



## TOKYO MARATHON 2024

### APPLICATION FORM\*\*

EVENT	TOKYO MARATHON 2024
DATE	SUNDAY 03 MARCH 2024

\*\*Please be advised that this application form is the initial registration with Athletes' Journey for the Tokyo Marathon 2024, and does not indicate you have been offered the tour package with the guaranteed race entry.

Please read the terms and conditions carefully, and complete the registration form (fillable pdf form, or write legibly) with your choice of tour package, and sign the agreement. Both runners & companions must fill the form.

As we have limited race entries & rooms allocated to us, we will review all applications and will send the official invoice & booking offer to the successful applicants (#).

*(\*) Runners who are living in the neighboring countries or elsewhere, please check with the official International Tour Operators (ITOs) serving your country for the tour packages. We regret that we will not offer the tour packages to runners living in these countries with official ITOs servicing them.*

*(#) Successful applicants must make the deposit of Sin\$1,000 to have the race entry reserved exclusively for them. If the deposit is not paid within the timeline stated in the invoice, the booking will be cancelled. However, the race entry will be confirmed only with the full payment of the tour package.*

*We will inform all applicants of the outcome regardless whether you have been offered the tour packages or not. Applications that are not successful will be placed on the wait list, and we will inform you if there are any cancellations/withdrawals.*

# Terms and Conditions – Tokyo Marathon 2024

## 1) TOUR PACKAGES

Athletes' Journey is committed to offer goods & services of outstanding quality and tour descriptions of highest accuracy. Athletes' Journey reserves the right to amend tour packages as may become necessary in situations that are beyond its control, such as third-party amendments, currency fluctuations, increments in taxes and fuel surcharge, or others. In such cases Athletes' Journey will provide its clients with immediate updates on individual package components, itineraries, etc. Published and promotional package prices and verbal quotes are of indicative nature. Definite tour fares, goods and services provided are subject to written confirmation by Athletes' Journey.

## 2) RESERVATION AND BOOKING

Booking of a tour package is constituted by the payment of a **deposit of Sin\$1000** (for each runner) of the quoted total fare. By paying a deposit the client agrees to be bound by the terms and conditions set forth herein. Failure to pay the deposit at the time of the booking offer and/or the deadline stated in the invoice, will render the booking void. The onus is on the client to pay the deposit by the deadline (without any reminders).

## 3) PAYMENT

Payments may be made by PayPal, bank transfer, cheque or PayNow. Receipt of full payment is required by the deadline stipulated in the customized quote and invoice. Receipt of a cheque or crediting of a bank transfer determines the date of payment. Late or incomplete payments may incur additional fees or result in the cancellation of booking under the conditions set forth in section 4. Similar to the deposit payment, it is the responsibility of the client to make the balance payment, no later than the deadline (10 Nov 2023).

## 4) CANCELLATIONS (#)

Cancellations of booking (by the client) must be received and confirmed in writing (email). All payments are refundable, subject to S\$100 admin fee, based on the following timeline/guidelines:

***(The deposit is non-refundable from 01 Sep 2023 onwards)***

**Before 01 Sep 2023: 100% refund (minus the admin fee)**

**Between 01 Sep to 10 Nov 2023: 50% refund (minus the deposit & admin fee)**

**After 10 Nov 2023: No refund**

Cancellation policy may vary for customized tour packages that deviate from the standard package, such as personalized flight schedules and others. Exceptions to the cancellation policy are at the sole discretion of Athletes' Journey LLP.

(#) Cancellation by the organisers

*Regardless of the reasons for the cancellation of the event (by the organisers or the authorities), the **deposit is non-refundable or transferrable to the following year.***

*However, if the event has to be cancelled due to **Force Majeure** (snow, flood, structural damage due to strong winds, lightning, tornado, building fire along the course, earthquake within Japan), Athletes' Journey will inform you as soon as the official announcement is made, and we will advise you further on the guidelines offered by the organisers with regard to the race entry & the tour package.*

## **5) TRAVEL & MEDICAL INSURANCE**

It is the client's responsibility to arrange an adequate travel & medical insurance coverage for the entire duration of travel. Athletes' Journey reserves the right to request from its clients corresponding insurance documentation at any time. Athletes' Journey recommends travel insurance with cancellation coverage (for example, not able to travel due to medical reasons, and/or other emergency matters).

In addition to the standard coverage, clients residing in Singapore may want to consider purchasing travel insurance to insure against the insolvency of the travel agency. If you would like to know the list of insurers who are able to provide that aspect of insurance, you can go to the Singapore Tourism Board website for the information:

<https://www.stb.gov.sg/content/dam/stb/documents/industries/travel-agent/TInsurers-2.pdf>

## **6) TRAVEL & MEDICAL DOCUMENTS**

It is the client's sole responsibility to provide the necessary personal documents that are required for international travel. This includes an internationally recognized passport (valid for at least another six months after conclusion of the tour), as well as the necessary visas and/or re-entry permits where applicable. With the current travel advisory set by different countries, the onus is on the client to check the medical requirements (e.g. vaccination status and/or negative test results for COVID) needed for entry into the respective country for the event. Athletes' Journey will be happy to advise with regard to visa applications & the updated information on the travel advisory. However, Athletes' Journey is not responsible for the success of visa applications, and/or approval for entry into the country. Failure to produce valid personal travel & medical documents may result in cancellation of the tour under the conditions set forth in section 4.

## **7) LIABILITY**

a) Athletes' Journey acts as agent for the airlines, transport companies, hotels, race organizers and other principals of the tour packages and is not liable for changes made by suppliers but will render assistance where possible.

b) Athletes' Journey accepts no responsibility for any injury, damage, accident, loss, delay or irregularities that may be caused to the person or property where such occur as a result of circumstances beyond its control, including but not limited to mechanical breakdowns, strikes, action of third parties or foreign authorities, acts of God and natural disasters.

c) Athletes' Journey accepts no responsibility for situations or expenses where a client is deported or refused entry by immigration authorities on the tour for whatever reasons, including improper travel documents, quarantine, custom regulations, improper behaviour and possession of unlawful items or irregularities that may cause harm/damage to person or property.

d) Athletes' Journey accepts no responsibility for irregularities or delays that result out of a client's failure to follow reasonable instructions by hosts and tour guides, including but not limited to compliance with proposed meeting times and venues. Furthermore, Athletes' Journey accepts no responsibility for irregularities or delays that result out of wrong, erratic, or dishonest information provided by a client about him or herself or a particular situation.

## **8) DATA PRIVACY**

Athletes' Journey will at no point disclose or share client information to third party other than those required for providing the goods and services of a specific tour package, such as the airline, the hotel, and the race organizer.

Do take note of the tour packages on offer and the cancellation policy for the booking of the tour package. If you would like to apply for the tour package(s), and agreeable to the terms & conditions, please return the completed form\* to: [discover@athletesjourney.sg](mailto:discover@athletesjourney.sg).

**\*Please provide all information in the fillable pdf form (pages 5,6&7) or write legibly – send it back in pdf format – please do not take a photo of it**

## TOUR PACKAGES\*\* for the TOKYO MARATHON 2024

KEIO PLAZA HOTEL (4.5*) / 5 mins walk to the Start Area		
Status	5 Days 4 Nights	4 Days 3 Nights
<b>Standard Room (23.5 sqm) / Limited (*)</b>		
Runner (Single Occupancy)	Sin\$ 5,390	Sin\$ 4,990
Runner (Twin share) #	Sin\$ 3,990	Sin\$ 3,790
Companion/Non-runner (Twin share)	Sin\$ 2,420	Sin\$ 2,220
<b>Superior Room (30.1 sqm) / Limited (*)</b>		
Runner (Single Occupancy)	Sin\$ 5,840	Sin\$ 5,340
Runner (Twin share) #	Sin\$ 4,280	Sin\$ 4,030
Companion/Non-runner (Twin share)	Sin\$ 2,780	Sin\$ 2,530
<b>Premier Grand Room (35.0 sqm) / Limited (*) / Access to 45F Club Lounge</b>		
Runner (Single Occupancy)	Sin\$ 6,980	Sin\$ 6,390
Runner (Twin share) #	Sin\$ 4,880	Sin\$ 4,590
Companion/Non-runner (Twin share)	Sin\$ 3,480	Sin\$ 3,180

**Customized packages are available on request but the minimum number of nights is 4D3N & the default check-in for all runners is no later than Friday 01 Mar 2024**

#Please be informed that if you choose this option, we strongly advise you to seek your own roommate (runner or companion) but if you have no one in mind, do let us know in advance and we will do our best to pair you with another runner (of the same gender). However, if there is no one available to share the room, we will change your tour package to a single occupancy room.

(\*) Please be advised that we have limited rooms and if we are not able to offer you the room of your choice, we will reach out to you to choose another type of room

Add-on items (Optional) / Exclusive to clients traveling with the official ITOs	
Limited Edition Jacket (Design & price exclusive to ITO clients only)	Sin\$ 130
Friendship Run on Sat 02 Mar 2024 (Discounted rate for ITO clients)	Sin\$ 55
After-Run Party* on Sun 03 Mar 2024 (Not open to other runners)	Sin\$ 240
Carbon Compensation Fee (for flight to Japan)	Sin\$ 75

\*Included in the 'Runner's package' but not in the 'Companion's package'

### **\*\*Marathon packages include:**

[For runner only] Guaranteed race entry, event tee & the After Run Party

[For both runner & companion] Accommodation at the Keio Plaza Hotel 4.5\* (breakfast included), hotel and city taxes, transport from the finish area back to the hotel, on-site hosts to guide you during the marathon weekend.

### **\*\*Not included in the packages:**

Airfares, airport transfer, travel & medical insurance, meals not stated in the package, Optional Items (Limited Edition Jacket, Friendship Run, extra ticket to the After Run Party, Carbon Compensation fee, personal expenses at the hotel, sightseeing tours).

### **General Information**

- Booking of a tour package is constituted by payment of a deposit of Sin\$1000 of the quoted total fare (for each runner) immediately upon the issue of the invoice/booking offer, and/or within the timeline stated in the invoice. By paying a deposit the client agrees to be bound by the terms and conditions (will be attached to the invoice/booking).
- **Full/balance** payment to be made by **10 Nov 2023**.
- Payments may be made by PayPal, bank transfer, cheque or PayNow (Details will be given in the invoice/quotation)
- **Cancellations** of booking must be received and confirmed in writing (email). All payments are refundable, subject to **S\$100 admin fee**, based on the following timeline:  
**[The deposit is non-refundable from 01 Sep 2023 onwards]**  
**Before 01 Sep 2023: 100% refund (minus the admin fee)**  
**Between 01 Sep to 10 Nov 2023: 50% refund (minus the deposit & admin fee)**  
**After 10 Nov 2023: No refund**

## CHOICE OF TOUR PACKAGE\*\* (Tokyo Marathon 2024)

\*\*Please choose the correct tour package(s) & optional items (if any)

KEIO PLAZA HOTEL (4.5*) / 5 mins walk to the Start Area				
Status	5 Days 4 Nights		4 Days 3 Nights	
Standard Room (23.5 sqm) / Sold Out				
Runner (Single Occupancy)	Sin\$ 5,390	Sold Out	Sin\$ 4,990	Sold Out
Runner (Twin share)	Sin\$ 3,990	Sold Out	Sin\$ 3,790	Sold Out
Companion / Non-runner (Twin share)	Sin\$ 2,420	Sold Out	Sin\$ 2,220	Sold Out
Superior Room (30.1 sqm) / Limited				
Runner (Single Occupancy)	Sin\$ 5,840		Sin\$ 5,340	
Runner (Twin share)	Sin\$ 4,280		Sin\$ 4,030	
Companion / Non-runner (Twin share)	Sin\$ 2,780		Sin\$ 2,530	
Premier Grand Room (35.0 sqm) / Limited / Access to 45F Club Lounge				
Runner (Single Occupancy)	Sin\$ 6,980		Sin\$ 6,390	
Runner (Twin share)	Sin\$ 4,880		Sin\$ 4,590	
Companion / Non-runner (Twin share)	Sin\$ 3,480		Sin\$ 3,180	
Check-in Date (**)		*Fri 01 Mar 2024		
*Default check-in for 4 Days 3 Nights / (**) Latest check-in date is Fri 01 Mar 2024				

Add-on items (Optional)	Price/Unit	Quantity	Sizes (Jacket)
Limited Edition Jacket (Pre-order only)	Sin\$ 130		
Friendship Run (Sat 02 Mar 2024)	Sin\$ 55		Discounted for ITO only
After-Run Party* (Sun 03 Mar 2024)	Sin\$ 240		Exclusive for ITO only
Carbon Compensation Fee	Sin\$ 75		

\*Included in the Runner's package but if you intend to purchase the ticket for the companion it has to be done at the time of the application. There will be no sale after the deadline for the balance payment of the tour package (10 Nov 2023).

### Image of the Limited Edition Jacket & Size Chart (Design & price for ITO only)

>> Limited stocks and sizes



### SIZE CHART / UNISEX

ASIA (JAPAN)		XS	S	M	L	XL	XXL
Height (身長)	cm	157 - 163	162 - 168	167 - 173	172 - 178	177 - 183	182 - 188
Chest (胸囲)	cm	81 - 87	85 - 91	89 - 95	93 - 99	97 - 103	101 - 107
Waist (ウエスト)	cm	67 - 73	71 - 77	75 - 81	79 - 85	83 - 89	87 - 93

**PERSONAL INFORMATION (Tokyo Marathon 2024)***This is a fillable pdf form (One form for each person/runner or companion)*

Status	RUNNER* [     ] / COMPANION [     ]		
Family Name		Gender	
Given Name		Date of Birth	
Citizenship		Mobile (+ country code)	
Passport Number		Expiry Date	
Email Address <i>(Please ensure that you have access to this email address regularly)</i>			
Residential Address & Postal Code			
*Emergency Contact Person/Relationship		*Contact Person Mobile	
*Best Marathon Time & Place/Race & Year		*Is this your 6 <sup>th</sup> Star (WMM)?	YES NO
*Expected Finish Time (Tokyo2024)		*Size of Tee Shirt (Japan)	

*\*Runners only***Additional Information for Runners\****(\*Required by the organizers for the official registration)*

<b>Have you taken part in a full marathon race?</b> <i>(Please tick the correct box)</i>	Nil	
	1-5 times	
	6-10 times	
	11-15 times	
	16 times +	
<b>What is your personal best time?</b> <i>(If this is your 1<sup>st</sup> full marathon, submit a 'nil' return)</i>		
<b>What is your best time recorded in the past 2 years?</b> <i>(If this is your 1<sup>st</sup> full marathon, submit a 'nil' return)</i>		
<b>Name &amp; year of the marathon race you recorded your best time in the past 2 years</b> <i>(If this is your 1<sup>st</sup> full marathon, submit a 'nil' return)</i>		
<b>Any other Information (e.g. Medical conditions)</b>		

Initial\_\_\_\_\_

## **Agreement to travel with Athletes' Journey LLP @ Tokyo Marathon 2024**

The purchase of the tour packages is an agreement with Athletes' Journey in the acceptance of the terms and conditions. The client will also agree to be actively involved in the tour program, and be in communication with the leaders/hosts regularly on all important matters. As we are responsible for your attendance & well-being during the tour, any deviation from the tour (For example, choosing to stay at another location besides the designated hotel, even if you have paid the tour package in full), is a breach of this agreement, and trust. The tour itinerary is designed to cater to both the needs of the group as well as for the individual, and there are ample opportunities for you to have your own time and space. We encourage you to interact and connect with the people in the group as we feel that the group dynamics will enrich your experience during this tour. We are committed to providing you with the best on-site service to ensure you have a wonderful and memorable time during the marathon week, and to enjoy this awesome race in Tokyo. And we ask that you do your part to contribute to the positive energy in the group as well, and that means being wholly immersed in the tour program.

**In addition, please be advised that the official logo and the photos of the Tokyo Marathon 2024 are strictly for use, for the promotion of the tour, with permission by the Tokyo Marathon Foundation, and you are not allowed to use or reprint them in any capacity or platform (be it personal or social).**

**If there is a breach of the agreement and/or trust, Athletes' Journey LLP reserves the right to cancel the tour packages & the race entries, without refund, and the client will bear the full cost of all additional expenses incurred in the booking of the tour packages.**

### **Declaration\* of Travel Insurance**

*(\*Please tick the relevant box and sign)*

<input type="checkbox"/>	Yes, I would like to purchase travel insurance that includes coverage for the insolvency of travel agencies. Please advise.
<input type="checkbox"/>	No, I do not intend to purchase travel insurance that includes coverage for the insolvency of travel agencies. I have my own travel insurance and will produce the documentation, if required

**Please acknowledge below if you are agreeable to the terms and conditions, be actively involved with the tour program, and make the necessary arrangements for your travel insurance:**

Full name of client	
Signature	
Date	

Thank you very much for filling up the application form/choice of package(s). We will send you the invoice/booking offer with the payment advice and terms and conditions.

@Athletes' Journey LLP