

Rakuten Fashion Week TOKYO

Rakuten

2020 Autumn / Winter

[Participation Guide]

November, 2019

Japan Fashion Week Organization

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By concentrating collection announcement schedules, and setting an official venue, JFWO aims to promote buyers and media visits, thereby increasing international exposure and powers to transmit, to make this a place which leads to real business.

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This Presentation Guide is as of November 18, 2019. Please note that there are changes in details.

Event Outline

- NAME OF EVENT : Rakuten Fashion Week TOKYO 2020 A/W
- DATE : March 16th (Mon.) – March 21st (Sat.), 2020
- 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 (as of the 2020 S/S term)

TITLE SPONSOR



OFFICIAL SPONSORS



SPECIAL SUPPORTING PARTNERS



SUPPORTING PARTNERS



SUPPORTING PARTNERS



OFFICIAL MEDIA PARTNERS



SIGNAGE PARTNER



OFFICIAL CHAUFFEUR CAR PARTNER



VENUE PARTNER



OFFICE AIRLINE PARTNER



Event Outline

【Rakuten Fashion Week TOKYO 2020 A/W】

□DATE March 16th (Mon.) – March 21st (Sat.), 2020

Fashion Shows, Installations, Footage Distribution (the season: 2020 A/W)

□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 & 8/ COURT・CUBE)

●Others

□COLLECTION SCHEDULE PLAN

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

※Schedule is subject to change.

※The 14:00 slot of other venues can be used if the COURT/CUBE support slot is open. If you wish for this slot, please contact us.

Venue		16-Mar Mon	17-Mar Tue	18-Mar Wed	19-Mar Thu	20-Mar Fri./Holiday	21-Mar Sat
Hikarie Hall	Hall A	14:00 20:00	14:00 20:00	14:00 20:00	14:00 20:00	14:00 20:00	11:00 16:00 21:00
	Hall B	13:30 (Support) 19:30	13:30 (Support) 19:30	13:30 (Support) 19:30	13:30 (Support) 19:30	13:30 (Support) 19:30	10:30 15:30 20:30
HIKARIE 8/	COURT・CUBE	14:30(Support)	14:30(Support)	14:30(Support)	14:30(Support)	14:30(Support)	14:30(Support)
Omotesando Hills	Space O	15:30	15:30	15:30	15:30	15:30	-
Other		16:30 17:30 18:30 21:00	11:30 12:30 16:30 17:30 18:30 21:00	11:30 12:30 16:30 17:30 18:30 21:00	11:30 12:30 16:30 17:30 18:30 21:00	11:30 12:30 16:30 17:30 18:30 21:00	12:00 13:00 (14:00) 17:00 18:00 19:00

Exhibit Outline

■ Screening exhibitors for Rakuten Fashion Week TOKYO 2020 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.

- 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)

- 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 (27 February , 2020).

■ 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 January.

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

Exhibit Guidelines

■ Seats for special guests

- Participants of the “Rakuten Fashion Week TOKYO” are asked to provide seats for sponsors at collection shows.

The number of seats depends on the venue, and the 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.

- * As for use of the event logo mark, please refer to the Event Logo-mark usage manual, which will be distributed from JFW separately.
Please note, if/when usage rules are not strictly followed, you may be asked to reproduce, under any circumstance whatsoever.

■ Sponsorship

Individual sponsorship by manufacturers competing with our official sponsors is prohibited. There is a possibility that individual sponsorship may be refused, therefore, please be sure to discuss individual sponsorship with the secretariat, by the specified date.

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

Exhibit Guidelines

■ 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.

JFWO asks that all brands participating in the Rakuten Fashion Week TOKYO 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.

■ Regarding music source for live distribution

During the Rakuten Fashion Week TOKYO 2020 A/W, there is a possibility that JFW will distribute live footage of your exhibit.

In such case, additional applications to comply with Japanese Copyright Laws will be needed. ※For information of the Copyright System in Japan:

<http://www.cric.or.jp/qa/hajime/hajime4.html>

We ask that the brand itself make necessary arrangements regarding Japanese Copyright Laws.

For other required legal applications regarding live distribution, we will notify you as details become determined. We ask that you handle each case as they arise.

Footage recordings

● The JFW Official Camera has first choice in choosing shooting position.

■ 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 ・ Hall B/1 camera ・ 8/ 1 camera 】, Stills 【Hall A/1 camera ・ Hall B/1 camera ・ 8/ 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.

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.

The outline of Brand's Support in Rakuten Fashion Week TOKYO 2020 A/W

At JFWO, from among those designers whom wish to participate in fashion week and wish for support, the JFW Committee selects designers to offer support in **free of charge participation fee** along with **free of charge use of support collection venues**, which are "Shibuya Hikarie, Hikarie Hall B (12:00)" or "Shibuya Hikarie 8/ COURT or CUBE (14:30)".

※ For those people interested in exhibiting at Shibuya Hikarie 8/ COURT, CUBE, please contact JFWO.

■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■

Selection for "Brand's Support", will be made by the JFW committee, under the below process:

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 39

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 At Rakuten Fashion Week TOKYO 2020 A/W

***Please pay your registration fee by wire transfer by Friday, December 13.**

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

[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:
(1brand/designer)**

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.
- Recorded materials including the contents of collection movies will be offered at an extremely affordable price.
- In some cases, the JFW Official sponsor can/will support show make-up, and support for hair upon request.
※ Support may not be available depending upon show schedules.
- 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.3).**

Official venues

■ Shibuya Hikarie

Shibuya Hikarie

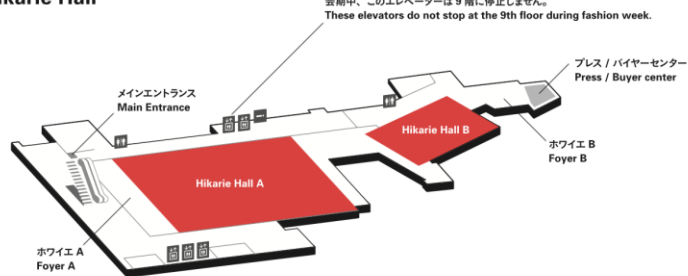


渋谷ヒカリエ
東京都渋谷区渋谷 2-21-1

- 東急田園都市線、東急東横線、東京メトロ半蔵門線、東京メトロ副都心線「渋谷駅」15番出口直通
- JR線、東京メトロ銀座線、京王井の頭線「渋谷駅」2階連絡通路で直通

※会期中、時間帯によってエレベーターの停止階が変わります。当日会場でのご案内をご確認ください。

9F Hikarie Hall



Shibuya Hikarie

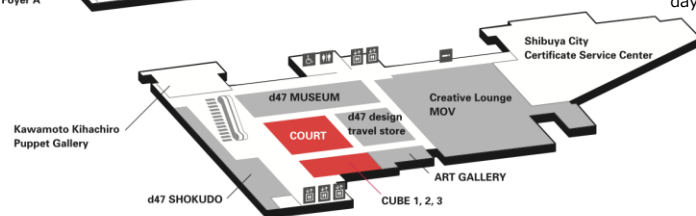
2-21-1 Shibuya, Shibuya-ku, Tokyo

- Directly connected with "Shibuya Station" exit 15, of the Tokyo Denen-toshi Line, Tokyu Toyoko Line, Tokyo Metro Fukutoshin Line

- Directly connected with "Shibuya Station" 2nd floor passageway, of the JR Line, Tokyo Metro Ginza Line, Keio Inogashira Line

※During the term, the floors at which the elevators stop will change depending upon time range. Please confirm times for guiding guests on the day/time of your schedule.

8F 8/



■ 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

※ In all venues

- Please carry out your show truly according to schedule
- Please be sure to observe safety management standards carefully in show operations.

Venue Charges

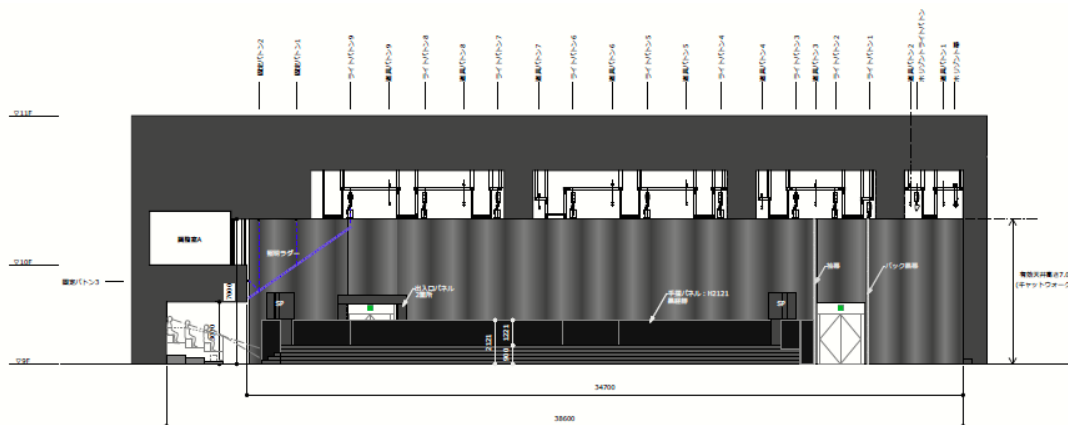
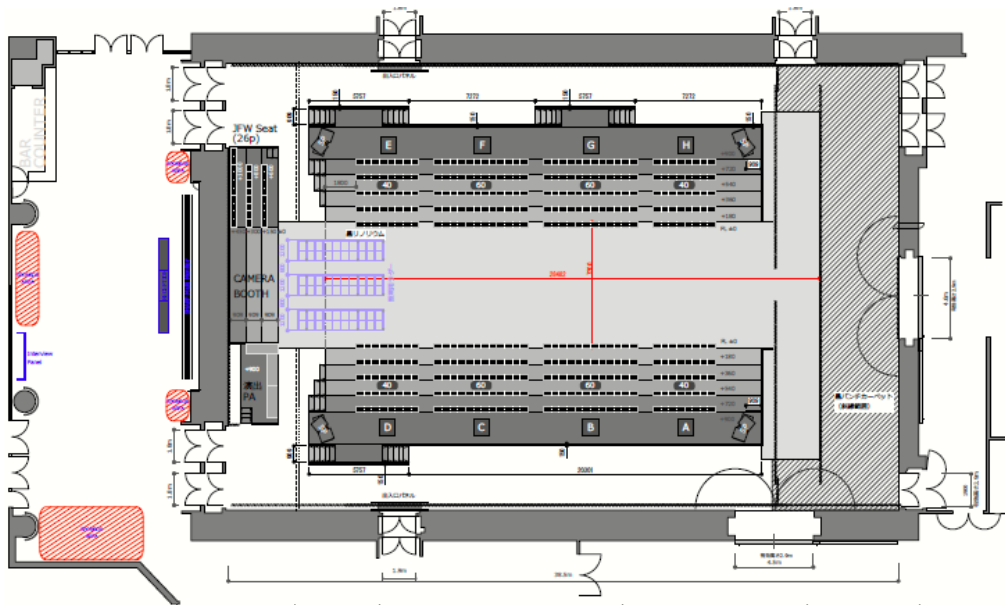
Venue	Mar 16(Mon)	Mar 17(Tue)	Mar 18(Wed)	Mar 19(Thu)	Mar 20(Fri./Holiday)	Mar 21(Sat)	Charge (excepted tax)
	Showtime / Operating Time	Showtime / Operating Time	Showtime / Operating Time	Showtime / Operating Time	Showtime / Operating Time	Showtime / Operating Time	
Shibuya Hikarie Hikarie Hall A	A 14:00	A 14:00	A 14:00	A 14:00	A 14:00		1,200,000 yen(+tax)
	10:00~16:00 (6H)	10:00~16:00 (6H)	10:00~16:00 (6H)	10:00~16:00 (6H)	10:00~16:00 (6H)		
	B 20:00	B 20:00	B 20:00	B 20:00	B 20:00		2,400,000 yen(+tax)
	16:00~22:00 (6H)	16:00~22:00 (6H)	16:00~22:00 (6H)	16:00~22:00 (6H)	16:00~22:00 (6H)		
Shibuya Hikarie Hikarie Hall B	C 13:30	C 13:30	C 13:30	C 13:30	C 13:30		Targeted for support Venue ※In the case of pay 450,000 yen(+tax)
	9:30~15:00 (5.5H)	9:30~15:00 (5.5H)	9:30~15:00 (5.5H)	9:30~15:00 (5.5H)	9:30~15:00 (5.5H)		
	D 19:30	D 19:30	D 19:30	D 19:30	D 19:30		750,000 yen(+tax)
	15:30~21:00 (5.5H)	15:30~21:00 (5.5H)	15:30~21:00 (5.5H)	15:30~21:00 (5.5H)	15:30~21:00 (5.5H)		
HKARIE 8F 8/ COURT/CUBE	E 14:30	E 14:30	E 14:30	E 14:30	E 14:30	E 14:30	Targeted for support Venue ※In the case of pay COURT/Weekdays 400,000 yen(+tax) Holiday 550,000 yen(+tax) CUBE/150,000 yen(+tax)
	10:00~21:00 (11H)	10:00~21:00 (11H)	10:00~21:00 (11H)	10:00~21:00 (11H)	10:00~21:00 (11H)	10:00~21:00 (11H)	
Omotesando Hills Main Building B3F SPACE O	F 15:30	F 15:30	F 15:30	F 15:30	F 15:30		350,000 yen(+tax)
	9:00~20:00 (11H)	9:00~20:00 (11H)	9:00~20:00 (11H)	9:00~20:00 (11H)	9:00~20:00 (11H)		

*** Once the schedule is determined, please make payment within one week.**

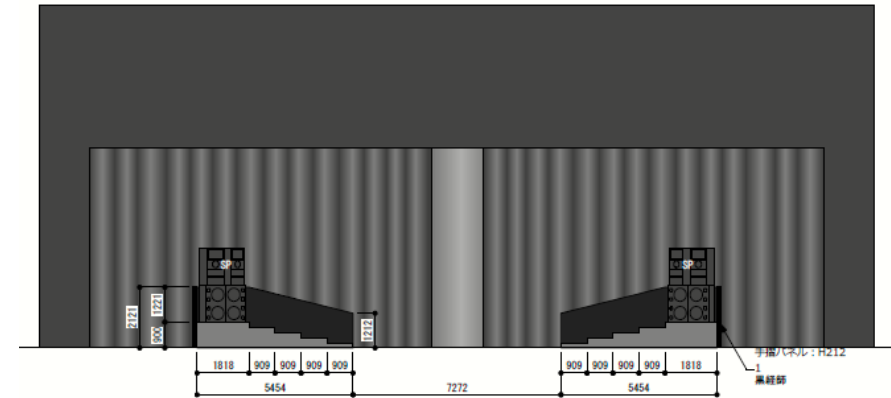
***Please note, if/when fees are not transfer by the deadline designated by JFWO, your collection schedule will be changed without prior warning.**

Main Venue / Shibuya Hikarie Hall A Basic Spec

SEATS : 400p

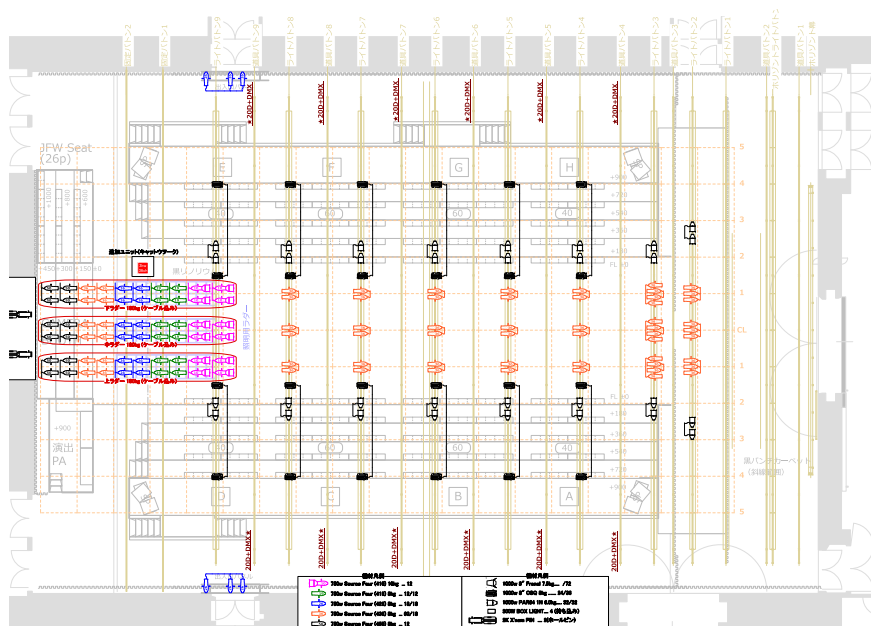


<SIDE VIEW>

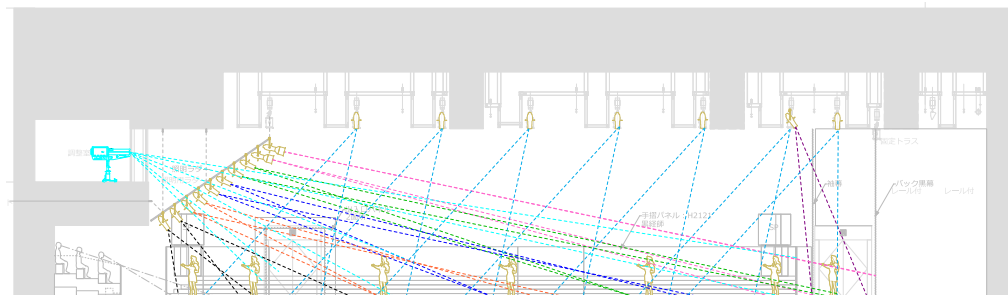


- Floor area: HALL/1000m² (38.5m×26.0m) / FOYER/315m²
- Ceiling height: 7m
- Basic seating: 400p (changes depending upon each brand)
- Basic décor:
 - Wall-size black curtain / both sleeves & large Horizont black curtain
 - Runway basic floor size (W=28.4m×L=27m / ±0) black linoleum
 - ※runway finish to be arranged by each brand
 - Elevating baton for lighting/tools
 - Ladder truss for lighting
 - Technical booth (basically use the 10F lighting room)
 - ※PA table/ production table to be set at the left of the camera booth, the sponsor booth at the right
 - Guest seat tiered platform: floor black laminate finish (H=180mm,360mm,540mm,720mm,900mm)
 - Guest seats: black bench seats 100 sets (4p seating x 100 sets =400p) is basic guest seating
 - 44 sets (4p seating x 44 sets =176p) possible additional seating
 - 10 sets (2p seating x 10 sets =20p) possible additional seating
 - Camera booth: floor black laminate finish (H=150mm,300mm,450mm)
- Others:
 - Air conditioning: venue fully equipped
 - Venue clean-up: to be arranged by each brand

Main Venue / Shibuya Hikarie Hall A Basic Spec



<OVERHEAD VIEW>



<SIDE VIEW>

LIGHTING

RUNWAY : 750W Source-Four (410) 10kg × 12
 750W Source-Four (419) 8kg × 12
 750W Source-Four (426) 8kg × 18
 750W Source-Four (450) 8kg × 12
 750W Source-Four (436) 8kg × 63
 1000W 8\" CSQ 8kg × 24
 1000W PAR64 1N 6Kg × 32

BACKYARD : 300W BOX LIGHT × 4

H&M ROOM : 100W LED × 8

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

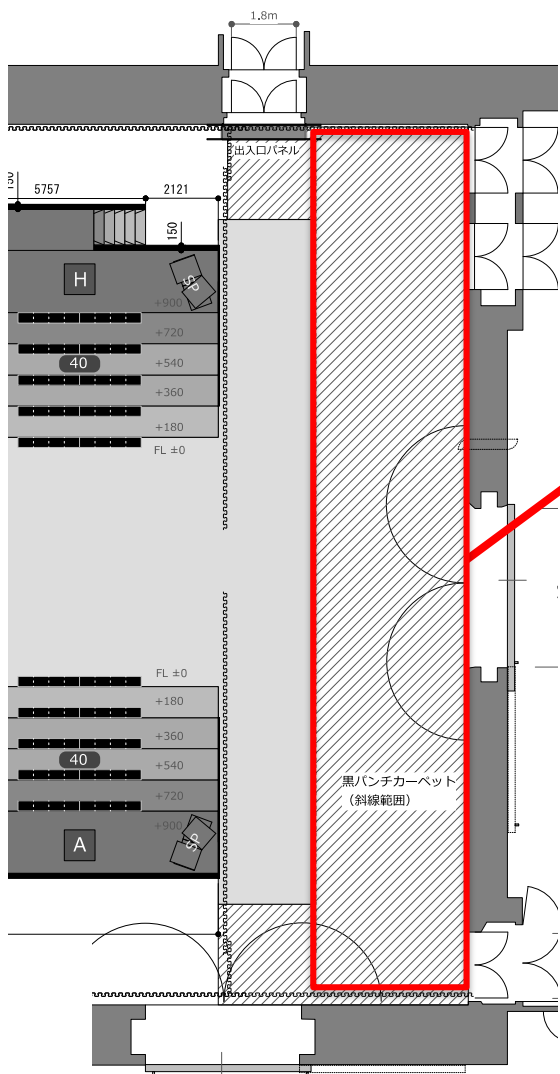
CD PLAYER : TASCAM SS-CDR200 × 2
 TASCAM CD-500B × 2

TECHNICAL STAFF

STAGE : CHIEF STAFF × 1
 STAFF × 1

LIGHTING : CHIEF STAFF × 1
 STAFF × 1

SOUND : CHIEF STAFF × 1
 STAFF × 1



Backstage

FURNITURE

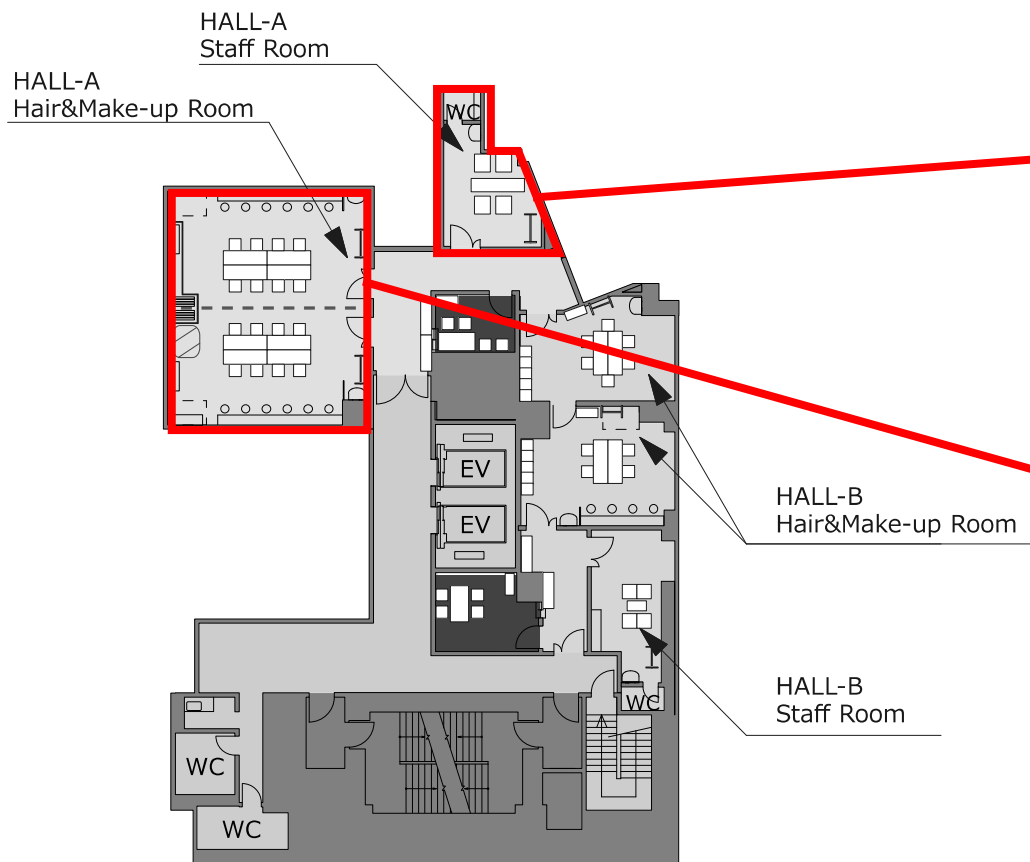
- | | | |
|------------------------------------|---------------------|----|
| • Hanger rack (W900mm) | • • • • • • • • • • | 20 |
| • Cheval glass | • • • • • • • • • • | 5 |
| • Ironing board | • • • • • • • • • • | 1 |
| • Table (W1800mm) | • • • • • • • • • • | 3 |
| • Chair | • • • • • • • • • • | 10 |
| • Locker with key (for 10 persons) | • • • • • • • • • • | 1 |

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
- Hanger rack1

FACILITIES

- Power(1.5kw)2

H&M ROOM

FURNITURE

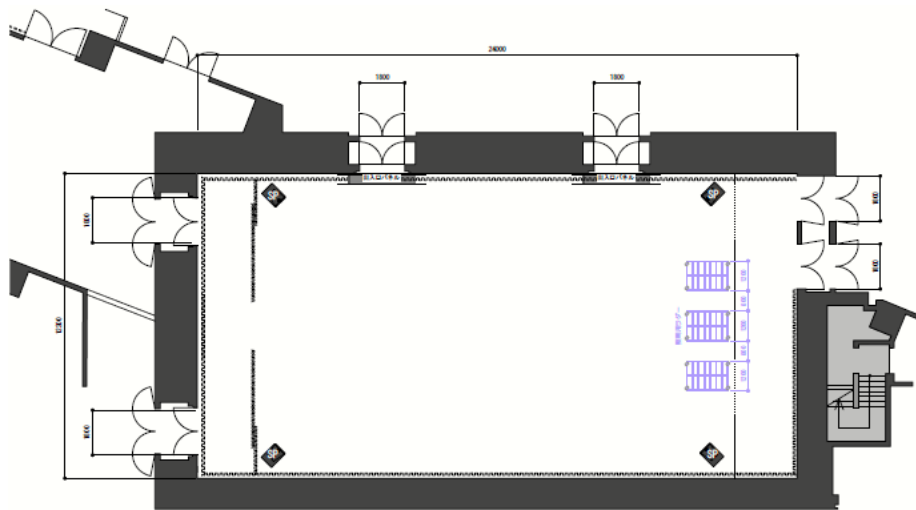
- Conference Table8
- Catering Table2
- Chair36
- Mirror for H&M (addition)8
- Coin-locker(12 persons)1
- Hanger rack2

FACILITIES

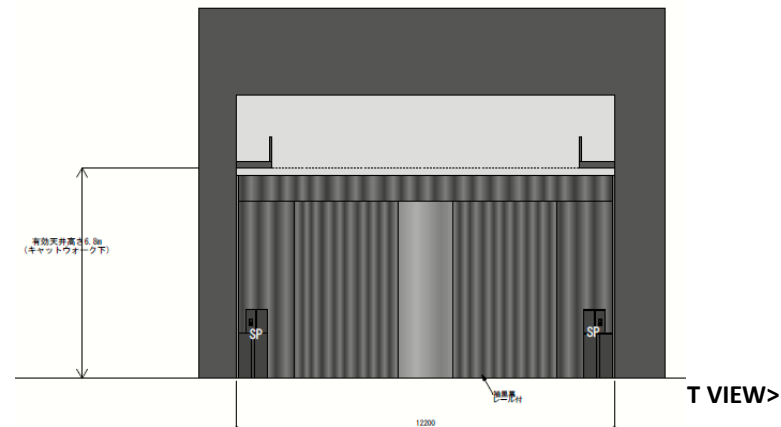
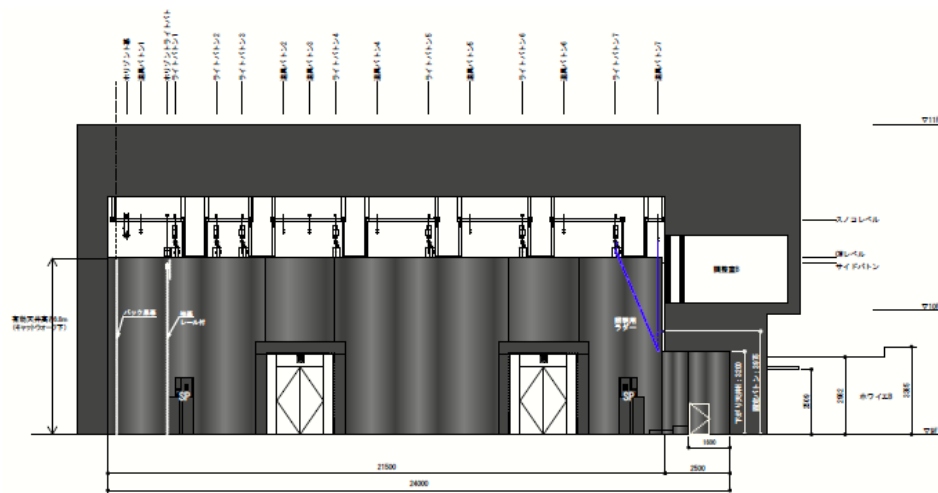
- Lightning for H&M(excepted light for venue)8
- Plug in for H&M(1.5kw / included Power)15

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

Almost: *Depends on brands' plans



<OVERHEAD VIEW>

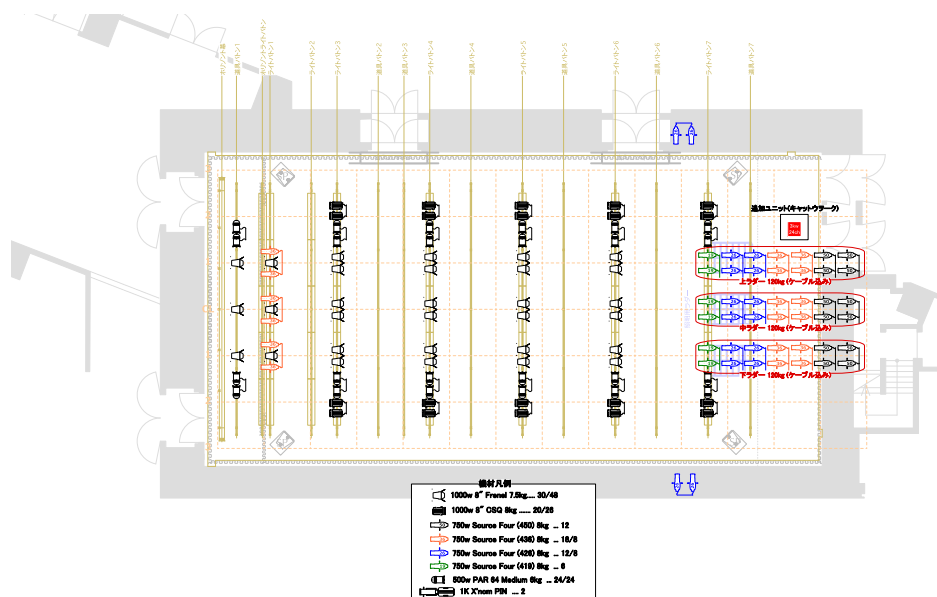


T VIEW>

Shibuya Hikarie Hall B basic specs

- Floor area: HALL/300m² (24.0m×12.0m) / FOYER/270m²
- Ceiling height: 6.8m
- Basic seating: changes depending upon each brand
- Basic décor:
 - Wall-size black curtain / both sleeves & large Horizontal black curtain
 - No runway basic floor finish
 - ※runway finish to be arranged by each brand
 - Elevating baton for light/tools
 - Ladder truss for lighting
 - Technical booth (basically use the 10F lighting room)
 - Guest seat tiered platform: none
 - Guest seats: black bench seats (4p×48sets=192p + 2p×12sets=24p)
 - Camera booth: venue unit stage x 2 (addition available at cost)
- Others:
 - Air conditioning: venue fully equipped
 - Venue clean-up: to be arranged by each brand

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



<OVERHEAD VIEW>

LIGHTING

HALL : 750W Source-Four(450)8kg × 12
 750W Source-Four(436)8kg × 18
 750W Source-Four(426)8kg × 12
 750W Source-Four(419)8kg × 6
 500W PAR 64 Medium 6Kg × 24
 1000W 8\" Frenel 7.5kg × 30
 1000W 8\" CSQ 8kg × 20

BACKYARD : 300W BOX LIGHT × 6

H&M ROOM : 100W LED × 6

SOUND

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

CONSOLE : YAMAHA M7CL-32

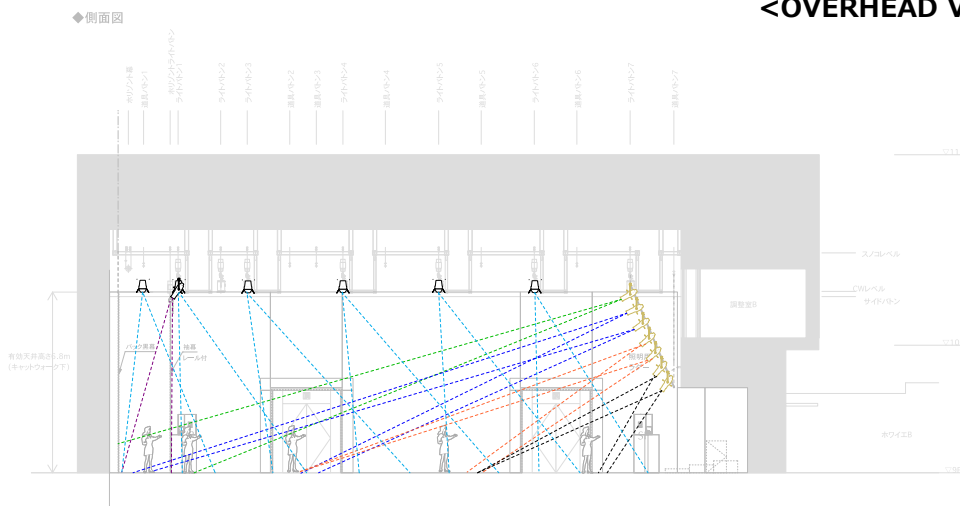
CD PLAYER : TASCAM SS-CDR200 × 2
 TASCAM CD-500B × 2

TECHNICAL STAFF

STAGE : STAFF × 2

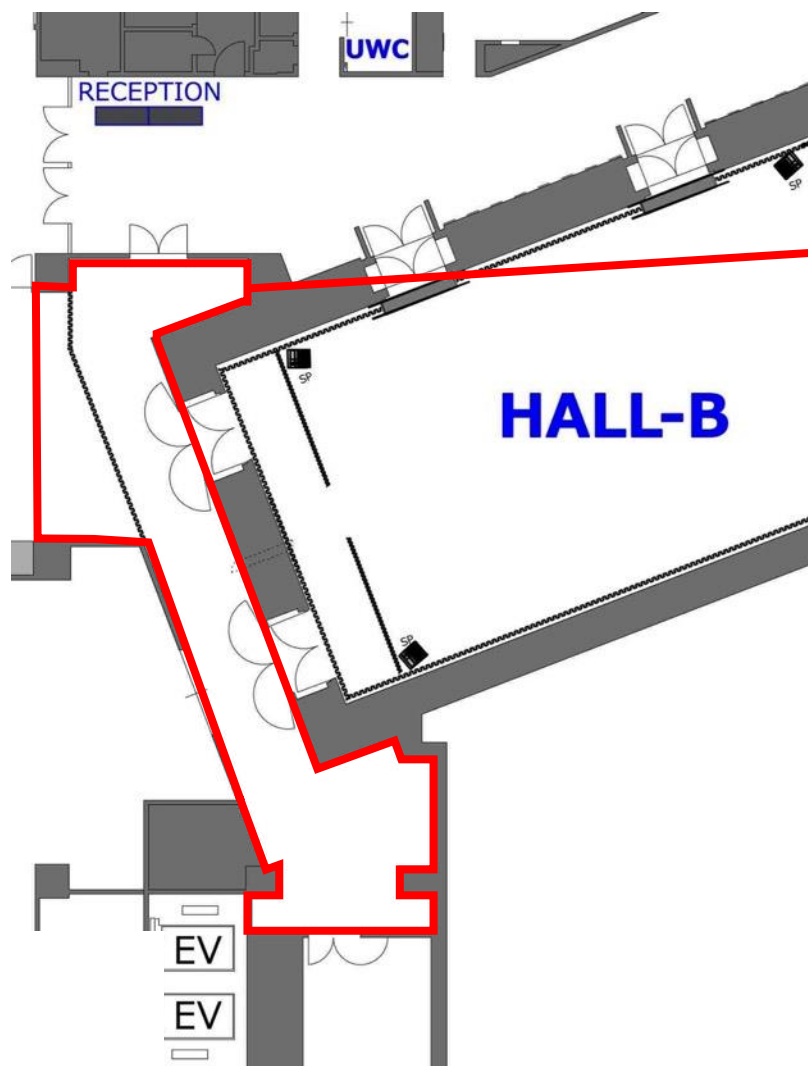
LIGHTING : CHIEF STAFF × 1
 STAFF × 1

SOUND : CHIEF STAFF × 1



<SIDE VIEW>

Main Venue/ Shibuya Hikarie Hall B Backstage



Backstage

FURNITURE

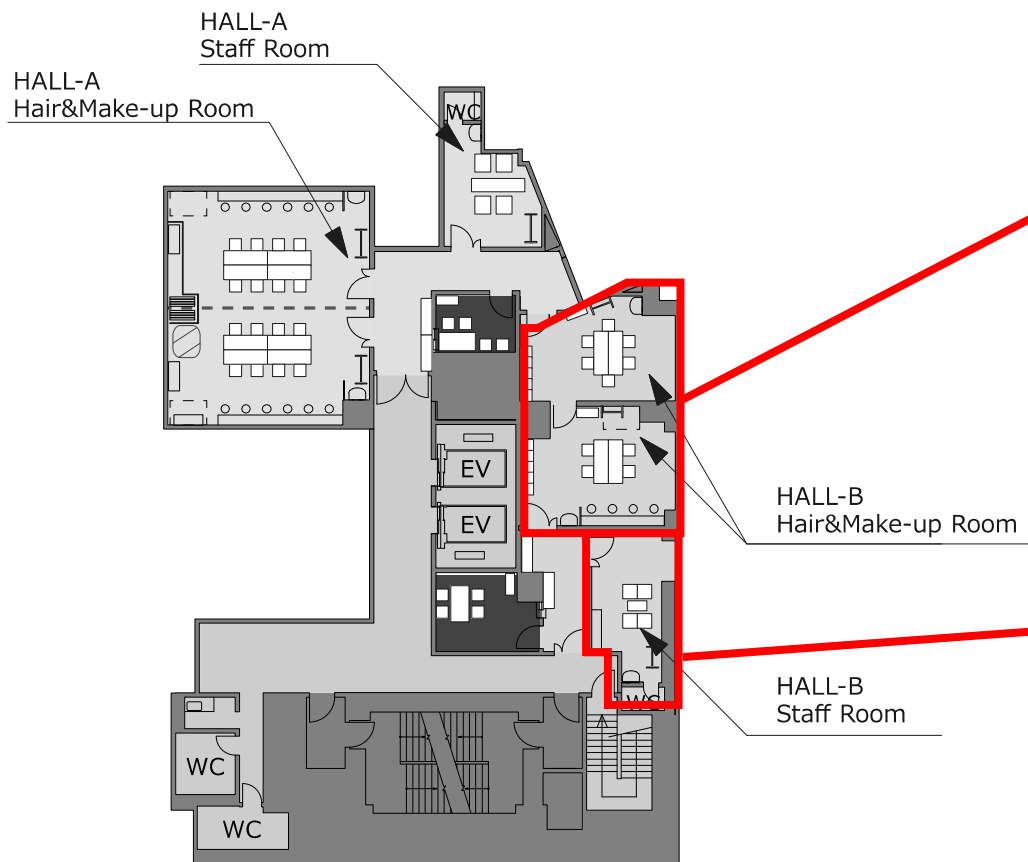
• Hanger rack (W900mm)12
• Cheval glass3
• Ironing board1
• Table (W1800mm)2
• Locker with key (for 10 persons)1

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
- Catering Table2
- Chair20
- Mirror for H&M (addition)6
- Coin-Locker(for 6 persons)2
- Hanger rack2

FACILITIES

- Lightning for H&M(except attached)6
- Plug in for H6M (1.5kw / included power) 10

Green Room for STAFF

FURNITURE

- Conference Table2
- Chair4
- Hanger rack1

FACILITIES

- Power(1.5kw)2

Notes on the main venue (Hikarie Hall)

With regards 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.

■ Regarding number of invitations

The venues, Hikarie Halls, are bound by legal seating capacities.

Specifically, Hall A seats 1004 people, and Hall B seats 301 people. Please calculate the number of people you invite, under the premise of strictly observing the law.

※ Legal seating capacity includes, invited guests, show staff, brand staff, hall staff.

※ To avoid a crowd at the Hikarie 9F public space, we ask that guests be guided to the foyer from 30 minutes before the show, for both Hall A and Hall B.

■ 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 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 have been incidents of brands disposing 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.

Notes on the main venue (Hikarie Hall)

■ 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.

■ 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 exceeding charges

※Schedules are planned according to rules. Please be sure to observe designated venue use time.

If/when you exceed your designated venue use time, exceeding charges

(Hall A 190,000 JPY/Hall B 80,000 JPY/per 1H + necessary costs [to change depending upon situation] + ★overhead expenses) will be billed to you later. Exceeding charges will be billed by the hour.

※Costs & expenses = at either venue, if use exceeds beyond 23:00, please note, fees for night-overseeing personnel, their transportation costs, overnight stay costs, etc. will arise.

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

【Payment to be made to】 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

Notes on the main venue (Hikarie Hall)

■ 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 the number of staff needed on the day of the event, including reception staff and guidance staff. Please note, 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).

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.

***Please submit exhibit plans by 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 term.

■ Regarding the checkered pattern (Ichimatsu) panel

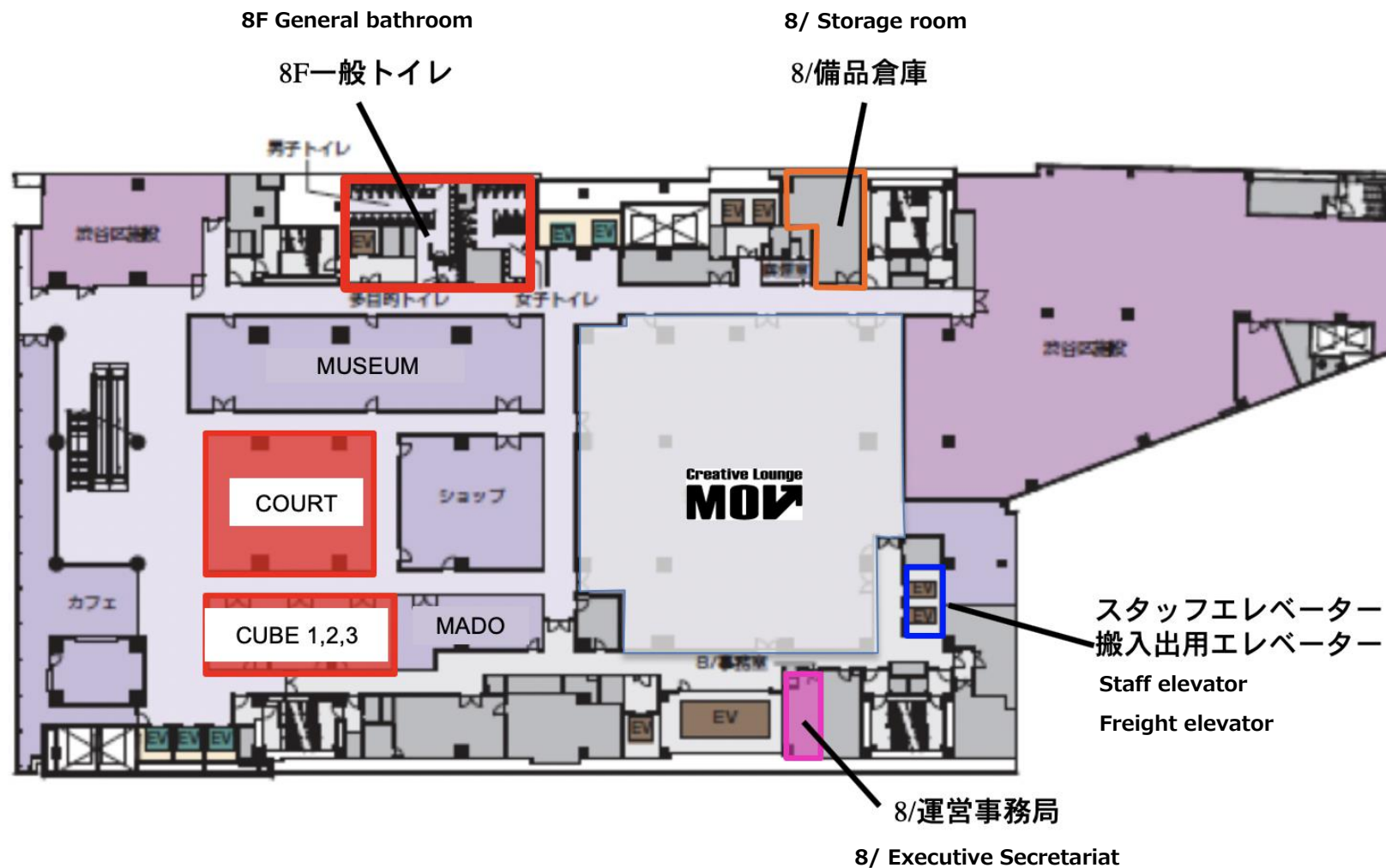
Please hold post-show on-the-spot interviews in front on this panel.

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 keep in mind that everything must be returned to its original state.

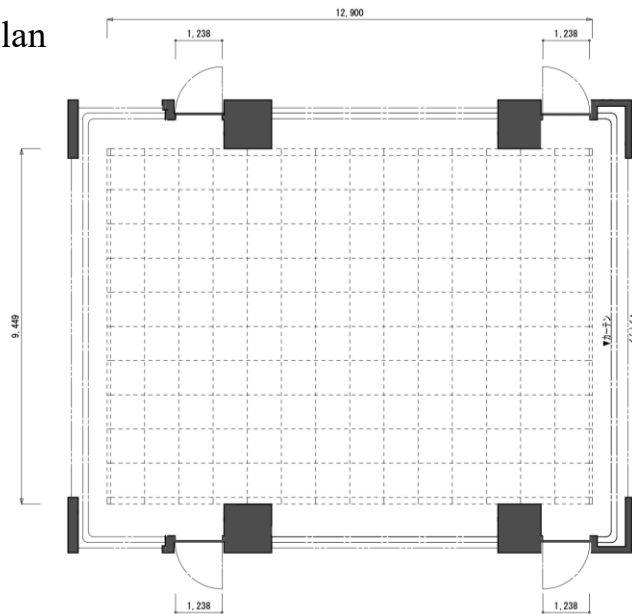
Official Venue / Hikarie 8/ Entire layout

8 /

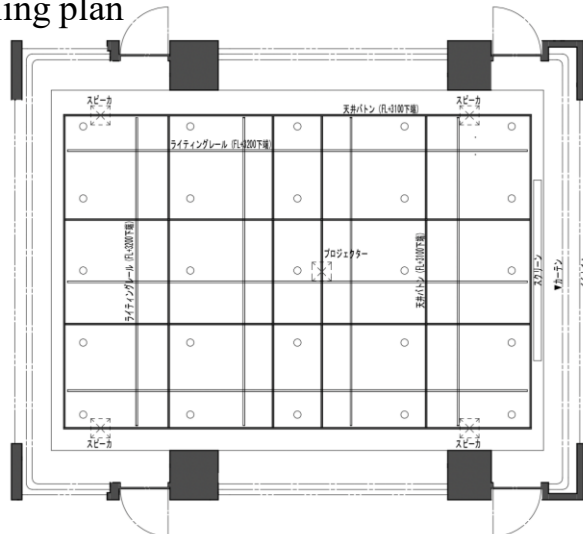


Official venue / Hikarie 8/ COURT Basic specs

Ground plan



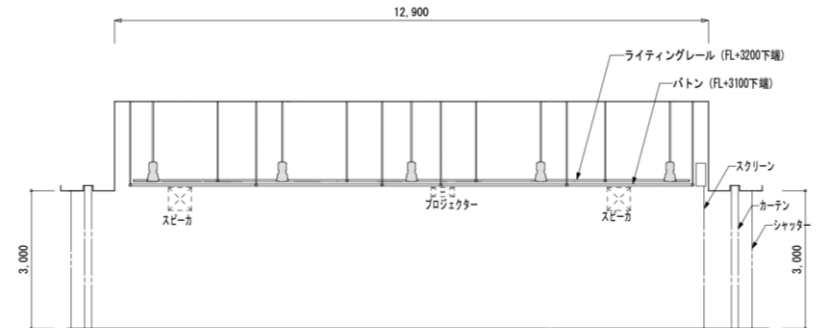
Reflected ceiling plan



※グリッドは、900mm×900mm



Sectioned drawing



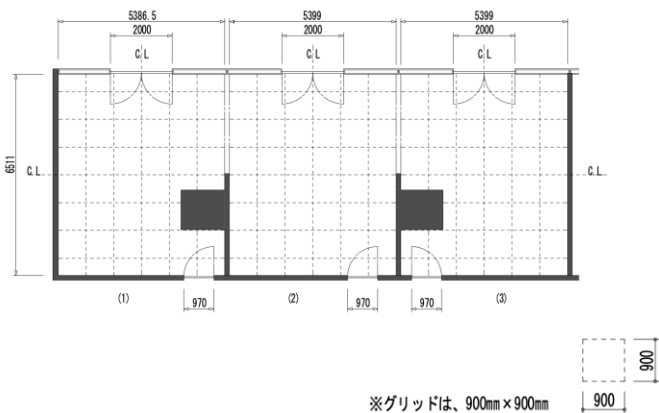
- Total floor area 172 m²
Carpet area 121.9 m² (12.9m x 9.45m)
Foyer 100m² (ceiling height 2.68m/2.48m)
- Floor tile-carpet, partly polyvinyl-chloride tile
- Ceiling height 3100mm (to bottom of baton)
※Proximity limit immediately under lighting up to 300mm
- Facility baton (fixed) 30kg/m
- Lighting facility lighting rail x 7 (lighting control possible)
150-type halogen spot-light × 35
base light 5 flickering (lighting control possible) average illuminance 500lx
- Voltage source capacity 7kW (lighting rail)
plug socket 9kW (1.5kW × 6 circuits)
- Curtain light shielding curtain, lace curtain

※ Basically, 8/ does not have a waiting room (H&M ROOM).

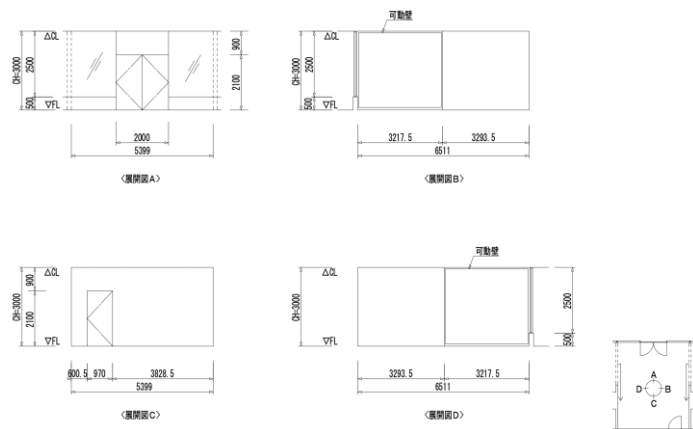
Depending upon the situation of the day, the 8/ Executive Secretariat may allow use of room.

Official venue / Hikarie 8/ CUBE Basic specs

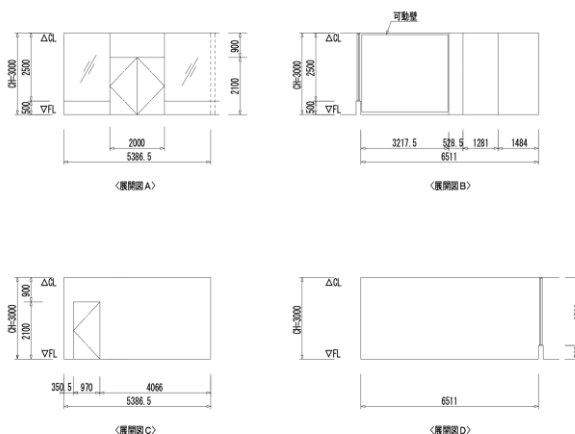
CUBE ground plan



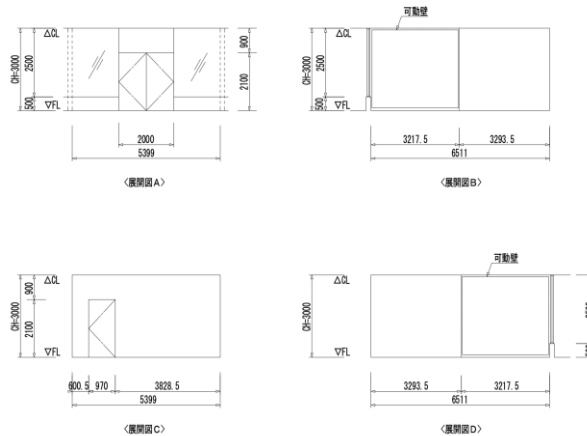
CUBE2 expansion plan



CUBE1 expansion plan



CUBE3 expansion plan



- Total floor area
CUBE whole approx. 107 m²
CUBE1,2,3 approx. 35.152m² / per section
(note, 1 and 3 include pillar area)
- Ceiling height 3000mm
※ Proximity limit immediately under lighting up to 300mm
- Wall PB9.5mm + plywood 12mm
cheesecloth finish + coating
- Floor polyvinyl-chloride tile OA floor
(under flooring H150)
maximum authorized payload 360kg/m²
- Light facility
fluorescent light + light rail spot-light
- Voltage source capacity
plug socket x 2 / per section

※ Basically, 8/ does not have a waiting room.
Depending upon the situation of the day,
the 8/ Executive Secretariat may allow use
of room.

Official venue / Hikarie 8/ COURT・CUBE Referenc material

●8/ COURT・CUBE facility, furniture list

Lighting facility	4hrs ~ end of the day	free of charge	spot-light LED (strength adjustable) x 60 up to 10 lights per light rail (due to electricity limit)			
Basic set	up to 3hrs	free of charge				
Sound facility	4hrs ~ end of the day	fee for techical overwatcher ¥30,000 / plus tax ※1	Wireless microphone Abelt Sound manipulating wagon, CD player, Blueray/DVD player, CF/SD/CD recorder Dynamic microphone x 2, wireless microphone x 4 Head-set microphone x 4 (※ same channel as the 4 wireless microphones) Main speaker x 2, back-side supporting speakers x 2			
Basic set	up to 3 hrs					
		※1 Technical overwatcher fee when using both sound and movie facilities is ¥30,000 / plus tax				
Movie facility	4hrs ~ end of the day	fee for techical overwatcher ¥30,000 / plus tax ※1	Ceiling hanging DLP projector 7000lm, 200 inch. Manually operated screen (Blueray/DVD recorder built-in the sound manipulating wagon) Switcher (4 input)			
Basic set	up to 3 hrs					
		※1 Technical overwatcher fee when using both sound and movie facilities is ¥30,000 / plus tax				
Furniture	Name of item	cost (per day)	number available	specifications		
	chair (up to 100 chairs) free of charge	free of charge	150 units	Eames shell chair		
	additional chairs (per chair)	¥200				
	Table (COURT) ※free of charge up to 10 tables	(per additional table) ¥1,000	19 units	W1800 × D800 × H700mm		
	Table (CUBE) ※free of charge up to 10 tables	(per additional table) ¥1,000		W1800 × D800 × H700mm		
	Office desk	¥1000	4 units	W1800 × D600 × H700mm with caster		
	Stage	¥1000 (per stage)	14 units	Building type. (1 stage = 2000 × 1000 × h330mm) Size adjustable within the number of stages available		
	Exhibit stand (up to 4 stands)	¥20,000	9 units	・ 1000 × 1000 × h500mm x 2 stands ・ 1000 × 1000 × h700mm x 2 stands ・ 400 × 400 × h770mm x 5 stands		
	Exhibit stand (5 stands or more)	¥30,000				
	Podium	¥1,000	1 unit	W750 × D450 × H1120 (SH970) mm, black, with 8m electric cable		
	High chair	¥1,000	4 units	W435 × D430 × H790 (SH755) mm		
	Round table (low)	¥1,000	2 units	Nelson end table H545xφ 430mm		
	Round table (high)	¥1,000	2 units	Nelson end table H800xφ 450mm		
	Belt partition	free of charge	8 units	for guest guidance		
	Sign stand	free of charge	2 units	A4 breadth type・paper clipping type H=1100mm		
	Guide plate	free of charge	6 units	A2 length type・B3 length type・one-side white board H=1400mm (measurements of white board side W430 × D30 × H872mm)		
	Information display	¥30,000	1 unit	60V type wide (152.5cm diagonally), liquid crystal (1378 × 39.4 × 794mm) with stand		
	White board	free of charge	2 units	W1946 × D60 × H1850mm, board side (W1800 × D17 × H900mm)		
	Moveable DLP projector	¥10,000	2 units	5000lm, with projector table ※Used when set in addition to or other than the movie facility basic set.		

(note) 1 unit rented out to each CUBE1,2,3 area, free of charge

※Furniture of the orange frames are basically free of charge.
 ※Free of charge facilities/furniture also need to be applied for in advance.
 ※Due to being co-furniture with other exhibits, please confirm usable numbers in advance.
 ※If you wish for the setting-up/removal of tables, chairs, etc., fees will be quoted seperately.
 ※Hand carts and ladders will be rented out free of charge.
 Please ask the secretariat if/when in need.

※When using the stage, please arrange for your own set-up/removal staff
 Stage set-up is easy, due to being a portable stage.
 (set-up: 30 min. ~ 1 hour with 4 people)

※Out-of-hours fees arise from 21:00~next morning 10:00.
 If you need to use between these hours, please notify and confirm with the secretariat.

※All costs indicated here are without tax. Income tax will be added to the actual invoice.

■ Regarding number of invitations

Depending upon your plan, the number of people able to fit into COURT・CUBE will differ. Please plan the number of invitations so guests do not spill over beyond the venue floor area.

The 4 hallways surrounding 8/COURT and the hallway in front of CUBE are regular hallways used also by customers of the building.

※Please be sure to guide your guest so they do not get in the way of other facilities on 8F or block the hallways.

■ Show management・theft・insurance

・JFWO can not be held responsible whatsoever, for losses due to acts of nature, or theft, misplacement, damage or accidents of costumes, make-up and/or other show related items.

・**Each brand is responsible for the management of related items**, to make sure that no incidents or accidents occur from installment through the show, to dismantlement and/or delivery out.

■ Disposal of trash at the venue

Each brand is responsible for the disposal of their own trash. Please be sure to take away the trash from the venue.

※There have been incidents of brands disposing trash illegally around the venue, which later led to trouble.

If/when costumes, make-up tools, etc. are left at the venue beyond the time designated by JFWO, the brand will be charged with the exceeding charges indicated on p.29.

■ Food and beverage consumption within the venue

It has become possible to hold events with eating/drinking, utilizing catering, etc.

However, please note, cooking is limited to very simple cooking at the pantry only.

If in case you are thinking of offering food/beverages, please discuss with the person responsible for JFW.

■Lunch boxes (meals)

Each brand is responsible for preparing lunch boxes (meals). And boxes of such meals must be disposed of by each brand.

■Smoking

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

■Congratulatory bouquets

To avoid unnecessary confusion and better management at the cargo entrance, congratulatory bouquets are prohibited by the venue.

If in case it can not be avoided, please be sure the brand has delivery completed within designated use time. The Secretariat will not look after it.

■For issues not indicated in this material, please be sure to contact and confirm with JFWO.

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

■Regarding exceeding charges

※Schedules are planned according to rules. Please be sure to observe designated venue use time.

If/when you exceed your designated venue use time, exceeding charges will be billed to you later.

(COURT, CUBE 30,000 JPY/per 1H (not including tax) + necessary costs [to change depending upon situation] + ★overhead expenses)

Exceeding charges will be billed by the hour.

※Costs & expenses = at either venue, if use exceeds beyond 23:00, please note, fees for night-overseeing personnel, their transportation costs, overnight stay costs, etc. will arise.

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■ Reception, guidance, and cleanup

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

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

If you wish for separate individual consultation, please contact JFWO.

■ Prohibited acts within the venue

- Open flames are prohibited within the venue.
- At COURT/CUBE, production emanating strong light/heat/smell/loud sound, etc. which will be an annoyance to other guests, are prohibited.
- Live music using instruments or singing is prohibited.
- There are many facilities other than COURT・CUBE at 8/. Please be sure to refrain from any actions or activities which may be a nuisance to other facilities.

■ Evacuation lights within the venue

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.

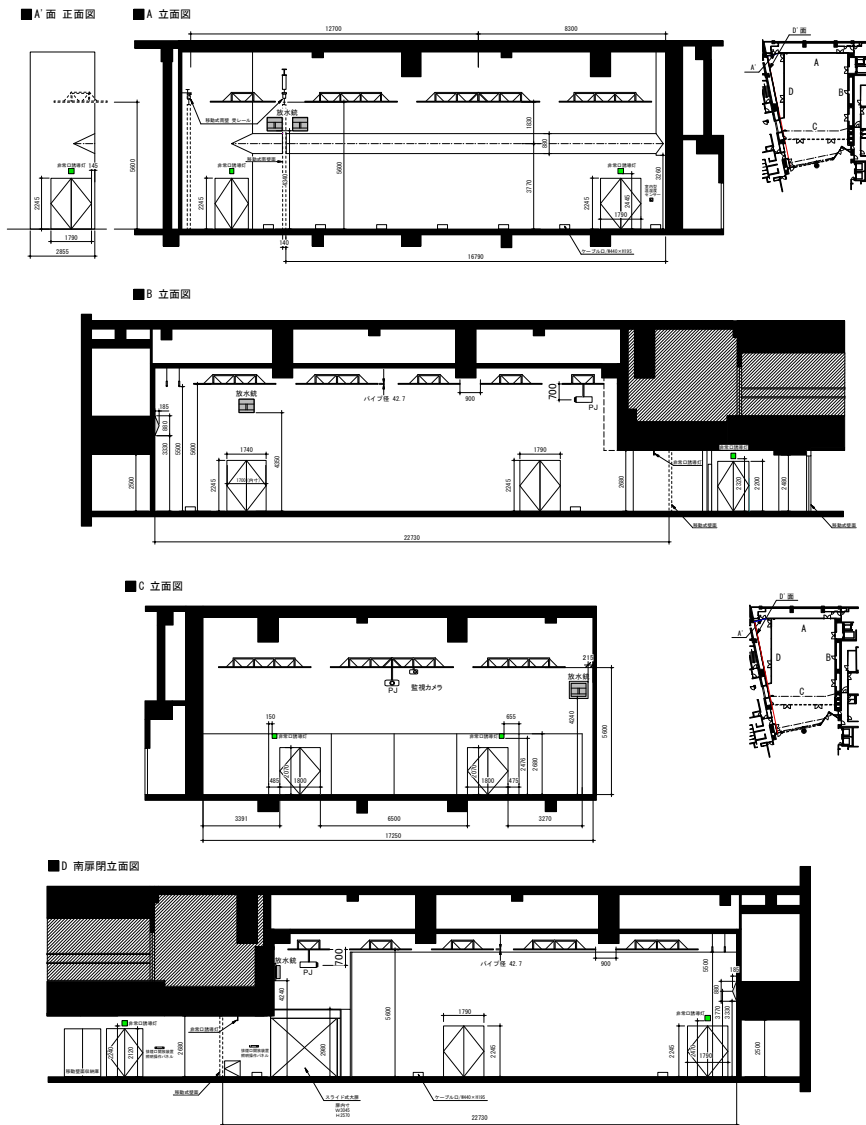
■ Damages to the venue

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.

■ When leaving the venue, please be sure to return everything to its original state.

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.

■ 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.
- 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

■ 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
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 | 1 |
| Multi-effect processor | MIDAS VENICE 240 | 1 |
| 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 | | |

※ 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)
download speed up to 200Mbps (uplink speed up to 100Mbps)
※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 (2-fold type)	2 units

■ JFWO equipment

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

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 regards 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.

■ Regarding number of invitations

The venue, Space O, is bound by legal seating capacity.

Specifically, Space O seats 800 people. Please calculate the number of people you invite, under the premise of strictly observing the law.

※ Legal seating capacity includes, invited guests, show staff, brand staff, hall 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.

■ 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.**

■ 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.

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

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

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

■ Regarding exceeding charges

※Schedules are planned according to rules. Please be sure to observe designated venue use time.

If/when you exceed your designated venue use time, exceeding charges

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

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

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

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

【Payment to be made to】 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

■ 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).

*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 the JFWO beforehand.

*Please submit exhibit plans by the designated dead-line (27 February , 2020).

■ 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.

■ Regarding the checkered pattern (Ichimatsu) panel

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

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.

Schedule

		Schedule	Remarks
Nov.	18(Mon)	Begin to accept applications for Rakuten Fashion Week TOKYO 2020 A/W	
Dec.	10(Tue)	★a preliminary inspection of Hikarie 8F COURT/CUBE	Handing out of venues operation manuals
	13(Fri)	Deadline for participation application	No application will be accepted after the deadline
		Participation fee due	Please make payment to the earlier specified account
	16(Mon)	★a preliminary inspection of Hikarie and Omotesando Hills venues	Handing out of venues operation manuals
Jan.	Early January	Selection of participating brands for 2020AW	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	
		Sending of exhibitor agreement	
	Mid January	Announcement of 2020 A/W exhibiting brands	
		★a first time participating brands' information seminar	All first time participating brands must participate.
	Late January	Deadline for submitting exhibitor agreement	
	27(Mon)	★a preliminary inspection of Omotesando Hills venues	Handing out of Omotesando Hills operation manual
Feb.	Early February	★a preliminary inspection of Hikarie venues	Handing out of Hikarie venues operation manuals
	Mid February	Detailed schedule of 2020 A/W is determined	
		Venue fees due	Please make payment to the earlier specified account
		Announcement of 2020 A/W collection schedule	
		★a preliminary inspection of Hikarie venues	Handing out of Hikarie venues operation manuals
	Late February	Deadline for submitting collection tickets	
27 (Thu)	Deadline for submitting official venue production plan/confirmation form		
Mar.	Early March	Press/Buy 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
		★a preliminary inspection of Hikarie venues	Handing out of Hikarie venues operation manuals
	6 (Thu)	Deadline for submitting final draft of official venue production plan/confirmation form	Fire defense applications will be made on March 7th (Fri.)
	16 (Mon) ~21 (Sat)	Rakuten Fashion Week TOKYO 2020 A/W	
★Please be forewarned that there is a possibility that the schedule of the venue preview will be changed.			

■ Note

Please pay your exhibit fee (venue, registration, and other fees) for Rakuten Fashion Week TOKYO 2020 A/W by Friday, December 13. Please contact us if you need an invoice or receipt.

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

■■Inquiries for Exhibit■■

Ms.Minegishi 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

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. <p>Please note that your application may be disregarded from selection if any item is missing.</p>
② Brand Image Visuals(10p) (Adobe Photoshop EPS format)	<p>To be used for the official website of JFWO and other official media, digital signage on official venue.</p> <p>H110mm×W95mm, 350dpi resolution, CMYK mode</p> <p>Each brand is responsible for applying for second hand usage of model images to their agencies, in advance.</p>
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 new est collection (actual samples).

*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. <p>Please note that your application may be disregarded from selection if any item is missing.</p>
② Brand Image Visuals(10p) (Adobe Photoshop EPS format)	<p>To be used for the official website of JFWO and other official media, digital signage on official venue.</p> <p>H110mm×W95mm, 350dpi resolution, CMYK mode</p> <p>Each brand is responsible for applying for second hand usage of model images to their agencies, in advance.</p>
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 December 13 (Fri)

- Applications may not be submitted by e-mail or FAX.
- The application must arrive at the following address by 18:00, December 13(Fri.)
- Applications will not be accepted after the deadline.
- Please note, submitted documents will not be returned.
- This Presentation Guide is as of November 18, 2019. We will make notifications when details change.

■■ Inquiries on Exhibiting ■■ E-mail: brand@jfw.jp

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

Ms.Minegishi 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]

Office hours 10:00am - 6:00pm (weekdays only)

(Office closed on Saturdays, Sundays and public holidays)