



TFW TOKYO FASHION WEEK

2017 Spring / Summer

[Participation Guide]

June, 2016

Japan Fashion Week Organization

*Today's fashion is here, now,
at "TOKYO FASHION WEEK".*

TOKYO FASHION WEEK aims to strengthen the international competitiveness of fashion businesses based in Tokyo, spreading acknowledgement of Japan's high-quality and highly sensitive textile materials, along with fashion creations to the world, to make Tokyo a more fashionable and exciting city.

This season, in addition to Shibuya Hikarie, Omotesando Hills will be a part of the excitement as an official venue.

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This Presentation Guide is as of June 27, 2016. Please note that there are changes in details.

Event Outline

- NAME OF EVENT : TOKYO FASHION WEEK 2017 S/S
- DATE : October 17th (Mon.) – October 23rd (Sun.), 2016
- MAIN VENUES : Shibuya Hikarie Hikarie Hall / Omotesando Hills Main Building B3F SPACE O
- ORGANIZER : Japan Fashion Week Organization
- SUPPORTERS : Ministry of Economy, Trade and Industry / Japan External Trade Organization / Organization for Small & Medium Enterprises and Regional Innovation, JAPAN / Tokyo Metropolitan Government / Keidanren (Japan Business Federation) / The Japan Chamber of Commerce and Industry / The Tokyo Chamber of Commerce and Industry / Japan Fashion Association / Japan Apparel Fashion Industry Council / INSTITUTE FOR THE FASHION INDUSTRIES / Japan Department Stores Association / Shibuya City / Shibuya-ku Shoutenkai Rengoukai

■ SPONSORS

OFFICIAL SPONSORS



SPECIAL SUPPORTING PARTNERS



SUPPORTING PARTNERS



VENUE PARTNER



SIGNAGE PARTNER



OFFICIAL MEDIA SUPPORTER



Event Outline

[TOKYO FASHION WEEK 2017 S/S]

□DATE October 17th (Mon.) – October 23rd (Sun.), 2016

Fashion Shows, Installations, Footage Distribution (the season: 2017 S/S)

□VENUE Various Venues in Tokyo

- Official Support Venue (Shibuya Hikarie Hikarie Hall A & B, Omotesando Hills Main Building B3F SPACE O)
- Supported Venue (Shibuya Hikarie Hikarie Hall B)
- Others

□COLLECTION SCHEDULE PLAN

Officially schedule of actual fashion shows will follow the schedule (TBD) below.

Venue		16-Oct Sun	17-Oct Mon	18-Oct Tue	19-Oct Wed	20-Oct Thu	21-Oct Fri	22-Oct Sat	23-Oct Sun
Hikarie Hall	Hall A	Site management	(intended) SPECIAL PROGRAM 21:00	11:00 16:00 21:00	(intended) RELATED EVENT 21:00	11:00 16:00 21:00	11:00 16:00 21:00★	11:00★ 16:00★ 21:00★	Site management
	Hall B	Site management	10:30(Support) 15:30 20:30	10:30(Support) 15:30 20:30	10:30(Support) 15:30 20:30	10:30(Support) 15:30 20:30	10:30(Support) 15:30 20:30	10:30(Support) 15:30 20:30	Site management
Omotesando Hills	SPACE O			17:00	17:00	17:00	17:00	17:00	
Other			12:00 13:00 14:00 18:00 19:30	12:00 13:00 14:00 18:00 19:00	12:00 13:00 14:00 18:00 19:00	12:00 13:00 14:00 18:00 19:00	12:00 13:00 14:00 18:00 19:00	12:00 13:00 14:00 18:00 19:00	

★ - Slots specified by MasterCard activity

Exhibit Outline

■ Screening exhibitors for TOKYO FASHION WEEK (Collection Shows, Installations, Footage Distribution)

Screening will be conducted by the JFW Committee* based on the following criteria.

① Quality

- Your brand concept must be clear.
- Your business must be an on-going concern (not one season only).

② Having a minimum level of business operation

- Your trademark must be registered.
- You must have an operation system to meet the exhibit outline.
- You must have the capacity to pay the exhibition fee.

③ Business meeting during the TOKYO FASHION WEEK.

- You must have a plan to hold exhibition/business meeting around the TOKYO FASHION WEEK 's time frame.
- You must have a manufacturing system to deal with received orders.

*If you have participated in a previous JFW and caused the following problem, it may affect screening results.

- Change of schedule without prior notice, causing confusion to visitors and event operations.
- Not holding any exhibition/ business meetings.
- Any other actions to cause distrust in JFW towards your brand.

■ Notification of exhibitor Approval

The JFW committee will review and select exhibitors and “Designer Support” applicants.

The result of exhibitor approval and acceptance of “Designer Support” will be notified to the representative in early August.

Please note that inquiries concerning results and/or of the selection process, will not be accepted.

*Presentation Coordinating Committee (JFW Committee)

This is an organization established by the Japan Fashion Week Organization (JFWO), bringing together authorities of the fashion industry to discuss issues of Fashion Week and to review presenting brands. Please see the website (<http://jfw.jp/en/aboutus/>) for committee members.

Precautions

■ Number of people invited

The maximum capacity of the Hikarie Hall and Space O, is stipulated by law. The number of visitors allowed, including invited guests, is 1,004 people for Hall A, 301 people for Hall B, and 800 people for Space O. Please adhere to these legal stipulations when planning the number of people to be invited.

*The maximum legal capacity includes invited guests, show staff, brand staff, and booth staff.

*In order to prevent crowding of the 9F public space, customers will be led to the foyer from both Hall A and Hall B, 30 minutes prior to the start of the show.

*In order to prevent crowding of Space O public space, if/when many customers who are waiting prior to the start of the show, will be instructed to line-up, under the guidance of Hills Operation Room staff.

■ Seats for special guests

• Participants of the "TOKYO FASHION WEEK" are asked to provide seats for sponsors at collection shows.

The number of seats depends on the venue, and specific number of seats to be provided will be notified later, once the venue is decided upon (typically between 20-50 seats are required).

Seats provided will be used to invite Official Sponsors and JFWO related personnel.

• As for invited overseas buyers, participants may also be asked to provide seats for them, in addition to those mentioned above.

■ Collection Invitation

• **Please be sure to have the sponsor logo and event title on collection invitations. Please send in your designs before submitting them to the print shop for prior confirmation of title logo use.**

• Please report to JFWO regarding information such as the number of invitations and mails being sent out. Deadlines will be notified at a later date.

■ Sponsorship

Participation of manufacturers competing with our sponsors is prohibited. Please contact JFWO beforehand, if you wish to attach a sponsor independently.

*Please check the "Sponsor List" on Page 2 for details on our sponsors.

Precautions

■ Audio used in the event

In compliance with the Copyright Act, usage rights for the music (audio) used in the collection event must be processed accordingly.

The JFWO asks that all brands participating in the TOKYO FASHION WEEK perform the necessary legally mandated copyright clearances toward this end.

Furthermore, such legal clearances of music (BGM) must be done by each brand, on their own, and report to the JFWO. Please understand that depending on the results of the report, we may not be able to include you in official plans (SNS, live transmissions, etc.). In addition, only if you have used original music and/or have fully completed all legally mandated copyright clearances, will you be able to purchase recorded movies later.

■ Recordings: videos (movies) and photographs (stills)

JFWO will make footage recordings (movie/stills) for the runway shows of brands participating on-schedule.

Details on how you may obtain the movie, will be provided later.

Stills will not be provided, so if you need still photos, please make your own arrangements.

• If you need a photographer, we can introduce one to you.

<Licensing of sound recording, video recording, and photographs>

At TOKYO FASHION WEEK, sound recording, video recording, and photography shall be conducted by JFWO or by an individual appointed by JFWO. JFWO will produce sound recordings, videos, pictures, and so on (below noted as “sound and video recordings”).

Please note in advance that JFWO will provide and use these sound and video recordings for the purpose of media coverage and PR (including internet and paper media distribution).

Brand's Support Program

What is Brand's Support?

Japan Fashion Week Organization (hereinafter JFWO) aims to encourage more visits from buyers and the press, enhance communication to the world, and create business opportunities, by scheduling "Collection Week" (collection show) during a certain period of time and designating a main venue. JFWO also has a goal to become the gateway for up-and-coming designers worldwide.

In order to accomplish this goal, support is given to mainly up-and-coming brands participating in Tokyo Collection Week.

The outline of Brand's Support in TOKYO FASHION WEEK 2017 S/S

In the TOKYO FASHION WEEK 2017 S/S, Brands selected by the JFW Committee for Entries from the many designers who wish to participate in Collection Week will be offered to use the venue free of charge in 10:30 slots of Shibuya Hikarie Hall B, which is the venue for supported collections.

■ Qualifying requirements ■

Those wishing to apply for Brand's Support must meet the following requirements:

1. Company must have been established for business purposes (brand creation, product sale) within the last 10 years, and have annual sales over ¥10 million (sales price).
2. Nationality itself is not an issue, but applicants must fulfill one of the following:
 - A. Base of business must be in Japan
 - B. Manufacturing must take place in Japan

■ Selection criteria ■

Designers for Brand's Support will be selected based on the following criteria.

1. Meets the requirements for "Examination criteria for entries to Collection Week". Please see "Examination of entries to Collection Week" on page 4 for the examination criteria.
2. The brand has a prospect for business developments.
3. Necessity of financial support is approved.

■ Selection process ■

The selection of designers for Brand's Support will go through the below process in the JFW Committee for Entries.

1. Examination of application documents such as application for participation
2. Interviews for those who passed the examination of documents

■ Application ■

The application must arrive at the following address by the deadline. Applications will not be accepted after the deadline.
More detail → page 27

Please note that the logos of co-sponsoring companies will be displayed at the venue.

Merits

● Information regarding the collection can be widely distributed to leading shops and national/international media. (In addition to other exposures, such as the web, SNS, release distributions, official programs, official media, etc.)

● A list of national/international press/buyers will be provided.

● Recorded materials including the contents of collection movies will be offered at an extremely affordable price.

● Use of official venues offered at an extremely affordable price.

● Show makeup support by MAYBELLINE NEW YORK professional makeup artists.

*Support may be unavailable depending on the show schedule.

● Show hair support by Conair Japan G.K. backed up by MIRACURL.

*Support may be unavailable depending on the show schedule.

*Support can be received if desired during the official venue Hikarie Hall B 10:30 time slot (free of charge). Please refer to Page 7 for details, such as qualification requirements.

Registration Fee / Venue Charges

You must pay for the registration fee if you wish to participate in TOKYO FASHION WEEK .

Registration Fee:	150,000 yen (without tax)
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■ Venue Charges

Venue	Date	Showtime	Operating Time		Charge (excepted tax)
Shibuya Hikarie Hikarie Hall A	Oct 17(Mon)- 22(Sat)	A 11:00	7:30~12:30	5H	500,000 yen [540,000 yen (tax in)]
		B 16:00	12:30~17:30	5H	1,000,000 yen [1,080,000 yen (tax in)]
		C 21:00	17:30~22:30	5H	2,000,000 yen [2,160,000 yen (tax in)]
Shibuya Hikarie Hikarie Hall B	Oct 17(Mon)- 22(Sat)	D 10:30	7:15~12:00	4.75H	Targeted for support Venue ※In the case of pay 250,000 yen[270,000 yen (tax in)]
		E 15:30	12:00~17:00	5H	450,000 yen [486,000 yen (tax in)]
		F 20:30	17:00~22:00	5H	700,000 yen [756,000 yen (tax in)]
Omotesando Hills Main Building B3F SPACE O	Oct 17(Mon)- 22(Sat)	G 17:00	8:00~20:00	12H	700,000 yen [756,000 yen (tax in)]

● Please pay your registration fee by wire transfer by Friday, July 22.

*Please specify your top five preferences in order. As there are instances in which we cannot meet your top preference regarding show time, please make sure to list at least three preferences.

*Adjustment of schedule will take place after the selection committee is held (late July).

*Money will be refunded if rejected by the committee review.

*A separate attendance fee may incur for special productions/arrangements.

The schedule is created in accordance with the rules. Please strictly adhere to the given time. If by any chance a delay is to occur, excess charges (190,000 yen for Hall A, 80,000 yen for Hall B/1H, 100,000 yen for Space O/1H + related necessary costs (due to change depending upon situation) + ★Overhead costs) will be billed separately.

Excess charges will be billed, hourly.

★Overhead costs = Labor costs for night attendance staff and any transportation and accommodation expenses that occurs when time exceeds 11:30 PM for the C and F time slots.

*Please contact us if you need an invoice or receipt.

[Deposit account]

Bank Name: MIZUHO BANK, Ltd.

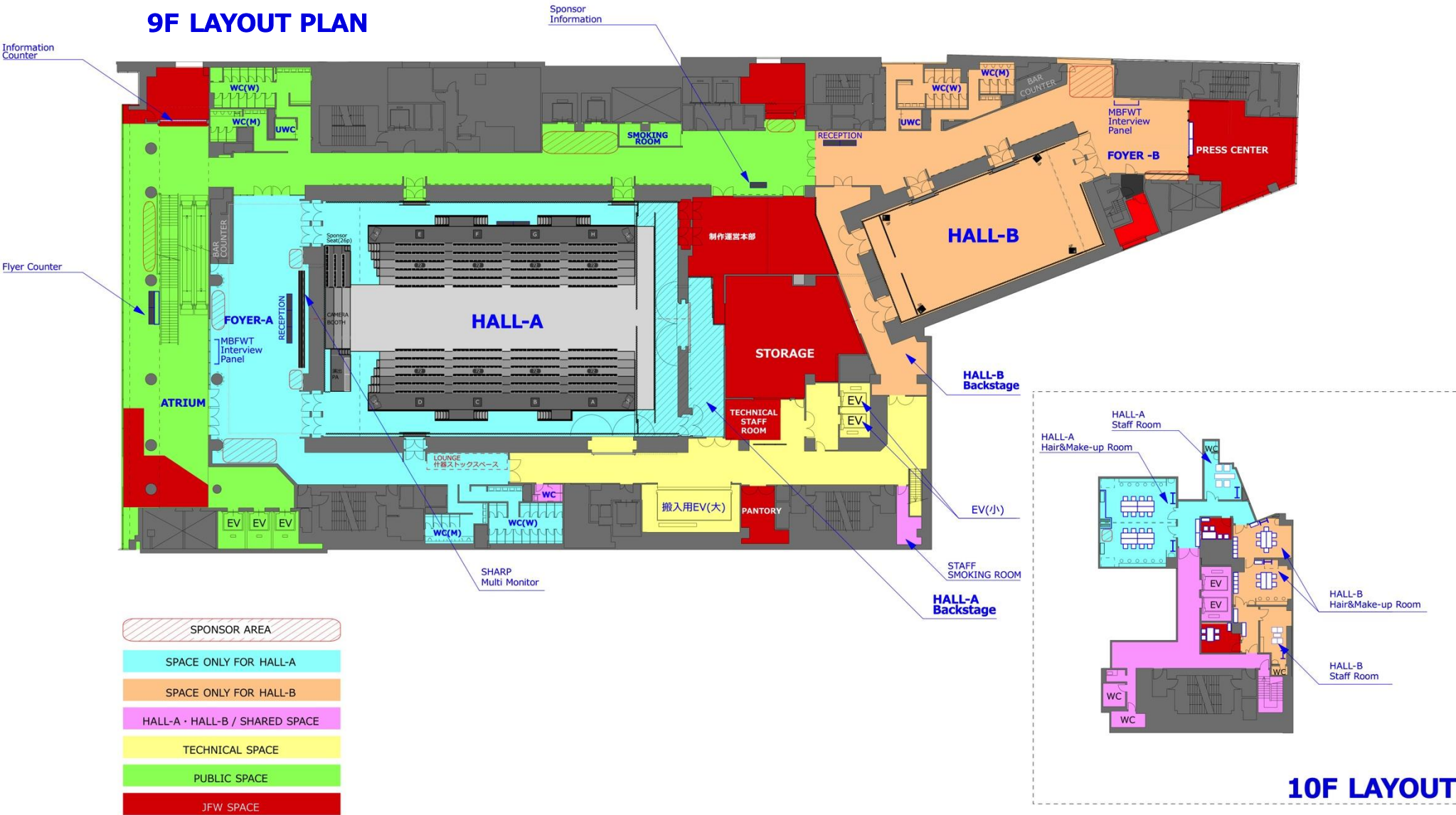
Branch Name: KOBUNACHO

Address: 8-1, Nihonbashi-Kobunacho, Chuo-ku, Tokyo, JAPAN

Swift Code: MHBKJPJT Account #: Saving Account 105-1127087 Beneficiary: Japan Fashion Week Organization

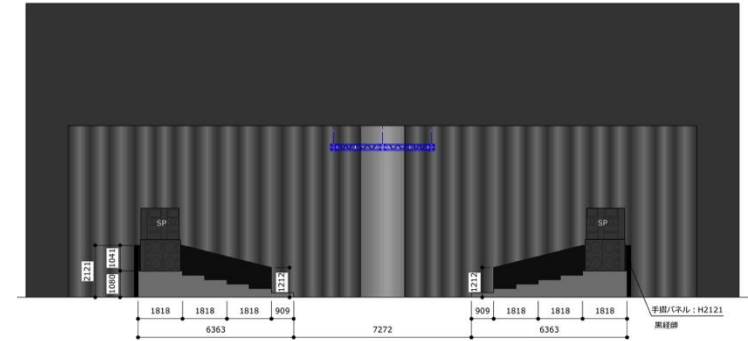
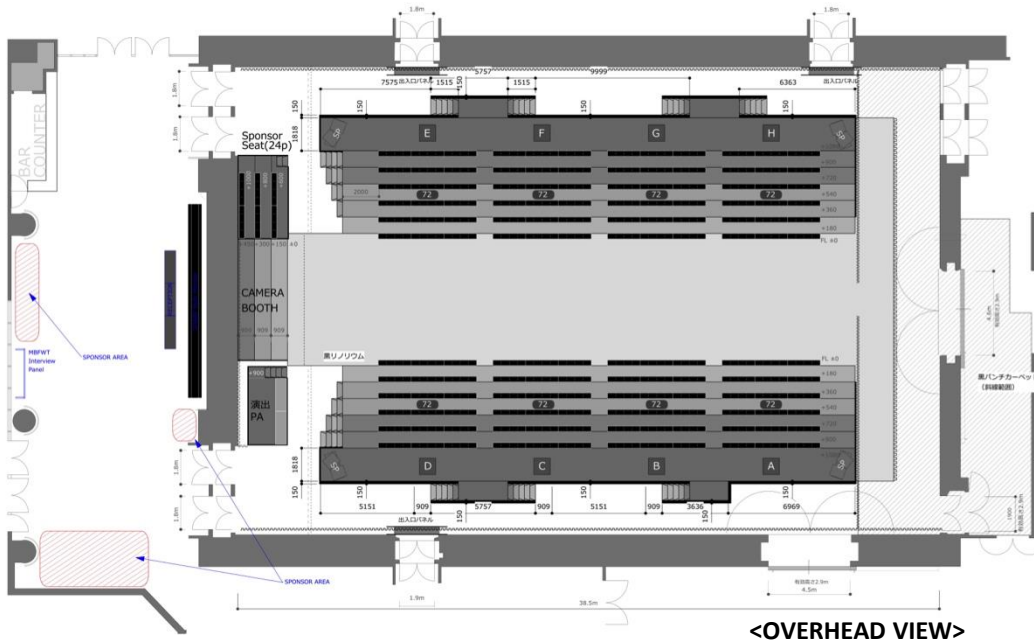
Main Venue / Shibuya Hikarie Hall Floor Plan

9F LAYOUT PLAN

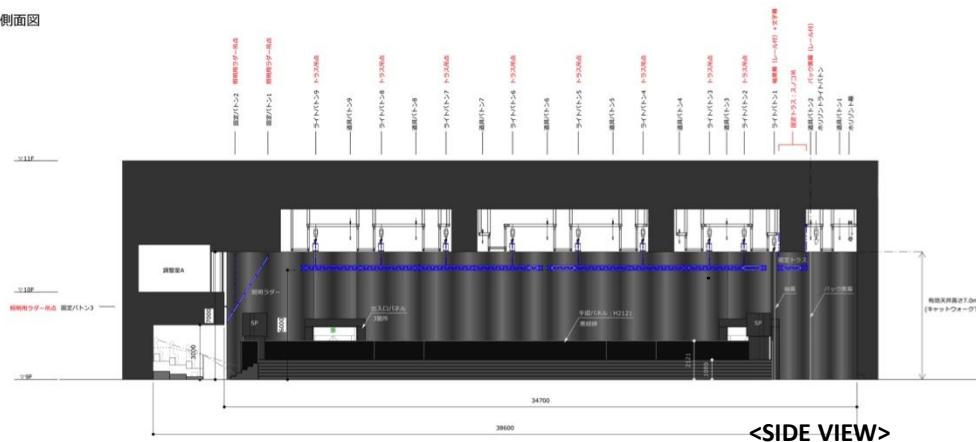


Main Venue / Shibuya Hikarie Hall A Basic Spec

SEATS : 576p



◆側面図



Shibuya Hikarie Hall A Facilities

■ AREA: HALL/1000m² (38.5m × 26.0m) / FOYER/315m²

■ ROOF HEIGHT: 7m

■ SEATS: 336p~752p (depends on brands' plans)

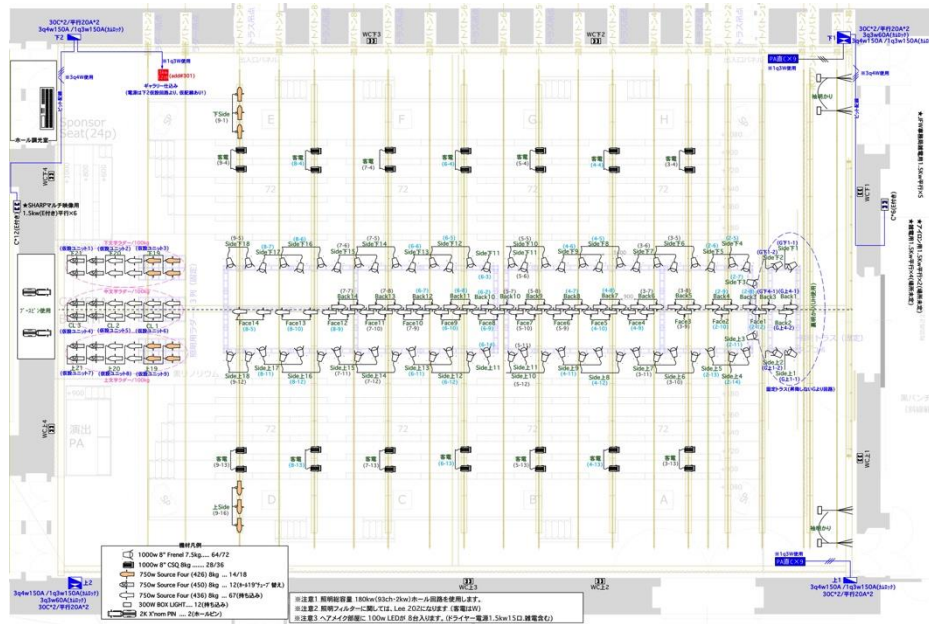
■ BASIC DECORATION:

- Large black curtains for walls / Large black curtains for both sides of the stage and cyclorama
- Base floor of the runway (W=7.2m × L=28m / ±0) black linoleum
*The finish-up of the decorations of the runway will be handled by each brand.
- Integrated elevating truss for lights (length---31m × 3 / width---4.25m × 8)
- Ladder truss for lighting
- Technical booth (basically in the lights room on 10F)
- *A PA table / production table will be installed on stage right of the camera booth, and a sponsor booth will be installed on stage left.
- Tiered audience seats: laminated in black (H=180mm,360mm,540mm,720mm,900mm,1080mm)
- Audience seats: 188 black benches (seats of 4 × 188 =752 people)
※Chairs prepared with the venue may also be used
- Camera booth: black laminated floor (H=150mm,300mm,450mm)

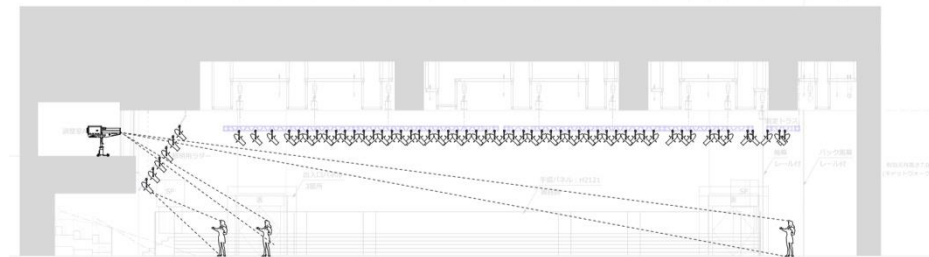
■ Misc:

- AIR CONDITIONER: fully-equipped
- CLEANING : brands must make preparation

Main Venue / Shibuya Hikarie Hall A Basic Spec



<OVERHEAD VIEW>



<SIDE VIEW>

LIGHTING

RUNWAY : 750W Source-Four (426) 8kg × 14
 750W Source-Four (450) 8kg × 12
 750W Source-Four (436) 8kg × 67
 1000W 8" Frenel 7.5kg × 64

SEATS : 1000W8" CSQ 8kg × 28

BACKYARD : 300W BOX LIGHT × 12

H&M ROOM : 100W LED × 9

SOUND

FRONT SP : Main System EAW502 × 4 (× 2 per side)
 Subwoofer EAW528 × 4 (× 2 per side)

REAR SP : Main System EAW502 × 4 (× 2 per side)
 Subwoofer EAW528 × 4 (× 2 per side)

CONSOLE : YAMAHA LS9-16

CD PLAYER : TASCAM SS-CDR200 × 2
 TASCAM CD-500B × 2

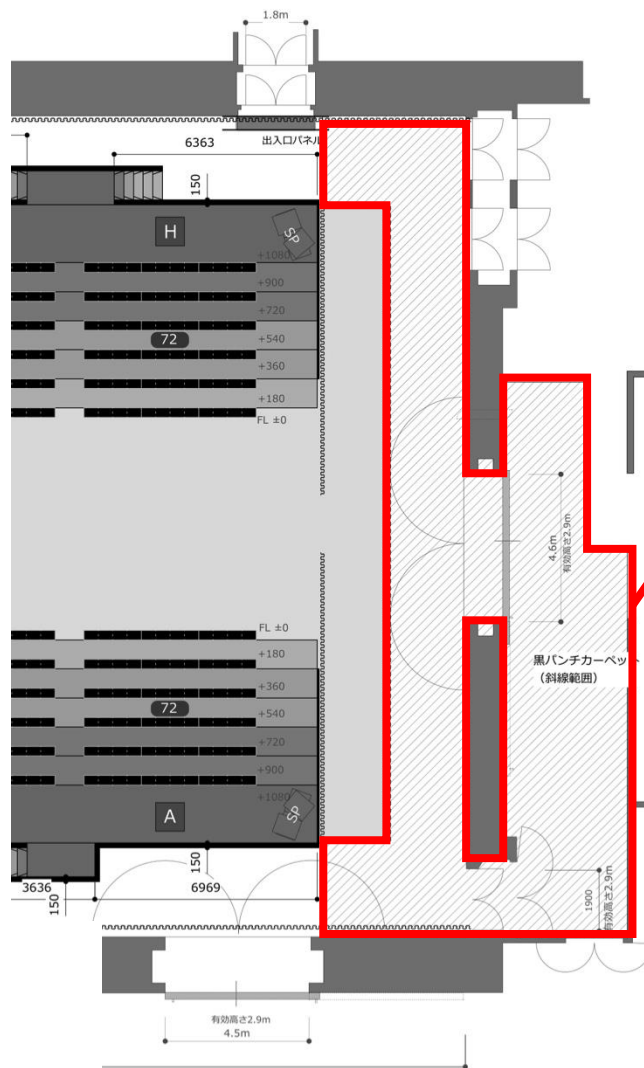
TECHNICAL STAFF

STAGE : CHIEF × 1
 STAFF × 1

LIGHTING : CHIEF STAFF × 1
 STAFF × 1

SOUND : CHIEF STAFF × 1
 STAFF × 1

Main Venue / Shibuya Hikarie Hall A Backstage Basic spec



Backstage

FURNITURE

- Hanger rack (W900mm) 20
- Cheval glass 5
- Ironing board 1
- Table (W1800mm) 3
- Chair 5

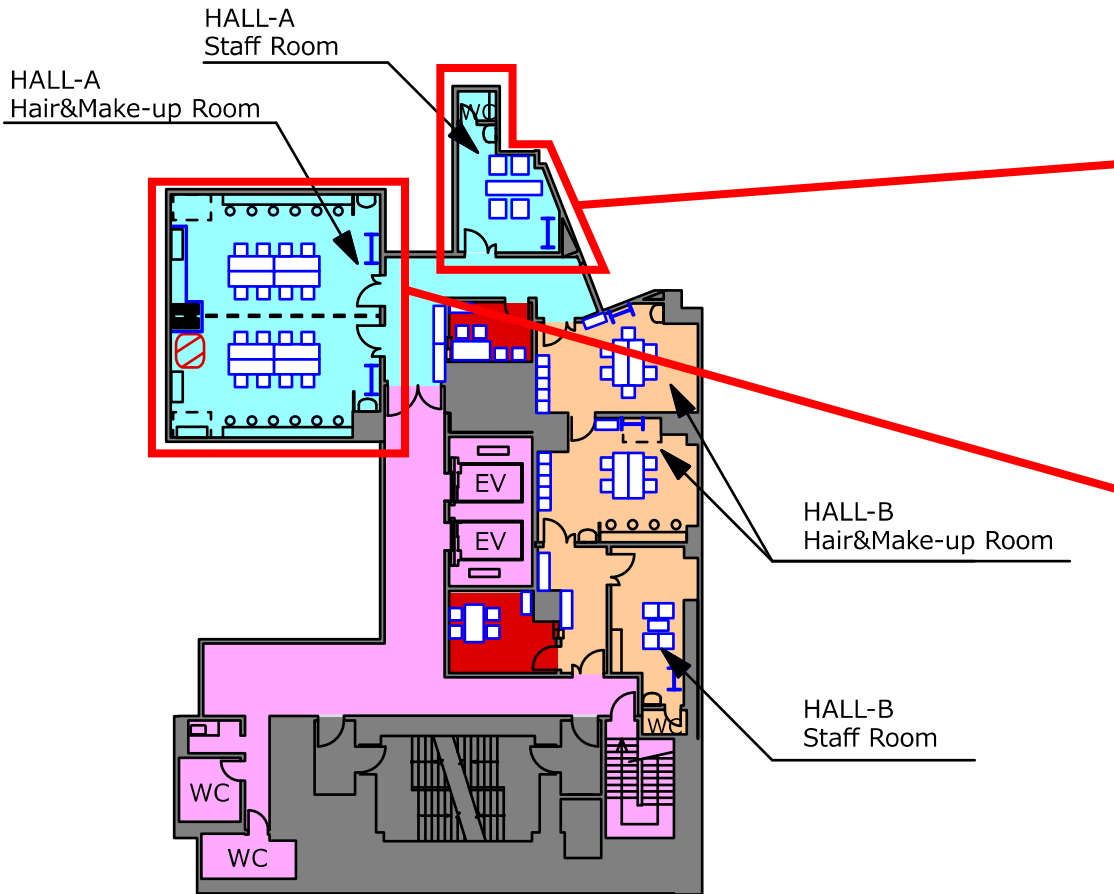
FACILITIES

- Power for Iron(1.5kw) 2
- Power (1.5kw) 4

ATTENTION!

Brands must prepare irons if you need. The Office does not prepare.

Main Venue / Shibuya Hikarie Hall A / 10F H&M ROOM - STAFF ROOM Basic spec



Green Room for STAFF

FURNITURE

- Conference Table1
- Chair4

FACILITIES

- Power(1.5kw)2

H&M ROOM

FURNITURE

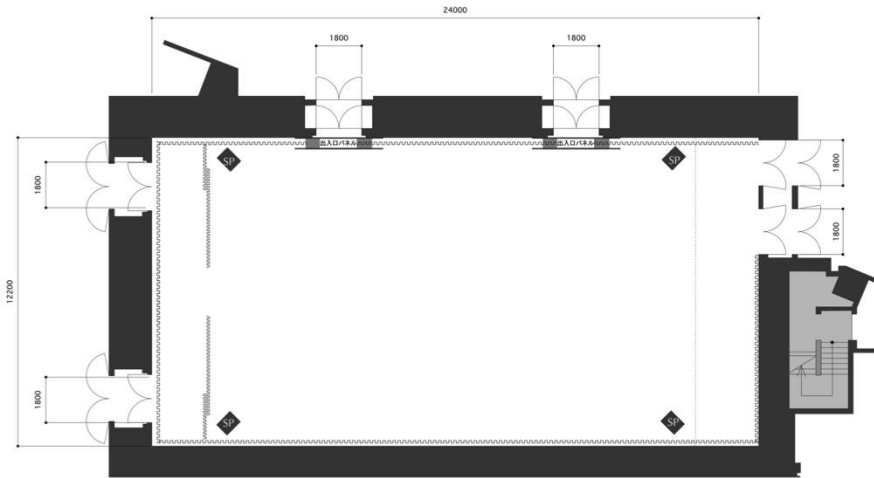
- Conference Table8
- Chair 28
- Catering table 2
- Mirror for H&M (addition)8
- Coin-locker(12 persons)1

FACILITIES

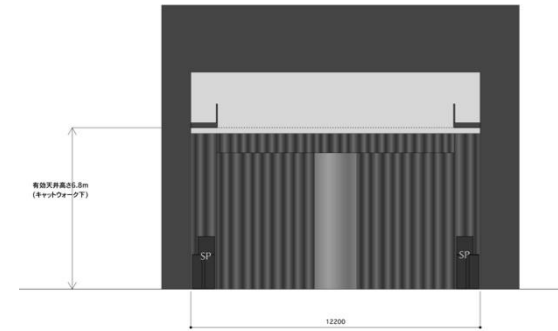
- Lightning for H&M(excepted light for venue)9
- Plug in for H&M(1.5kw / included Power)15

Main Venue/ Shibuya Hikarie Hall B Basic spec *Specifications are subject to change.

Almost: *Depends on brands' plans



<OVERHEAD VIEW>



<FRONT VIEW>

Shibuya Hikarie Hall B Facilities

■ AREA : HALL/300m² (24.0m × 12.0m) , FOYER/270m²

■ ROOF HEIGHT : 6.8m

■ SEATS : *Depends on brands' plans

■ BASIC DECORATION :

- Large black curtains for walls / Large black curtains for both sides of the stage and cyclorama

- Base floor of the runway : none
*The finish-up of the decorations of the runway will be handled by each brand

- Elevating baton for lighting + single tube

- Ladder truss for lighting

- Technical booth (basically in the lights room on 10F)

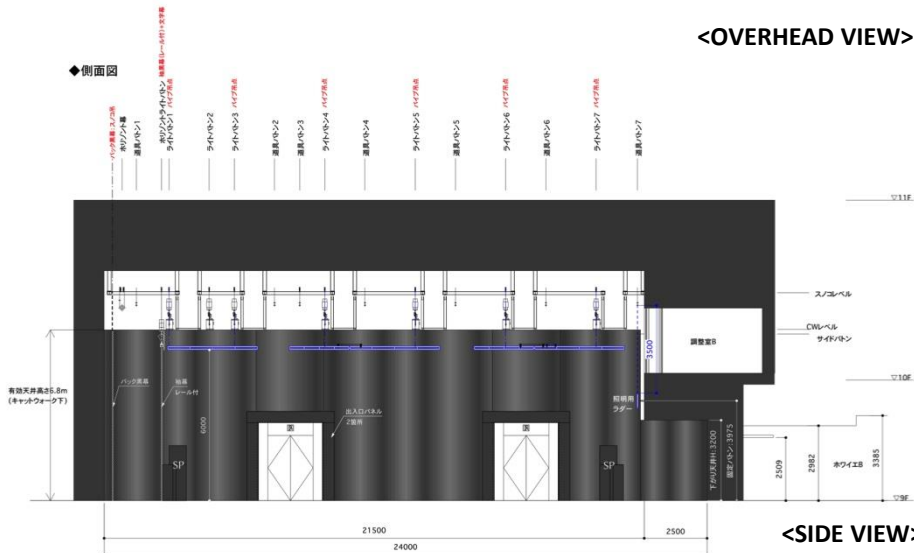
- Tiered audience seats : none
Audience seats: black benches
(seats of 4 × 48 = 192people + seats of 2 × 18=36people)

- Camera booth: Two unit stages of the venue (installed permanently)

■ Misc. :

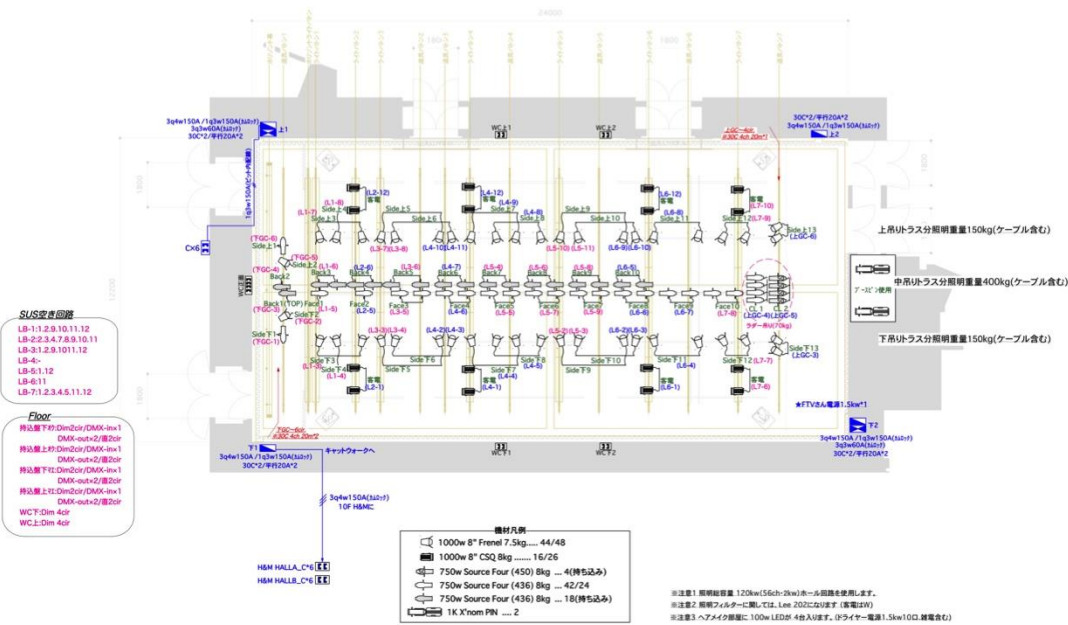
- AIR CONDITIONER : fully-equipped

- CLEANING : brands must make preparation

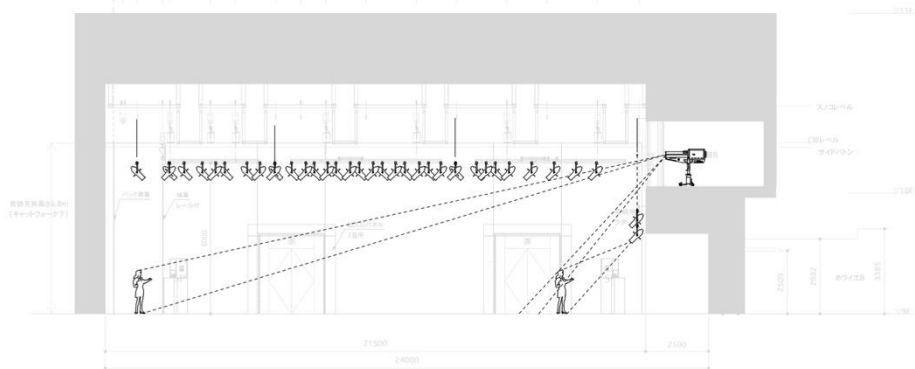


<SIDE VIEW>

Main Venue / Shibuya Hikarie Hall B Basic spec *Specifications are subject to change.



<OVERHEAD VIEW>



<SIDE VIEW>

LIGHTING

HALL : 750W Source-Four(450)8kg × 4
 750W Source-Four(436)8kg × 42
 1000W 8" Frenel 7.5kg × 44
 1000W 8" CSQ 8kg × 16

H&M ROOM : 100W LED × 4

SOUND

SP : Main System Meyer CQ-1 × 4 (× 1 four corners)
 Subwoofer TOA SR-L5 × 4 (× 1 four corners)

CONSOLE : YAMAHA M7CL-32

CD PLAYER : TASCAM SS-CDR200 × 2
 TASCAM CD-500B × 2

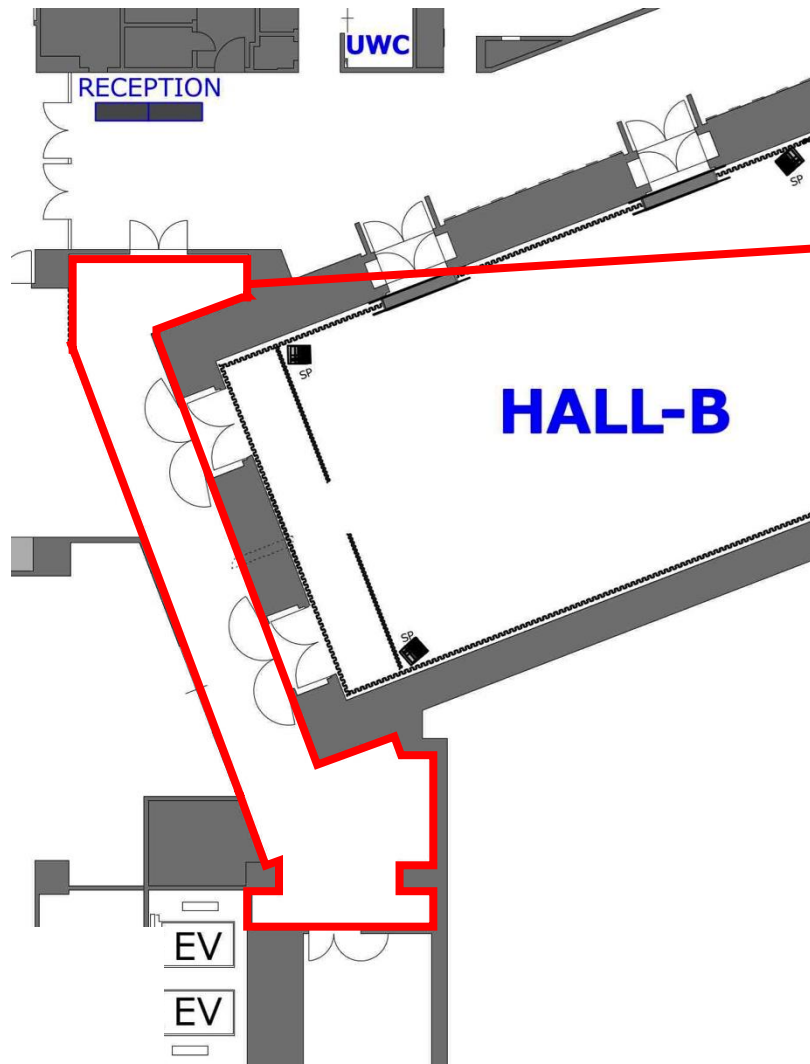
TECHNICAL STAFF

STAGE : STAFF × 2

LIGHTING : CHIEF STAFF × 1
 STAFF × 1

SOUND : CHIEF STAFF × 1

Main Venue/ Shibuya Hikarie Hall B Backstage



Backstage

FURNITURE

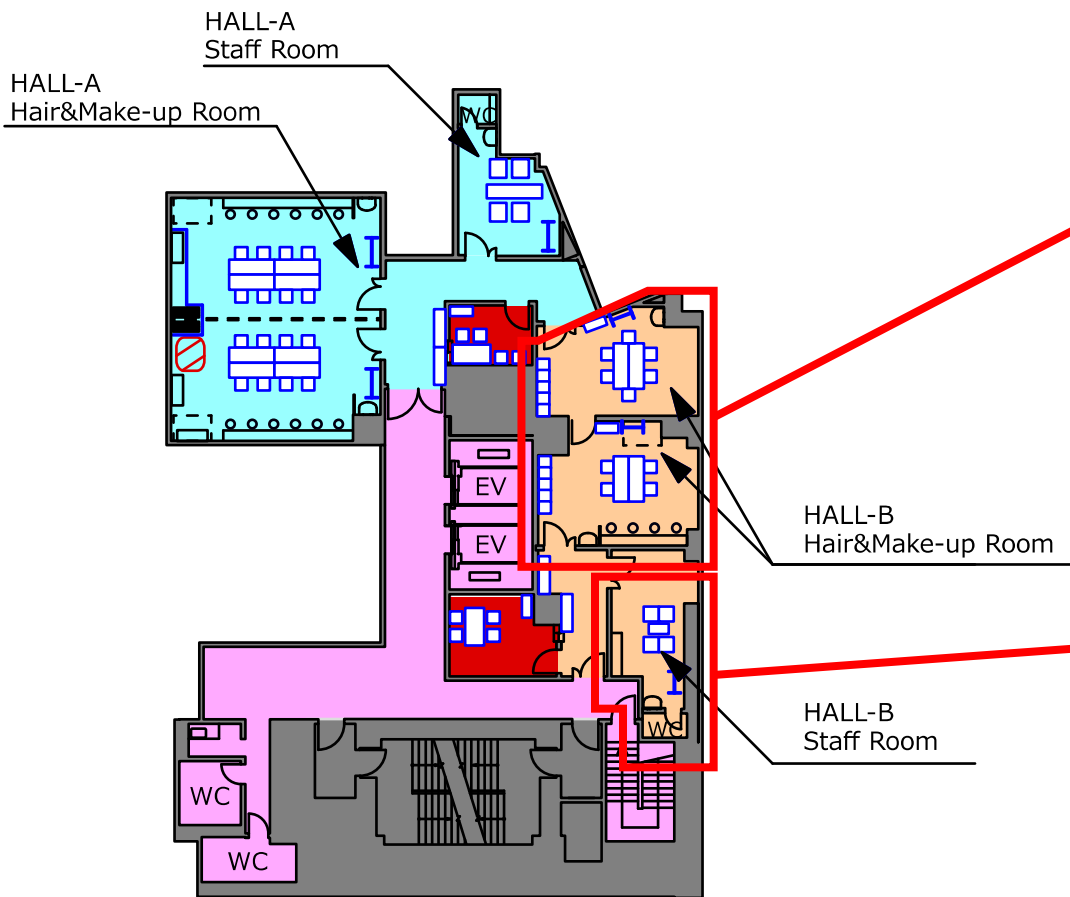
- Hanger rack (W900mm) 12
- Cheval glass 3
- Ironing board 1
- Table (W1800mm) 2
- Chair 5

FACILITIES

- Power for Iron (1.5kw) 2
- Power (1.5kw) 4

ATTENTION! Brands must prepare irons if you need. The Office does not prepare.

Main Venue / Shibuya Hikarie Hall B / 10F H&M ROOM - STAFF ROOM Basic spec



H&M ROOM

- FURNITURE**
- Conference Table6
 - Chair20
 - Mirror for H&M (addition)6
 - Coin-Locker(for 6 persons)2
- FACILITIES**
- Lightning for H&M(except attached)6
 - Plug in for H6M (1.5kw / included power) 10

Green Room for STAFF

- FURNITURE**
- Conference Table1
 - Chair4
- FACILITIES**
- Power(1.5kw)2

Notes on the main venue (Shibuya Hikarie)

**With regard to your participation, please be sure to observe etiquette in using the Halls, various rooms, as well as traffic rules from the venue entrance/exit to its neighboring areas.
We appreciate your understanding and cooperation to have all participants use the venue comfortably.**

■ Management, theft, and insurance

- The JFWO will have security staff on the premises during installment, dismantlement, and the show itself to handle security for the venue and items within the venue. However, we can not be held responsible for losses due to acts of nature, theft, misplacement, or damage of items relating to the show such as wardrobes or makeup.
- In order to ensure that damages due to unforeseen accidents do not occur during installment, dismantlement, during the show itself or any time in between, we recommend that participants have relevant items **insured as needed.**
- Coin-operated lockers are available. Please use as needed to ensure safety of individual belongings.

■ Disposing of trash created at venues

Each brand is responsible for the disposal of their own trash. Please carry out your own trash.

※In the past, there has been a brand that disposed of trash illegally around the venue, which later led to a legal dispute.

If/when wardrobes, make-up tools, trash are left in the venue beyond the time designated by JFWO, JFWO reserves the right to dispose of these at their discretion, and disposal fees will be charged to the brand later.

■ Food and beverage consumption within the venue

Eating and drinking within/around the venue is **not prohibited, however, if in case a problem should arise, please note that JFWO will not be held responsible for any/all occurrences.**

■ When leaving the venue, please keep in mind that everything must be returned to its original state.

■ Lunch boxes (meals)

Lunch boxes(meals) **must be prepared individually, by each brand. Boxes of such meals must be disposed of by each brand.**

Notes on the main venue (Shibuya Hikarie)

■ Smoking

Smoking is prohibited within the venue. Please smoke at designated areas only.

■ Decorations and congratulatory bouquets

Unless explicitly stated otherwise, congratulatory bouquets and all other flowers are prohibited within the Hikarie Hall. We ask for the understanding and cooperation of all parties wishing to send such bouquets, in advance.

■ Reception, guidance, and cleanup

Conducting show reception, guidance of visitors, and venue cleanup is the responsibility of each brand.

We ask that each brand make its own considerations and arrangements for staff that will be needed on the day of the event, including reception staff and guidance staff. Please note that JFWO does not provide guidance staff or cleaning staff.

If you wish for individual consultation on this matter, please make an inquiry to JFWO.

■ Prohibited acts within the venue

Open flames are prohibited within the venue (If open flames are used, the on-site fire-extinguisher will be automatically activated, causing the venue to become drenched).

***This is a serious offense. In the past, a brand using open flames without prior permission has been banned from all future participation (including related events).**

■ Application for use of fire

Of the Application for the Rescission of Prohibited Acts, JFWO handles applications for the use of smoke machines (diffusion) in bulk. Brands planning to use a smoke machine for the production of their show must apply to the JFWO beforehand.

***Please submit exhibit plans by the mid-September deadline.**

Unauthorized use of open flame and other dangerous actions are prohibited. Please contact JFWO if you have any questions or inquiries.

■ Evacuation lights

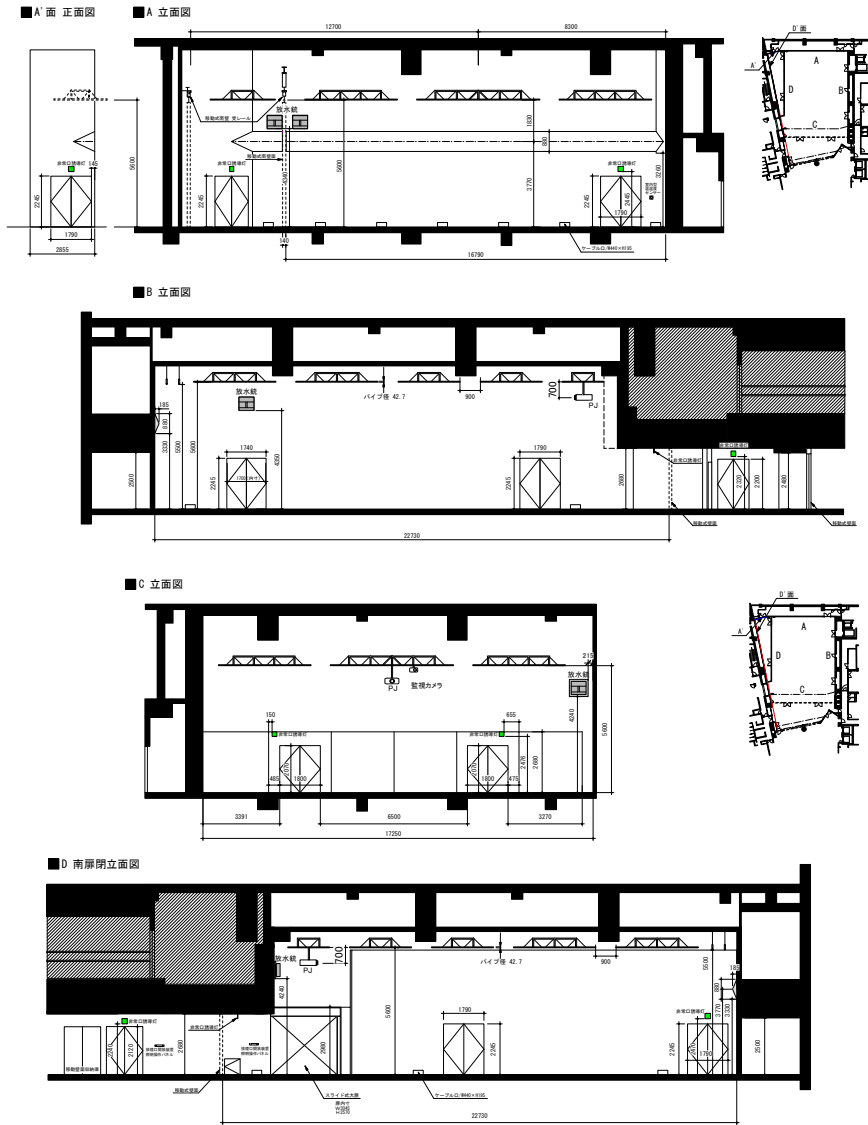
When temporarily turning lights off, that brand is obligated to notify visitors/guests upon entering the venue, and responsible for making notification signs. JFWO has signs prepared, so please contact us regarding use.

■ Damages to the venue

If in case your show staff/brand staff damages venue facilities and/or equipment in any way, you will be charged for repairs, after the closing of the period.

Official venue / Omotesando Hills Space O, floor plan

● Omotesando Hills, collection venue layout / elevation plan



● Omotesando Hills, collection venue layout / baton plan



Official venue / Omotesando Hills Space O, basic specs

●Space O, equipment list

The following lighting, equipment are all available for use (included in venue fee). Please be sure to arrange for installment/dismantle/delivery in-out staff/operators.

[Lighting equipment list]

- Dimming control console, Panasonic PASTEL PLENO--1 unit
- Source Four 426 500W lens 26 20A C-type--20 units
- Source Four 436 500W lens 36 20A C-type--20 units
Interchangeable lens 36 for the above*20 pcs.
Interchangeable lens 50 for the above*20 pcs.
Iris for the above*20 pcs.
GOBO holder for the above*40 pcs.
Sheet frame for the above, black*40 pcs.
- 1kw Fresnel 20A C-type sheet size: 6 inch--60 units
Sheet frame for the above, black*60 pcs.
- 500W Fresnel 20A C-type sheet size: 6 inch--40 units
Sheet frame for the above, black*40 pcs.
- Source Four PAR (M) black 500W 20A C-type--30 units
- Source Four PAR (N), black 500W 20A C-type--20 units
Sheet frame for the above, black*50 pcs.
Lens for the above (W)*50 pcs.
Lens for the above (M)*20 pcs.
Lens for the above (N)*30 pcs.
Lens for the above (VN)*50 pcs.
- Spot lighting for wiring ducts 65W, white 20--30 units
- Spot lighting for wiring ducts 65W, white 40--15 units
- Spot lighting for wiring ducts 100W, white--25 units

[Audio equipment list]

- *Up to 4 channels can be used for wireless microphones.
- Digital mixer YAMAHA QL-5--1 unit
 - Ceiling speaker CODA D5-Cube--6 units
 - Speaker JBL SRX-712M--4 units
 - CD player TASCAM SSCDR200--2 units
 - CD player TASCAM CD-01U--1 unit
 - Dynamic microphone A SHURE SM57-LCE--4 units
 - Dynamic microphone B SHURE SM58-LCE--4 units
 - Dynamic microphone C SHURE SM58S--2 units
 - Tabletop capacitor microphone audio-technica ES915/H--2 units
 - Handheld wireless microphone SHURE UR2/Beta58--4 units
 - Necktie pin-type wireless microphone SHURE MX150B--4 units
 - Headset wireless microphone SHURE WBH54--4 units
 - Direct box BSS AR-133--4 units
 - Boom-type microphone stand K&M ST210/2B--6 units
 - Mini boom-type microphone stand K&M ST259B--3 units
 - Straight-type microphone stand ULTIMATE--6 units
 - Table microphone stand K&M ST233--3 units
 - Mixer YAMAHA QL-1--1 unit
 - Sub woofer MEYER M1D-sub with a built-in power amp--4 units
 - Distribution amp DRAWMER DA-6 (Stereo x 6 or Mono x 12)--1 unit

[Video equipment list]

- DLP video projector Panasonic PT-DZ21K (20,000 lm)--1 unit
- Screen 220 inch (16:9) WORKS--1 unit
- Screen 183 inch (16:9) Stumpf--1 unit
- DVD Player TASCAM DV-DO1U--1 unit
- * When using screen only: ¥20,000/unit

[Other equipment list] / price per unit per day

- Reception counter (silver) W2000 x D750 x H1000--2 units ¥10,000/unit
- Podium (silver) W750 x D500 x H1100--1 unit ¥5,000
- Portable stage W2400 x D1200 x H450/600/750--12 units ¥5,000/unit
- Exclusive-use phone 03-3497-0360, 0362 (2 lines) call charge only
- Network equipment (wired/wireless connection)
download speed up to 200Mbps (uplink speed up to 100Mbps)--1 set ¥3,000

[Free equipment]

- Riser (stage cover, velveteen gray) W9660 x H450/600/750--2 pcs.
- Step (4-step) W900 x D1200 x H600--3 units
- Step (2-step) W900 x D600 x H300--3 units
- Wide table (white) W1800 x D450 x H700--20 units
- Chair (upholstered, black) W500 x D500 x H780 (seat height 440)--400 units
- Signing stand (panel size: A3 H1114)--7 units
- Easel (metal, black) size B1--6 units
- Hanger rack (large) W1200 x H1600 *15 hangers each--2 units
- Hanger rack (small) W900 x H1600 *15 hangers each--2 units
- Mirror W410 x H1220 (H1520 with stand)--5 units
- Umbrella stand (for 24 umbrellas) W930 x D344 x H495--4 units

(* Charges shown do not include consumption tax.)

There are basically no extra charges for electricity use of personal equipment brought in, but in case of large use, please inform/discuss in advance. The same for specially designed equipment.

With regard to your participation, please be sure to observe etiquette in using the Hall, various rooms, as well as traffic rules from the venue entrance/exit to its neighboring areas.

We appreciate your understanding and cooperation to have all participants use the venue comfortably.

■ Management, theft, and insurance

- The JFWO will have security staff on the premises during installment, dismantlement, and the show itself to handle security for the venue and items within the venue. However, we can not be held responsible for losses due to acts of nature, theft, misplacement, or damage of items relating to the show such as wardrobes or makeup.
- In order to ensure that damages due to unforeseen accidents do not occur during installment, dismantlement, during the show itself or any time in between, we ask that **each brand make their own management arrangements.**

■ Disposal of trash at the venue

Each brand is responsible for the disposal of their own trash at the venue. (by dividing garbage, the venue will dispose on your behalf)

- Food/beverage related (lunchboxes/drinks) trash – general trash can be disposed of at the venue. Please divide and dispose of at designated locations.
- Construction, decoration related trash - the show host is responsible for disposal (must be carried out). The venue cannot dispose of such trash.
- Congratulatory flowers – congratulatory flowers are allowed, but must be disposed of by the show host, within their time frame. Must be carried out by the host, or collected by the flower shop.

※In the past, there has been a brand that disposed of trash illegally around the venue, which later led to a legal dispute.

If/when wardrobes, make-up tools, trash are left in the venue beyond the time designated by JFWO, JFWO reserves the right to dispose of these at their discretion, and disposal fees will be charged to the brand later.

■ Eating and drinking within the venue

Eating and drinking within/around the venue is **not prohibited, however, if in case a problem should arise, please note that JFWO will not be held responsible for any/all occurrences.**

■ When leaving the venue, please keep in mind that everything must be returned to its original state.

■ Lunch boxes (meals)

Lunch boxes (meals) **must be prepared individually, by each brand. Boxes of such meals must be disposed of by each brand.**

■ Smoking

Smoking is prohibited within the venue. Please smoke at designated areas only.

■ Reception, guidance, and cleanup

We ask that each brand make its own considerations and arrangements for staff that will be needed on the day of the event, including reception staff and guidance staff. Please note that JFWO does not provide guidance staff or cleaning staff.

If you wish for individual consultation on this matter, please make an inquiry to JFWO.

■ Prohibited acts within the venue

Open flames are prohibited within the venue (If open flames are used, the on-site fire-extinguisher will be automatically activated, causing the venue to become drenched).

***This is a serious offense. In the past, a brand using open flames without prior permission has been banned from all future participation (including related events).**

Of the Application for the Rescission of Prohibited Acts, Space O does not allow use of smoke machines (diffusion).

■ Application for use of fire

JFWO handles applications. Brands must submit exhibit plans to the JFWO beforehand.

※ Please submit exhibit plans by the mid-September deadline.

■ Evacuation lights

At Space O, these lights cannot be turned off temporarily

■ Damages to the venue

If in case your show staff/brand staff damages venue facilities and/or equipment in any way, you will be charged for repairs, after the closing of the period.

Schedule

		Schedule	Notes
Jun	27(Mon)	Begin to accept applications for TOKYO FASHION WEEK 2017 S/S	
Jul	4(Mon)	★A preliminary inspection of Hikarie venues	*Handing out of Hikarie venues operation manuals
	5(Tue)	★A preliminary inspection of Omotesando Hills	*Handing out of Omotesando Hills operation manual
	22(Fri)	Deadline for participation application	No application will be accepted after the deadline
		Participation fee due	Please make payment to the earlier specified account
	Late July	Selection of participating brands for 2017 S/S	Brand representative will be contacted. *Please inform us of your production company, hair/makeup, PR, as soon as you have a decision.
Collection schedule adjustment start			
Aug	Early August	Sending of exhibitor agreement	
	Mid August	Announcement of 2017 S/S exhibiting brands	
	Late August	Deadline for submitting exhibitor agreement	
Sep	Mid September	Detailed schedule of 2017 S/S is determined	
		Announcement of 2017 S/S collection schedule	
		Deadline for submitting Exhibition plan	
	Late September	Venue fees due	
		Deadline for submitting collection tickets	
Late Sept. ~ early Oct.	★Planning a preliminary inspection of Hikarie venues	*Handing out of Hikarie venues operation manuals	
	★Planning a preliminary inspection of Omotesando Hills	*Handing out of Omotesando Hills operation manual	
Oct	Early October	Press/Buyer/Blogger list sent	To be sent to your representative
		Deadline for submitting maison ID	
		Sending of manual.	To be sent to your representative
	17(Mon) - 23(Sun)	TOKYO FASHION WEEK 2017 S/S	

■ Note

Please pay your exhibit fee (venue, registration, and other fees) for TOKYO FASHION WEEK 2017 S/S by Friday, July 22. Please contact us if you need an invoice or receipt.

If we cannot confirm payment, your application may be cancelled.

■■ Inquiries for Exhibit ■■

Ms.lida E-mail: brand@jfw.jp

Japan Fashion Week Organization

8th Floor, No.5 Kanou Bldg., 3-26-16 Shibuya,
Shibuya-ku, Tokyo 150-0002

TEL : 03-3406-5261 FAX : 03-6805-0793

Time in : 10 : 00-18 : 00 (weekday)

No-business day : Sat., Sun. and public holidays

*Please note that the schedule for the venue preliminary inspection is subject to change.

* Operation manuals = for Shibuya Hikarie Hikarie Halls / Omotesando Hills Space O

Exhibitor Application

For brands exhibiting for the first time

Exhibitor Application Documents	Remarks column
① Participation Application	<ul style="list-style-type: none"> Please download the form from the official website and fill out all necessary items. For those applying for support, please fill out all items. Please note that your application may be disregarded from selection if any item is missing.
② Brand Image Visuals(10p) (Adobe Photoshop EPS format)	To be used for the official website of JFWO and other official media, digital signage on official venue. H110mm×W95mm, 350dpi resolution, CMYK mode Each brand is responsible for applying for second hand usage of model images to their agencies, in advance.
③ Brand Logo single-species (Adobe Illustrator ai Format)	
④ Designer Portrait (Adobe Photoshop EPS Format)	
⑤ Brand reference materials	<ul style="list-style-type: none"> A collection of 10-20 outfits for both the S/S and A/W seasons in a photobook or scrapbook, along with the brand concept and product photos. 3 outfits of the newest collection (actual samples). They will be returned in early August.

*Please put the data of ①~④ on a CD-ROM

Have participated in JFW or TFW

Exhibitor Application Documents	Remarks column
① Participation Application	<ul style="list-style-type: none"> Please download the form from the official website and fill out all necessary items. For those applying for support, please fill out all items. Please note that your application may be disregarded from selection if any item is missing.
② Brand Image Visuals(10p) (Adobe Photoshop EPS format)	To be used for the official website of JFWO and other official media, digital signage on official venue. H110mm×W95mm, 350dpi resolution, CMYK mode Each brand is responsible for applying for second hand usage of model images to their agencies, in advance.
③ Most recent seasons In a photobook	

*Please put the data of ①~② on a CD-ROM.

Please submit the actual object for ③.

The application must arrive at the following address by July 22 (Fri)

- Applications may not be submitted by e-mail or FAX.
- The application must arrive at the following address **by 18:00 on July 22 (Fri)**
- Applications will not be accepted after the deadline.
- Please note that the submitted documents will not be returned.
- This Presentation Guide is as of June 27, 2016. We will make notifications when details change.

■■ Inquiries for Exhibition ■■ E-mail: brand@jfw.jp

■■ Applications should be submitted to the below address/person ■■

Ms. Iida E-mail: brand@jfw.jp
Japan Fashion Week Organization
 8th Floor, No.5 Kanou Bldg., 3-26-16 Shibuya, Shibuya-ku, Tokyo 150-0002
 Tel +81 (3) 3406-5261 [JFW Secretariat]
 +81 (3) 6805-0791 [JFW Textile Business Secretariat]
 Fax +81 (3) 6805-0793 [Shared]
 Time in 10:00am - 6:00pm (weekday) No-business day
 (Saturdays, Sundays and public holidays)