# Rakuten Fashion Week токуо

# Rakuten

2022 Autumn / Winter

[Participation Guide]

# In carrying out this season's Rakuten Fashion Week TOKYO

March 2022, the Rakuten Fashion Week TOKYO 2022 A/W season will be carried out again, under the motto of safe & secure.

You have a choice of participating in either physical or digital form.

Whichever method of presentation you choose, your presentation will be scheduled into the official timetable during the term, being widely transmitted nationally/internationally through the Fashion Week Official WEB site and Official YouTube channel. (In case of a physical presentation, you may also choose to transmit live). Furthermore, in addition to our Official sites, collection presentations are also scheduled to be transmitted within the Official sites of Rakuten, the crown sponsor of this event, and within the site of our Fashion Week Official media partner.

We are also planning a variety of digital projects aimed towards BtoC, as part of our Fashion Week Official menu. In the 2022SS season held this past August, we reached many people through such digital projects. By being a part of such projects aggressively, participating brands may reach and appeal to clientele normally out of reach. (For details, please contact our person in charge of brands)

Please take this opportunity to consider participating in Rakuten Fashion Week TOKYO.

In cooperation with the Ministry of Economy, Trade and Industry, the Japan Fashion Week Organization has drawn up an infection prevention guideline applied by the Office for Novel Coronavirus Disease Control, Cabinet Secretariat, Government of Japan.

For the Fashion Week also, we draw up an original prevention manual based on the guideline indicated above, so if/when participating, please note that you will be required to follow the rules of this manual in methods of presentation/operation.

Japan Fashion Week Organization International

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By concentrating collection announcement schedules, the Japan Fashion Week Organization (hereinafter, JFWO) aims to promote buyers and media visits, thereby increasing international exposure and powers to transmit, to create a place leading to real business.

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This participation guide is as of November 15th, 2021.

Guidelines will be issued, depending upon social conditions and discussions with the venue if you are using official venues. Please note, rules/regulations may change accordingly.

# **Event Outline**

■ NAME OF EVENT: Rakuten Fashion Week TOKYO 2022 A/W

■ DATE : March 14<sup>th</sup> (Mon.), 2022 ~ March 19th (Sat.)

■MAIN VENUES : Shibuya Hikarie, Hikarie Hall A / Omotesando Hills, Main Building B3F, SPACE O

■ORGANIZER : Japan Fashion Week Organization

**■**SUPPORTERS

: Ministry of Economy, Trade and Industry / Ministry of Foreign Affairs of Japan / Intellectual Property Strategy Headquarters / 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-kushoren(Shibuya City Federation of Stores Association) / Japan Jeans Association (as of the 2022 S/S term)

### ■SPONSORS (as of the 2022 S/S term)



# **Event Outline**

### [Rakuten Fashion Week TOKYO 2022 A/W]

□ DATE : November 14<sup>th</sup> (Mon.), 2022 ~ November 19th (Sat.) Fashion Shows, Installations, Footage Distribution (the season: 2022 A/W)

□VENUE 【 Various Venues in Tokyo 】

•Official Support Venue (Shibuya Hikarie, Hikarie Hall A, Omotesando Hills, Main Building B3F, SPACE O)

Others

[ Transmission of collection in the Rakuten Fashion Week TOKYO Official WEB-site ]

### □ COLLECTION SCHEDULE PLAN

Official schedule of actual fashion shows will follow the time-table (TBD) below.

- XSchedule is subject to change.
- \*Schedule for digital formats will be adjusted in 30-minute intervals.
- XIf you wish for a schedule other than that indicated below, please contact us.

As of November 15th, 2021

Venue		14-Mar	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar
		Mon	Tue	Wed	Thu	Fri	Sat
Shibuya Hikarie	Hikarie Hall A	12:00 19:00	12:00 19:00	12:00 19:00	12:00 19:00	12:00 19:00	12:00 19:00
Omotesando Hills	Space O	15:00	15:00	15:00	15:00	-	-
Other		11:00 13:00 14:00 16:00 17:00 18:00 20:00	11:00 13:00 14:00 16:00 17:00 18:00 20:00	11:00 13:00 14:00 16:00 17:00 18:00 20:00	11:00 13:00 14:00 16:00 17:00 18:00 20:00	11:00 13:00 14:00 15:00 16:00 17:00 18:00 20:00	Open for discussion
Digital		10:00-12:00 13:00-17:00 18:00-21:00	10:00-12:00 13:00-17:00 18:00-21:00	10:00-12:00 13:00-17:00 18:00-21:00	10:00-12:00 13:00-17:00 18:00-21:00	10:00-12:00 13:00-17:00 18:00-21:00	10:00-12:00 13:00-17:00 18:00-21:00

■ How to participate in "Rakuten Fashion Week TOKYO 2022 A/W"

Please choose the form of participation you wish for from below and submit application by the dead-line (December 16th).

[Forms of participation]

- 1 Announcement in physical format, with guests, at Official venues.
  - • Selections up to 5th choice, at Hikarie Hall A or Omotesando Hills (refer to p.4)
- 2 Utilize the Official venue and transmit live on the Rakuten Fashion Week TOKYO Official WEB-site, without guests.
  - · · · Selections up to 5<sup>th</sup> choice, at Hikarie Hall A or Omotesando Hills (refer to p.4)
- 3 Announcement in physical format, with guests, at venues other than the official venues.
  - • Time slot selections up to 5<sup>th</sup> choice (refer to p.4)
- 4 Use venue other than the Official venue and transmit live on the Rakuten Fashion Week TOKYO Official WEB-site, without guests.
  - • Time slot selections up to 5<sup>th</sup> choice (refer to p.4)
- ⑤ Digital presentation upon the Rakuten Fashion Week TOKYO Official WEB-site. (Please choose from below)
  - a. Edited movie
  - b. Edited still photos
  - c. Other (please indicate specific contents)
  - • Transmission schedule selection up to 5<sup>th</sup> choice (refer to p.4)
- ⑥ Use Official venue not as a place to present but as a place to shoot, and present upon the Rakuten Fashion Week TOKYO Official WEB-site during the term.
  - • Selections up to 5th choice, at Hikarie Hall A or Omotesando Hills (refer to p.4)

※In use of Official venues, ① • ② will be prioritized.

■ At JFW, all documents and communication, including the "Exhibit Contract", is based in Japanese. Brands participating from overseas, or brands which have a foothold in Japan but has difficulty in communicating in Japanese, must retain a representative whom can communicate in Japanese.

(There are Japanese PR companies which take-on such tasks. If you do not have a Japanese speaking representative, please consider this as an option)

### ■ Screening exhibitors for Rakuten Fashion Week TOKYO 2022 A/W (Collection Shows, Installations, Footage Distribution)

The JFW Executive Committee screens under the below criteria.

### **%The JFW Executive Committee is**

An organization which gathers fashion industry knowledgeable people established by JFWO to examine the problems of fashion week, and screens participating brands.

### [Exhibit standard for screening]

### **①Quality**

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

### **②Having a minimum level of business operation**

- Your trademark must be registered.
- · You must have the ability to plan/produce/operate your own collection announcement
- · You must have the capacity to pay the exhibition fee.

### 3 Business meeting during the Rakuten Fashion Week TOKYO term.

- You must have a plan to hold exhibition/business meetings around Rakuten Fashion Week TOKYO's time frame.
- You must have a manufacturing system to deal with received orders.
- --For those who do not have specific exhibit plans, we are open to discuss various exhibit options.--

### \*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 screening results

Screening results will be notified to your contact person by email, by early January.

Please note, we cannot answer to any/all inquiries regarding screening results. We ask for your understanding in this matter.

- If you decide to exhibit, please make sure to submit all floor plans/scheduled brand confirmation form to the JFW Secretariat, by the designated dead-line (28 February 2022).
- ■There will be a briefing for exhibitors, so please participate. Presentations/events will be carried out in Japanese.
  - **XParticipation is mandatory for all first-time exhibitors** (refer to p.34)

### ■ Regarding seats for guests

Brands doing announcements with guests at "Rakuten Fashion Week TOKYO" will be required to supply some seats to JFWO.

Number of seats to be supplied differ depending on venue. You will be notified of number of seats required, once your venue is determined.

Supplied seats will be used by Official sponsors and/or JFWO related persons, etc.

Furthermore, you may be asked to supply additional seats for invited overseas buyers, other than those mentioned above.

### ■Regarding co-sponsorship

Corporations in rivalry with JFWO sponsors are prohibited from entering.

If/when receiving individual sponsorship, prior application to JFWO regarding name of sponsor corporation, contents of sponsorship, merits of sponsorship must be submitted. (Formats for prior application of sponsorship will be notified as necessary during the preparation period of this term.) Depending upon the contents of the sponsorship, there is a possibility that the secretariat will turn you down, so please be sure to apply and discuss with the secretariat within the designated cut-off date. Furthermore, please note, in the Rakuten Fashion Week TOKYO 2022 A/W season, offering of drinks continues to be prohibited. Please keep this in mind.

**X**For names of existing sponsors, please refer to p.3, "list of sponsors".

### ■ Regarding invitations

The event title logo must be included in invitations.

We need to confirm use of the event title logo in advance, so you must submit your invitation design before printing.

If in case you wish to utilize the Official venues in Rakuten Fashion Week TOKYO 2022 A/W,

as a condition of use, you will be required to use the LAUNCH METRICS Digital Invitation System.

- \* Due to infection control, there is a possibility seat layouts and capacity will be decided right before the event with short notice.
- \* Please refer to the event logo use manual, separately provided from JFW.

If/when rules of use are not followed, you will need to remake your invitation, under any circumstance.

■Regarding the LAUNCH METRICS Digital Invitation System

Every participant will be able to utilize the below in the system

- (1) Online management of guest RSVP
  - (a) Making of guest list (b) Creation of invitational mail and its transmission
  - (c) Confirmation of RSVP (d) Transmission of reminder mail
- (2) Guest seating
  - (a) Creating of a seating chart (b) Planning seating for guests (c) Transmission of seating chart with QR codes
- (3) Entrance management on day of the show
  - (a) Prior confirmation of invitation with QR code (b) Issuing of QR code when needed
  - (c) Regulating entrance and taking of temperature (d) Guiding to seats

An information session will be held in early December. (Date will be notified later.)

### ■Regarding music sources used in shows

Under the copyright law, use of music (music sources) is an act which requires processing of use.

JFWO asks those brands participating in "Rakuten Fashion Week TOKYO" to take the necessary steps in rights processing required under law.

If in case trouble arises due to violations, etc. of intellectual property rights, JFWO will not be held responsible in any way whatsoever.

Furthermore, each brand must carry out necessary rights processing themselves, and report to JFWO. Depending upon the contents of the report, please be aware that your brand may be excluded from official programs (for example, SNS, live transmission, etc.).

In addition, only if/when you use an original music source or if/when you have undergone and cleared all necessary rights processing, may you purchase the record movie (mentioned later).

You will be notified of details later separately, once participation has been formalized.

### **■**Regarding music source of live transmissions

JFWO is scheduled to transmit live upon the Rakuten Fashion Week TOKYO Official Web-site, utilizing YouTube and Instagram.

In such case the additional processing of Neighboring rights is also required.

\*\*for information on Neighboring rights, http://www.cric.or.jp/qa/hajime/hajime4.html

In participating, individual brands are required to clear the processing of Neighboring rights also.

As for the processing of other rights required in live transmission, we will inform you as soon as details are made clear. Please make necessary arrangements to process, accordingly.

We will hold a lecture meeting regarding music source processing.

The secretariat will inform you later regarding time/date/method of meeting.

(planned around late January ~ early February \*\*Conducted in Japanese)

### **Footage recordings**

- Generally, JFW Official Cameras have first priority in choosing a shooting spot.
- Recordings: videos (movies) and photographs (stills)

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

- Hikarie Movie 【Hall A: 2 cameras】, Stills 【Hall A: 1 camera】
- Omotesando Hills Movie [1 camera], Stills [1 camera]
- Other venues Movie 【1 camera】, Stills 【1 camera】
- Details on how you may obtain the movie, will be provided later. (In addition to existing cameras, movie cameras can be added, at price.)
  - \*Depending upon the announcement style/contents, movie footage recordings may not be shot.
- Details on how the stills will be provided, will be notified separately.
  - <Licensing of sound recording, video recording, and photographs>

At Rakuten Fashion Week TOKYO, 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).

Please note that JFWO is responsible for the editing of these sound and video recordings, and there is a chance that these will be used for the purpose of JFW publication.

### ■Infection prevention in camera spaces

If/when it is not possible to secure at least 1 meter space between photographers, please be sure to wear a mask at all times and wear a face-shield over the mask until the show starts.

Please be make sure not to speak to one another, once the face-shield is taken off to shoot.

# **Brand's Support Program**

### What is Brand's Support?

One of JFWO's aims is to make this event a gateway to success, not only for young Japanese designers, but for up-and-coming designers from around the world.

In order to realize this aim, we continue to provide support for participating in "Fashion Week", to prospective up-and-coming designers.

### ■ Outline of "Brand's support" in Rakuten Fashion Week TOKYO 2022 A/W

From among those designers who wish to participate in fashion week and wish for support, the JFW Executive Committee choose designers to receive support. JFWO will support those chosen by providing use of the Official venue and participation in the event, free of charge.

Time/place offered is the 15:00 time slot of Space O.

### ■Qualifying requirements

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

- 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
- 3. Support may be applied for 4 seasons (there will be a selection process every time)

### ■Selection criteria

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

- Meets the requirements for "Examination criteria for entries to Collection Week". Please see "Examination of entries to Collection Week" on page 6 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 "Brand's support" will be made by the JFW Executive Committee, by the below methods.

- 1. Examination of application documents such as application for participation
- 2. Judging of pieces

### ■Application■

The application must arrive at the following address by the deadline.

Applications will not be accepted after the deadline.

More detail→page 34

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

# Participation registration fee - Supplementary items for exhibit

### ■ Registration Fee

You must pay the registration fee if you wish to participate in Rakuten Fashion Week TOKYO 2022 A/W

\*Registration fee must be paid in full by the application dead-line of December16th (Thu.)

XIf your application is turned down by the JFW executive committee screening, your registration fee will be returned in full.

[Deposit account]

Bank Name: MIZUHO BANK, Ltd. Branch Name: KOBUNACHO

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

Swift Code: MHCBJPJT Account #: Saving Account 105-1127087 Beneficiary: Japan

Fashion Week Organization

Registration Fee: 170,000 yen (tax included)

Fee 150,000yen
Tax10% 15,000yen
Bank Transfer Fee 5,000yen

### **■**Supplementary items for exhibit

- 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 distributors, official programs, official media, etc.)
- A list of national/international press/buyers will be provided.
- 1 camera (2 at Hikarie) will be prepared for live streaming at each venue, and transmitted upon the Rakuten Fashion Week TOKYO Official WEB-site.
- Recorded materials including the contents of collection movies will be offered at an extremely affordable price.
- For those brands looking for announcement venues.

  We can introduce you to venues cooperating with JFWO (partner venues).
- There will also be product & service support provided by various sponsors. Details will be announced, once they are determined.

### **♦**Regarding determination of schedules

- \* Determination of schedule date/time is prioritized and adjusted on a first-come-first-serve basis of participation application and payment of fees.
- \* When applying, please indicate your 1st ~ 5th choice from the collection schedule (please refer to p.4).
- X Please make payment of venue fees within a week, once your announcement schedule is determined.

# Venue Charges

Venue	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	Charge (excepted tax)	
venue	Showtime / Operating Time							
	A 12:00	1,320,000 yen (tax included)						
Shibuya Hikarie	8:00~14:00 (6H)							
Hikarie Hall A	B 19:00	2,640,000 yen (tax included))						
	15:00~21:00 (6H)							
Omotesando Hills	C 15:00	C 15:00	C 15:00	C 15:00			385,000 yen (tax included)	
Main Building B3F SPACE O	9:00~20:00 (11H)	9:00~20:00 (11H)	9:00~20:00 (11H)	9:00~20:00 (11H)			505,000 yeli (tax iliciuueu)	

<sup>\*</sup> Once the schedule is determined, please make payment within one week.

<sup>\*</sup>Please note, if/when fees are not transferred by the deadline designated by JFWO, your collection schedule may be changed without prior warning.

# Official venues

### ■ Shibuya Hikarie

# Shibuya Hikarie OFRONT MAGNET by SHIBUYA 109 HACHIKO HIKO HIKO SHIBUYA CROSS TOWER Roppongi St. ※ SHIBUYA POLICE STA1 ※ 会とカリエ 東京都渋谷区渋谷 2-21-1 \*\*J京後・東王外の環境「渋谷駅」と2南道航道路で直轄 \*\*東京オトロ県産権「渋谷駅」と2南道航道路で直轄 \*\*東京東京都渋谷区渋谷 2-21-1 \*\*J京後・田園都市徳・東京オトロ半殿門後・副都の線 「渋谷駅」 85出口と直轄

### 

### **■** Omotesando Hills

### **Omotesando Hills**



### 表参道ヒルズ 東京都渋谷区神宮前 4-12-10

- 東京メトロ銀座線、千代田線、半蔵門線「表参道駅」 A2 出口より徒歩2分
- 東京メトロ千代田線、副都心線「明治神宮前〈原宿〉駅」 5出口より徒歩3分
- JR 山手線「原宿駅」表参道口より徒歩7分

### Omotesando Hills 4-12-10 Jingumae, Shibuya-ku, Tokyo

- Omotesando Station Exit A2
- (Tokyo Metro Ginza Line, Chiyoda Line, Hanzomon Line), 2 minute walk ■ Meiji-Jingumae 'Harajuku' Station Exit 5
- (Tokyo Metro Chiyoda Line or Fukutoshin Line), 3 minute walk
- Harajuku Station Omotesando Exit (JR Yamanote Line), 7 minute walk

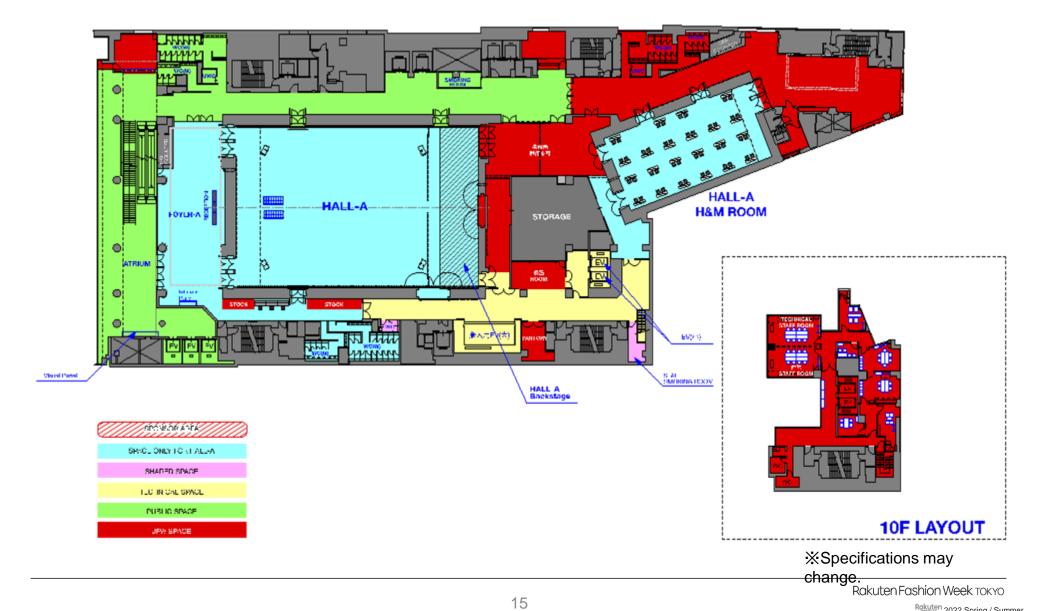
### Shibuya Hikarie

- 2-21-1 Shibuya, Shibuya-ku, Tokyo
- ■Connected to 'Shibuya Station' of the JR line/Keio Inogashira line, at the 2<sup>nd</sup> floor walkway
- ■Connected to the Tokyo Metro Ginza line 'Shibuya Station' at the 1st floor
- ■Connected to the 'Shibuya Station' B5 exit of the Tokyo-Toyoko line/Denentoshi line/Tokyo Metro Hanzomon line

### **※** In all venues

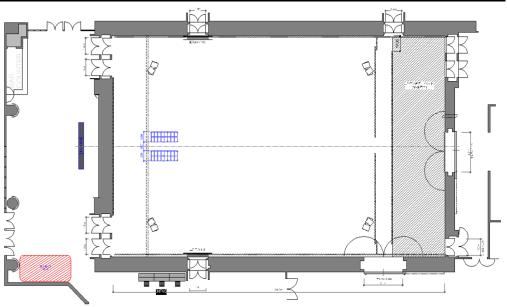
- Please carry out your show truly according to schedule
- Please be sure to observe safety management standards carefully in show operations.
- Please be sure to strictly observe COVID-19 infection prevention measures in carrying out your show.

# Main Venue / Shibuya Hikarie Hall Floor Plan



# Main Venue / Shibuya Hikarie Hall A Basic Spec \*\*specs may be changed

### Basic number of seats: Differs depending upon layout of each brand



### <OVERHEAD VIEW>



<SIDE VIEW>



<FRONT VIEW>

### Shibuya Hikarie Hikarie Hall A basic specs

■Floor area: HALL/1000m<sup>2</sup> (38.5m×26.0m) / FOYER/315m<sup>2</sup>

■Ceiling height: 7m

■Basic number of seats: Differs depending upon each brand's floor plan

■Basic décor:

•Wall-size black curtain / both sleeves & large Horizont black curtain

•Runway decorations to be provided by each brand individually

•Elevating baton for lighting/tools

•Ladder truss for lighting

•Technical booth (10th floor lighting room to be used)

•Tiered seating for guests: none

•Guest seating: none (please use seats at venue or bring your own)

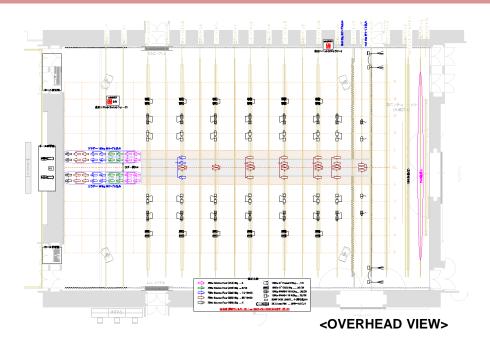
•Camera booth: 9 venue unit stages (there is a charge for additions)

### ■Others:

•Air conditioning: venue fully equipped

•Venue clean-up: to be arranged by each brand

# Main Venue / Shibuya Hikarie Hall A Basic Spec \*\*specs may be changed





### **LIGHTING**

**RUNWAY** : 750W Source-Four (414)  $8kg \times 6$ 

750W Source-Four ( 419 ) 8kg × 12 750W Source-Four ( 426 ) 8kg × 23 750W Source-Four ( 436 ) 8kg × 38 750W Source-Four ( 450 ) 8kg × 12

1000W 8" Frenel 7.5kg × 56 1000W 8" CSQ 8kg × 36 1000W PAR64 1M 6Kg ×28 1000W PAR64 1N 6Kg ×30

BACKYARD : 300W BOX LIGHT × 4

**H&M ROOM** : 100W LED × 10

SOUND

FRONT SP Main System EAW502 x 4 (x 2 per side)

Subwoofer EAW528  $\times$  4 ( $\times$  2 per side)

**REAR SP** Main System EAW502 x 4 (x 2 per side)

Subwoofer EAW528  $\times$  4 ( $\times$  2 per side)

CONSOLE : YAMAHA LS9-16

**CD PLAYER** TASCAM SS-CDR200 x 2

TASCAM CD-500B x 2

### TECHNICAL STAFF

**STAGE** CHIEF STAFF x 1

STAFF × 1

**LIGHTING** CHIEF STAFF x 1

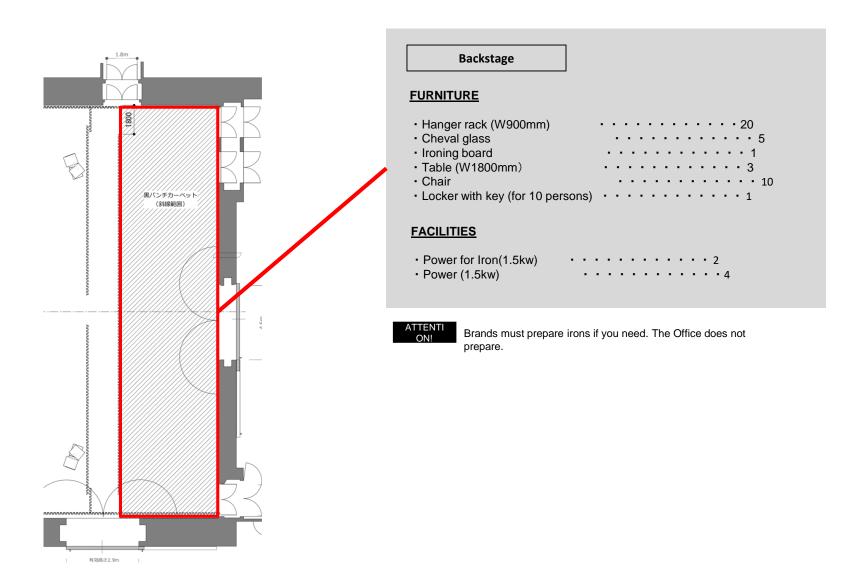
STAFF x 1

**SOUND** CHIEF STAFF x 1

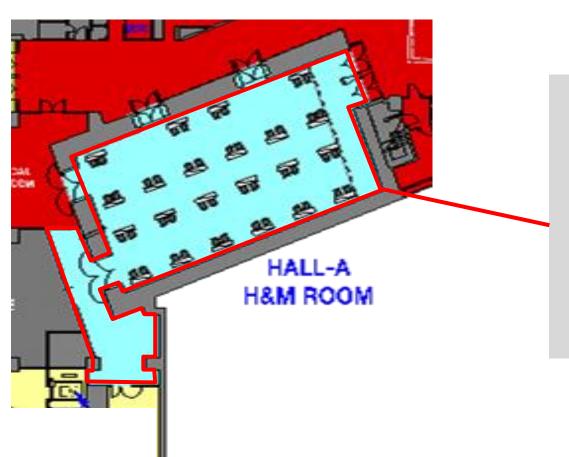
STAFF x 1

<SIDE VIEW>

# Main Venue / Shibuya Hikarie Hall A Backstage Basic spec



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



### **H&M ROOM**

### **FURNITURE**

Tables (W1800\*D450)
 Chairs
 Makeup mirrors
 Lockers with keys (for 12 people)
 Hanger racks

25 tables
50 chars
22 mirrors
1 locker
2 racks

### **Facility**

- Hair-makeup lighting (excluding existing venue lights)
   10 lights
- Power source for hair-makeup (1.5kw/including general power socket)
   22 sockets

# Official Venue / Hikarie Hall points of caution

XPlease observe the rules and act responsible

### ■ Capacity

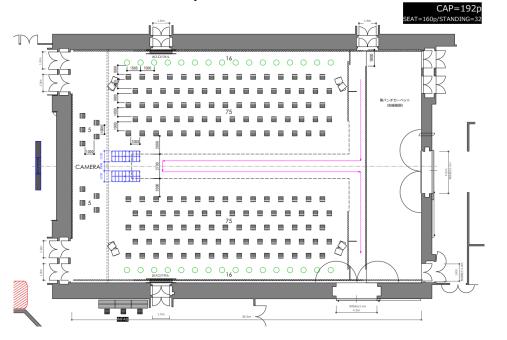
To prevent crowds/close-contact, a maximum capacity in number of people able to be within the venue has been established.

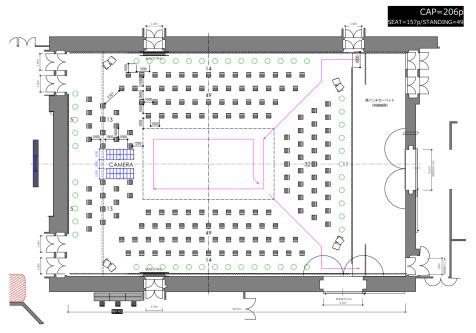
Maximum capacity for Hall A is 502 people. Please plan your number of invitations with ample social distance in mind, and submit a plan including seating plan and waiting line plan.

<u>XPlease be sure to secure a distance of 2 meters if possible (1 meter at least) between the runway, stage and guest seating, and at least 1 meter between guests (for details, please refer to the COVID-19 infection prevention manual).</u>

- \*Capacity includes, invited guests, show staff, brand staff, venue staff.
- XTo prevent crowds/close-contact at Hikarie 9th floor public space, the foyer will be used as the guests' waiting space after designated time slot.

### ( Venue use reference example )





# Official Venue / Hikarie Hall points of caution

XPlease observe the rules and act responsible

### ■ Management of show/theft/insurance

- JFWO cannot/will not be held responsible for loss due to incidents beyond human control such as natural disaster, theft/loss/damage of related items such as wardrobe and/or makeup, or unforeseeable accidents.
- To avoid loss/damage due to unforeseeable accidents during the whole term, from installment through the announcement to dismantling, please <u>make sure all</u> <u>belongings/related items are managed by each individual brand.</u>
- · Coin-operated lockers are available. Please use as needed to ensure safety of individual belongings.
- Disposing of trash

Each brand is responsible for the disposal of any/all trash occurring in relation to an exhibit and must be taken home by each brand.

**%In the past, there have been incidents of brands disposing trash illegally around the venue, which later led to a legal dispute.**If/when wardrobe, makeup tools, garbage is left within the venue surpassing one's time slot designated by JFWO, the brand will be charged for overtime fees, specified in p.20.

### ■ Eating and drinking within the venue

Eating and drinking within the hall and/or foyer, is prohibited.

# Official venue / Hikarie Hall points of caution

XPlease observe the rules and act responsible

■ 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 locations only. (capacity for smoking places will be established)

■ Decorations and congratulatory bouquets

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

■ For items not indicated in this Guide, please be sure to make an inquiry to JFWO, in advance.

# In using the Official venues, please observe the manuals of each venue, issued by JFW.

### ■ Regarding overtime charges

**X**Schedules are set based on rules. Please be sure to strictly observe the time allowed to you.

If/when you exceed designated time allowed, overtime charges

(Hall A/B \270,000/1H (not including tax), + necessary charges (【varying depending upon situation】 + ★other related costs) will be charged to you later. Overtime charges will be calculated by the hour.

★other related costs = if/when use of venue exceeds 23:00, night-overseeing personnel fees, their transportation costs, overnight stay costs, etc. will arise.

If you need an invoice/receipt, please let us know.

[Payment to be made to] Name of account: Japan Fashion Week Organization / sha) Nihon Fashion ⋅ Week Suishin Kikou

◆Mizuho Bank Kobunacho branch ordinary deposit 1127087 (bank code 0001 branch code 105)

# **Notes on the main venue (Hikarie Hall)**

XPlease observe the rules and act responsible

■ Reception, guidance, and cleanup

Each brand is responsible for the reception, guidance of guests and cleanup of the venue.

Please plan your reception/guidance operations and make arrangements for necessary staff accordingly. Please note, JFWO will not arrange for reception, guidance or cleanup staff.

Talking loudly among related persons/staff/guests is prohibited and wearing a mask is a must. Please be sure to prepare for guests who have forgotten to bring a mask.

Thermometers will be rented out, so please be sure to carry out a temperature check of all guests. Any person with a temperature of over 37.5°C is prohibited from entering. Please arrange for staff to carry out the temperature check.

Please plan measures in accordance with the COVID-19 infection control manual issued by JFWO.

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).

\*In such case, all damages to Hikarie Hall and any/all facilities in below floors, will be the responsibility of the brand and any/all repairs will be charged to the brand.

■ 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.

X Please submit your exhibit plan by the submission deadline of August 5th.

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 term.

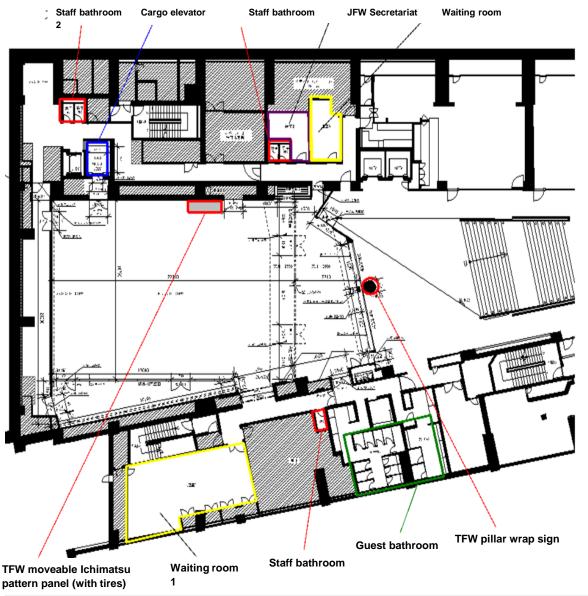
■ Regarding the checkered pattern (ichimatsu) panel

Please hold post-show on-the-spot interviews in front on this panel. We suggest online interviews.

Even if you decide not to hold post-show on-the-spot interviews due to reasons of the brand, please make sure to display the panel at some place within the venue, where it can be seen. It is prohibited to hide it away in the backyard, etc.

■ When leaving the venue, please be sure to sterilize all areas with the possibility to have been touched with alcohol and return everything to its original positions.

# Official venue / Omotesando Hills Space O, venue layout



[Omotesando Hills, Space O]

SPACE

Event space 448m (ceiling height 5.6m) Foyer 100m (ceiling height 2.68m/2.48m)

• ROOMS

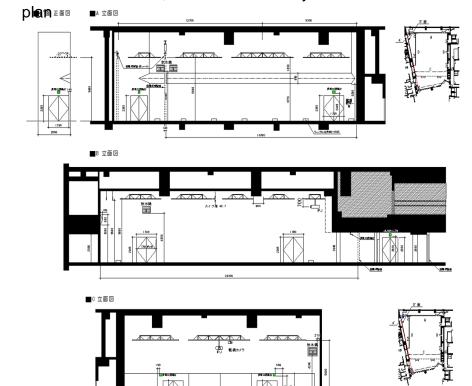
Waiting room (1) 74m² (ceiling height 2.8m) capacity: 15 people Waiting room (2) 17m² (ceiling height 2.8m) capacity: 4 people

XPlease be sure to strictly observe capacity in using waiting rooms.

- Maximum capacity: up to 400 people (including staff)
- %Please plan number of guests to invite, observing social distance
- **※Foot-mark seals observing social distance will be placed along the waiting line in front of Space O and the large staircase.**

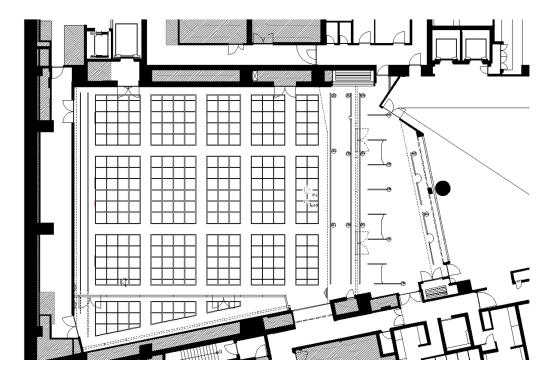
# Official venue / Omotesando Hills Space O, floor plan

• Omotesando Hills, collection venue layout / elevation



■D 南扉閉立面図

• 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.

### ■ List of incidental facilities (lighting)

### [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.

- ■Spotlight for wire ducts LED 3500K 9.4w white12° (N)
- ■Spotlight for wire ducts LED 3500K 9.4w white22° (M)
- ■Spotlight for wire ducts LED 3500K 9.4w white39° (W) 15pcs
- List of incidental facilities (video)

### [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) Stumpfl--1 unit

DVD Player TASCAM DV-DO1U--1 unit

\* When using screen only: ¥20,000/unit

### ■ List of incidental facilities (sound effects)

### [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 2 台

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

High power speaker MEYER CQ1 (built-in power amp) 2

amps

High power speaker MEYER CQ1 (built-in power amp) 2 amps

Mixing board MIDAS VENICE 240

1 board

Output multi-processor MIDAS VENICE 240

Multi-effect processor MIDAS VENICE 240

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

X Clear-com, microphone cable, speaker cable, multi-cable are included in the set price.

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.

# 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.

# ■ List of incidental facilities (others)

### [Other equipment list]

Reception counter (silver) W2000 x D750 x H1000--2 units
Podium (silver) W750 x D500 x H1100--1 unit
Portable stage W2400 x D1200 x H450/600/750--12 units
Exclusive-use phone 03-3497-0360, 0362 (2 lines) call charge only
Network equipment (wired/wireless connection)
FLET'S HIKARI NEXT Family Giga Line Type

The internet transmission speed of optical lines is approximately 1 Gbps for data reception and transmission.

\*\*Please note, this is not an exclusive line. If you wish for an exclusive line, it can be offered at cost.

### [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

Pole partition tape length w1900 15 units
Pole partition tape length w2400 12 units

### □ ■ Waiting room equipment

table W1800*D450	8 units
chairs	26 chairs
lockers w/keys (for 10 people)	1 unit
lockers w/keys (for 3 people)	1 unit
partition panel (3-fold type)	1 unit
partition panel (3-fold type) Partition panel (2-fold type) )	1 unit 2 units

### □ □JFWO equipment

hanger rack (small W900*H1600)	14 racks
full-length mirror	4 units
desk-top mirror	8 units

### ■ Capacity

To prevent crowds/close-contact, a maximum capacity in number of people able to be within the venue has been established.

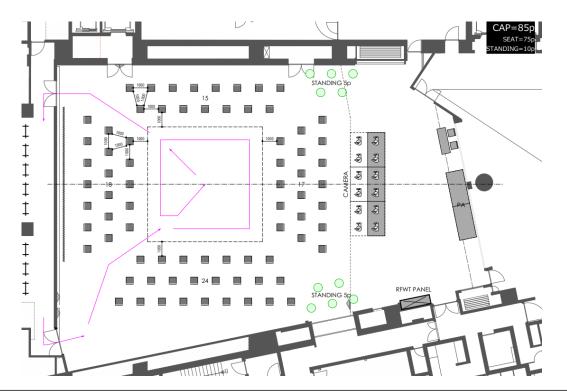
Maximum capacity for Space O is 400 people. Please plan your number of invitations with ample social distance in mind, and submit a plan including seating plan and waiting line plan.

<u>X Please be sure to secure a distance of 2 meters if possible (1 meter at least) between the runway, stage and guest seating, and at least 1 meter between people (for details, please refer to the COVID-19 infection prevention manual).</u>

\*Capacity includes, invited guests, show staff, brand staff, venue staff.

\*\*To avoid a crowd at the public space of Space O, if/when a large number of guests gather before the show, you will be asked to guide your guests to line-up, under instructions from the Omotesando Hills Operation Room.

( Venue use reference example )



# Official Venue / Omotesando Space O points of caution

### **■**Waiting room capacity

Please be sure to strictly observe the below capacity in using waiting rooms.

Waiting room (1) 74m (ceiling height 2.8m) Capacity: 15 people Waiting room (2) 17m (ceiling height 2.8m) Capacity: 4 people

### ■ 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.

### ■ Evacuation lights

At Space O, these lights cannot be turned off temporarily

### ■ Damages to the venue

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

# Official venue / Omotesando Hills Space O, points of caution

XPlease observe the rules and act responsible

### ■ 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.

### ■ 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 locations only (following the smoking rules of Omotesando Hills)

- For items not indicated in this Guide, please be sure to make an inquiry to JFWO, in advance.
- ■When leaving, please be sure to sanitize every location/item used with alcohol and return all things as was before use.

# In using the Official venue, please observe the manual of the venue, issued by JFW.

### ■ Regarding overtime charges

**XSchedules** are planned according to rules. Please be sure to strictly observe the time allowed to you.

If/when you exceed your designated time allowed, overtime charges of

(Space O 100,000 JPY/per 1H + necessary costs [to change depending upon situation] +★other related costs)

will be billed to you later. Exceeding charges will be calculated by the hour.

★other related costs = if use exceeds beyond 23:00, please note, fees for night-overseeing personnel, their transportation costs, overnight stay costs, etc. will arise.

XIf you need an invoice/receipt, please let us know.

[Payment to be made to] Name of account: Japan Fashion Week Organization / sha) Nihon Fashion ⋅ Week Suishin Kikou

◆Mizuho Bank Kobunacho branch ordinary deposit 1127087 (bank code 0001 branch code 105)

# Official venue / Omotesando Hills Space O, points of caution

XPlease observe the rules and act responsible

### ■Regarding reception, guest guiding, clean-up

Operating of show reception, guiding of guests, clean-up of venue is the responsibility of each brand.

Each brand must consider their reception operations/processing, guiding of guests around the reception area, arranging of necessary staff. Please keep in mind that JFWO will not provide for, nor will they have staff ready for guiding or clean-up. We ask for your understanding in this matter.

Wearing of masks and prohibiting of loud speaking for both staff and guests is an absolute. Please make sure you are ready to provide guests with masks if/when they have forgotten/not wearing.

A thermometer will be rented out to each brand, so please be sure to strictly and surely carry out a body temperature check. If/when a person has a fever of over 37.5°C, they are prohibited to enter. Staff to check temperature must be arranged for by each brand.

Please make plans in strict accordance to the COVID-19 infection prevention manual issued by 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).

\*In such case, all damages to Space O and any/all facilities in below floors, will be the responsibility of the brand and any/all repairs will be charged to the brand.

• Use of smoke machines (diffusion) is prohibited.

- Application for use of fire
  - JFWO handles applications. Brands must submit exhibit plans to JFWO beforehand. \*\*XPlease submit by the exhibit plan submission deadline of March 2nd.
- Regarding the checkered pattern (ichimatsu) panel
  - Please hold post-show on-the-spot interviews in front on this panel. We suggest online interviews.

Even if you decide not to hold post-show on-the-spot interviews due to reasons of the brand, please make sure to display the panel at some place within the venue, where it can be seen. It is prohibited to hide it away in the backyard, etc.

- Regarding pillar-wrap posters
  - Please be sure not to hide pillar-wrap posters with reception desks or other equipment/settings.

### Points of caution for venues other than Official venues

### ■ Rules of delivery for digital presentations

Due date: For both videos and photographs, please upload and deliver your piece(s) onto the google drive by five working-days prior to your presentation date. You will be given an access right to the google drive, in advance.

Vertical

image

Submission format: ZIP file format

### [Movies]

File size: within 3.6GB

Size:  $1,080p : 1,920 \times 1080 \text{ (full HD)} / 720p : 1,280 \times 720 \text{ (HD)}$ 

Time: within 20 minutes

Format (filename extension): MPEG4 (MP4) is recommended.

### [If you have a specified thumbnail image for your movie]

Image size: within 2MB

Recommended resolution: 1,280px x 720px

Aspect ratio: 16:19 Image file format: JPG

### [Image]

Size: width when vertically placed 1,000px / width when placed

horizontally 1,500px (refer to the right)

Image file format: JPG

💥 When submitting, please number or name file so we will know order of presentation.

### ■ Regarding live transmission at venues other than Official venues

Network environments must be prepared by the participant themselves.

Environment: We recommend cable LAN, with baud rate of 50Mbps.

You may to be asked to make other preparations regarding transmission.

Furthermore, if/when holding your presentation at venues other than the Official venues, please keep in mind you may not be able to transmit due to venue environments and/or preparatory situations.

### ■Regarding co-sponsorship

If/when receiving individual sponsorship for a digital presentation, prior application to JFWO regarding name of sponsor, contents of sponsorship, merits of sponsorship

must be submitted. (Formats for prior application of sponsorship will be notified as necessary during the preparation period of this term.)

Furthermore, for presentations with corporation names/logos exposed in the delivered piece(s), please note, those sections will be edited and eliminated when remaining

in our archives. We ask for your understanding in this matter in advance. 

\*For details, JFW will

XFor details, JFW will notify you, as necessary.

Horizontal

image

# ■ How movies will run in digital presentation (edited movies)



Rakuten Fashion Week токуо

# Schedule

### Rakuten Fash ion Week TOKYO 2022 A/W

As of Novemberl 15th, 2021

		Schedule	Remarks			
	15 (M on)	Begin to accept applications for Rakuten Fash on W eek TOKYO 2022 A/W				
Nov.	26 (Fri)	Exh b tor Briefing / Venue Briefing Sh buya H karie ver(1) @ Sh buya H karie 13:30~ %Tentative schedule	Handing out of Hikarie venues operation manuals (The holding method may change depending on the infection status of the COVID- 19) % held in Japanese			
D ec.	13 (M on)	Exh b itor Briefing / Venue Briefing Space 0 ver① @ Space 0 13:30~ ※Tentative schedule	Handing out of Space O venues operation m anuals (The holding m ethod m ay change depending on the infection status of the COVID- 19) % held in Japanese			
	16 (T hu)	Deadline for participation application	No application will be accepted after the deadline			
		Participation fee due	Please m ake paym ent to the earlier specified account			
		Selection of participating brands for 2022 A/W	Brand representative will be contacted. Please inform us of your production company, hair/m akeup, PR.as soon as you have a decision.			
	Early Jan.	Collection schedule adjustm ent start	Collection schedule adjustment is scheduled for the end of January			
Jan.		Sending of exhibitor agreem ent				
	M id Jan.	Venue Briefing Sh buya H karie ver@	Handing out of Hikarie venues operation manuals (The holding method may change depending on the infection status of the COVID- 19) % held in Japanese			
	Early Feb.	Detailed schedule of 2022 S/S is determined				
		Deadline for submitting exhibitor agreement				
		Venue Briefing Space 0 ver(2)	Handing out of Space O venues operation m anuals (The holding m ethod m ay change depending on the infection status of the COVID- 19) % held in Japanese			
		Venue fees due (0 fficial venue)	Please make payment to the earlier specified account			
Feb.		Announcem ent of 2021 A/W collection schedule				
	17 (T hu)	Deadline for submitting official venue production plan/confirm ation form /operation plan				
	M id Feb.	Press/Buyer list sent	To be sent to your representative			
		Deadline for submitting maison ID	For people using Hikarie and Omotesando Hills venues			
		Sending of manual.	To be sent to your representative			
Mar.	2 (W ed)	Deadline for subm itting official venue production plan/confirm ation form /operation plan	Fire defense applications will be made on March 3rd (Fri.)			
mul.	14 (M on) ~19 (S at)	Rakuten Fashion	W eek TOKYO 2022 A/W			

### ■Please note

Participation fee for Rakuten Fashion Week TOKYO 2022 A/W must be paid in full by December  $16^{th}$  (Thu.)

If you need an invoice and/or receipt, please let us know.

If payment cannot be confirmed by the designated deadlines, your application may be turned down.

### ■■Inquiries for Exhibit■■

Ms.Minegishi E-mail: <a href="mailto:brand@jfw.jp">brand@jfw.jp</a>

### Japan Fashion Week Organization

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

51110Uya-ku, 10kyo 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  $\,$ 

# **Exhibitor Application**

### For brands exhibiting for the first time

Exhibitor Application Documents	Remarks column
① Participation Application	Please dow nload the form from the official w ebsite and fill out all
	necessary items.
	<ul> <li>For those applying for support, please fill out all items.</li> </ul>
	Please note that your application may be disregarded from selection if any
	item is missing.
② Brand Image Visuals(20p)	To be used for the official w ebsite of JFWO and other official media, digital
(Adobe Photoshop EPS format)	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 Illutrator ai Format)	
Designer Portrait	
(Adobe Photoshop EPS Format)	
5 Brand reference materials	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 new est collection (actual samples).

Have participated in JFW or TFW

Exhibitor Application Documents	Remarks column
① Participation Application	Please dow nload the form from the official w ebsite 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(20p)	To be used for the official website of JFWO and other official media, digital
(Adobe Photoshop EPS format)	signage on official venue.
	H110mmxW95mm, 350dpi resolution, CMYK mode
	Each brand is responsible for applying for second hand usage of model
	images to their agencies, in advance.

Please submit the data for  $(1)\sim 2$  by email.

- Please submit the data for ①~④ by email, and the actual item for ⑤.
- Samples will be returned by mid-January

# Deadlines: December 16<sup>th</sup> (Thu), must be received by 18:00<Japan Time> Submission of data (1)~4): rakutenfwt22aw@jfw.jp

• Must be received by deadline: December 16(Thu), 18:00,

At the address indicated on the right.

- · Applications after the deadline will not be accepted, whatsoever.
- Please note, submitted data cannot be returned.

This participation guide is of November 15th, 2021. If/when changes occur, we will send out separate notices.

■■to submit applications■■

Japan Fashion Week Organization Contact person: Minegishi

Submission of data ((1)~4): rakutenfwt22aw@jfw.jp

Submission of samples/lookbooks ((5)) :

〒150-0002 6F Giraffa Bldg., 1-6-10 Hiroo, Shibuya, Tokyo 150-0012,APAN

10:00-18:00 (closed Sat./Sun./holidays) For inquiries regarding exhibit: brand@jfw.jp