
Rakuten Fashion Week TOKYO

Rakuten

[Participation Guide]

2025 Autumn / Winter

November, 22, 2024

Japan Fashion Week Organization

In carrying out this season's Rakuten Fashion Week TOKYO

The Japan Fashion Week Organization (hereinafter indicated as JFWO), will be hosting a fashion week equipped with a variety of menus, as the only platform in Japan for brands, not only Japanese, but all brands centering around Asia with the potential to step out into the world and be globally active.

Participation in the fashion week can in either physical or digital presentation form, whichever the participant prefers.

A presentation schedule will be planned for all collection presentations during the term, to be widely transmitted both nationally and internationally through the fashion week Official WEB site, and Official YouTube channel. (In case of physical presentations, live transmission also available). Furthermore, to increase the possibility of participating brands' collections being seen by as many people as possible, collections will be transmitted not only in the fashion week Official WEB site, but also in the Official WEB site of our main sponsor, Rakuten, along with sites of fashion week Official media partners, etc.

Also, in an effort to create opportunities for participating brands to help invigorate the event together with us, we will be actively collaborating with other events, not only within the fashion industry, but also with events of other industries.

For details, please refer to the pages on "efforts in strengthening our power of transmission as a fashion week", in this guideline.

We hope you will take this opportunity to consider participating in Rakuten Fashion Week TOKYO.

Japan Fashion Week Organization International

EVENT Outline
Page 3

Exhibit Outline
Page 5

Fees for registration & venue use
Page 10

About Main Venue
Spiral Hall (Spiral 3F)
Page 12

About the Official Venue
TODA HALL & CONFERENCE TOKYO
Page 20

Points of caution for when
presenting at venues other than
the official venues
Page 32

Brands Support Program
Page 33

Efforts in strengthening
power of transmission
Page 34

Schedule for Brands
Page 35

Documents required to be
submitted for application
Page 36

Event Outline

■ NAME OF EVENT : Rakuten Fashion Week TOKYO 2025 A/W

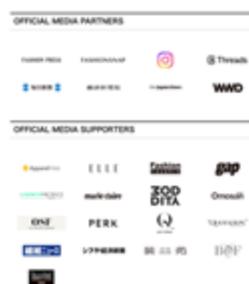
■ DATE : March 17th (Mon.), 2025 ~ March 22nd (Sat.), 2025

■ MAIN VENUES : Spiral Hall (Spiral 3F) 、 TODA HALL & CONFERENCE TOKYO HALL A / HALL B

■ 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 2025 S/S term)

■ SPONSORS (as of the 2025 S/S term)



Event Outline

【Rakuten Fashion Week TOKYO 2025 A/W】

□ DATE : : March 17th (Mon.), 2025 ~ March 22nd (Sat.), 2025 Fashion Shows, Installations, Footage Distribution (the season: 2025 A/W)

□ VENUE 【 Various Venues in Tokyo 】

● Official Support Venue (Spiral Hall (Spiral 3F) 、 TODA HALL & CONFERENCE TOKYO HALL A / HALL B)

● 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.

※Please keep in mind, depending upon application situations, schedules may be adjusted.

※Schedule for digital formats will be adjusted in 30-minute intervals.

※If you wish for a schedule other than that indicated below, please contact us.

November 22nd, 2024

Venue		17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar
		Mon	Tue	Wed	Thu・HOL	Fri	Sat
TODA HALL & CONFERENCE TOKYO	Hall A	—	—	—	14:00 21:00	14:00 21:00	14:00 21:00
	Hall B	—	—	—	13:30 20:30	13:30 20:30	13:30 20:30
Spiral Hall (Spiral 3F)	Spiral Hall (Spiral 3F)	15:00	15:00	15:00	—	—	—
Other venues		10:30 12:00 13:30 16:30 18:00 19:30 21:00	10:30 12:00 13:30 16:30 18:00 19:30 21:00	10:30 12:00 13:30 16:30 18:00 19:30 21:00	10:30 12:00 16:00 17:30 19:00	10:30 12:00 16:00 17:30 19:00	10:30 12:00 16:00 17:30 19:00
Digital		10:00-16:00 16:00-21:30	10:00-16:00 16:00-21:30	10:00-16:00 16:00-21:30	10:00-16:00 16:00-21:30	10:00-16:00 16:00-21:30	10:00-16:00 16:00-21:30

Exhibit Outline

■ How to participate in “Rakuten Fashion Week TOKYO 2025 A/W

Please choose the form of participation you wish for from below and submit application by the dead-line (December 17th).

【Forms of participation】

- ① Announcement in physical format, with guests, at Official venues.
 - • • Selections up to 5th choice, : Spiral Hall (Spiral 3F) or TODA HALL & CONFERENCE TOKYO HALL A or HALL B (refer to p.4)
- ② Announcement in physical format, with guests, at venues other than the official venues.
 - • • Time slot selections up to 5th choice (refer to p.4)
- ③ 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 5th choice (refer to p.4)

■ 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)

Exhibit Outline

■ Screening exhibitors for Rakuten Fashion Week TOKYO 2025 A/W (Collection Shows, Installations, Footage Distribution)

The JFW Selection Committee screens under the below criteria.

※The JFW Selection 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
- Must have the solvency to cover all necessary presentation fees/production fees surrounding presentation.

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.

■ About screening

The screening process will be conducted twice. The first screening and the second screening. Particularly for first-time participating brands and participating brands from overseas, we will conduct an initial screening based on submitted submissions. If there are any further items to confirm, we will proceed to the second screening. Brands other than those listed above will be decided at the first screening, but please note that this is not the case.

■ Notification of screening results

The result of the first stage will be notified to your representative contact person by Late December, via e-mail.

As for the second stage, we will contact the brand directly, in Late December, and second screening will be 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.

Exhibit Outline

■ 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

There is a possibility of other JFWO sponsored activities being held at Official venues.

Details of activities will be notified to all brands presenting at Official venues, as soon as details are set.

Individual sponsorship of brands by companies in rivalry with JFWO sponsors is prohibited.

If/when applying for individual sponsorship, prior application with information on supporting company, contents of support, merit of support must be submitted to JFWO (format for application will be notified at any time during preparation periods).

Depending upon the contents of the support, there is a possibility that your application will be turned down by the secretariat, and prohibited from receiving individual sponsorship, so please be sure to submit applications and discuss with the secretariat within the designated due date.

※ For names of present sponsors, please refer to the “List of Sponsors” on p.3

■ Regarding invitations

Any/all invitations (regardless of posted or digital), must include the event title logo.

Since use of the event title logo is confirmed in advance, please submit invitation designs before printing for a data check.

We recommend use of digital invitations. (We will not be designating any specific digital invitation system to be used at JFW Official venues).If you wish, we can introduce a system to you, so please ask.

* 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.

Exhibit Outline

■ 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.

JFWO will prepare/carry out an explanatory meeting regarding intellectual property necessary in presenting a collection, for all participating brands.

Regarding when/how the meeting will be held, the secretariat will notify you at a later date. (planned to be around mid-February)

Footage recordings

● Generally, JFW Official Cameras have first priority in choosing a shooting spot.

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

JFWO is scheduled to make recordings (movie/stills) of collection shows for all brands participating on-schedule.

However, these are for record keeping purposes, so if you wish for specific productions, please arrange for a separate photographer.

- Spiral Hall (Spiral 3F) – Movie [1 camera] , Stills [1 camera]
- TODA HALL & CONFERENCE TOKYO HALL– Movie [Hall A: 2 cameras , Hall B: 1 cameras] , Stills [Hall A: 1 camera , Hall B: 1 cameras]
- Other venues – Movie [1 camera] , Stills [1 camera]
- Details on how you may obtain the movie, will be provided later. (movie cameras may be added to existing cameras, at cost.)

*Depending upon the announcement style/contents, movie footage recordings may not be shot.

- All recording made by JFWO can be made available to brands (chargeable).

- Details on how movie footage may be obtained, will be provided later (movie cameras may be added to existing still cameras, at cost).

※Depending upon the method or contents of the presentation, there is a possibility that movie footage may not be shot.

- Details on how stills may be obtained, will be provided later.

- Regarding use of recorded sound, movie, photographic materials

At “Rakuten Fashion Week TOKYO”, the JFWO Official movie/stills team will make recordings of sound, movie and stills, and JFWO will create sound, movie, photographic materials (hereinafter indicated as “recorded sound/visual materials”).

JFWO will be responsible for the editing of such recorded sound/visual materials, along with utilizing said recorded sound/visual materials for news, reporting, and/or publication use (including internet distribution, distribution to medias). We ask for your understanding in this matter in advance.

■ Regarding portrait rights

In addition to use on JFWO Official WEB and/or SNS, there is a possibility that said recorded sound/visual materials will be utilized for news/publication purposes, and/or OHH around town, etc.

Please be sure to make prior arrangements so that portrait rights of models/guests/staff/etc. coincidentally captured in the recorded visual materials will not become an issue later.

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 2025 A/W

※ **Registration fee must be paid in full by the application dead-line of December 17th (Tue.)**

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

<p>[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</p>	<p>Registration Fee: 225,000 yen (tax included)</p> <p>(Fee 200,000yen Tax10% 20,000yen Bank Transfer Fee 5,000yen)</p>
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■ Supplementary items for exhibit

● Information on your collection can be dispersed widely to national and international media, popular shops, etc.
(WEB, SNS, release distribution, exposure on Official programs, Official media, etc.)

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

● A live-streaming camera will be prepared at each Official venue (2 at TODA HALL & CONFERENCE TOKYO HALL A), and transmitted on the Rakuten Fashion Week TOKYO Official WEB site / SNS / other media, along with Official WEB sites and/or SNS of parties related to the brand.

● For a fee, we can provide movie footage, stills materials of the collection presentation taken for the purpose of record keeping.

● There will also be products and support services provided by sponsors. Contents will be announced later, once details are determined.

● For participants in search of venues to present at other than the Official venues, JFWO can introduce cooperative venues (partner venues).

◆ 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).**

※ **Please make payment of venue fees within a week, once your announcement schedule is determined.**

Venue Charges

Venue	17-Mar	18-Mar	19-Mar	20-Mar	21-Mar	22-Mar	Charge (tax included)
	Showtime / Operating Time						
TODA HALL & CONFERENCE TOKYO HALL A	—	—	—	A 14:00	A 14:00	A 14:00	550,000yen
	—	—	—	9:00~16:00(7H)	9:00~16:00(7H)	9:00~16:00(7H)	
	—	—	—	B 21:00	B 21:00	B 21:00	770,000yen
	—	—	—	16:00~23:00(7H)	16:00~23:00(7H)	16:00~23:00(7H)	
TODA HALL & CONFERENCE TOKYO HALL B	—	—	—	C13:30	C13:30	C13:30	330,000yen
	—	—	—	9:30~15:30(6H)	9:30~15:30(6H)	9:30~15:30(6H)	
	—	—	—	D 20:30	D 20:30	D 20:30	440,000yen
	—	—	—	16:30~22:30(6H)	16:30~22:30(6H)	16:30~22:30(6H)	
Spiral Hall (Spiral 3F)	E 15:00	E 15:00	E 15:00	—	—	—	440,000yen
	9:00~19:00(10H)	9:00~19:00(10H)	9:00~19:00(10H)	—	—	—	

※Please be aware that, if in case payment cannot be confirmed by the deadline designated by JFWO, your collection schedule will be changed.

※Please note, there is a possibility that the above schedule may fluctuate due to schedule adjustments.

Official Venues

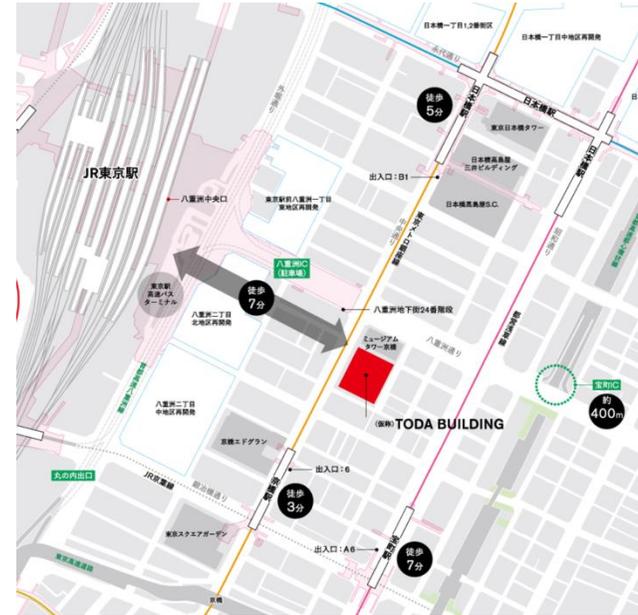
■ Spiral Hall (Spiral 3F)



Spiral Hall
Minami Aoyama 5-6-23, Minato-ku, Tokyo

- Omotesando Station [Tokyo Metro Ginza/Hanzomon/Chiyoda Lines]
Closest: Exit B1
Closest with elevator: Exit B3 (1 min. walk)

■ TODA HALL & CONFERENCE TOKYO



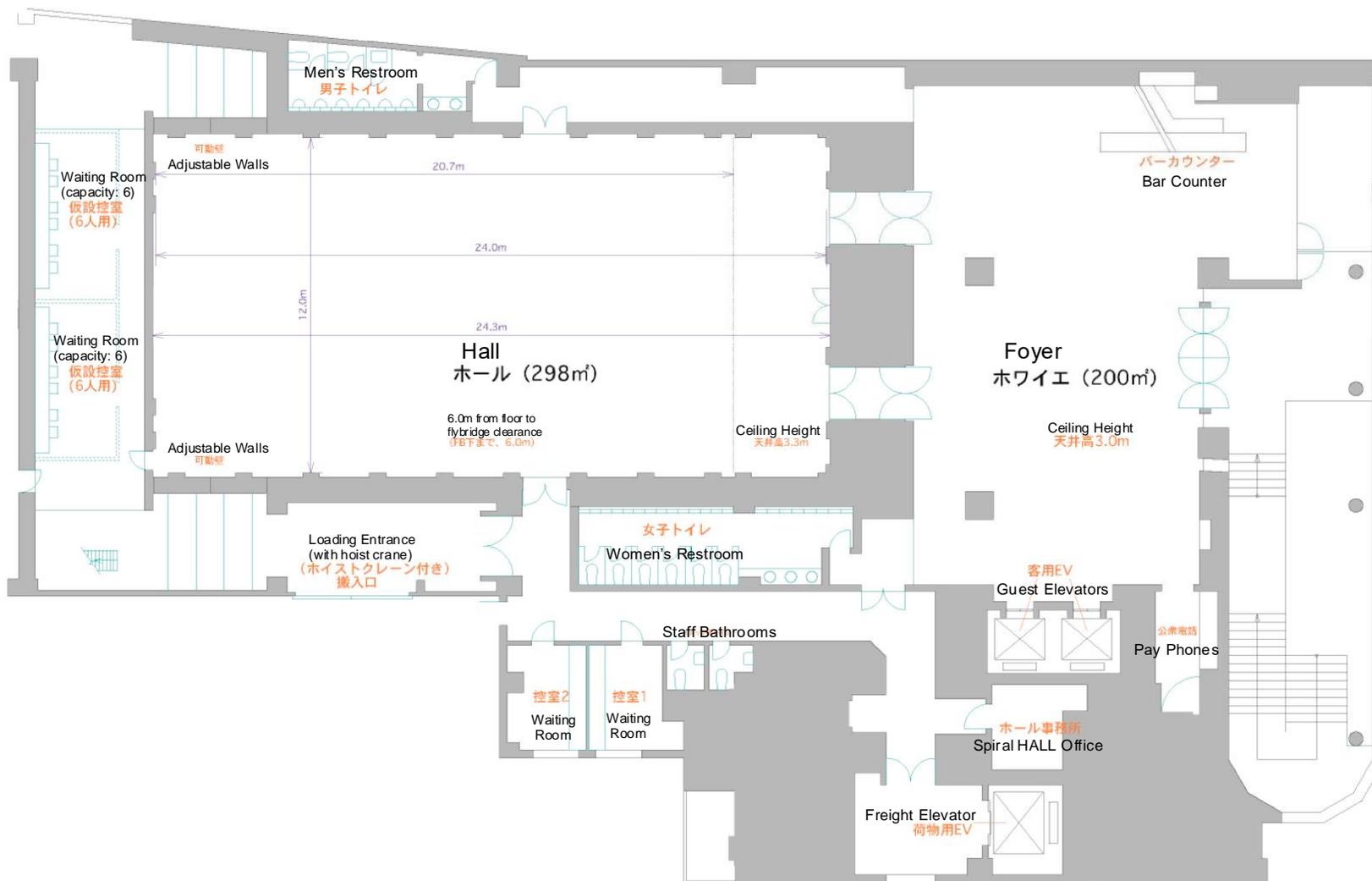
TODA HALL & CONFERENCE TOKYO
1-7-1, Chuo-ku, Tokyo

- Tokyo Station [JR Lines] 7 min. walk from Yaesu Central Exit
- Nihonbashi Station [Tokyo Metro Ginza/Tozai Lines, Toei Asakusa Line] 5 min. walk from Exit B1
- Kyobashi Station [Tokyo Metro Ginza Line] 3 min. walk from Exit 6

At both venues, please:

- Conduct your show according to schedule.
- Follow safety protocols during your show.

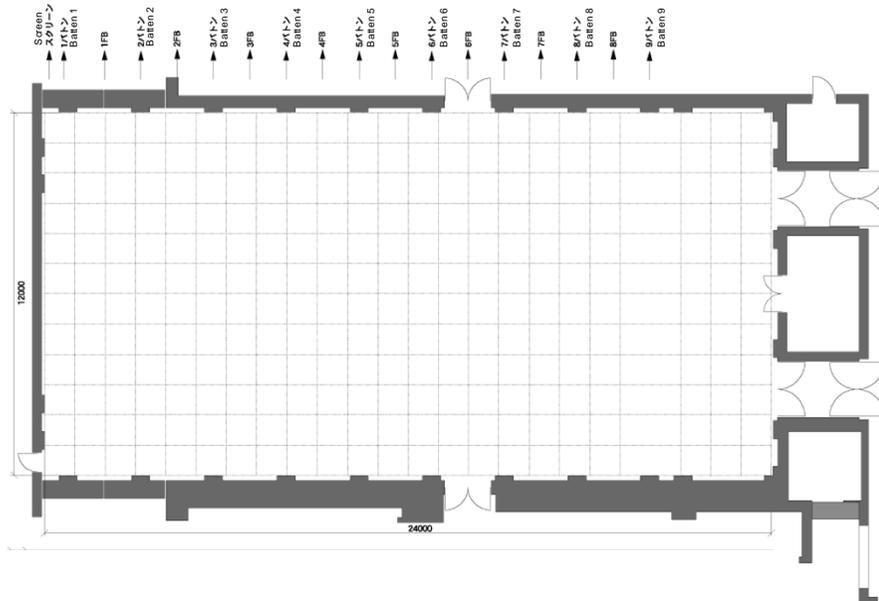
Official Venue / Spiral Hall (Spiral 3F) Floor Plan



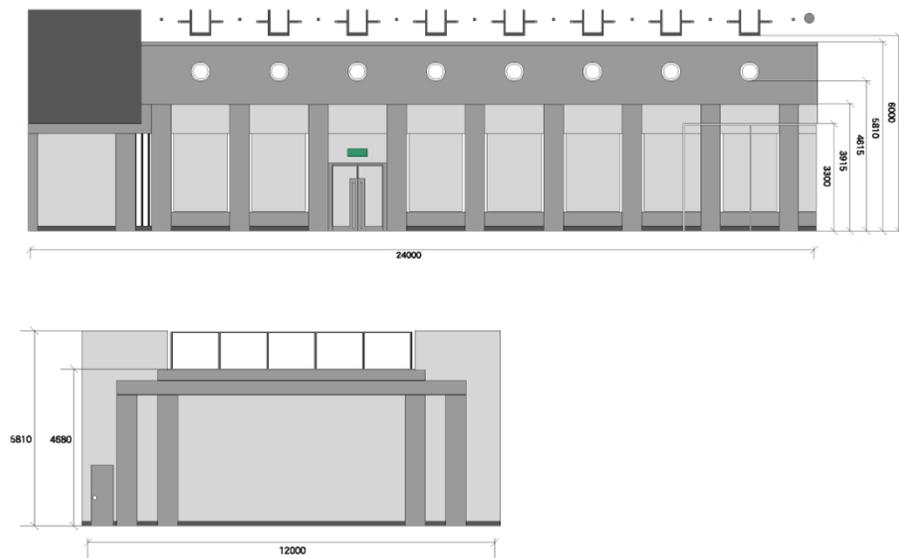
* Specifications subject to change.

Official Venue / Spiral Hall (Spiral 3F) Basic Information *Specifications subject to change.

Floor Plan



Side View



Spiral Hall (Spiral 3F) Facilities

- Size: Hall/298m² (12.4m×24.0m) / FOYER/200m²
- Ceiling Height: 6.0m (to the flybridge)
7.8m (to the beams)
- Number of seats to be decided by each brand
- Default Configuration:
 - Walls: No curtains installed
 - Floor: Wood
 - Lighting & equipment hoists
 - Audience seating: None (please use the venue's chairs or bring your own)
- Other:
 - Air conditioning provided
 - Cleaning to be handled by each brand

Official Venue / Spiral Hal (Spiral 3F) Reference Materials * Specifications subject to change.

● Equipment List

There will be no designated sound, lighting, or video staff (only standby personnel).

Please make your own arrangements for operators and staff to assist with setup, teardown, and load-in/load-out.

■ Lighting Equipment

● Single Items

Standard Lighting Equipment			
Item	Qty.	Price	Price (tax excl.)
Control Console	1		
Fresnel Lens Spot FQH-1500W (MARUMO)	80		
Profile Spot 500W SOURCE FOUR26° (ETC)	40		
Profile Spot 500W SOURCE FOUR36° (ETC)	40		
SOURCE FOUR LED Series2 26°x8, 36°x8, 50°x4 (ETC)	20		
CYC Adapter(ETC)	12		
Q-SPOT 500W (TOSHIBA)	6	Free	
Mini Blinder 500Wx2 (RDS)	6		
LHQ 100-3C (MARUMO)	6		
Floor Base	20		
Floor Stand (Fixed)	8		
Floor Stand (3 Fold)	8		
High Stand	4		
Three Way T Bar	10		
Border Hanger Bar	20		
Adjustable Hanger	20		

Special Lighting Equipment (additional fee)				
Item	Qty	Price (JPY)	Price (tax excl.)	Notes
Beamax AC (Profile) 250W (Beamax)	40	¥550	¥500	100V/250w Typex40
SOLAR zø/ETZ (SILVER STAR)	20	¥1,650	¥1,500	LED 105W
Machine Spot (RDS)	6	¥2,200	¥2,000	EQS-1000W
LensTube (RDS)	12	¥550	¥500	OL-4x6 OL-6x6
Disk Machine (RDS)	4	¥550	¥500	EDM
Double Rotator Machine(RDS)	6	¥550	¥500	ESM
Film Machine (RDS)	2	¥550	¥500	EFM
Kaleidoscope Machine (RDS)	2	¥550	¥500	EKM
Slide Carrier (RDS)	2	¥550	¥500	EFC-F (with fan)
Disk Machine Gobo		¥550	¥500	Cloud, snow, rain etc.
Double Rotator Machine Gobo		¥550	¥500	Spiral etc.
Film Machine Gobo		¥550	¥500	Cloud, flame etc.
Follow Spotlight 1003SR 1000W (U-TECH)	2	¥8,800	¥8,000	
Fog Machine	2	¥3,300	¥3,000	ANTARI Z-1200II
	1	¥6,600	¥6,000	ANTARI X-310II
	1	¥6,600	¥6,000	ANTARI F-1

* Special lighting equipment is available for an additional fee, as detailed above.

■ Sound Equipment

● Single Items

Item	Model	Manufacturer	Qty.	Price (JPY)	Price (tax excl.)	Notes
Mixer	House	CL5	YAMAHA	1		Two R10az24-D permanently installed in the control room
	Portable	CL3	YAMAHA	1		
Speaker	NEXO PS15U System			1Set		Main speaker system Flyware for Hi Box provided
	Hi Box	PS15Ux4	NEXO			
	Low Box	LS18x4	NEXO			
	AMP	NXAMP 4x4x2	NEXO			Control room
	NEXO PS10U System			2Set		Sub speaker system Flyware provided Control room
	AMP	PS10Ux2 NXAMP 4x4	NEXO NEXO			
		Sx300	EV	4		
		101	BOSE	4		
		PS15U	NEXO	2		FB
		MS101	YAMAHA	3		Powered
Ceiling	IF2208	YAMAHA	8		L,R (4 each)	
	IF2205	YAMAHA	4		For low ceiling area	
Wall	IF2208	YAMAHA	8		L,R (4 each)	
Memory Recorder	SS-CDR200	TASCAM	4		Compatible with CDR, CF card, SD card, and USB media	
MD-CD Deck	CD-MD1BMKII	TASCAM	2			
CD Deck	CD500B	TASCAM	1			
Microphone	Dynamic	SM-58	SHURE	5	無料	Dynamic
	Dynamic	SM-57	SHURE	5		Dynamic
	Dynamic	SM-58SE	SHURE	5		Dynamic, with switch
	Dynamic	MD421II	SENNHEISER	4		Dynamic
	Condenser	C480/UJS61	AKG	4		Condenser
	Condenser	C414XLII	AKG	2		Condenser
	Condenser	isomax4	countryman	6		Condenser, podium microphone
	Condenser	PCC-160	AMCRON	6		Condenser
	Direct Box	type10	countryman	4		1ch
		type10s	countryman	4		2ch
WL Mic	Handheld Mic	UHF-R UR2/SM58	SHURE	6		800MHZ B type
	Bodypack Transmitter	UHF-R UR1	SHURE	6		Up to 6 channels simultaneous use
	Receiver	UHF-R UR4D	SHURE	3		
	Headset Mic	4066	DPA	4		Omnidirectional, for wireless use
Distribution AMP	DA6	Drawmer	2		1mono in:12mono out,1stereo in:6stereo out	
Mic Stand	Straight	ST-310F	TOA	4		
	Boom	ST210B	K&M	10		
	Boom	ST259B	K&M	10		
	Podium	DS-20K	TOMOCA	4		
Media	CD-R			1		
	MD			1		

● Handling fee for bringing in a mixer, amplifier, and speakers ¥44,000(¥40,000 tax excl.)/for amplifier and speaker only ¥22,000(¥20,000 tax excl.)

※If you use only pre-installed equipment not listed in the price list above (such as foyer ceiling speakers), a sound system fee of ¥22,000(¥20,000 tax excl.) will be charged.

※The wireless equipment in Spiral HALL operates on the B band frequency. Equipment for the A-band frequency can be arranged upon request.

※The use of fall prevention equipment (full-harness safety belts) is mandatory when working at heights of 6.75 meters or more. All work must be conducted in compliance with the guidelines and regulations published by the Ministry of Health, Labor and Welfare. Additionally, helmets should be worn at all times during setup and breakdown, not just when working at heights.

Official Venue / Spiral Hall (Spiral 3F) Reference Materials * Specifications subject to change.

● Equipment List

Please make your own arrangements for operators and staff to assist with setup, teardown, and load-in/load-out.

■ Hall Equipment

Item	Qty.	Price (JPY)	Price (excl. tax)	Notes	
Modular Stage (customizable platform)	36	¥1,100	¥1,000	W1900xD950xH100	Gray
Modular Stage (customizable platform)	10	¥1,100	¥1,000	W950xD950xH100	Gray
Modular Stage (full set)	Full set	¥38,500	¥35,000		Gray
Leg Curtain	3 pairs	¥5,500	¥5,000	H6700xW2000x2 H6700xW2700x2 H6700xW3600x2	Gray
Traveler Curtain	1 pair	¥8,800	¥8,000	H6700xW6500x2	Gray
Border Curtain	2	¥3,300	¥3,000	H900xW13000x1 H1800xW13000x1	Gray
Scrim Curtain	1	¥11,000	¥10,000	H6700xW11650x1	Black
Clear-Corn	1 set	¥16,500	¥15,000	1 x Base Unit ¥6,600(¥6,000 tax excl.) 10 x Extension Units ¥2,750/unit (¥2,500/unit tax excl.)	
Podium	2	¥16,500	¥15,000	W600xD450xH1100 (Shelf Height 900)	White

※Additional charges applicable for set-up and breakdown of modular stages, audience seating, and curtains.

(Size unit: mm)

■ JFWO Supplies

Clothing Rack	20
Full-body Mirror	5
Ironing Board	1
Lockers with keys (for ten people)	1

Available Outlets

Outlet for ironing (1.5kw)	2
Outlet for misc. use (1.5kw)	4

Brands should bring their own iron, as JFWO does not have one.

- For details on HALL equipment, please check the following website:
<https://www.spiral.co.jp/application/files/8117/2008/1139/20247.pdf>
- Contact us for specific details on equipment quantity, model numbers, etc.
- Contact the venue manager in advance regarding the quantity and fees of any equipment you wish to use. Please note that some equipment may not be available for use.
- If you plan to use the stage, please consult with the JFWO office in advance.

■ Maximum occupancy

The maximum occupancy of Spiral Hall is determined by law to be 372 people.

Please take fire evacuation routes into consideration as you plan the number of invited guests.
The floor plan submitted by each brand should include seating arrangements and waiting lines.

*The maximum occupancy includes the audience, show staff, brand staff, and JFWO staff.

■ Show Management, Theft, and Insurance

• JFWO will not be held responsible for losses caused by natural disasters or other acts of force majeure nor for theft, loss, damage, or unforeseen accidents involving show-related items such as clothing and makeup.

• Each brand team is responsible for managing their belongings to prevent any damages caused by unexpected accidents during the event, including set up, the show itself, and breakdown.

• Coin lockers will be available for use.

■ Trash Disposal

All trash generated at the venue must be taken home by each brand without exception.

*There have been past incidents of illegal and improper trash disposal around the venue.

If any trash, including clothing and makeup, remains at the venue past the time specified by JFWO, the charges outlined on pg. 18 will be applied.

■ Emergency Exit Signs

Brands that wish to turn off emergency exit signs during their show must notify audience members through an announcement or signage at the time of entry. Please contact JFWO to use prepared signs.

■ Damage to Venue Property

In the event of any damage to venue equipment or facilities caused by show staff or brand staff, the responsible party will be responsible for the repair cost following the event.

■ Food and Drink Inside the Venue

Please consult with the office in advance.

- **Meals**
Each brand is responsible for providing meals for their team. Please ensure that all meal-related waste is taken home by your team.
- **Smoking**
Smoking is prohibited inside the venue. Please use the nearby designated public smoking areas.
- **Congratulatory Flowers**
The delivery of congratulatory flowers or dressing room flowers is generally prohibited.
If you receive such flowers, please remove them from the venue within the allocated time, as with all other brand equipment.
- **For matters not specified in this document, please contact the JFWO office.**

When using official venues, please follow the respective venue manuals issued by JFWO.

- **Overtime Charges**
*The schedule is arranged in accordance with the rules. Please follow the designated venue usage hours.
If the designated venue usage time is exceeded,
an **Overtime Charge** of 110,000 JPY/1H (tax incl.) + **Necessary Expenses** (situation dependent) +
Additional Miscellaneous Costs (★) will be invoiced separately. Overtime Charges will be calculated in hourly increments.
★Miscellaneous Costs: If the venue usage exceeds 11:00 PM, additional expenses such as overnight staffing fees, transportation costs, and accommodation fees may apply.
*If you require an invoice or receipt, please contact us.

Bank Transfer Information

Account Name: Japan Fashion Week Organization **Bank Name:** Mizuho Bank
Branch: Kobunacho Branch **Account Type:** Ordinary Deposit **Account Number:** 1127087
Bank Code: 0001 **Branch Code:** 105 **SWIFT Code:** MHCBJPJT

■ Reception, Guidance, and Cleaning

Reception desk duties, visitor guidance, and venue cleaning are the responsibility of each brand.

Each brand must plan its own reception operations, including arranging the necessary staff for reception duties and visitor guidance on the day of its show. Please make arrangements in advance, as JFWO does not provide guidance or cleaning staff.

■ Prohibited Activities

Open flames are strictly prohibited inside the venue.

■ Fire Safety Applications

JFWO will handle the unified submission of applications for exceptions to prohibited activities.

***Please ensure that your exhibition plan and floor plan are submitted by March 3rd (Monday).**

If you have any questions or concerns, please contact JFWO.

■ Regarding the Press Backdrop Wall

Post-show designer interviews must be conducted in front of the press backdrop.

Even if your brand is not taking interviews, the press backdrop must be displayed somewhere within the venue.

It is prohibited to hide the wall in the backstage area or elsewhere.

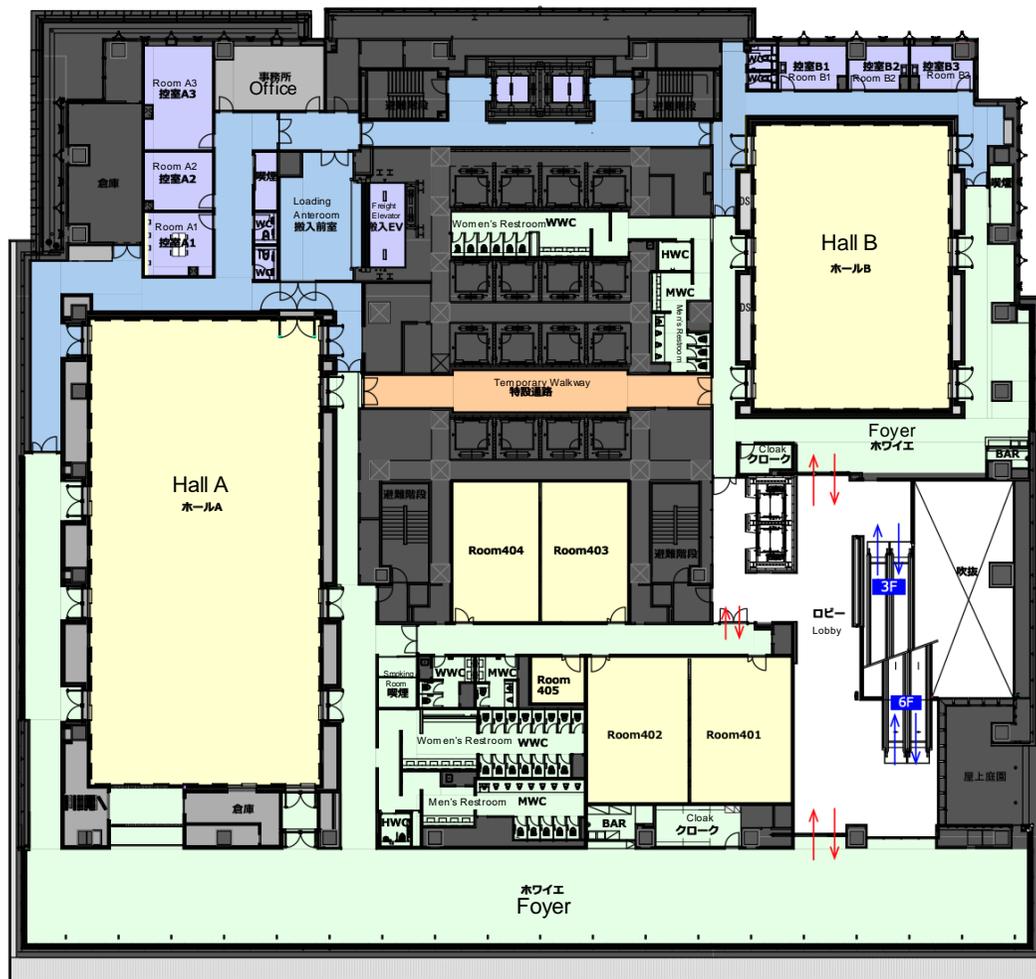
■ Sponsored Items

Sponsored items for guests to take home will be placed on the counter in the foyer or on designated tables.

Sponsors may also set up booths within the allocated area.

■ Before leaving the venue, please ensure that all areas you have used are restored to their original condition.

Official Venue / TODA HALL & CONFERENCE TOKYO Venue Floor Plan



【 TODA HALL & CONFERENCE TOKYO 】

●SPACE

- HALL A: 509.65㎡ (approx. 16m × 32m)
Ceiling Height 6m / Floor to batten clearance
- HALL A Foyer: 481.41㎡
Ceiling Height 2.5m ~ approx. 6m (sloped)
- HALL B: 267.03㎡ (approx. 13m × 20m)
Ceiling height/ Floor to batten clearance
- HALL B Foyer: 481.41㎡
Ceiling height 2.5m ~ approx. 6m (sloped)

※For safety reasons, the foyer in Hall A may be used for the visitor waiting line in Hall B.

Official Venue / HALL A Reference Materials *Specifications subject to change.

● Equipment List

Use of the following equipment and fixtures is included in the venue rental fee.
However, please be sure to arrange operators and staff setup, breakdown, and transportation.

■ AV Equipment

【Hall A】

Item	Manufacturer	Model Number	Specifications	Qty	
Projector	Main Unit	Panasonic	PT-MZ20KJL 1920x1200 (WUXGA)	1	
	Zoom Lens	Panasonic	ET-EMT750 20,000mm	1	
Screen	Retractable (electric)		(Fixed position) 400 inch 16:9 wide	1	
Control Room Operating Cart	Digital Switcher	IMAGENICS	SL-103C	1	
	SDI/HDMI Converter	IMAGENICS	SHC-D5	1	
	SDI Distribution	IMAGENICS	CRO-DVD8B	1	
	Blu-ray Recorder	Panasonic	DMR-T4000R	HDD, BD-RE/BD-R/DVD-RW/DVD-R	1
	Blu-ray Player	DENON	DN-500BD MKII		1
	Camera Controller	Panasonic	AW-RP60GJ		1
	LCD Monitor	ADTECHNO	SG1850S	18.5"	2
Portable Operating Cart	Video Switcher	Roland	VR-6HD	1	
	SDI Switcher	IMAGENICS	ISA-41	1	
	SDI/HDMI Converter	IMAGENICS	SHC-D5	1	
	Blu-ray Player	DENON	DN-500BD MKII	1	
	LCD Monitor	ADTECHNO	SG1850S	18.5"	1
Camera	Fixed Recording Camera in Hall	Panasonic	AW-UE50	Fixed recording camera in hall	1
Waiting Room Monitor	Room A1 · A2 · A3 Wing2 · Backstage	SHARP	LC-22K45	24-inch LCD TV monitor (wall-mounted)	6
Cable	HDMI Cable	CANARE	HDM02E-EQ	2m	2
			HDM05E-EQ	5m	2
			HDM10E-EQ	10m	2
			HDM15E-EQ	15m	2
	BNC Cable	CANARE	5VS10A-3C	5ch multi, 10m	2
			5VS20A-3C	5ch multi, 20m	2
			3VS015A-3C-SA	3ch multi, 20m	2
			D5C03A-S	3m	2
	VGA Cable	CANARE	5VDC05	5m	2
			5VDC10	10m	2
			5VDC03A-1.5C	D-sub15pin to 5-BNC breakout cable, 3m	2
			5VDC05A-1.5C	D-sub15pin to 5-BNC breakout cable, 5m	2
	RCA Converter	CANARE	3,5P-RCAJJ	3.5 stereo to RCA jack converter	2
			6,3SP-RCAJJ	phone to RCA adapter	2

【Hall A Foyer】

(Updated on 2024/11/4)

Item	Manufacturer	Model Number	Specifications	Qty	
Projector	Main Unit	SONY	VPL-FH280 laser 6,000lm	12	
	Zoom Lens	SONY	VPLL-Z3009	12	
	Video Signal Converter	IMAGENICS	CRO-RS22AL	12	
Operating Cart	Digital Switcher	Roland	XS-1HD	1	
	Switch Panel			1	
	External Input Panel			1	
	Analog Mixer	YAMAHA	MGP12X	1	
	Wireless Tuner	audio-technica	ATW-DR3120	2ch	1
	Panel Antenna (for above)				1
	HDMI Distribution	IMAGENICS	CRO-DVD8B		1
	CD Player	TASCAM	CD-400U		1
	Blu-ray Player	DENON	DN-500BD MKII		1
	LCD Monitor	ADTECHNO	SG1850S	18.5"	1

Official Venue / HALL A Reference Materials *Specifications subject to change.

● Equipment List

Use of the following equipment and fixtures is included in the venue rental fee.
However, please be sure to arrange operators and staff for setup, breakdown, and transportation.

■ HALL Equipment

(Updated on 2024/10/21)

						
Stackable Chair Hall A: 100 Hall B: 100 W475 x D470 x H730	Rectangular Table Hall A: 100 Hall B: 50 W1800 x D450 x H720	Round Table Hall A: 30 Hall B: 20 Φ800 x H740-1040 Height adjustable	Reception Counter Hall A: 1 Hall B: 2 W1800 x D680 x H950	Stanchion Hall A: 80 Hall B: 10 Φ360 x H906 Bar height 2m	Panel Partition Hall A: 6 Hall B: 4 H2300 x W700/700/700 Thickness	
						
Modular Stage Hall A: 10 Hall B: 6 W1200 x D2400 x H600/750/900 Available in black/wood. Height adjustable.	Stairs for Stage (three-step) Hall A: 2 B Hall B: 2 W975 x D1214 x H700	Stairs for Stage (five-step) Hall A: 2 Hall B: 2 W975 x D1214 x H900	Stage Skirt Hall A: 1 Hall B: 2 W3400 x H1200 x H990 For use at 90°. For lower stages, 80° across table-top.	Blackout Curtain Hall A: 2 Hall B: 2 W7000 x H6500	Leg Curtain Hall A: 2 Hall B: 2 W5000 x H6500 Hall B: one available	Georgette Curtain Hall A: 1 Hall B: 1 W14000 x H6500
						
Wide Podium Hall A: 1 Hall B: 1 W1000 x D2000 x H1060 W1000 x D900 x H1060	Narrow Podium Hall A: 1 Hall B: 1 W600 x D400 x H1060	Flower Stand Hall A: 1 Hall B: 1 W450 x D450 x H600	Surprise Stand Hall A: 2 Hall B: 2 Size A1 (vertical + horizontal)	Poster Stand Hall A: 2 Hall B: 1 Size B1 (vertical)	Umbrella Stand (with lock) Hall A: 1 Hall B: 1 W1575 x D565 x H11025 Table top available with steel locker	Umbrella Bag Stand Hall A: 2 Hall B: 1
						
White Board Hall A: 2 Hall B: 2 W1915 x D925 x H1800	Hanger Rack Hall A: 4 Hall B: 2 W900 x D500 x H1700 100 hangers available	Ladder (H1800) Hall A: 2 Hall B: 1	Chalkroom Tickets Hall A: 500 Hall B: 200 100 per color	Electric Tower Lift Hall A: 1 Hall B: 2 SN:08011_111206 The operation needs the lockdown certified in high-rise work.		

■ Waiting rooms equipped with:

Table W1800*D450	8
Chairs	26
Locker with lock (ten cubbies)	1
Locker with lock (three cubbies)	1
Partition panel (three-fold type)	2
Partition panel (two-fold type)	2

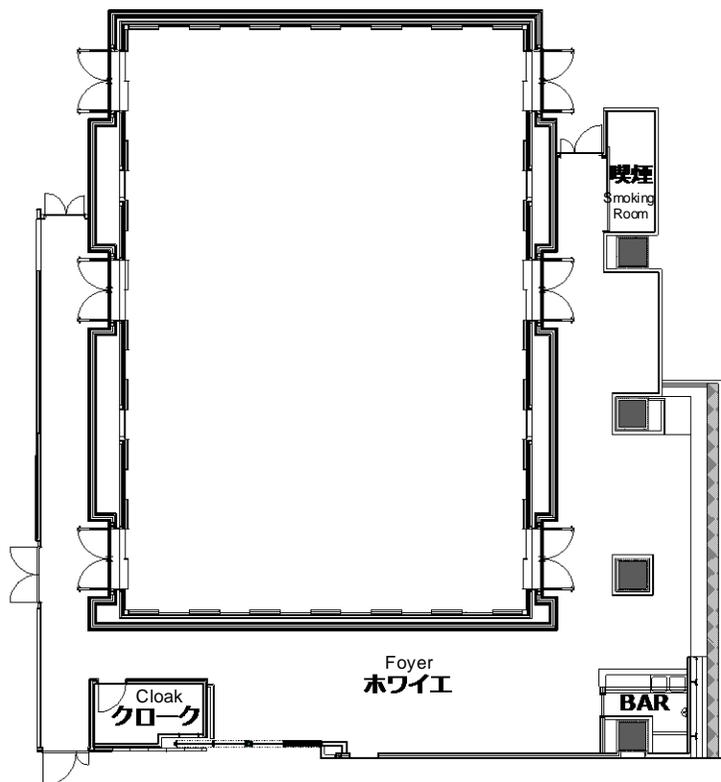
■ JFWO Supplies

Hanger Rack (S W900*H1600)	14
Full-body mirrors	4
Table-top mirrors	8

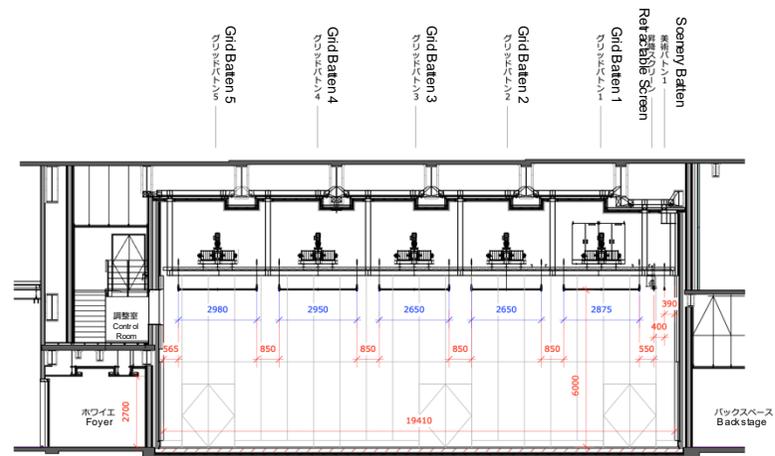
- Contact us for specific details on equipment quantity, model numbers, etc.
- Contact the venue manager in advance regarding the quantity and fees of any equipment you wish to use.
- If you plan to use the stage, please consult with the JFWO office in advance.

Official Venue / HALL B Basic Information *Specifications subject to change.

Floor Plan

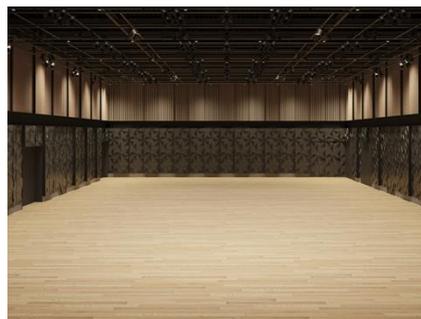


Side View



HALL B Facilities

- Size: HALL/267.03m² (13m × 20m) 、FOYER/117.31m²
- Ceiling Height: 6m (floor to batten clearance)
- Number of seats to be decided by each brand
- Default Configuration
 - Walls: No curtains
 - Floor: Wood
 - Lighting & equipment hoists
 - Audience seating: None (please use the venue chairs or bring your own)
- Other:
 - Air conditioning provided
 - Cleaning to be handled by each brand



Official Venue / HALL B Reference Materials *Specifications subject to change.

● Equipment List

Use of the following lighting equipment and fixtures is included in the venue rental fee.
However, please be sure to arrange operators and staff setup, breakdown, and transportation.

■ Lighting Equipment

(Updated on 2024/10/30)

Type	Manufacturer	Equipment Name	Voltage	Qty	Notes
Control Console					
House Control (Control Room)	AVOLUTES	Tiger TouchII	80w	1	Touch Screen+Tiger touch Wing/Fader(20)
Portable Console		Quartz	80w	1	Touch Screen+rod& Wing/Fader(20)
Console for Hall Downlights	Panasonic	FLEMO		1	Fader(20)
Control for Foyer Lights	Panasonic	Scene Manager G		1	■ ■ ■ ■ ■
LED					
LED PAR	SH-VEIL STAFF	MYNDIVA	100w	50	6th mode
LED SP	ETC	Cut/Square/Spot	180w	10	6th mode (direct mode)
LED Fresnel/Lens Spotlight	Panasonic	NND30042	150w	40	5th mode in use (RGBAD)
LED 2-Lamp Mini Blender	ROLD	Blender200	240w	4	1st mode
Broad Light	Panasonic	NND30013C	100w	12	1st mode
LED Lower Cyclorama Light	SH-VEIL STAFF	NEO CYC	310w	13	
Lighting Accessories					
Trifold Stand	Toshiba Lighting & Technology	AL-V3-STAND		10	
High Stand	Panasonic	NK3120K		2	
Beep	Panasonic	NK3300K		10	
Stander Hanger Bar	Panasonic	NK3100K		4	
5-Way T-Bar Clamp	Panasonic	NK3200		6	
Gel Frame		8 inch		40	
		For SP		10	
SP No Shutter	ETC	PRX/RBSS424		10	
	ROBOD	FoLage (Large)		4	
	ROBOD	FoLage (Medium)		4	
	ROBOD	FoLage (Small)		4	B Size
	ROBOD	Shower		4	
	ROBOD	Arrows		4	
ROBOD Hider	ETC			10	B Size
Cables					
Extension Cable	Type C Connector, 30A	5m		5	
		10m		3	
		2m		5	
		5m		10	
		10m		5	
Conversion Cable	Type C 30A to Parallel Tap (4-0-4) 30A	1m		10	
		3m		20	
		5m		10	
DMX Cable	SP	5m		5	
		10m		5	
		20m		2	
Follow Spotlight					
LED Follow Spotlight	USHIO	SH-300CB	20w	3	
Other					
Minor Ball	Panasonic	hanging Type, Variable Speed, Diameter 600		1	Compatible with DMX-Control
Recess Rod (for highbeacons)	Toshiba Lighting & Technology	AL-MCBL		2	7m

- Regarding Lighting Equipment
All lighting equipment in this hall is LED-based. The default configuration is pre-installed with all equipment on the truss and light batten wired with power and signal cables. While it is possible to move fixtures or change their address, the power and signal cables are fixed and cannot be moved.
- If Making Changes to the Default Configuration
Please ensure that all equipment is restored to its original state and remain on-site for a functionality check post-event.
- Regarding the Control Console
The control room is equipped with an AVOLUTES Tiger Touch II console and a Fader Wing. Additionally, a portable Quartz console is available for mobile use. The basic DMX output from the console is configured to support 4 universes.
- Mobile Equipment
Mobile equipment is pre-hung on the 5-pipe grid (batten). It is possible to change the addresses of mobile equipment; however, please ensure that all addresses are restored to the original positions according to the default configuration diagram after use.

■ Sound Equipment

(Updated on 2023/4/1)

Item	Manufacturer	Model Number	Specifications	Qty
Mixer	YAMAHA	TF5	Fixed (control room)	1
Main Speaker	MartinAudio	CDD12	Adjustable within the L-R range on a single grid batten	2
		CDD10		2
Ceiling Speaker		X8	Catwalk-mounted (3x4 configuration)	12
Portable Speaker	MartinAudio	Blackline X12		2
Foyer Speaker		PC-2361	Ceiling-recessed	10
Power Amplifier	PowerSoft	Ottocanal 12K4DSP+D	For use in hall	2
	Panasonic	WP-H122	For use in foyer	1
Monitor Speaker	YAMAHA	H5S1	Fixed to main mixer	2
	YAMAHA	MSP3A	Light 1/PIN 2	3
I/O BOX	YAMAHA	Rio1608-D	Integrated with patch bay	2
Recording and Playback Equipment	TASCAM	CD-400U		2
		SS-CDR250N	CD Recorder	2
Wireless Microphones	SHURE	ULXD4D-Z16	Wireless receiver, 2 channels	3
		UA864Z16	Fixed antenna, 2	2
		ULXD2/SM58-Z16	Handheld	6
		ULXD1-Z16	Transmitter	2
		SENNEISER	MKE-2	Lavalier microphone, 2-piece configuration
Wired Microphones	DPA	4088	Headset microphone	2
	SHURE	SM-58LCE		6
SM-58SE			5	
SM-57LCE			5	
Direct Box	COUNTRYMAN	TYPE85		3
Room Microphone	audio-technica	AT4021	Fixed	2
		ST-210/2B	Boom stand H:930~1650	10
Microphone Stand	K&M	ST-259/B	Boom stand H:465~690	3
		ST-201/2B	Straight	6
		DS-40K	Podium	6
		AD-13	Extension	6
		F-27	Gooseneck	6

Item	Manufacturer	Model Number	Specifications	Qty
Speaker Stand	K&M	21460B	H1375~2185	2
Stage Box	CANARE	16J12F12 (F77)		2
Multicore (Snake) Cable	CANARE	16C30-M2	16chMulti-	2
		16C10-M2	16chMulti-	2
		16S1F2		1
		16S2F1		2
Microphone Cable	CANARE	EC05	5m	20
		EC10	10m	20
		EC15	15m	10
		EC20	20m	10
Speaker Cable	CANARE	SC05-NL	5m	4
		SC10-NL	10m	6
		SC15-NL	15m	6
		SC20-NL	20m	6
Conversion Cable	CANARE	EC005-X11		5
		EC005-X22		5
		PC02		5
		PC02-X2		5
		SPC02-B2		5
		SPC02-B1		5
		Reverse		2
		EarthCLUT		2
Power Panel		RCA-XLR11		5
		RC02-X1		5
		RC02-X2		2

■ Intercom Equipment

Item	Manufacturer	Model Number	Specifications	Qty
Main Station	Clear-Com	MS-702		1
Remote Station		RM-702		3
Beltpack		RS-702		10
Headset		CC-100		10
6P Cable			6pin/5m	5
6P Cable			6pin/10m	5
6P Cable			6pin/15m	5
Conversion Cable		3pin-6pin	10m	8

* An additional fee will be charged when using the portable subwoofer or portable speakers.

Official Venue / HALL B Reference Materials *Specifications subject to change.

● Equipment List

Use of the following equipment and fixtures is included in the venue rental fee.
However, please be sure to arrange operators and staff setup, breakdown, and transportation.

■AV Equipment

(Updated on 2024/11/4)

Item		Manufacturer	Model Number	Specifications	Qty
Projector	Main Unit	SONY	VPL-FHZ101	laser 10,000lm	1
	Zoom Lens	SONY	KMY-S100		1
Screen	Retractable (electric)			Motorized screen (fixed position) 350inch 16:9 wide	1
Control Room Operating Cart	Digital Switcher	IMAGENICS	SL-103C		1
	SDI/HDMI Converter	IMAGENICS	SHC-D5		1
	SDI Distribution	IMAGENICS	CRO-DVD8B		1
	Blu-ray Recorder	Panasonic	DMR-T4000R	HDD,BD-RE/BD-R/DVD-RW/DVD-R	1
	Blu-ray Player	DENON	DN-500BD MK II		1
	Camera Controller	Panasonic	AW-RP60GJ		1
	LCD Monitor	ADTECHNO	SG1850S	18.5"	2
Portable Operating Cart	Video Switcher	Roland	VR-6HD		1
	SDI Switcher	IMAGENICS	ISA-41		1
	SDI/HDMI Converter	IMAGENICS	SHC-D5		1
	Blu-ray Player	DENON	DN-500BD MK II		1
	LCD Monitor	ADTECHNO	SG1850S	18.5"	1
Camera	Fixed Recording Camera in Hall	Panasonic	AW-HE70SK9		1
Waiting Room Monitor	RoomB1・B2・B3・Stage left wing	SHARP	2T-C24AD	24-inch LCD TV monitor (wall-mounted)	4
Cable	HDMI Cable	CANARE	HDM02E-EQ	2m	2
			HDM05E-EQ	5m	2
			HDM10E-EQ	10m	2
			HDM15AE-EQ	15m	2
	BNC Cable	CANARE	5VS10A-3C	5ch multi, 10m	2
			5VS20A-3C	5ch multi, 20m	2
			3VS015A-3C-SA	3ch multi, 20m	2
			D5C03A-S	3m	2
	VGA Cable	CANARE	5VDC05	5m	2
			5VDC10	10m	2
			5VDC03A-1.5C	D-sub15pin to 5-BNC breakout cable, 3m	2
			5VDC05A-1.5C	D-sub15pin to 5-BNC breakout cable, 5m	2
	RCA Converter	CANARE	3.5P-RCAJJ	3.5 stereo to RCA jack converter	2
6.3SP-RCAJJ			phone to RCA adapter	2	

Official Venue / HALL B Reference Materials *Specifications subject to change.

● Equipment List

Use of the following equipment and fixtures is included in the venue rental fee.
However, please be sure to arrange operators and staff for setup, breakdown, and transportation.

■ HALL Equipment

(Updated on 2024/10/21)

						
Stackable Chair Hall A: 100 Hall B: 100 W475 x D470 x H730	Rectangular Table Hall A: 100 Hall B: 50 W1800 x D450 x H720	Round Table Hall A: 30 Hall B: 20 Φ800 x H740-1040 Height adjustable	Reception Counter Hall A: 1 Hall B: 2 W1800 x D680 x H950	Stanchion Hall A: 40 Hall B: 10 Φ360 x H906 Back height 2m	Panel Partition Hall A: 4 Hall B: 4 H2300 x W700/700/700 Thickness	
						
Modular Stage Hall A: 10 Hall B: 6 N1300 x D2400 x H400/750/900	Stairs for Stage (three-step) Hall A: 20 Hall B: 10 W975 x D254 x H1700	Stairs for Stage (five-step) Hall A: 2 Hall B: 2 W975 x D2124 x H900	Stage Skirt Hall A: 1 Hall B: 2 W3400 x H1200 x H900	Blackout Curtain Hall A: 2 Hall B: 2 W7000 x H6500	Lug Curtain Hall A: 2 Hall B: 2 W5000 x H6500 Hall B: not available	Georgette Curtain Hall A: 1 Hall B: 1 W14000 x H6500
						
Wide Podium Hall A: 1 Hall B: 1 W1000 x D600 x H1066	Narrow Podium Hall A: 1 Hall B: 1 W600 x D400 x H1066	Flower Stand Hall A: 1 Hall B: 1 W650 x D450 x H600	Signage Stand Hall A: 1 Hall B: 2 Size A4 (vertical + horizontal)	Podium Stand Hall A: 2 Hall B: 1 Size B1 (vertical)	Umbrella Stand (with lock) Hall A: 5 Hall B: 3 W1575 x D565 x H11025 Holds 50 umbrellas each. Bag locks.	Umbrella Bag Stand Hall A: 2 Hall B: 1
						
White Board Hall A: 2 Hall B: 2 W1915 x D626 x H1800	Hanger Rack Hall A: 4 Hall B: 2 W900 x D500 x H1700 150 hangers available	Ladder (H1800) Hall A: 1 Hall B: 1	Chalkroom Tickets Hall A: 200 Hall B: 200 100 per color	Electric Tower Lift Hall A: 1 Hall B: 1 SN:08H1_111206 Use operation only for workbooks certified in high-rise work.		

■ Waiting rooms equipped with:

Table W1800*D450	8
Chairs	26
Locker with lock (ten cubbies)	1
Locker with lock (three cubbies)	1
Partition panel (three-fold type)	2
Partition panel (two-fold type)	2

■ JFWO Supplies

Hanger Rack (S W900*H1600)	14
Full-body mirrors	4
Table-top mirrors	8

- Contact us for specific details on equipment quantity, model numbers, etc.
- Contact the venue manager in advance regarding the quantity and fees of any equipment you wish to use.
- If you plan to use the stage, please consult with the JFWO office in advance.

■ Maximum Occupancy

The maximum occupancy of TODA HALL & CONFERENCE TOKYO is determined by law as follows:

HALL A: 504 people, HALL B: 260 people

Please take fire evacuation routes into consideration as you plan the number of invited guests.

The floor plan submitted by each brand should include seating arrangements and waiting lines.

*The maximum occupancy includes the audience, show staff, brand staff, and JFWO staff.

■ Show Management, Theft, and Insurance

• JFWO will not be held responsible for losses caused by natural disasters or other acts of force majeure nor for theft, loss, damage, or unforeseen accidents involving show-related items such as clothing and makeup.

• Each brand team is responsible for managing their belongings to prevent any damages caused by unexpected accidents during the event, including set up, the show itself, and breakdown.

• Coin lockers will be available for use.

■ Trash Disposal

All trash generated at the venue must be taken home by each brand without exception.

*There have been past incidents of illegal and improper trash disposal around the venue.

If any trash, including clothing and makeup, remains at the venue past the time specified by JFWO, the charges outlined on p. 30 will be applied.

■ Emergency Exit Signs

Brands that wish to turn off emergency exit signs during their show must notify audience members through an announcement or signage at the time of entry. Please contact JFWO to use prepared signs.

■ Damage to Venue Property

In the event of any damage to venue equipment or facilities caused by show staff or brand staff, the responsible party will be responsible for the repair cost following the event.

■ Food and Drink Inside the Venue

Please consult with the office in advance.

Official Venue / TODA HALL & CONFERENCE TOKYO Important Notes

* Let's follow the rules and fulfill our shared responsibilities

■ Meals

Each brand is responsible for providing meals for their team.

■ Smoking

Smoking is prohibited inside the venue. Please use the nearby designated public smoking areas.

■ Congratulatory Flowers

The delivery of congratulatory flowers or dressing room flowers is generally prohibited.

If you receive such flowers, please remove them from the venue within the allocated time, as with all other brand equipment.

■ For matters not specified in this document, please contact the JFWO office.

■ **Before leaving the venue, please ensure that all areas you have used are restored to their original condition.**

When using official venues, please follow the respective venue manuals issued by JFWO.

■ Overtime Charges

*The schedule is arranged in accordance with the rules. Please follow the designated venue usage hours.

If the designated venue usage time is exceeded,

an **Overtime Charge** of HALL A :88,000 JPY/1H (tax incl.) or HALL B 44,000JPY /1H (tax incl.) **Necessary Expenses** (situation dependent) +

Additional Miscellaneous Costs (★) will be invoiced separately. Overtime Charges will be calculated in hourly increments.

★Miscellaneous Costs: If the venue usage exceeds 11:00 PM, additional expenses such as overnight staffing fees, transportation costs, and accommodation fees may apply. *If you require an invoice or receipt, please contact us.

Bank Transfer Information

Account Name: Japan Fashion Week Organization **Bank Name:** Mizuho Bank

Branch: Kobunacho Branch **Account Type:** Ordinary Deposit **Account Number:** 1127087

Bank Code: 0001 **Branch Code:** 105 **SWIFT Code:** MHCBJPJT

■ Reception, Guidance, and Cleaning

Reception desk duties, visitor guidance, and venue cleaning are the responsibility of each brand.

Each brand must plan its own reception operations, including arranging the necessary staff for reception duties and visitor guidance on the day of its show. Please make arrangements in advance, as JFWO does not provide guidance or cleaning staff.

■ Prohibited Activities

Open flames are strictly prohibited inside the venue.

■ Fire Safety Applications

JFWO will handle the unified submission of applications for exceptions to prohibited activities.

***Please ensure that your exhibition plan and floor plan are submitted by March 3rd (Monday).**

If you have any questions or concerns, please contact JFWO.

■ Regarding the Press Backdrop Wall

Post-show designer interviews must be conducted in front of the press backdrop.

Even if your brand is not taking interviews, the press backdrop must be displayed somewhere within the venue.

It is prohibited to hide the wall in the backstage area or elsewhere.

■ Sponsored Items

Sponsored items for guests to take home will be placed on the counter in the foyer or on designated tables.

Sponsors may also set up booths within the allocated area.

■ Before leaving the venue, please ensure that all areas you have used are restored to their original condition.

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. ※A "Delivery of Materials Application Form" will be sent to exhibiting brands.

Submission format: ZIP file format

【Movies】

File size: within 3.6GB

Size: 1,080p : 1,920 × 1080 (full HD) / 720p : 1,280 × 720 (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 × 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 notify you, as necessary.

Regarding brand support: The “JFW BRAND SUPPORT PROGRAM”

Under JFWO’s mission to “create designers from Japan to the world”, JFWO will offer a program aimed at nurturing and supporting new talents with the potential to excel in the global fashion industry.

The award-winning brand will receive a variety of support to broaden opportunities for brand growth and raise global recognition. For details, please refer to the JFW BRAND SUPPORT PROGRAM, to be made public on our Official WEB site.

■ “JFW NEXT BRAND AWARD 2026”, for brands giving physical presentations

This award will be given to one brand that demonstrates strong craftsmanship and effectively conveys its worldview, concept, and message to the audience through a runway show that appeals to the five senses and features fashion models.

Submissions for the award will be accepted beginning in mid-May next year.

「 JFW NEXT BRAND AWARD 2024 」
award-winning brands : KANAKO SAKAI



©JFWO

「 JFW NEXT BRAND AWARD 2025 」
award-winning brands : TELMA



©JFWO

Strengthening of power to transmit_insertion within the Rakuten Fashion site

At Rakuten Fashion Week TOKYO, to raise the level of acknowledgement of events, we have established a Rakuten Fashion Week TOKYO portal site within the site of Rakuten (Rakuten Fashion), our title sponsor.

URL: <https://brandavenue.rakuten.co.jp/contents/fashionweek/>

Again, in the 2025 A/W season, we intend to establish a portal site within the Rakuten Fashion site, in which information on participating brands will be inserted. We ask for your cooperation in doing so.

<Insertion image of the Fashion Week portal LP, within the Rakuten Fashion site/app.>

※Information on participating brands is scheduled to be inserted after the official announcement on participating brands.

※Please note, changes may be made.

Show Schedule

[3/13]

10:00 Brand name (text)

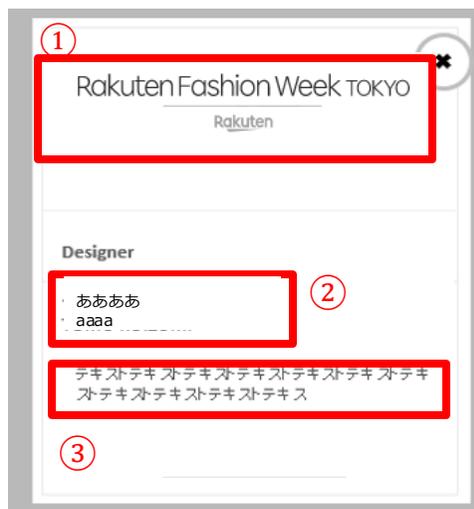
11:00 Brand name (text)

12:30 Brand name (text)

·
·
·
·

Information on brand pops up when text is tapped

<Image of pop up>



■ Information inserted

① Brand logo

② Designer name

③ Brand profile

※The text submitted to us to be inserted on the Official WEB will be inserted here also.

※If insertion is NG※

Only the following will appear in the pop up

- Brand name (text)
- Designer name

Schedule

Rakuten Fashion Week TOKYO 2025 A / W schedule

As of November 22, 2024

		Schedule	Remakers
Nov.	22(Fri)	Begin to accept applications for Rakuten Fashion Week TOKYO 2025 A/W	
Dec.	3 (Tue)	Exhibitor Briefing / Venue Spiral Hall (Spiral 3F) ver① @Spiral Hall (Spiral 3F)Ver 11:30~ ※Tentative schedule	Please join us if you are considering exhibiting. A venue briefing of the official venue, Spiral Hall, will also be held at the same time. ※held in Japanese Those who wish to participate,Please contact us brand@jfw.jp
		Exhibitor Briefing / Venue Briefing TODA HALL & CONFERENCE TOKYO ver① @ TODA HALL & CONFERENCE TOKYO 14:30~ ※Tentative schedule	Please join us if you are considering exhibiting. A venue briefing of the official venue, Toda Hall, will also be held at the same time. ※held in Japanese Those who wish to participate,Please contact us brand@jfw.jp
	16(Mon)	Deadline for participation application	No application will be accepted after the deadline
		Deadline for Participation fee due	Please make payment to the earlier specified account
Late Dec.	First screening. (The first time select of participating brands for 2025 A/W)	We will contact you separately for brands that require a second screening.	
Jan.	Ear Jan.~Mid Jan.	Collection show schedule adjustment start	Collection schedule is decided by JFW. adjustment is scheduled for the early of February. (Please provide information about the director and the show venue until mid of January.)
		Second screening. (The select of second of participating brands for 2024 A/W)	All exhibiting brands will be determined through this screening.
	Late Jan.	Sending of exhibitor agreement	
Feb.	Ear Feb.	Deadline for submitting exhibitor agreement	
		Detailed collection show schedule of 2025 A/W is determined	We are planning to announce the collection show schedule at the press conference to be held in mid February. Please refrain from disclosing any information about your exhibit until the press conference.
	Mid Feb.	Deadline pay for official venue fee due	For people using Spiral hall and TODA hall venues. Please transfer the funds to the designated account.
		Explanatory meeting on the processing of music copyrights for collection presentations. @Online	※held in Japanese Details will be provided as soon as possible.
		Press conference (Exhibition brands and collection schedule announced)	Please refrain from disclosing any information about your exhibit until the press conference.
	17 (Tue)	The first time of Deadline for submitting official venue productionplan/confirmation form/operation plan	For people using Spiral hall and TODA hall venues.
	Late Feb.	Press/Buyer list sent	To be sent to your representative
		Deadline for submitting maison ID	For people using Spiral hall and TODA hall venues.
Sending of manual		To be sent to your representative	
Mar.	3(Mon)	Deadline for submitting official venue productionplan/confirmation form/operation plan	For people using Spiral hall and TODA hall venues.
	17日(Mon)~23(Sat)	Rakuten Fashion Week TOKYO 2025 A/W	

★Please be forewarned that there is a possibility that the schedule of the venue preview will be changed.
Those who wish to participate,Please contact us brand@jfw.jp

■ Please note

Participation fee for Rakuten Fashion Week TOKYO 2025 A/W must be paid in full by December 17th (Tue.)
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: brand@jfw.jp

Japan Fashion Week Organization

6th Floor, Giraffa Bldg., 1-6-10 Hiro, Shibuya-ku,
Tokyo 150-0012
TEL : +81 (3) 6805-0965
Time in : 10 : 00-17 : 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	<p>Please register your application on the Rakuten TOKYO Fashion Week official website at https://rakutenfashionweektokyo.com/en/application-form/.</p> <p>Please note that any entries that have not been entered may be removed from the selection process.</p> <p>First-time participating brands must clearly indicate on the "Entry Sheet for Judging Panel" page.</p> <p>In particular, if you wish to participate in the physical format, the feasibility of the show will also be subject to judging, and you may not be able to participate if the information is unclear.</p>
② Brand Image Visuals(20p) (Adobe Photoshop EPS format)	<p>Please upload your application on the web at the time of registration. Please submit visuals of the most recent season.</p> <p>The visuals will be used on the official website of Rakuten Fashion Week TOKYO, official media, official SNS, digital signage at official venues, etc. Please note that the visuals may be cropped or otherwise modified for use on the official website.</p> <p>H110mm x W95mm, 350dpi resolution, CMYK mode.</p> <p>For portrait rights of models, etc., we ask that each brand obtain permission from the modeling agency, etc. in advance, if necessary.</p>
③ Brand Logo single-species (Adobe Illustrator ai Format)	Please upload your application on the web at the time of registration.
④ Designer Portrait (Adobe Photoshop EPS Format)	Please upload your application on the web at the time of registration.
⑤ Brand reference materials	<p>Three coordinated latest items (actual samples).</p> <p>A lookbook, photo book, or scraps of 10-20 looks for each season (S/S and A/W) that summarize the brand concept and product photos.</p> <p>The materials will be returned by the beginning of January.</p> <p>Please send the original actual samples to the secretariat.</p>

Have participated in JFW or TFW

Exhibitor Application Documents	Remarks column
① Participation Application	<p>Please register your application on the Rakuten TOKYO Fashion Week official website at https://rakutenfashionweektokyo.com/en/application-form/.</p> <p>Please note that any entries that have not been entered may be removed from the selection process.</p>
② Brand Image Visuals(20p) (Adobe Photoshop EPS format)	<p>Please upload your application on the web at the time of registration. Please submit visuals of the most recent season.</p> <p>The visuals will be used on the official website of Rakuten Fashion Week TOKYO, official media, official SNS, digital signage at official venues, etc. Please note that the visuals may be cropped or otherwise modified for use on the official website.</p> <p>H110mm x W95mm, 350dpi resolution, CMYK mode.</p> <p>For portrait rights of models, etc., we ask that each brand obtain permission from the modeling agency, etc. in advance, if necessary.</p>

Deadlines : December 17th (Tue), must be received by 18:00<Japan Time> For inquiries: rakutenfwt25aw@jfw.jp

- **Must be received by deadline: January 17th (Tue), 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 22nd, 2024.**
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):
Please register at the Rakuten TOKYO Fashion Week official website.

Submission of samples/lookbooks (⑤) :
 〒150-0002 6F Giraffa Bldg., 1-6-10 Hiroo,
 Shibuya, Tokyo 150-0012, APAN
 10:00-17:00 (closed Sat./Sun./holidays)
 For inquiries regarding exhibit: brand@jfw.jp