (excluding tax)

Room	Area(m ²)	Facility Layout	Usage Fee
Room 1 (A+B)	196	Classroom-type rows (147 seats)	7,600
Room 1A	90	Classroom-type rows (54 seats)	4,400
Room 1B	106	Classroom-type rows (54 seats)	5,100
Room 2	14	- (6 seats)	650
Room 3	14	- (6 seats)	650
Room 4	14	- (6 seats)	650
Room 5	60	Classroom-type rows (36 seats)	2,600
Room 6	55	Square (16 seats)	2,300
Room 7	68	Classroom-type rows (36 seats)	2,800
Room 8	82	Classroom-type rows (40 seats)	3,600

Rooms A-H	-	Private rooms (1-4 people)	160
-----------	---	----------------------------	-----

Unit: Yen (excluding tax)

Cost for reserving all Rooms 1-8 9:00 a.m. to 9:00 p.m.	Usage Fee
	1,300,000

Unit: Yen (excluding tax)

Cost for reserving all Rooms A-H 9:00 a.m. to 7:00 p.m.	Usage Fee
	64,000

Unit: Yen (excluding tax)

Layout change option	Usage Fee
	24,000

3. Instructions for Use

■ Reservations

(1) Following kinds of reservations shall be made at the &BIZ conference office by e-mail or phone in advance to make a tentative reservation.

- Reservation of Room 1 (A+B) with Layout change option
- Reservation of Room 1A or 1B solely
- Reservation of all Rooms 1-8
- Reservation of all Rooms A-H

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 officially completed when the &BIZ conference office confirms the application for use and notifies the user of its acceptance.

You are requested to consult with our staff in charge by 14 days before the day of use to finalize the layout.

(2) Following kinds of reservations shall be made online at the &BIZ conference reservation site

- Single-room or combined-room reservations for Room 1, 2, 3, 4, 5, 6, 7, 8 and/or A-H

Dedicated account will be issued to each corporation in accordance with the conference user agreement.

In case Room 1 (A+B) is reserved with Layout change option / Room 1A or 1B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

(3) Following kind of reservation shall be made online from the WORKSTYLING members' site (WORKSTYLING members only)

- Single-room or combined-room reservations for Room 1, 2, 3, 4, 5, 6, 7, 8 and/or A-H

In case Room 1 (A+B) is reserved with Layout change option / Room 1A or 1B is solely reserved, the reservation shall be made at the &BIZ conference office by e-mail or phone, as shown above.

■ Layout change option

(1) Layout of the room shall be determined at least 14 days before the day of use, consulting with our staff.

Following kinds of reservation needs to be made with Layout change option.

- Reservation of Room 1 (A+B) with Layout change option
- Reservation of Room 1A or 1B solely (Layout change option will automatically be adopted)

(2) Except for the above, rooms are rented with the fixed layout shown in “2. Usage Fees” of this guidance. Users can change the layout by themselves and need to make it back to the original after use.

■ Reservation Acceptance Periods

(1) Room 1 (A+B) with Layout change option / the entire Rooms 1-8 / the entire Rooms A-H

From 6 months to 14 days before the day of use

(From 1 year to 14 days before the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(2) Reservation of Room 1 (A+B) without Layout change option

From 6 months to the start of the reserved time on the day of use

(From 1 year to the start of the reserved time on the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(3) Room 1A or 1B

From 3 months to 14 days before the day of use

(From 6 months to 14 days before the day of use for corporations that are tenants of Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

(4) Room 2, 3, 4, 5, 6, 7, 8 and A-H

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 Nihonbashi Muromachi Mitsui Tower and Nihonbashi Mitsui Tower)

* For reservation of Room 1 combined with Room 2, 3, 4, 5, 6, 7, or A-H as a set, the reservation acceptance periods for Room 1 (A+B, A, B) are applied.

■ 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.

■ 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.

(3) Reservations made at the reservation reception counter in the broadcast studio

Billing and payment are made in accordance with stipulations in the separately provided Terms of Use for Broadcast Studio.

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.
- (3) Reservations made at the reservation reception counter for the broadcast studio
Contact the reception counter by e-mail or telephone. You will be required to confirm cancellation in writing.

■ Cancellation Fee

No cancellation fee is set, except for the reservation with Layout change option. 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.

Cancellation fee for the reservation with Layout change option is as follows.

Cancellation within 7 to 2 days before the day of use: JPY 12,000 (50% of the Layout change option fee)

Cancellation within 2 days before the day of use: JPY 24,000 (100% of the Layout change option fee)

6. Precautions

■ Food and Beverages

- Eating and drinking is allowed in each room and the foyer.
- Catering for parties is allowed in Room 1 or when reserving the entire &BIZ lounge.
- 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 &BIZ conference office 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