[If needed] By 15:00 of the day before the usage date　　Application Date: (YYYY/MM/DD)

Usage Application Form for Air-conditioner

Usage Date (YYYY/MM/DD)	-			
Event				
Event Venue				
Applicant	Company Name		Contact Personnel	
	Phone#		Mail	

(1) Air conditioner will be turned on one hour prior to the submitted time to start under this application. It takes about one hour from the time of turning on air conditioners for the entire exhibition hall to reach the comfortable temperature.
*If applying to start air conditioners at the same time as to use Exhibition Halls, air conditioners will be turned on as soon as the heat source is ready.
(2) Air conditioners should be available for use only during the submitted usage time to use Exhibition Halls. No usage is allowed outside of the submitted time.
(3) Actual air-conditioning costs (lighting, gas, and water supply) will be charged later as the post-purchase settlement. Air conditioning costs consumed from the time the air conditioner starts to blow out are also subject to billing.
(4) The heating and cooling air-conditionings are switched throughout the facility based on the comprehensive consideration of climate, temperature, and other factors. Please note that your request may not be acceptable depending on the usage period.
(5) Regardless of the contents of this document, air conditioners may be changed its operating conditions or even canceled in the event of a serious emergency warning, such as photochemical smog.

With the above acknowledgment, I hereby submit the following application.

Usage Date (MM/DD)	Hall	Air Conditioning Operating Hours	Note
1/1	Hall 1	12:00-16:00	