

Fukuoka Convention & Visitors Bureau

Convention Subvention Program

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International and domestic organizations that have yet to determine their convention location, and subvention can promote their decision in bringing their convention to Fukuoka City are eligible to apply for Fukuoka Convention & Visitors Bureau Convention Subvention Program. The chairman of Fukuoka Convention & Visitors Bureau grants subvention to the appropriate organizations and institutions. Exhibitions, trade shows, events, and a company meetings or product introduction sessions are excluded from subvention eligibility.

1. How to Apply

Inquiry Stage

(Any time) Convention organizers who are interested in subvention to submit the attached "Convention Subvention Pre-Application Form" before making a decision on a location.

A Year Prior to Convention

Convention organizers who made a decision to hold their convention in Fukuoka ("Organizer" thereafter) to submit a subvention application form by the end of February of a year prior to their convention. Fukuoka Convention and Visitors Bureau ("Bureau" thereafter) will evaluate applications in March and notify the results to all applied organizations by the end of March.

The Year of Convention

(After Convention) Organizer is to submit actual performance report and any related documents from their convention to Bureau within 30 days of convention conclusion.

(After receiving reports) The Bureau confirms the contents of submitted reports and documents to finalize subvention.

※Please see attached "Subvention Schedule" for detail.

2. Eligible Organizations

International and domestic conventions that will largely contribute in promoting academics, technology, culture, art, sports, or economy, and meet all below requirements are eligible to apply.

(1) **Eligible International Conventions**

- 50 or more foreign attendees* per day
 - 3 or more participating countries. (Japan can be counted as one.)
 - Convention lasts 2 days or more
- ※Foreign citizens who reside in Japan (including foreign students) cannot be counted as foreign attendees.

(2) **Eligible Domestic Conventions**

- Kyushu regional or larger
- 1,000 or more attendees per day
- Convention lasts 2 days or more

3. Exclusions

Conventions that are applicable to any of the below is excluded from eligibility.

- (1) For-profit conventions. e.g.) Production introduction sessions that are held by a private corporation.
- (2) Interested in profiting a specific individual or organization
- (3) Political or religious conventions
- (4) Already receiving other financial assistance from Fukuoka City
- (5) Fukuoka is already one of the rotation cities (applicable to domestic conventions).

4. Eligible Expense

The following is a list of eligible expense in receiving subvention. 30% of eligible expense or maximum subvention grant limit based on international and domestic convention guidelines, whichever smaller, is granted.

- (1) Meeting room rental
- (2) Decoration
- (3) Advertisement
- (4) Pay and reward
- (5) Operational expenses
- (6) Social program expenses
- (7) Other necessary expenses that our chairman sees as necessary

5. Change after Subvention was Granted

Subvention granted organizers must submit a change approval request immediately after learning of a change to receive Bureau's approval.

6. Subvention Cancellation

- (1) Granted convention was cancelled or Bureau sees that the convention is not executable.
- (2) Fraud or false information was found
- (3) Granted organizer violated the program rule
- (4) Any instance that Bureau sees as inappropriate

Cancellation can be retroactive even after subvention was finalized in the event of any of the above.

Please contact Fukuoka Convention and Visitors Bureau for more detail.