

Usage Policy

For those who made inquiries by May 31, 2025, please click [here](#)

For those who made inquiries on or after June 1, 2025, please click [here](#)

NEW CHITOSE AIRPORT PORTOM HALL Usage Policy

This policy shall stipulate the usage terms and conditions of the "NEW CHITOSE AIRPORT PORTOM HALL" facility (hereinafter referred to as "this Facility") managed and operated by Hokkaido Airports Co., Ltd. (hereinafter referred to as the "Operator"). When in use of the facility, users are to fully understand and comply with the contents of this policy.

1. Hours of Use

(1) Business Day

Open All Year Round

However, please note that we may be temporarily closed due to inspections and repairs to this facility or the building where this facility exists (hereinafter referred to as "this Building").

(2) General Business Hours

9:00 AM to 10:00 PM

Please inquire us for use outside of the general business hours.

The time allowed for using the facility shall be from when you first entered and last exited, including the preparation and removal of all equipment.

*Applications and inquiries are accepted from Monday to Friday (excluding national holidays and New Year holidays) during 9:00 AM to 5:30 PM.

2. Application

(1) Acceptance Date of Application

- If using entire building, or the entire span of the main hall

First business day of the month that is one year prior to the date of use

- If using half the span of the main hall, or the entire span of the main hall + the foyer

First business day of the month that is 6 months prior to the date of use

- If using entire span of the seminar room

First business day of the month that is 6 months prior to the date of use

- If using half the span of the seminar room

3 months prior to the date of use

- If using entire span of the seminar room + the foyer

1 month prior to the date of use

- If using only the meeting room

14 days prior to the date of use

(2) How to Apply

Please fill in the required items on the "application form," apply a seal, and send to this facility.

The application shall be deemed accepted upon the issuance of the "Usage Agreement" by the

operator to the user (hereinafter, the status of issuing the "Usage Agreement" shall be deemed that the "Reservation was Confirmed," and the applicant of the reservation as being the "User"). Please note that you will be charged a fee if you cancel after the "usage agreement" was issued.

In addition, please note that after confirming your inquiry and application, we may deny your request to use the facility.

3. Prohibition of the Transfer and Subleasing the Right of Use

The user may not transfer or sublease all or a part of the right to use the facility to a third party without the consent of this facility.

4. Usage Fee

(1) Facility Usage Fees, etc.

Please refer to the separate document "Pricing List for the Portom Hall."

(2) Payment of the Usage Fee

The fee to use the facility shall be paid via lump-sum payment in advance.

We will send you an invoice for the usage fee of the facility along with the "Usage Agreement," so please pay by the designated date on the invoice.

The user shall bear the bank transfer fee.

Please note that we do not accept payment by cash or credit card.

Please note that we may cancel your reservation or charge a cancellation fee if we cannot confirm your payment by the designated date.

We will issue a separate invoice for the extension and any supplementary service fees, so please pay by the designated date on the invoice.

5. Cancel Reservation

(1) How to Cancel

After making a reservation (After issuance of the Usage Agreement) but the reservation is canceled due to reasons stemming from the user (including change of venue and schedule), please fill in the necessary items in the "Cancellation Application Form" and submit to us. You will be charged the cancellation fee stipulated in (2).

Please note that we cannot accept verbal cancellation.

If the operator approves of the reservation change, we will issue another Usage Agreement.

(2) Cancellation Fee

90 Days Prior to the Date of Use: 30% of the Facility Usage Fee

10 Days Prior to the Date of Use: 50% of the Facility Usage Fee

The Day of the Date of Use: The Full Amount of the Facility Usage Fee

Cancellations for miscellaneous items, equipment, catering, and other items shall be subject

to a separate cancellation fee, depending on the contents.

6. Prohibited Items

The following items are prohibited.

If you fall under any of the prohibited items, we will deny your application.

- (1) Acts that are contrary to the laws and regulations, or to public order, morality or good morals
- (2) Conduct that violates the Usage Policy
- (3) Damage to the integrity and credibility of the facility or the building
- (4) Acts that cause harm or trouble to other users of the facility, or the residents or visitors of the facility
- (5) Acts that disturb the tranquility of the building or the surrounding area
- (6) Use for purposes other than the purpose applied for
- (7) Acts that allow another person to use this facility without the prior consent of the operator
- (8) Implementing work and events in places besides the facility that were not approved for use
- (9) Acts that damage or risks damage to the facility and equipment
(Example: Inserting nails, screws, thumbtacks, pins, etc. into the facility, the equipment, the furniture, the fixtures, etc., or sticking adhesive tape, etc., or other similar acts)
- (10) Display signboards, posters, etc. at locations other than the designated areas (including, both inside and outside the building, and within the elevator)
- (11) Admission that exceeds the capacity of the facility
- (12) Carrying-in ignited or flammable goods and dangerous or corrosive substances
(Example: Dangerous Substances <<Explosives, fats and oils, chemicals, an abundant supply of matches, lighters, gas cylinders, etc.>>, corrosive substances <<substances with foul odors, and that are deemed harmful to the sanitation and any other issues by this facility>>, large equipment that exceeds regulation, heavy goods, etc., and others items similar to these)
- (13) Use of fire within the building or premises (including smoking anywhere inside this facility, aside from the smoking room)
- (14) Carrying-in food and drink for the purpose of eating and drinking
- (15) Acts that may cause nuisance or discomfort to the surroundings, such as generating loud volume, vibration, or foul odors
- (16) Use of the facility by criminal organizations or its affiliated companies, or their equivalent, or a member(s) of such organization (hereinafter referred to as "antisocial forces")
- (17) Acts that promote the activities of anti-social forces or contribute to the operation of anti-social forces
- (18) Bringing in animals other than guide dogs, service dogs, and hearing dogs

- (19) Sales of goods, fundraising, posting, distribution of printed materials, photography other than to record an event, advertising activities, or other similar acts that are not permitted by this facility
- (20) Acts that are found to cause a loss of social credibility due to improper business activities, etc.
- (21) Other acts that are deemed to hinder the management and operation of this facility
- (22) Any other acts deemed inappropriate by the operator

7. Canceling a Reservation, Suspension or Cancellation of Use, etc.

If falling under any of the following, the Use Agreement may be canceled, or the use of the facility either suspended or canceled, even after making a reservation or while still in use of the facility.

If the operator cancels the agreement, the cancellation fee set forth in 5 - (2) of the above shall be charged, except for instances that are listed in (7) through (10).

The operator shall not be held responsible for any damages that may occur to the user as a result of a cancellation of the Use Agreement due to the following.

- (1) If deemed and falls under, or is likely to fall under any of the items set forth in the previous "3. Prohibition of the Transfer and Subleasing the Right of Use" and "6. Prohibited Items"
- (2) If there is a false entry in the user application form, or when recognized that the user, the purpose of use, the content of use, etc. are different from what was approved by the operator.
- (3) If failing to comply with the provisions, etc. set forth by the operator regarding the use, etc. of this facility
- (4) If failing to notify the relevant government or public agency of the use of this facility, or failure to follow its instructions
- (5) If an order to suspend an event etc. has been issued by a relevant public agency
- (6) If the usage fees, etc. of the facility have not been paid by the prescribed date
- (7) If the operator determines that a disaster or force majeure prevents the use of the facility or risks endangerment to human life or property
- (8) If a request is made by a public institution such as Hokkaido to refrain from operating a business due to a large-scale outbreak of an infectious disease
- (9) If warning declaration has been issued under the Act on Special Measures Concerning Countermeasures for Large-Scale Earthquakes
- (10) If the operator determines that there is a safety issue with the use of the facility due to an unforeseen accident, malfunction, damage, etc.
- (11) If the operator determines that there is a safety issue with the use of this facility due to an accident

(12) If the user or his/her agent, officer, or employee commits a wrongful act in applying for using this facility, etc.

(13) If the user or his/her agent or intermediary is found to be an antisocial force

If deemed that the user or his/her agent or intermediary is controlled by or has a relationship with anti-social forces

(14) Relative to the use, if determined that the user and their subcontractor has a contractual relationship with another party or their agent who are antisocial forces or is an intermediary of such, and the user does not respond to the request for canceling this relevant contract (with the antisocial force) or other necessary measures without justifiable grounds

(15) If determined that this facility is used as an office by an organized crime group

(16) If deemed that an organization likely to commit violent and unlawful acts collectively or habitually, will use or find benefit

(17) If the user performs any of the following acts listed in (a) through (e), against the operator and a third party

(including instances performed by an officer or employee of the user, or a person entrusted by the user)

(a) an act of providing false information

(b) an act of visiting or making a telephone call through the use of rude or violent language, or in a manner that causes annoyance

(c) an act of assault, intimidation or other illegal acts

(d) an act that goes against the will of this facility, such as payment of money, exemption from liability, executing a contract, provision of convenience, or any other benefits provided by this facility for which the facility is not legally obligated

(e) in the event that the facility recognizes the user or any person related to the user has committed fraudulent and violent acts or have made threatening speeches and behavior

(18) If deemed that the credit status of the user is found to have deteriorated significantly

(a) When the user has been suspended from payment or has become unable to pay, or has received a dishonored check

(b). When the user has received an attachment, provisional attachment, provisional disposition, or other petition for compulsory execution or auction, or a disposition for delinquency in taxes or public charges, etc. from a third party

(c). Upon the occurrence of the fact of a commencement of a private arrangement, a commencement of a bankruptcy proceeding, the commencement of special liquidation, a commencement of civil rehabilitation proceedings, or a filing of a petition for the commencement of corporate reorganization proceedings, etc. has been made against the user

(19) When unavoidable circumstances occur in the management and operation of this facility

(20) Violation to any other provisions stipulated in this Agreement

(21) When the operator determines that there are other issues in the management and operation

of this facility

8. Refund of the Facility Usage Fees, etc.

If a reservation has been canceled, stopped use, suspended use, or canceled the use for any reasons aside from items (7) through (10) in the above, the facility usage fee shall not be refunded.

In this case, the actual expenses incurred will also be paid at a later date.

9. Responsibilities of the User

The user must adhere to the following.

- (1) Always use this facility with the due care of a prudent manager.
- (2) In addition to complying with this Usage Policy and the provisions of the related laws and regulations stipulated by the operator, the user shall make sure that their employees, workers, and visitors of the user comply to such.
- (3) No special qualifications are required for the handling of elevators, escalators, stairs, doors, desks, chairs, etc.

When using the facility, its equipment, and fixtures, users are requested to operate and manage them so the parties and visitors that are relevant to the event can use them appropriately.

- (4) Whilst in contact and coordinating with the operator, please maintain order, organize and guide visitors, manage, coordinate, and prevent any theft and accidents by employees and workers.
- (5) Regarding any occurrence of accidents during the use of this facility (including the initial preparation and clean up afterward), not only the users but their related businesses and visitors are all responsible for such accidents. Please take all possible measures to prevent such an accident.
- (6) To prepare for disasters and accidents, designate an event manager (person in charge of the venue) and confirm in advance of the location of the emergency exits, evacuation guidance methods, and fire extinguishers before the use of this facility as well as fully informing the workers and other related parties.
- (7) If the operator deems it necessary to discuss the security and guidance plans, the user should consult with the person in charge of the facility in advance and follow their instructions.

In this case, you are responsible for the security, organization and the guidance of the visitors.

- (8) When using this facility, it is the user's responsibility to organize, guide, and guard the cars used by the users and related parties.

However, if a large number of visitors are expected, or if the operator deems that there is a risk of causing harm or trouble to the residents or visitors of this building or other users

of this facility, the operator will arrange for the coordination, guidance, security, etc., with the costs being borne by the user.

(9) If a crowd is expected with visitors from multiple events, please cooperate with the users of other events held at the same time and make a comprehensive management plan.

Please consult the person in charge of this facility when making such a plan.

(10) Depending on the situation of the day, the operator may decide to limit the entry and exit.

(11) In an emergency, follow the instructions of the person in charge of the facility to ensure the safety of the visitors.

(12) When using this facility, the user is responsible (please inquire in advance) for the necessary notifications and applications for permission, etc. to the relevant government agencies.

(13) The user is required to purchase the necessary insurance at their responsibility and bear its' cost.

(The user is responsible for the management of the items carried into the facility, including the exhibits.

We recommend that you purchase insurance in case of an emergency, especially for the exhibition of valuables.)

(14) The user must not engage in any activities that are dangerous to the management and administration of this facility as specified in this Usage Policy or any other activities that may cause inconvenience to other users or visitors of this facility.

(15) If the user or a related party intends to carry out activities such as the carrying in and out a large number of combustibles or heavy materials into this building, the sale of goods inside this building and its premises, soliciting contributions, or conducting advertising activities (including the wearing of Zekken, displaying signboards, posters, placards, flags, banners, distribution of leaflets, etc.), please make a request in advance. If the operator deems that this may hinder the management and operation of this facility or this building, we may refuse.

(16) When using this facility, the user is requested to make sure to observe the time they have reserved, and to restore the facility to its original condition at the user's expense within the reserved time, and must be checked by the operator before leaving.

The same shall apply when the operator cancels or cancels the use of the facility for the reasons specified in "7. Canceling a Reservation, Suspension or Cancellation of Use, etc." in the above

(17) As a general rule, the user is to take their garbage home. We will charge a fee if the garbage is to be handled at this facility.

(18) Items left behind at this facility and in this building (include the building premises) are deemed to have been abandoned by the user, and the operator will ship for disposal, with

the costs of labor charged to the user.

(19) Please note that if it is necessary for the management and administration of this facility, the operator and employees of the affiliated companies may enter the venue being used.

(20) Please note that we may monitor your room for safety management such as disaster prevention.

(21) Please contact us in advance if you want to use the building, its name, logo or image on printed materials.

(21) For other uses, please consult with the person in charge of the operator and follow their instructions.

10. Damages and Disclaimers

(1) Compensation for Damages

(a) If the user damages, defiles, or loses this facility, its equipment, fixtures, or other related facilities, or damages other facilities or the other users or participants of this facility (including all damages caused by participants in the event and related parties), the user shall immediately contact the operator.

In this case, the user will have to compensate the operator for the damage caused.

(b). If the operator, the other facility, or other users or participants of this facility are damaged as a result of the violation of this Usage Policy specified by the operator and the agreement with the operator regarding the use of the facility, the user will be liable for the damage caused to the operator.

(2) Disclaimer

(a) The user is responsible for the safety management of the rental room.

Please note that the operator is not responsible for any personal or physical accidents or theft, damage or loss of items brought in by using this facility.

(b) In the event that the use of this facility becomes impossible due to a disaster or force majeure, the operator shall not be liable for any damages incurred by the users as a result.

(c) In the event that the contracted party's' intended purpose cannot be achieved due to the failure of the equipment or fixtures of this facility, the operator shall not compensate for the loss beyond that of a refund of the usage fee of the facility.

11. Notes on Construction Work, etc.

(1) Please consult with the person in charge of this facility in advance and follow its instructions regarding the layout of the facility and various construction works such as securing evacuation routes and installing heavy objects and power sources.

When performing work that requires a license or qualification such as electrical work or working at heights, make sure to submit a copy of the license or qualification certificate in advance.

(2) A designated company of this facility will carry out the temporary electrical work and

telephone work associated with the construction work of the trunk line. This shall be implemented after prior discussion and under the responsibility and expense of the user.

(3) When there is a risk of defacement or damage to this facility, equipment, and ancillary facilities during the carrying in and out of goods, the floor and walls must be covered and protected under the user's responsibility and expense in accordance with the operator's instructions.

(4) The application for the layout of each venue will be accepted upon payment of a separate setup fee.

(5) As a general rule, the user is to take their garbage home. We will charge a fee if the garbage is to be handled at this facility.

(6) For the carrying in and out of items, please submit such plans in advance and make sure to unload and load them at the designated place.

12. Delay Damages

If the user is late in payment of the debt to the operator (facility usage fees and other fees for the use of equipment and fixtures used in the facility, food and drink charges, etc.), the operator can claim 14.6% of the amount of debt (on a daily basis) per year.

13. Applicable Law, etc.

(1) The language to be used for the contract regarding the use of this facility (hereinafter referred to as "this Agreement") shall be in the Japanese language, and the applicable law Japanese as well.

(2) The currency used for payment under this Agreement shall be in Japanese yen.

(3) For lawsuits and other matters concerning the use of this facility, the Sapporo District Court shall be the exclusive jurisdictional court.

14. Other

(1) Applicants for the use of this facility may apply under this Policy through a third party only if the operator agrees in advance (such a third party shall hereinafter be referred to as the "Third-Party").

In this case, the Applicant shall enter the name of the Third Party and other prescribed matters in the "organizer" column of the "Portom Hall Application Form."

(2) If a Third-Party uses this facility pursuant to the provisions of the preceding item, how this shall be handled is as follows.

(a) The applicant of the preceding item (hereinafter referred to as the "this Contractor") who received a reservation shall assume all responsibility as a Contractor pursuant to this Policy.

(b) The Contractor shall impose the obligations of the Contractor that is based on this Policy and the provisions stipulated by the Operator, to be held responsible by the Third-Party.

(c) Any and all acts or omissions of the Third Party concerning the use of this facility shall be deemed to be acts or omissions of the Contractor.

(3) This Usage Policy is current as of October 2019. Please note that there m Please note that there may be further modifications without prior notice.

NEW CHITOSE AIRPORT PORTOM HALL Usage Policy

This regulation stipulates the use of the facility “NEW CHITOSE AIRPORT PORTOM HALL” (hereinafter referred to as “this Facility”), which is managed and operated by Hokkaido Airport Co., Ltd. (hereinafter referred to as “the Operator”). Please fully understand and comply with the contents of this regulation when using the Facility.

1. Usage Hours

(1) Business Days

Open year-round without holidays.

However, please be advised that temporary closures may occur due to inspections, repairs, or other reasons involving the Facility or this building in which the Facility is located (hereinafter referred to as “this Building”).

(2) Basic Operating Hours

9:00 AM to 10:00 PM

Please consult us regarding usage outside these hours.

The usage time includes setup, preparation, and teardown.

*Reception of applications and inquiries is available Monday through Friday (excluding public holidays and year-end/New Year holidays) from 9:00 AM to 5:30 PM.

2. Application for Use

(1) Application Start Dates

- When using the entire Facility or the full span of the Main Hall
The first business day of the month one year prior to the usage date
- When using half the span of the Main Hall, or the full span of the Main Hall plus the Foyer
The first business day of the month six months prior to the usage date
- When using the full span of the Seminar Room
The first business day of the month six months prior to the usage date
- When using half the span of the Seminar Room
Three months prior to the usage date
- When using the full span of the Seminar Room plus the Foyer
One month prior to the usage date
- When using only the Meeting Room
14 days prior to the usage date

(2) How to Apply

Please fill in the required details on the prescribed “Application Form,” affix your seal, and send it to the Facility.

The acceptance of the application will be notified by the Operator issuing a “Notice of Acceptance” to the applicant (hereinafter, the issuance of the “Notice of Acceptance” is referred to as “confirmation of

reservation,” and the applicant as “User”).

Please note that cancellation fees will apply from the moment the Facility issues the “Notice of Acceptance.”

Also, please understand that after reviewing your inquiry and application details, your use may be declined.

3. Prohibition of Transfer or Subleasing of Usage Rights

Users may not transfer or sublease all or part of their usage rights of the Facility to any third party without the Facility’s consent.

4. Usage Fees

(1) Facility Usage Fees, etc.

Please refer to the attached “Portom Hall Fee Schedule.”

(2) Payment of Usage Fees

Facility usage fees shall be paid in full in advance. Along with the “Notice of Acceptance,” an invoice for the Facility usage fee will be sent. Please make payment by bank transfer by the specified due date on the invoice. Transfer fees shall be borne by the User. Please note that cash or credit card payments are not accepted. If payment is not confirmed by the specified due date, your reservation may be canceled and cancellation fees may apply.

Fees for extensions, ancillary services, etc., will be invoiced separately after use, and payment should be made by the specified due date on the invoice.

(3) Fee for Bringing in Food and Beverages

If bringing in food or beverages for consumption, a flat fee of 40,000 yen (tax included) will be charged, limited to use of the Main Hall or Seminar Room. Prior approval is required for bringing in food or beverages.

(4) Sales Commission

When conducting sales activities, except in cases of prior arrangement, a sales commission of 10% of gross sales will be charged in principle. Prior approval is required for conducting sales activities.

Submission of a list of items to be sold is mandatory.

5. Cancellation of Reservation

(1) Cancellation Method

If you wish to cancel your reservation for reasons attributable to you (including venue changes or date changes) after the reservation has been made (after issuance of the Notice of Acceptance), please fill out the required details on the “Cancellation Application Form” and submit it. Cancellation fees specified in (2) will be charged.

Please note that cancellations will not be accepted verbally.

If you request a change to your reservation, and it is approved by the Operator, a new Notice of Acceptance will be issued.

(2) Cancellation Fees

Up to 90 days before the usage date: 30% of the Facility usage fee

Up to 10 days before the usage date: 50% of the Facility usage fee

From 9 days before up to the day of use: 100% of the Facility usage fee

Separate cancellation fees may be charged depending on the contents for cancellation of equipment, materials, catering, and other arrangements.

6. Prohibited Matters

The following items are prohibited. Applications for use may be declined if any of these prohibited matters apply:

- (1) Acts violating laws, public order and morals, or good customs
- (2) Acts violating these Terms of Use
- (3) Acts that damage the dignity of the Facility or the Building
- (4) Acts that cause harm or nuisance to other users of the Facility, tenants, or visitors of the Building
- (5) Acts that disturb the peace within or around the Building
- (6) Use for purposes other than those stated in the application
- (7) Allowing others to use the Facility without prior consent from the Operator
- (8) Conducting work or events in locations other than the approved Facility or space
- (9) Acts that may soil or damage the Facility, equipment, or furnishings
(e.g., driving nails, screws, pins, or tacks into the Facility, equipment, furniture, or fixtures, or attaching adhesive tape or similar substances,
or acts similar to these)
- (10) Posting signs, posters, etc., outside designated areas (including inside/outside the Building, inside elevators, etc.)
- (11) Allowing entry beyond the Facility's maximum capacity
- (12) Bringing in flammable or combustible items, hazardous materials, or decomposing substances
(e.g., hazardous materials such as explosives, oils, chemicals, large quantities of matches or lighters, gas cylinders, etc.;
decomposing substances that emit odors or are deemed problematic for hygiene or other reasons by the Facility; oversized equipment exceeding regulations; heavy objects; and similar items)
- (13) Using fire or flame inside the Building or on the premises (including smoking inside the Facility except in designated smoking areas)
- (14) Acts causing loud noise, vibrations, unpleasant odors, or other disturbances or discomfort to the surroundings
- (15) Use by organized crime groups, companies affiliated with such groups, or similar entities or their members (hereinafter "antisocial forces")
- (16) Acts that promote activities of antisocial forces or contribute to their operations
- (17) Bringing in living beings other than guide dogs, service dogs, or hearing dogs
- (18) Unauthorized sales, fundraising, posting, distribution of printed materials, photography other than

event recording, advertising activities, or similar acts without Facility permission

(19) Acts that cause loss of social trust due to fraudulent business activities or similar

(20) Other acts deemed to interfere with Facility management or operations

(21) Other acts deemed inappropriate by the Operator

7. Cancellation of Reservation, Suspension or Termination of Use

In any of the following cases, even after the reservation has been made or during use of the Facility, the Operator may cancel the acceptance of use, suspend, or terminate the use. If the Operator cancels the acceptance of use, cancellation fees as specified in 5. (2) above will be charged, except for the cases listed in items (7) through (10). The Operator shall not be held responsible for any damages incurred by the User as a result of such cancellation or suspension.

(1) When it is found or deemed likely that any of the provisions in “3. Prohibition of Transfer or Sublease of Usage Rights” and “6. Prohibited Matters”

have been or may be violated

(2) When false information is found in the application form, or when the User, purpose, or content of use differs from what was approved by the Operator

(3) When the User fails to comply with the regulations established by the Operator regarding the use of the Facility

(4) When the User neglects to notify or fails to follow instructions from relevant public authorities concerning the use of the Facility

(5) When an order to suspend the event is issued by a relevant public authority

(6) When the Facility usage fees or other charges are not paid by the designated date

(7) When the Operator judges that use of the Facility has become impossible or poses a risk to personal safety or property due to disasters or other force majeure events

(8) When public institutions in Hokkaido or other regions request suspension of business operations due to large-scale infectious disease outbreaks

(9) When a warning declaration is issued under the Act on Special Measures for Large-scale Earthquakes

(10) When the Operator judges that unforeseen accidents, malfunctions, or damages to the Facility create safety concerns for its use

(11) When the Operator judges that the occurrence of an accident creates safety concerns for Facility use

(12) When the User, its agent, officer, or employee engages in fraudulent acts related to the application or use of the Facility

(13) If it is determined that the User or any representative or intermediary is an anti-social force, is under the control of an anti-social force, or has any relationship with an anti-social force.

(14) When it is found that related contractors, agents, or intermediaries involved in the User’s activities are antisocial forces, and the User fails to take appropriate measures such as contract termination without reasonable cause

(15) When it is found that the Facility is being used as a base for organized crime groups

(16) When it is recognized that the User is an organization that habitually or collectively commits violent

or unlawful acts or benefits from such acts

(17) When the User, including officers, employees, or their agents, engages in any of the following acts toward the Operator or third parties:

- a. Providing false information
- b. Using rude or violent language or methods that cause nuisance via visits or phone calls
- c. Acts of assault, threats, or other illegal actions
- d. Demanding money, exemption from obligations, contract conclusion, or benefits not legally owed by the Facility against its will
- e. Other fraudulent, violent, or threatening behavior recognized by the Facility

(18) When the User's credit status is deemed significantly deteriorated, including:

- a. When the User becomes insolvent, suspends payments, or receives a dishonored bill
- b. When the User is subject to seizure, provisional seizure, provisional disposition, forced execution, auction application, or delinquency in public dues
- c. When petitions for private reorganization, bankruptcy, special liquidation, civil rehabilitation, or corporate reorganization are filed

(19) When unavoidable circumstances arise affecting the management or operation of the Facility

(20) When the User violates any other provisions of these regulations

(21) When the Operator judges that any other acts obstruct the management or operation of the Facility

8. Refund of Facility Usage Fees, etc.

Except in the cases outlined in Sections (7) through (10) above, if a reservation is canceled, use is suspended or terminated, or access is otherwise restricted for any reason, no portion of the Facility usage fee paid by the User shall be refunded, regardless of the reason. In such cases, the User will also be required to pay any actual costs incurred.

9. Responsibilities of the User

Users must comply with the following:

- (1) Use the Facility with the care of a prudent manager at all times.
- (2) Comply with the terms of use set forth by the Operator and all applicable laws and regulations, and ensure that employees, workers, and visitors also comply.
- (3) When using equipment and fixtures that do not require special qualifications (elevators, escalators, stairs, doors, desks, chairs, etc.), ensure appropriate use and management by event personnel and visitors.
- (4) Maintain safety, order, and crowd control in and around the Facility while coordinating with the Operator. Prevent theft and accidents involving employees and workers.
- (5) Users are fully responsible for any accidents occurring during Facility use (including setup and teardown), regardless of whether caused by the User, vendors, or visitors. Take all necessary precautions to prevent accidents.
- (6) Appoint an event manager (person responsible for the venue) and confirm the location of emergency

exits, evacuation routes, and fire extinguishers in advance. Ensure this information is fully communicated to workers and other relevant parties.

(7) If the Operator deems it necessary to discuss security and guidance measures, the User must consult with the Facility representative in advance and follow their instructions. In such cases, the User is responsible for and bears the cost of all security and crowd management.

(8) Users are responsible for managing the parking, guidance, and security of private vehicles used by themselves or their affiliates. However, if a large number of visitors is expected, or if the Operator determines that harm or inconvenience may be caused to other building occupants, visitors, or Facility Users, the Operator may arrange for such services and charge the User accordingly.

(9) If congestion is expected due to multiple simultaneous events, Users must cooperate with the organizers of other events and develop a comprehensive management plan. Consult with the Facility representative when creating the plan.

(10) Based on the situation on the day of the event, the Operator may impose entry/exit restrictions at their discretion.

(11) In case of emergency, follow the instructions of the Facility representative to ensure visitor safety.

(12) Any necessary notifications or permit applications to governmental or relevant authorities required for the use of the Facility must be handled by the User at their own responsibility and expense (please consult us in advance).

(13) Users must take out any necessary insurance at their own responsibility and expense.

(Please manage all items brought in, including exhibits, responsibly. For valuable items in particular, we recommend obtaining insurance to prepare for unforeseen events.)

(14) Do not engage in any dangerous behavior that may interfere with the operation or management of the Facility, or any behavior that may cause trouble to other users or visitors.

(15) If the User or their affiliates intend to bring large amounts of flammable or heavy items into/out of the building, or engage in activities such as selling goods, collecting donations, or promotional activities (including wearing bibs, displaying signs, posters, placards, flags, banners, or distributing flyers), they must notify the Operator in advance. If the operator deems such activities disruptive to the management or operation of the Facility or building, they may be prohibited.

(16) Users must strictly adhere to their reserved usage time. Upon completion, they must restore the Facility to its original condition at their own expense and undergo inspection by the Operator before leaving. This also applies if use is suspended or terminated by the Operator due to circumstances outlined in 7. Cancellation of Reservation, Suspension or Termination of Use.

(17) In principle, Users must take all waste home. If the Facility handles waste disposal, it will be at the User's expense.

(18) Any items left in the Facility or on the premises will be deemed abandoned by the User. The Operator may dispose of such items and charge the User for any associated costs.

(19) For operational or management purposes, staff of the Operator or related companies may enter the Facility during its use.

(20) Please note that the interior may be monitored for safety and disaster prevention purposes.

(21) If you wish to photograph the facility or building, or use its name, logo, or images in printed materials, please consult with a Facility representative in advance.

(22) For all other matters regarding use, please consult with the Facility representative and follow their instructions.

10. Compensation for Damages and Disclaimer

(1) Compensation for Damages

a. If the User damages, soils, or loses the Facility, its equipment, fixtures, or any related facilities, or causes damage to other facilities, or to other Users or participants of the Facility (including any and all damages caused by participants or affiliates of the event), the User must immediately contact the Operator. In such cases, the User shall be liable to compensate the Operator for any damages incurred.

b. If, as a result of a violation of the terms of use set forth by the Operator or of matters agreed upon between the User and the Operator concerning use of the Facility, the User causes damage to the Operator, other facilities, or other Users or participants of the Facility, the User shall be liable to compensate the Operator or other affected parties for any resulting damages.

(2) Disclaimer

a. Safety management within the rented rooms or other areas during use of the Facility is the responsibility of the User. Please understand that the Operator assumes no responsibility whatsoever for any personal or property-related accidents, theft, damage, or loss of items brought into the Facility.

b. In the event that use of the Facility becomes impossible due to disasters or other force majeure events, the Operator shall not be liable to compensate the User for any resulting damages.

c. If the User is unable to achieve their intended purpose due to malfunction or failure of the Facility's equipment or devices, the Operator shall be responsible only for refunding the Facility usage fee and shall not provide any further compensation for losses.

11. Notes on Construction and Related Work

(1) Regarding layout within the Facility and any construction work such as securing evacuation routes, placement of heavy objects, or power supply installation, please consult in advance with the Facility representative and carry out all work in accordance with their instructions. If you intend to perform any electrical or high-place work requiring a license or qualification, you must submit a copy of the relevant license or certificate in advance.

(2) Temporary electrical or telephone installation work involving trunk line construction will be conducted by the company designated by the Facility. Please arrange in advance and carry out such work at the User's responsibility and expense.

(3) If there is a risk of soiling or damaging the Facility, its equipment, or auxiliary facilities during loading or unloading of items, the User must protect the floor and walls at their own responsibility and expense in accordance with the Operator's instructions.

(4) Venue layout work will be subject to a separate setup fee.

(5) In principle, Users must take all waste home. If the Facility handles waste disposal, it will be at the

User's expense.

(6) For loading and unloading, please submit a loading/unloading plan in advance and perform these operations in the designated area.

12. Late Payment Penalty

If the User delays payment of any obligations to the Operator (including Facility usage fees, fees for using equipment or devices within the Facility, food and beverage charges, etc.), the Operator may charge a late payment penalty calculated at an annual rate of 14.6% on the overdue amount (pro-rated daily).

13. Governing Law and Jurisdiction

(1) The language used for the agreement related to use of the Facility (hereinafter referred to as the "this Agreement") shall be Japanese, and the governing law shall be the laws of Japan.

(2) The currency used for payments under the Agreement shall be Japanese yen.

(3) Any legal disputes arising from the use of the Facility shall be subject to the exclusive jurisdiction of the Sapporo District Court as the court of first instance.

14. Handling of Applications by Designated Agencies

(1) Designated Agencies

Designated Agencies are advertising agencies specified by the Company based on their past advertising record with media at New Chitose Airport. The designation may be revoked depending on the agency's advertising performance and other related factors.

(2) A Designated Agency may, only with the prior consent of the Operator and limited to usage of the Facility (including the Main Hall or Seminar Rooms), apply for use of the Facility on behalf of a third party under these Terms. (Such third party shall hereinafter be referred to as the "Relevant Third Party.") In this case, the applicant must enter the name and other required information of the Relevant Third Party in the "Organizer" field of the "Portom Hall Facility Application Form."

(3) In the case described in Article 14 (2), the Operator shall pay the Designated Agency a handling fee equal to 30% of the room rental fee (including setup room fees). However, orders related to items other than Facility fixtures and food and beverages are not subject to this handling fee.

(4) When the Relevant Third Party uses the Facility based on the preceding provision, the following conditions shall apply:

a. The applicant who made the reservation under the preceding item (hereinafter the "Contracting Party") shall bear all responsibility as the Contracting Party under these Terms.

b. The Contracting Party shall impose the obligations of the Contracting Party, as set forth in these Terms and other regulations established by the Operator, on the Relevant Third Party.

c. Any actions or inactions of the Relevant Third Party in connection with the use of the Facility shall be deemed the actions or inactions of the Contracting Party.

(5) These Terms of Use are current as of June 2025. Please note that they are subject to change without prior notice.