

**Kyoto International Conference Center (ICC Kyoto)**

# **Room and Facilities Rental Fees**

**February 2017 revised edition**

**【Contact Us】**

**Kyoto International Conference Center  
Sales Promotion**

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## Hall and Room Rental Fees

Weekday Rates (Monday to Friday)

Tax not included(JPY)

	Hall/Room	Area (㎡)		Seating Capacity		Rental Fees					Extension Rate/Hour
		Ceiling Height(m)	Sample Layout	Number of Seats	9:00~12:00	13:00~17:00	9:00~17:00	13:00~21:00	9:00~21:00		
Main Building	Main Hall	2,040	Fixed seating	1,846	430,000	570,000	800,000	1,020,000	1,220,000	130,000	
		15.0									
	Room A	950	Horseshoe Theater School (Gallery seats)	370	300,000	380,000	520,000	645,000	765,000	80,000	
		9.0		480~600 250~280 (222)							
	Room B-1	470	Oval Theater School (Gallery seats)	100	140,000	180,000	250,000	320,000	370,000	40,000	
		6.0		210~280 120~150 (69)							
	Room B-2	350	Circular Theater School (Gallery seats)	76	105,000	140,000	190,000	240,000	280,000	30,000	
		6.0		110~155 72~84 (43)							
	Room C-1	200	Square Theater School	42	65,000	80,000	110,000	135,000	160,000	18,000	
		3.0		100~140							
Room C-2	200	Square Theater School	50~64	65,000	80,000	110,000	135,000	160,000	18,000		
	3.0										
Room D	460	Theater School	210~300	140,000	180,000	250,000	320,000	370,000	40,000		
	9.0		120~150								
Room E	380	Theater School	200~270	125,000	155,000	210,000	260,000	305,000	32,000		
	3.5		100~120								
Adjoining Building	Annex Hall	1,500	Theater School	1200~1500	420,000	540,000	740,000	900,000	1,080,000	120,000	
		10.0		600~700							
	Event Hall	3,000	Theater School	2000~2500	400,000	450,000	700,000	720,000	930,000	100,000	
		8.2-19.2		1000~1200							
	Café Terrace	360	Round Table (Basic layout)	120	70,000/day *Café Terrace is only available for use as anteroom of Event Hall.						
New Hall (Tentative)	2,000	Theater School	1500~1800	420,000	560,000	780,000	1,000,000	1,200,000	130,000		
	10.0		700~800								
Anteroom	55.0	Island	16	34,000	42,000	55,000	68,000	79,000	8,000		
Main Building	Banquet Hall SAKURA	805	Theater School	500~600	325,000	434,000	620,000	792,000	948,000	100,000	
		3.5-4.5		250~280							
	Banquet Hall SWAN	540	Theater School	230~270	140,000	180,000	250,000	320,000	370,000	40,000	
Garden	Garden				500,000/day						
	Tea Ceremony House HOSHOAN	10 tatami-mat 25㎡	Hiroma Ryureiseki	20 15	30,000/day						

- The rental fees listed in the Table above (except those for Event Hall and New Hall \*tentative) include the initial hall/room setup and basic furniture. However, any layout change during the day and/or the use of any furniture other than the basic furniture is subject to additional charges.  
※For details, please refer to the attachments: "Basic Furniture Rental Fees 1 and 2" and "Furniture and Layout Change".
- The extension rates/hour listed in the Table above are applicable to the use of the hall/room before and/or after the time slots for the basic rental fees. The use of hall/room during the time slot of 9:00 to 12:00 can only be extended until 13:00, and any further extended use is subject to the charge of 9:00~17:00 rental fee. The use of hall/room during the time slot of 9:00 to 17:00 and 13:00 to 17:00 can only be extended until 19:00, and any further extended use is subject to the charge of 9:00~21:00 and 13:00~21:00 rental fee.
- The use of hall/room listed in the Table above (except that for international and academic conferences) on Saturdays, Sundays, public holidays and substitute holidays is subject to 20% premium added to the basic rental fees.
- The use of hall/room listed in the Table above for charged box office such as a concert or event is subject to 50% premium added to the basic rental fees.
- For rental fees for the use of hall/room listed in the Table above for an exhibition, please refer to "Hall and Room Rental Fees for Exhibiton".
- Annex Hall listed in the Table above is available for use by dividing into two rooms(e.g. Annex1 and 2) by a mobile wall.
- None of the rental fees for Banquet Hall SAKURA and SWAN is charged for the use for dining and a party for a period of not more than three hours.
- Garden is available for rental only when rented together with any of hall listed in the Table, and when it causes no inconvenience to other conferences.
- The use of Tea Ceremony House for any purpose other than tea ceremony is subject to 50% premium added to the basic rental fees listed in the Table above.

Name	Total Area/ Total number of seats	Room rental fees do not include the use of some parts of the 6th floor, Garden and Tea House.	Rental Fees					Extension Rate/Hour
			7:00~19:00	8:00~20:00	8:00~18:00	9:00~19:00	9:00~17:00	
Main Building Reservation	6395㎡ 4935seats		6,400,000		5,400,000		4,400,000	600,000

- The ground-floor Lounge (i.e., Café space facing the Garden) is available for use for any other purpose only when you reserve the entire Main Building.

## Small Room Rental Fees

Weekday Rates (Monday to Friday)

Tax not included(JPY)

Floor	Room	Area	Ceiling Height	Seating Capacity		Rental Fees					Extension Rate/Hour
		m <sup>2</sup>	m	Sample Layout	Number of Seats	9:00~12:00	13:00~17:00	9:00~17:00	13:00~21:00	9:00~21:00	
1	Room F,G,H	120 (6 rooms)	3.5	Square	32	43,000	52,000	68,000	83,000	96,000	10,000
2	Room I,J,K			Theater	90						
1	Room 101	55	2.6	Square	18	16,000	21,000	29,000	36,000	43,000	4,400
	Room 102	25		Island	8	7,500	9,400	13,000	16,000	19,000	2,000
	Room 103	90		Square	24	34,000	42,000	55,000	68,000	79,000	8,000
	Room 104	100		Square	32	37,000	46,000	60,000	73,000	85,000	8,800
	Room 157	220		Theater	130						
	Room 158,159	30 (2 rooms)		Islands	80	Theater	200	62,000	76,000	100,000	122,000
5	Room 501	135	3.0	Sofa set (Basic layout)	8	11,000	14,000	20,000	25,000	30,000	3,300
	Room 502,504,506	25 (3 rooms)		U-shape	60	41,000	50,000	65,000	79,000	91,000	9,500
	Room 503,505,507	12 (3 rooms)		Theater	90						
	Room 509	135		Island	4	5,300	7,000	10,000	12,000	15,000	1,800
	Room 510	180		Island	4	2,900	3,700	5,000	6,200	7,200	800
	Room 552	40		Square	16	9,000	12,000	16,000	20,000	23,000	2,500
	Room 553	200				37,000	49,000	70,000	88,000	106,000	12,000
	Room 554	100		Square	32	28,500	34,500	45,000	54,000	63,000	6,500
	Room 555			Theater	90						
	Room 558, 559	50		Sofa set	12	11,000	15,000	19,000	22,000	25,000	2,800
Room 560	Oval (Basic layout)		18	17,000	22,000	30,000	39,000	45,000	5,000		
Room 561	40		Sofa set (Basic layout)	8	17,000	22,000	30,000	39,000	45,000	5,000	
Room 562				6	13,000	18,000	24,000	31,000	36,000	4,000	
Room 563	6	13,000	18,000	24,000	31,000	36,000	4,000				
6	Room 662-665	60 (4 rooms)	2.8	Square	16	15,000	18,800	26,000	32,000	38,000	4,000
	Room 670, 672-681	30 (11 rooms)		Island	8	7,500	9,400	13,000	16,000	19,000	2,000
			Sofa set	4							

- The rental fees listed in the Table above (except those for Event Hall and New Hall \*tentative) include the initial hall/room setup and basic furniture. However, any layout change during the day and/or the use of any furniture other than the basic furniture is subject to additional charges.  
※For details, please refer to the attachments: "Basic Furniture Rental Fees 1 and 2" and "Furniture and Layout Change".
- The extension rates/hour listed in the Table above are applicable to the use of the hall/room before and/or after the time slots for the basic rental fees. The use of hall/room during the time slot of 9:00 to 12:00 can only be extended until 13:00, and any further extended use is subject to the charge of 9:00~17:00 rental fee. The use of hall/room during the time slot of 9:00 to 17:00 and 13:00 to 17:00 can only be extended until 19:00, and any further extended use is subject to the charge of 9:00~21:00 and 13:00~21:00 rental fee.
- The use of hall/room listed in the Table above (except that for international and academic conferences) on Saturdays, Sundays, public holidays and substitute holidays is subject to 20% premium added to the basic rental fees.
- For rental fees for the use of hall/room listed in the Table above for an exhibition, please refer to "Room Table for Exhibition Use".
- The rental fees for Room F to K and 158 to 159 and 502 to 506 and 503 to 507 and 558 to 559 and 662 to 665, and 672 to 681 listed in the Table above are charged per room.
- Rooms 103, 104, 509, 554, and 555 are available for use by dividing into two rooms by a mobile wall, respectively.
- The rooms noted as (Basic layout) are not available for any layout change.

## Hall and Room Rental Fees for Exhibition

Weekday Rates (Monday to Friday)

Tax not included(JPY)

	Hall/Room	Area	Ceiling Height	Rental Fees					Extension Rate/Hour
		m <sup>2</sup>	m	9:00~12:00	13:00~17:00	9:00~17:00	13:00~21:00	9:00~21:00	
Main Building	Room A	950	9.0	375,000	475,000	650,000	806,000	956,000	100,000
	Room B-1	470	6.0	175,000	225,000	313,000	400,000	463,000	48,000
	Room B-2	350		131,000	175,000	238,000	300,000	350,000	36,000
	Room C-1	200	3.0	81,000	100,000	138,000	169,000	200,000	20,000
	Room C-2			81,000	100,000	138,000	169,000	200,000	20,000
	Room D	460	9.0	175,000	225,000	313,000	400,000	463,000	48,000
	Room E	380	3.5	156,000	194,000	263,000	325,000	381,000	40,000
	Room F,G,H,I,J,K	120 (6 rooms)		54,000	65,000	85,000	104,000	120,000	12,500
	Room 101	55	2.6	20,000	26,000	36,000	45,000	54,000	6,000
	Room 103	90		43,000	53,000	69,000	85,000	99,000	10,000
	Room 104	100		46,000	57,500	75,000	91,000	106,000	11,000
	Room 157	220		78,000	95,000	125,000	153,000	178,000	19,000
	Room 501	135		51,000	63,000	81,000	99,000	114,000	12,000
	Room 509	135		51,000	63,000	81,000	99,000	114,000	12,000
	Room 510	180		66,000	81,000	106,000	130,000	151,000	16,000
	Room 553	200		3.0	46,000	61,000	88,000	110,000	133,000
Room 554	100	36,000	43,000		53,000	68,000	79,000	8,000	
Room 555	100	36,000	43,000		53,000	68,000	79,000	8,000	
Room 662~665	60 (4 rooms)	2.8	19,000	24,000	33,000	40,000	48,000	5,000	
Adjoining Building	Annex Hall	1,500	10.0	420,000	540,000	740,000	900,000	1,080,000	120,000
	Event Hall	3,000	8.2-19.2	400,000	450,000	700,000	720,000	930,000	100,000
	New Hall (Tentative)	2,000	10.0	420,000	560,000	780,000	1,000,000	1,200,000	130,000
Main Building	Banquet Hall SAKURA	805	3.5-4.5	325,000	434,000	620,000	792,000	948,000	100,000
	Banquet Hall SWAN	540	3.3	140,000	180,000	250,000	320,000	370,000	40,000

(The area of each hall/room shown in the Table above does not represent its effective exhibition area.)

- The rental fees listed in the Table above (except those for Event Hall and New Hall\* tentative ) include the initial hall/room setup and basic furniture. However, any layout change during the day and/or the use of any furniture other than the basic furniture is subject to additional charges.  
※For details, please refer to the attachments: "Basic Furniture Rental Fees 1 and 2" and "Furniture and Layout Change".
- The extension rates/hour listed in the Table above are applicable to the use of the hall/room before and/or after the time slots for the basic rental fees. The use of hall/room during the time slot of 9:00 to 12:00 can only be extended until 13:00, and any further extended use is subject to the charge of 9:00 ~ 17:00 rental fee. The use of hall/room during the time slot of 9:00 to 17:00 and 13:00 to 17:00 can only be extended until 19:00, and any further extended use is subject to the charge of 9:00~21:00 and 13:00~21:00 rental fee.
- The use of hall/room listed in the Table above (except that for international and academic conferences) on Saturdays, Sundays, public holidays and substitute holidays is subject to 20% premium added to the basic rental fees.
- The use of hall/room listed in the Table above for charged box office such as an exhibition or trade fair is subject to 50% premium added to the basic rental fees.
- Annex Hall and Rooms 103, 104, 509, 554, and 555 are available for use by dividing into two rooms by a mobile wall, respectively.
- The rental fees for Rooms F to K and 662 to 665 listed in the Table above are charged per room.

## Basic Furniture Rental Fees 1

	Hall/Room	Sample Layout	Number of Seats	Table	Chair	Others
Main Building	Main Hall	Fixed seating	1846	Deluxe conference table Foldable table (150x60cm)	Deluxe conference chair Conference chair	Main Hall Podium
	Room A	Horseshoe	370			
		Theater	480~550			
		School	250~280			
	Room B-1	Oval	100			
		Theater	210~250			
		School	120~150			
	Room B-2	Circle	76			
		Theater	110~160			
		School	72~84			
	Room C-1・C-2	Square	42			
		Theater	100~140			
		School	50~64			
	Room D	Theater	210~260			
School		120~150				
Room E	Theater	200~300				
	School	110~140				
Adjoining Building	Annex Hall	Theater	1200~1500			
		School	600~700			
	Annex 1	Theater	600~700			
		School	272~300			
	Annex 2	Theater	400~500			
		School	176~200			
Main Building	Banquet Hall SAKURA	Theater	500~600			
		School	250~280			
	Banquet Hall SWAN	Theater	230~270			
		School	100~120			
						Annex Hall Podium
						Podium

- The rental fees of hall/room include basic furniture listed in the Table above, but we have a limit to the number of the said furniture.  
For details, please be sure to check with our sales personnel.
- The use of the furniture listed in the Table above in any place other than inside and reception in front of the hall/room is subject to additional charge.
- For any furniture other than that listed in the Table above, please refer to "Other Furniture and Layout Change".
- You are requested to determine the layout of hall/room fourteen days before you hold the conference.
- Any change to the layout after it is determined is subject to additional charge from three days before you use the hall/room.

## Basic Furniture Rental Fees 2

Floor	Name	Sample Layout	Number of Seats	Table	Chair	Others	
1	Room F,G,H	Square	32	Foldable table (150 x 60cm)	Deluxe conference chair Conference chair	Podium	
2	Room I,J,K	Theater School	90 50				
1	Room 101	Square	18	Foldable table (180x90cm)	Deluxe conference chair Conference chair	—	
	Room 102	Island	8	Foldable table (150x60cm)			
	Room 103	Square	24				
	Room 104	Square Theater School	32 130 54	Foldable table (150 x 60cm)			Podium
	Room 157	Islands Theater School	80 200 80				
	Room 158,159	Sofa set (Basic layout)	8 8				158・159 Sofa set
	Room 161	Islands	14	Foldable table (180x90cm) Foldable table (150x60cm)			—
5	Room 501	U-shape Theater School	60 90 50	Foldable table (180x90cm) Foldable table (150x60cm)	Deluxe conference chair Conference chair	—	
	Room 502,504,506	Island Sofa set	4 4			Sofa set	
	Room 503,505,507	Island	4				
	Room 509	Square Theater School	32 90 50				
	Room 510	U-shape Theater School	60				
5	Room 552	Square	16	Foldable table (150 x 60cm)		—	
	Room 553	Islands	50				
	Room 554	Square Theater	32x2 90				
	Room 555	School	50				
5	Room 558	Sofa set (Basic layout)	12	—	—	558 Sofa set	
	Room 559		—	—	—	559 Sofa set	
	Room 560	Oval (Basic layout)	18	Large Oval table	Deluxe conference chair	—	
	Room 561		8	—	—	561 Sofa set	
	Room 562	Sofa set (Basic layout)	6	—	—	562 Sofa set	
	Room 563		—	—	—	563 Sofa set	
6	Room 662~ Room 665	Square	16	Foldable table (180x90cm)	Deluxe conference chair	—	
	Room 670, 672 ~ 681	Island Sofa set	8 4	Foldable table (150x60cm)	Conference chair	Sofa set	

- The rental fees of hall/room include basic furniture listed in the Table above, but we have a limit to the number of the said furniture.  
For details, please be sure to check with our sales personnel.
- The use of the furniture listed in the Table above in any place other than inside and reception in front of the hall/room is subject to additional charge.
- For any furniture other than that listed in the Table above, please refer to "Other Furniture and Layout Change".
- You are requested to determine the layout of hall/room fourteen days before you hold the conference.  
Any change to the layout after it is determined is subject to additional charge from three days before you use the hall/room.
- The rooms noted as (Basic layout) are not available for any layout change. However, tables, chairs, etc. can be added only in vacant space.
- Rooms 103, 104, 509, 554, and 555 are available for use by dividing into two rooms by a mobile wall, respectively.

## Other Furnitures and Layout Change

Tax not included(JPY)

Tables	One day fee
Deluxe Conference Table (Large)	800
Deluxe Conference Table (Small)	650
Foldable Table: 180x90cm	350
Foldable Table: 150x60cm	350
Table: 90x90cm	300
Small Table	250
Chairs	One day fee
Deluxe Conference Chair	230
Conference Chair	140
Conference Chair (with side table)	250
Receptionist Chair	230
Award Ceremony Chair	600
Other Furniture	One day fee
Temporary Staging: 240x180x60cm high	4,000
Temporary Staging: 240x120x30cm high	2,400
Temporary Staging: 200x100x20~100cm high for Annex Hall	2,400
Temporary Staging: 200x100x20~100cm high for Main Building/Hall	3,400
Podium	650
National Flag Hoisting Stand (5 flags)	600
National Flag Hoisting Stand (tripod)	250
Flagpole	150
Tablecloth	400
Award Ceremony Tray	400
Signing Tall Desk	850
Whiteboard	550
Bulletin Board: 180x120cm high	550
Bulletin Board(small): 90x90cm high	300
Three-fold Partition: 180cm high	500
Stantion(Belt type)	350
Document Locker	1,000
Pigeon-hole(upper & lower halves in a set)	750
Pigeon-hole(lower half only)	400
Reception Table 120x60cm	300
Reception sofa (for 3 persons)	650
Reception sofa (for 1 person)	300
Electric Stove	300
Desk Lamp	100
Portable Cash-box	100

Other Furniture	One time fee
Cloak Tags (600 pieces/set)	1,000
Gold-leaf Folding Screen (Large): 2.65m high/pair	8,000
Gold-leaf Folding Screen : 2.1m high/pair	6,000
Shelves for storage	1,800
Tatami-mat	840
Full-length mirror	2,400
Folding Stool (Japanese red felt bench)	1,560
White Cloth	400
Sign Stand	300
Hanger Rack (with 10 hangers)	1,440
Poster Panel 90x240cm/90x210cm high	Please inquire
Layout Change	One time fee
Stage Layout Change	2000~
Cocktail Lounge	11,000
Information Counter	5,000
Hexagonal Easy Chairs at the front of Main Hall (one side)	20,000

■ Please be noted that your request may not be met due to the limited number of furniture available for use.

■ Our setup staffs attending of rehearsal and late night & early morning standing by will be charged an extra.

■ The rental fees listed in the Table above (except those for Event Hall) include the initial hall/room setup and basic furniture. However, any layout change during the day and/or the use of any furniture other than the basic furniture is subject to additional charges.

■ You are requested to determine the layout of hall/room fourteen days before you hold the conference. Any change to the layout after it is determined is subject to additional charge from three days before you use the hall/room.



### Audio and Simultaneous Interpretation System Fees

[Abbreviation] MH: Main Hall, AH: Annex Hall, EH: Event Hall

#### [Audio System]

Tax not included(JPY)

Equipment	One day fee	Remarks
P.A. System (Main Hall)	40,000	Microphones and Chief & Assistant Sound Operators are charged extra.
P.A. System (A)	32,000	Microphones and Chief Sound Operator are charged extra.
P.A. system (B1,B2)	10,000	
P.A. System (C1,C2)	7,000	
P.A. System (D)	10,000	
P.A. System (E)	10,000	
P.A. System (AH)	30,000	
P.A. System (AH1)(AH2)	20,000	
P.A. System (EH)	45,000	
P.A. System (SAKURA)	18,000	
P.A. System (SWAN)	15,000	
Auto P.A. System (B1,B2,D,E)	10,000	Microphones are charged extra.
Auto P.A. System (C1,C2)	7,000	A maximum of 6 microphones exclude lapel microphones.
Amplifier for small meetings (F,G,H,I,J,K)	12,000	A maximum of 6 microphones including 2 wired and 1 wireless microphones (3 wired microphones are also available) can be used.
Amplifier for small meetings	8,000	2 wired and 1 wireless microphones can be used (3 wired microphones are also available).
Wired Microphone	1,500	
Wireless Microphone(frequency band B-type)	4,000	Handheld or Lapel Microphone
Request Microphone	1,500	Microphone controller is charged extra.
Carousel Microphone	2,000	Used to collect sound from musical instruments, etc.
Microphone Controller	35,000	Chief operator is extra. A Controll PC is included.
Audio Line	3,000	
Player (CD)	2,000	Operator fee is charged extra.

■ To use the P.A. System, Sound Operator is required. Please refer to information for operator fees.

■ The wireless microphone may have use type-A partly on account of the frequency assignment.

#### [Simultaneous Interpretation System]

Equipment	One day fee	Remarks
System (MH, A, B1, B2, C1, C2, D, AH)	35,000	Up to 3 languages. Simultaneous Interpretation Operator is charged extra.
1 additional language	5,000	
Receiver and Headphone	700	Loss/Damage compensation fee: 42,500 yen/piece for the Receiver and 3,500 yen/piece for the

■ To use the Simultaneous Interpretation System, Simultaneous Interpretation Operator is required. Please refer to information for operator fees.

#### [Others]

Equipment	One-day fee	Remarks
Intercom	20,000	Up to 5 sets
Interphone	4,500	
Digital Time Indicator	5,000	
Sign light for next chairperson/presenter	3,000	
Laser Pointer	2,000	
Light Dimmer (MH, A, AH, D, Sakura)	1,500	Available for presetting of 5 lighting patterns
Light Dimmer (B1, B2, C1, C2, E, F-K, SWAN)	1,000	
Table Lamp	400	

## Video System and Screen Fees

[Abbreviation] MH: Main Hall, AH: Annex Hall, EH: Event Hall

### [Video System]

Tax not included(JPY)

Equipment	Charge by rate	Remarks
20000 Lumen equivalency (HD model)	840,000	Suitable for MH
10000 Lumen equivalency (HD model)	430,000	Suitable for AH,A
12000 Lumen equivalency (permanently installed in MH)	270,000	Laser light source, Available in dual projection
10000 Lumen equivalency	360,000	Suitable for AH
8000 Lumen equivalency	260,000	Suitable for AH,A, B1,B2, D
6000 Lumen equivalency	120,000	Suitable for AH, A, B1,B2, D, SAKURA
3000 Lumen equivalency	50,000	Suitable for C1, C2 ,E, F-K, SAKURA, SWAN
2000 Lumen equivalency	36,000	Suitable for C1, C2, E, F-K, SWAN, for small rooms, for subscreen
Switcher System A	35,000	Switcher for 3 channels + Interface + Video Cables
Switcher System B	64,000	Switcher for 7 channels + Interface + Video Cables + Preview Monitoring system, Operator is charged extra.
Switcher System C (HD model)	90,000	Switcher for 7 channels + Interface + Video Cables + Preview Monitoring system, Operator is charged extra.
KVM Extension System (Remote control system on the podium)	16,000	Mouse Computer +Keyboard +Monitor TV
Monitor TV (32 inches)	38,000	Camera image of each hall & Television broadcasting
(26 inches)	15,000	
PDP Monitor in front of the room (50 inches)	25,000	With Monitor stand
(65 inches)	110,000	
Monitor TV (50 inches)	60,000	
(42 inches)	50,000	
LCD Monitor (24 inches)	15,000	
(15 inches)	6,000	
(10 inches)	5,000	
Large Multi-Vision at Main Lobby (DLP Rear Projector)	25,000	
DVD Player	6,000	
DVD Player	9,500	Used for performance

- Video systems is charged by rate. 100% for the 1st day, 130% for the 2nd day, 150% for the 3rd day and 170% for the 4th day.
- Extra fee for adjusting may be required for the projector permanently installed in MH.
- To use the Switcher System B and C, Video Operator is required. Please refer to information for operator fees.
- Please refer to information for PCs and Network system.
- For any Video Systems other than those listed in the Table above are subject to additional charge. We will separately quote such charge upon request.

### [Screen]

Equipment	One day fee	Remarks
for Main Hall 10.5mx7.8m (500 inches) 4:3	18,000	One time fee
7.0mx12.4m (560 inches) 16:9	100,000	
for Room A 5.0mx8.8m(400 inches) 16:9	12,000	
for Room B1,B2 4.0mx5.3m (260 inches) 4:3	5,000	
for Room C1,C2 3.3mx3.7m	3,000	
for Room D 4.0mx8.0m (320 inches) 16:9	6,000	
for Room E 3.0mx6.0m	4,000	
for Annex Hall 6.0mx6.0m (300 inches) 4:3	9,500	One time fee
6.0mx12.0m (480 inches) 16:9	80,000	
Small size 2.3mx3.0m(150 inches) 4:3	5,000	SAKURA, SWAN, Subscreen for MH·AH
1.8mx2.4m(120 inches) 4:3	4,000	F,G,H,I,J,K,157
1.5mx2.0m(100 inches) 4:3	2,000	Room in the 5th floor, Subscreen for A·AH1·AH2
1.2mx1.6m(80 inches) 4:3	1,200	Room in the 6th floor, Subscreen for B-1·B-2·C-1·C-2·D·E

## Recording, Camera and Lighting Fees

[Abbreviation] MH: Main Hall, AH: Annex Hall, EH: Event Hall

### [Recording]

Tax not included(JPY)

Equipment	One time fee	Remarks
Audio recording (MP3)	37,000	8:00 to 21:00, including operator fee
Audio recording (MP3), up to 4 hours	27,000	Up to 4 hours between 8:00 and 21:00, including operator fee.
Fee for 1 additional recording channel	8,000	
Video recording (DVD)	47,000	8:00 to 21:00, including operator fee, but cameras are charged extra.
Video recording (MP4)	50,000	
Video recording (DV cam)	60,000	
Video recording (AVCHD)	60,000	8:00 to 21:00, including operator fee, but cameras and SD-card are charged extra.
Copy (MP3, DVD and MP4)	2,000	
Packaged video recording (DVD), up to 2 hours	119,000	Up to 2 hours between 8:00 and 21:00, including 1 camera with standard lens
Packaged video recording (MP4), up to 2 hours	122,000	
Packaged video recording (AVCHD/DVCAM), up to 2 hours	132,000	

- The fee for media such as disk is included in the recording fee listed above. (does not apply to some recording)
- Delivery of recorded media takes approximately 1 week. (Delivery charge is not included in the recording fee listed above.)
- The fee for "Packaged video recording" include Camera fees (1 camera with standard lens) and Cameraman fees.

It is only applicable to recording for a period of not more than 2 hours from 8:00 to 21:00.

- For recording over 2 hours, extra fees for recording and cameras are charged.
- Editing is subject to additional charge. We will separately quote such charge upon request.

### [Camera]

Equipment	One day fee	Remarks
1 Permanently-installed Camera 8:00 to 21:00	72,000	MH,A,D
2 Permanently-installed Cameras	8:00 to 21:00 (on the 1st day)	MH
	8:00 to 21:00 (2nd day and after)	
1 Temporarily-installed Camera 8:00 to 21:00	130,000	B1,B2,C1,C2,D,E ※with standard lens
	160,000	MH,AH1,AH2 ※with 40-power lens
	210,000	AH,EH ※with 70-power lens
1 Permanently + 1 Temporarily-installed Camera with standard lens	8:00 to 21:00 (on the 1st day)	MH,A,D
	8:00 to 21:00 (2nd day and after)	
2 Temporarily-installed Cameras with standard + 40-power lenses	8:00 to 21:00 (on the 1st day)	AH1,AH2,EH
	8:00 to 21:00 (2nd day and after)	
2 Temporarily-installed Cameras with standard + 70-power lenses	8:00 to 21:00 (on the 1st day)	AH,EH
	8:00 to 21:00 (2nd day and after)	
Audio relay channel	10,000	Live relay to other room
Video relay channel	10,000	

- The fee for cameras listed above are a sum of charges for a set of cameras and cameraman fees by room.
- Charges for extension hours outside the time slot of 8:00 to 21:00 are subject to the "Extension Rate/Hour" for Chief operator listed .
- For Live relay to other room, extra fees for projector, lighting, Audio and Video relay channels are charged besides the fee for cameras.
- For Video recording, extra recording fee is charged besides the fee for cameras listed above.
- Please inquire about any camera plans other than those listed in the Table above.

### [Lighting for Main Hall]

Equipment	One day fee	Remarks
3kw Xenon Spot Light	15,000	Operator fee is charged extra.
Basic Lighting for Live relay	1st day	
	2nd day and after	

- Please feel free to consult us about any stage lighting plans other than those listed in the Table above.
- To use lighting, Lighting Operator is required. Please refer to information for operator fees.

## Operator Fees

Audio/Lighting/Video/ Simultaneous Interpretation	Tax not included(JPY)			
	Basic Hour 8:00 ~ 21:00	Extention Rate/Hour 21:00 ~ 8:00		
		Up to 3 hours	Up to 5 hours	Up to 11 hours
Chief	40,000	10,000	30,000	50,000
Assistant	30,000	10,000	30,000	50,000

■ Operator fees are charged not only for a real stage, but also for the standby time.

■ Extention fees for early morning and late evening cannot be combined.

Example: For extension from 7:00 to 8:00 (1hour) and from 21:00 to 23:00 (2hours), extra fee of 20,000 yen is charged.

■ To use a P.A. system in Main Hall, chief and assistant audio operators are both required.

■ Other operators, directors etc. are required depending on the contents of presentation.

### Notes to the Arrangement of Audio Visual Equipments and Operators

#### 1. Procurement and Ordering

You are requested to have a meeting with us for detailed discussions on the procurement of the equipment and operators at least one month before the conference date. In addition, please do the final order fourteen days prior to the start using Audio Visual Equipments.

#### 2. Relocation of equipments

The fees listed in the Table apply to Audio Visual Equipments covers the use of equipments set up in a room without relocation. Please be noted that the relocation to any other room for the use of the same furniture/equipment is subject to additional charge.

#### 3. Cancellation fee

Cancellation of and any changes to your order made fourteen days before you start using the furniture/equipment are subject to cancellation fees.

#### 4. Event Hall and New Hall \*tentative

Please inquire about Audio Visual Equipments and Operators for Event Hall.

#### 5. Bringing in equipments

We do not accept that you bring any equipments from outside supplier into ICC Kyoto facilities according to our regulations for use.

## Office Equipment and Other Fees

### [Office appliance and Communication Equipment]

Tax not included(JPY)

Tel & Fax	One time/One day fee	Remarks
Dial-in telephone setup work fee	10000 /time	One telephone set is included, but call rates are charged extra.
Internal line setup work fee	3500 /time	Available for calling outside lines by making a setting change.
Facsimile (including line fee) within five days	30000 /time	Available for connection of a maximum of four sets.
Facsimile (including line fee) within seven days	34000 /time	Fax rates are charged extra.
Internal PHS rental fee on the first day	500 /day	Available for calling outside lines by making a setting change.
Internal PHS rental fee on and after the second day	150 /day	
Digital line setup work fee	Please inquire	
Copier	One time/One day fee	Remarks
High-speed copier (Black & White)	40,000 /time	Available for a maximum of 4 copiers. Copy fees are charged extra.
High-speed copier (Colors)	50,000 /time	Copy fees are charged extra.
Photocopy fee (Black & White)	10 /page	
Photocopy fee (Colors)	30 /page	
PC	One time/One day fee	Remarks
Notebook PC(Win) 14inch	23,000 /time	
Notebook PC(Mac) 15inch	30,000 /time	
Installing fee for additional application software	3,000 /type	
Laser printer (Black & White, one tray, A4 to A3)	17,500 /time	
Laser printer (Colors, A4 to A3)	38,000 /time	
Photocopy fee (Black & White)	10 /page	
Photocopy fee (Colors)	30 /page	
Network	One time/One day fee	Remarks
LAN cable connection fee (for the first line)	20,000 /line	
LAN cable connection fee (for the second line and after)	10,000 /line	Except for branching in the same room and connection to the exhibition booth.
Permanently-installed wireless LAN rental fee/Access point	20,000 /AP	
Temporarily-installed wireless LAN setup fee/ Access point	30,000 /AP	Limited to 1 port, 1VLAN
Temporary router setup and setting fee	Please inquire	
Technical support fee (8:00 to 21:00)	33,000 /day	When full-time staff is arranged

■ The rental fees listed in the Table above are unit price for using the equipment within seven days.

Please inquire about fees for using if for more than seven days.

### [Temporary Power Supply]

Outlet	One time fee	Remarks
Single-phase outlet up to 2 kw per room	4,000 /kw	Including electric fee, Minimum lot: 0.3kw
Single-phase outlet up to 2 kw per room	7,500 /kw	Including electric fee, Minimum lot: 0.3kw
Three-phase outlet	10,000 /kw	Including electric fee, Minimum lot: 0.3kw
Main line construction	One time fee	Remarks
Single-phase circuit 100V / 200V	3,400 /kw	Including electric fee
Three-phase circuit 200V	5,000 /kw	Including electric fee

## Parking and Cleanig Fees

### [Parking]

Tax not included(JPY)

Description	One time fee	Remakrs
Standard-sized car: Cash payment*	800 /time	*Including consumption tax, from 20 minutes to 24 hours
Large-sized car: Cash payment*	2,000 /time	
Bicycle: Cash payment*	150 /time	
Motorcycle including motorized bicycle: Cash payment	250 /time	From 20 minutes to 24 hours
Standard-sized car: Coupon parking ticket	640 /time	
Large-sized car: Coupon parking ticket	1,600 /time	Available only on the date of carrying-in/-out
Carrying-in/-out parking ticket issue fee	20 /ticket	

### [Cleaning]

Description	One time fee	Remarks
Waste disposal fee	1,800 /cart	
Waste disposal fee (Truck 2t size)	36,000 /car	
Event Hall cleaning fee after construction/carrying-in	55,000 /time	
Event Hall cleaning fee after removal/carrying-out	87,500 /time	Indispensible to using EH for exhibition
Annex Hall cleaning fee after construction/carrying-in	39,000 /time	
Annex Hall cleaning fee after removal/carrying-out	45,000 /time	Indispensible to using AH for exhibition
Routine Cleaning	1,650 /hour	
Special Cleaning	30 /m <sup>2</sup>	Indispensible to using room/lobby for exhibition

## Signboard and Display Fees

Tax not included(JPY)

Title Signboard	Size	One time fee	Remarks
Main Entrance (Large)	H1.2m×W5.0m	6,000～	
Main Entrance (Small)	H0.9m×W1.8m	1,800～	
Main Hall	H1.8m×W11.8m	100,000～	
Room A	H1.2m×W10.8m	9,000～	
Room B-1・B-2	H0.9m×W7.2m	5,000～	
Room C-1・C-2	H0.6m×W4.5m	2,300～	
Room D	H0.9m×W7.2m	5,000～	
Room E	H0.6m×W4.5m	2,300～	
Banquet Hall Sakura	H0.7m×W6.0m	4,000～	
Banquet Hall Swan	H0.6m×W4.5m	2,300～	
Annex Hall	H1.2m×W9.0m	8,000～	
Event Hall	H1.2m×W9.0m	8,000～	
Sign	Size	One time fee	Remarks
Sign	H60cm×W53cm	3,000～	Paper, with Sign Stand
	H16.5cm×W53cm	1,500～	Paper, with Sign Stand
	H40cm×W40cm	4,000～	Wood Rack, with Sign Stand
	H45cm×W45cm	4,500～	Wood Rack, with Sign Stand
	H60cm×W60cm	6,000～	Wood Rack, with Sign Stand
	H90cm×W90cm	9,000～	Wood Rack, with Sign Stand
Others	Size	One time fee	Remarks
Name Plate (single-side)	H8cm×W41cm	1,800～	Paper
Name Plate (double-side)	H8cm×W41cm	3,600～	Paper
Name Plate (single-side)	H6.3cm×W30cm	1,600～	Paper
Name Plate (double-side)	H6.3cm×W30cm	3,200～	Paper
Frag Frame	H1.2m×W1.8m	5,000～	
Hanging Display	Size	One time fee	Remarks
Main Hall	H6.0m×W0.9m	35,000～	
Room A	H5.0m×W0.9m	29,000～	
Room B-1・B-2	H3.0m×W0.7m	17,000～	
Room C-1・C-2	H2.0m×W0.5m	12,000～	
Room D	H4.0m×W0.9m	28,000～	
Room E	H2.0m×W0.5m	12,000～	
Annex Hall	H5.0m×W0.9m	29,000～	

- Sizes and designs other than those listed in the Table above are also available. Please feel free to contact us.
- The fees listed in the Table above include setup/removal fees.
- Manuscript making fee is subject to additional charge.