

Kyoto International Conference Center (ICC Kyoto)

Room and Facilities Rental Fees

July 2019 revised edition

【Contact Us】

Kyoto International Conference Center
Sales Promotion

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【Information on Usage of Equipment , Furniture and Provision of Display Material】

Please confirm before applying to use equipment and furniture or have display material provided.

1. Discuss usage plan

Please have an in-depth meeting with your coordinator regarding your event at least 1 month before usage start date. Please bring program, venue layout, list of items to be provided, loading/unloading plan, and notification and application forms to this meeting.

*Please read and confirm the "Emergency Preparedness Plan" for response in case of an emergency.

2. Ordering

Please determine your required arrangements at least 2 weeks before usage start date. The details and amounts listed in the "final estimate" created based on this will serve as final confirmation of your order.

*Please be aware that we may not be able to arrange some items for you after this deadline.

3. Changes and cancellations

You will be charged a cancellation fee for cancellations and changes in the details of your arrangements.

- Operators and other personnel costs: 100% of charges starting 2 weeks before work start date.

- Equipment, furniture, display material, etc.: 100% of charges starting 1 week before usage start date.

*An earlier cancellation fee (100% of charges) may occur for specialized arrangements.

4. Fee revisions

If we cannot provide an item listed on rental fee chart or estimate due to a revision in lineup or service features, we will explain the circumstances in advance and provide an equivalent or superior item to what was initially planned. Fees will be charged based on the most recent rental fee chart.

5. Moving items to another venue

Please do not move provided equipment, furniture, or display material outside the hall or meeting room they are set up in.

6. Returning to original condition

When your rental period is concluded, please return the items promptly in the same condition as at time of rental.

If you damage, deface, or lose equipment or furniture, you will be liable for damages.

7. Bringing your own equipment

Equipment, furniture, and display material may not be brought in from outside. Due to concerns about facility maintenance and safety management, we will provide these items via designated suppliers who have received instructions from us. However, this may be permitted in special cases when strong need is recognized.

Furthermore, due to concerns about facility maintenance and safety management, this must be performed in the presence of our staff and an attendance fee will be incurred. We will also charge a service fee based on details and scale when handling these special arrangements.

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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
		Area	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	15.0	Fixed seating	1,840	430,000	570,000	800,000	1,020,000	1,220,000	130,000
		950									
	Room A	9.0	Horseshoe Theater School (Gallery seats)	370	300,000	380,000	520,000	645,000	765,000	80,000	
		470		480~550							
	Room B-1	6.0	Oval Theater School (Gallery seats)	100	140,000	180,000	250,000	320,000	370,000	40,000	
		350		215							
	Room B-2	6.0	Circular Theater School (Gallery seats)	72	105,000	140,000	190,000	240,000	280,000	30,000	
		200		150							
	Room C-1	3.0	Square Theater School	40	65,000	80,000	110,000	135,000	160,000	18,000	
	Room C-2	3.0		100~130							
Room D	9.0	Theater School	220~260	140,000	180,000	250,000	320,000	370,000	40,000		
Room E	3.5		190~237								
Adjoining Building	Annex Hall *Can be divided into 2	1,500	Theater School	1,200	420,000	540,000	740,000	900,000	1,080,000	120,000	
		10.0		600							
	Event Hall	3,000	Theater School	2,500	400,000	450,000	700,000	720,000	930,000	100,000	
		8.2-19.2		730~1,000							
	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	2,000	Theater School	1,644	420,000	560,000	780,000	1,000,000	1,200,000	130,000		
	10.0		960								
Anteroom *Can be divided into 2	55.0	Island	16	34,000	42,000	55,000	68,000	79,000	8,000		
Main Building	Banquet Hall SAKURA	805	Theater School	530	325,000	434,000	620,000	792,000	948,000	100,000	
		3.5-4.5		220~236							
	Banquet Hall SWAN	540	Theater School	240	140,000	180,000	250,000	320,000	370,000	40,000	
3.3	90										
Garden	Garden	Approx.5,000~10,000			500,000/day						
	Tea Ceremony House HOSHON	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) 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 Exhibition".
- 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	6,395㎡ 4,935seats		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 ²	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	80~120						
1	Room 101	55	2.6	Square	16	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	36	37,000	46,000	60,000	73,000	85,000	8,800
	Room 157	220		Theater	130						
	Room 158,159	30 (2 rooms)		Islands	64~80	140~180	96	62,000	76,000	100,000	122,000
Room 501	135	Sofa set (Basic layout)	7	11,000	14,000	20,000	25,000	30,000	3,300		
5	Room 501	135	3.0	Square	36	41,000	50,000	65,000	79,000	91,000	9,500
	Room 502,504,506	25 (3 rooms)		Theater	80						
	Room 503,505,507	12 (3 rooms)		Island	4	5,300	7,000	10,000	12,000	15,000	1,800
	Room 509	135		Island	4	2,900	3,700	5,000	6,200	7,200	800
	Room 510	180		Square	20	41,000	50,000	65,000	79,000	91,000	9,500
	Room 552	40		Theater	88						
	Room 553	200		Square	36	53,000	65,000	85,000	104,000	121,000	12,500
	Room 554,555	100 (2 rooms)		Theater	140						
	Room 558, 559	50 (2 rooms)		Square	16	9,000	12,000	16,000	20,000	23,000	2,500
	Room 560	50		Free space		37,000	49,000	70,000	88,000	106,000	12,000
	Room 561	50		Square	32	28,500	34,500	45,000	54,000	63,000	6,500
	Room 562	40		Theater	71						
	Room 563	40		Sofa set	12	11,000	15,000	19,000	22,000	25,000	2,800
Room 662-665	60 (4 rooms)	Sofa set	12	11,000	15,000	19,000	22,000	25,000	2,800		
Room 670, 672-681	30 (11 rooms)	Oval (Basic layout)	20	17,000	22,000	30,000	39,000	45,000	5,000		
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 (Basic layout)	7	17,000	22,000	30,000	39,000	45,000	5,000
				Sofa set (Basic layout)	7	13,000	18,000	24,000	31,000	36,000	4,000
				Sofa set (Basic layout)	7	13,000	18,000	24,000	31,000	36,000	4,000

- The rental fees listed in the Table above (except those for Event Hall and New 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.
※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 Exhibiton 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 m ²	Ceiling Height m	Rental Fees					Extension Rate/Hour
				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	200		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		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	3.0	66,000	81,000	106,000	130,000	151,000	16,000
	Room 553	200		46,000	61,000	88,000	110,000	133,000	14,000
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	2.8	19,000	24,000	33,000	40,000	48,000	5,000	
Adjoning 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	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) 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.
- A post-takedown cleaning fee will be charged after the exhibition.
- If exhibition booths must be installed in venue lobbies for main venues including Main Hall, Room A, B-1, B-2, C-1, C-2, E, please confirm with sales personnel in advance and use only the minimum necessary space in order not to obstruct traffic (requires lobby use fee of 400 yen per m²). You may use the Annex Hall, Event Hall, and New Hall (tentative) lobbies freely. Other venue lobbies have limited space, and exhibition booths may not be installed there.
- As a general rule, the 1st floor lounge (café space facing the garden) may only be used for exhibitions when the entire Main Building has been rented out. As a general rule, exhibitions in other public spaces not attached to a venue are also only possible when the entire Main Building has been rented out.

Basic Furniture Rental Fees 1

	Hall/Room	Sample Layout	Number of Seats	Table	Chair	Others	
Main Building	Main Hall	Fixed seating	1,840			Main Hall Podium	
	Room A	Horseshoe	370				
		Theater	480~550				
		School	250				
	Room B-1	Oval	100				
		Theater	215				
		School	120				
	Room B-2	Circle	72		Deluxe conference table	Deluxe conference chair	
		Theater	150		Foldable table (150x60cm)	Conference chair	Podium
		School	84				
	Room C-1・C-2	Square	40				
		Theater	100~130				
		School	64				
	Room D	Theater	220~260				
School		120					
Room E	Theater	190~237					
	School	108					
Adjoining Building	Annex Hall	Theater	1,200				
		School	600				
	Annex 1	Theater	600				Annex Hall Podium
		School	280				
	Annex 2	Theater	400		Deluxe conference table	Deluxe conference chair	
		School	180		Foldable table (150x60cm)	Conference chair	
Main Building	Banquet Hall SAKURA	Theater	530				
		School	220~236				
	Banquet Hall SWAN	Theater	240				Podium
		School	90				

- 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 usage start date.
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 Theater	32 80~120	Foldable table (150x60cm)	Deluxe conference chair Conference chair	Podium	
	2	Room I,J,K	School 38				
1	Room 101	Square	16	Foldable table (180x90cm)	Deluxe conference chair Conference chair	Podium	
	Room 102	Island	8	Foldable table (150x60cm)			
	Room 103	Square	24				
	Room 104	Square Theater School	36 130 54				
	Room 157	Islands Theater School	64~80 140~180 96	Foldable table (150x60cm)			
	Room 158,159	Sofa set (Basic layout)	7	—			158・159 Sofa set
	Room 161	Islands	14	Foldable table (180x90cm) Foldable table (150x60cm)			
5	Room 501	Square Theater School	36 80 40	Foldable table (180x90cm)	Deluxe conference chair Conference chair	Sofa set	
	Room 502,504,506	Island Sofa set	4 4	Foradable table (150x60cm)			
	Room 503,505,507	Island	4				
	Room 509	Square Theater School	20 (2 rooms) 88 36	Foldable table (180x90cm) Foradable table (150x60cm)			
	Room 510	Square Theater School	36 140 56	Foldable table (180x90cm) Foradable table (150x60cm)			
5	Room 552	Square	16	Foldable table (150 x 60cm)	Deluxe conference chair Conference chair	—	
	Room 553	Theater	180				
	Room 554,555	Square Theater School	32 71 28				
5	Room 558,559	Sofa set (Basic layout)	12	—	—	558 Sofa set	
				—	—	559 Sofa set	
	Room 560	Oval (Basic layout)	20	Large Oval table	Deluxe conference chair	—	
	Room 561		7	—	—	561 Sofa set	
	Room 562	Sofa set (Basic layout)	7	—	—	562 Sofa set	
	Room 563		7	—	—	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	6th floor 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 usage start date.
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

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

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: 65x40cm	250
Chairs	One day fee
Deluxe Conference Chair	230
Conference Chair (stacking 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 (AH)	2,400
Podium (MH)	900
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
Gold-leaf Folding Screen (Large): 2.4m high/pair	16,000
Gold-leaf Folding Screen : 2.1m high/pair	12,000
Poster Panel 90x240cm/90x210cm high	Please inquire
Shelves for storage	1,800
Hanger Rack (with 10 hangers)	1,440
Cloak Tags (600 pieces/set)	1,000
Full-length mirror	2,400
Tatami-mat	840
White Cloth	400
Momoyama Umbrella	8,400
Folding Stool (Japanese red felt bench)	1,560
Sign Stand	300
Layout Change	One time fee
Stage Layout Change	2,000~
Hexagonal Easy Chairs at the front of Main Hall (one side)	20,000
Cocktail Lounge	11,000
Information Counter	5,000
Furniture for NH/EH	One day fee
Foldable Table: 180x90cm	350
Foldable Table: 180x45cm	350
Deluxe Conference Table	2,000
Deluxe Conference Chair	500
Deluxe Conference Chair	230
Conference Chair (stacking chair)	140
Temporary Staging: 200x100x20~100cm high	2,400
Podium (Large)	1,000
Podium (Small)	700
Flower Stand	5,000
Three-fold Panel	2,500
Three-fold Partition: 180cm high	1,200
Three-fold Partition: 180cm high	700
Invation Prevention Fence	400

■ 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 room rental fees listed in the Table above (except those for Event Hall and New 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.

※For details, please refer to the attachments:

"Basic Furniture Rental Fees 1 and 2".

■ You are requested to determine the layout of hall/room fourteen days before usage start date.

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, NH: New 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 (New Hall)	30,000	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 on P. 10 for operator fees.
- The wireless microphone may have use type-WS partly on account of the frequency assignment. (@10,000 yen)

[Simultaneous Interpretation System]

Equipment	One day fee	Remarks
System (MH, NH, A, B1, B2, C1, C2, D, AH)	50,000	Up to 3 languages. Permanent Booths are included
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 Headphone

- To use the Simultaneous Interpretation System, Simultaneous Interpretation Operator is required. Please refer to information on P. 10 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, NH, 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, NH: New Hall, AH: Annex Hall, EH: Event Hall

[Video System]

Tax not included(JPY)

Equipment	Charge by rate	Remarks
Projector		
4K 30000 lm equivalence	1,200,000	Suitable for MH,NH,EH
20000 lm equivalence	800,000	Suitable for MH,NH,AH,EH
12000 lm equivalence	450,000	Suitable for NH,AH,EH
10000 lm equivalence	400,000	Suitable for NH,AH,A,EH
12000 lm equivalence (MH: permanently installed/ Laser)	270,000	Suitable for MH (Available in dual projection)
8000 lm equivalence	200,000	Suitable for AH1·AH2,A,B1,B2,D
6000 lm equivalence	120,000	Suitable for B1,B2,D,SAKURA
4000 lm equivalence (Portable type)	50,000	Suitable for C1,C2,E,F-K, SWAN
3000 lm equivalence (Portable type)	35,000	Suitable for small rooms and for subscreen
System		
Switcher System A (For presentation)	35,000	PC Switcher for 4 channels + Interface + Video Cables
Switcher System B (For presentation)	64,000	PC Switcher for 7 channels + Interface + Video Cables + Preview Monitoring system, Operator is charged extra.
Switcher System C (HD model) (For Event)	90,000	Multi format 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/Display		
Monitor TV (26 inches)	15,000	Camera image of each hall & Television broadcasting
Monitor TV (65 inches)	110,000	
Monitor TV (50 inches)	60,000	With Monitor stand
Monitor TV (42 inches)	50,000	
LCD Monitor (24 inches)	15,000	
LCD Monitor (15 inches)	6,000	
LCD Monitor (10 inches)	5,000	
Monitor in front of the room (50 ~65 inches)	25,000	MH,AH1,AH2,A,B1,B2,C1,C2,D
Large Multi-Vision at Main Lobby (PDP Monitor103 inches)	25,000	
Others		
DVD Player	6,000	
DVD Player (For production)	9,500	Used for performance
Notebook PC (Win) 14inch	20,000	One time fee
Notebook PC (Mac) 15inch	28,000	One time fee

■ 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 on P. 10 for operator fees.

■ Please refer to information on P.11 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
Venue Auxiliary Equipment		
for Main Hall 10.5mx7.8m (500 inches) 4:3	18,000	10.5mx5.9m (480 inches) 16:9 can also be used.
for Main Hall 12.4mx7.0m (560 inches) 16:9	100,000	One time fee
for Annex Hall 6.0mx6.0m (300 inches) 4:3	9,500	
for Annex Hall 12.0mx6.0m (480 inches)	80,000	One time fee
for New Hall 9.1mx5.1m (413 inches) 16:9	80,000	One time fee
for Room A 8.8mx5.0m (400 inches) 16:9	12,000	
for Room B1,B2 5.3mx4.0m (260 inches) 4:3	5,000	
for Room C1,C2 3.7mx3.3m	3,000	
for Room D 8.0mx4.0m (320 inches) 16:9	6,000	
for Room E 6.0mx3.0m	4,000	
Temporary Equipment		
7.3mx4.1m (330 inches) 16:9	120,000	1st day NH,EH
	60,000	2nd and after NH,EH
2.3mx3.0m (150 inches) 4:3	5,000	SAKURA,SWAN, Subscreen for MH·AH
2.4mx1.8m (120 inches) 4:3	4,000	F,G,H,I,J,K,157
2.0mx1.5m (100 inches) 4:3	2,000	Room in the 5th floor, Subscreen for A,AH1·AH2
1.6mx1.2m (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, NH: New 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	8:00 to 21:00, including operator fee, but cameras are charged extra.
Copy (Recording media included)	2,000	Audio recording (MP3), Video recording (DVD)
Copy (Recording media included)	3,000	Video recording (MP4)
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	Up to 2 hours between 8:00 and 21:00, including 1 camera with standard lens

- 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)	259,000	MH
8:00 to 21:00 (2nd day and after)	214,000	
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	NH,AH,EH ※with 70-power lens
1 Permanently + 1 Temporarily-installed Camera with standard lens 8:00 to 21:00 (on the 1st day)	347,000	MH,A,D
8:00 to 21:00 (2nd day and after)	302,000	
2 Permanently + 1 Temporarily-installed Camera with standard lens 8:00 to 21:00 (on the 1st day)	419,000	MH
8:00 to 21:00 (2nd day and after)	374,000	
2 Temporarily-installed Cameras with standard + 40-power lenses 8:00 to 21:00 (on the 1st day)	470,000	AH1,AH2,EH
8:00 to 21:00 (2nd day and after)	425,000	
2 Temporarily-installed Cameras with standard + 70-power lenses 8:00 to 21:00 (on the 1st day)	520,000	NH,AH,EH
8:00 to 21:00 (2nd day and after)	475,000	
Audio relay channel /venue	10,000	Live relay to other room
Video relay channel /venue	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 on P. 10.
- 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	159,500	
	109,500	

- 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 on P.10 for operator fees.

Operator Fees

Tax not included(JPY)

Audio/Lighting/Video/ Simultaneous Interpretation	Basic Hour	Extention Rate/Hour		
	8:00 ~ 21:00	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

■ Main Hall and New Hall require both a chief and an assistant as audio operators.

■ 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.

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

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	10,000 /time	One telephone set is included, but call rates are charged extra.
Internal line setup work fee	3,500 /time	Available for calling outside lines by making a setting change.
Facsimile (including line fee) within five days	30,000 /time	Available for connection of a maximum of two sets. 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)	52,000 /time	Available for a maximum of 2 copiers.Copy fees are charged extra.
High-speed copier (Colors)	72,000 /time	Available for a maximum of 2 copiers.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	20,000 /time	
Notebook PC (Mac) 15inch	28,000 /time	
Laser printer (Black & Wwhite, 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	
Permanently-installed fiber-optic	One time/One day fee	Remarks
Wired connection		
LAN cable connection fee (for the first line)	20,000 /line	Best-effort service, supports network partition
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.
Wireless connection		
	30,000 /AP	Supports network partition, Limited to 1 port, 1VLAN SSID · Password setting is allowed.6 or more:20,000 yen/AP (1Venue)
Temporarily-installed fiber-optic	One time/One day fee	Remarks
Temporary router setup and setting fee	Please inquire	Please inquire separately for use of global IP
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.

■ A separate estimate will be made if you require more than 2 high-speed copiers.

■ Please inquire separately for dedicated use of permanent optical line.

■ When the use of office communication equipment in the table above, a temporary power supply may be required separately.

[Temporary Power Supply]

Outlet work	One time fee	Remarks
Single-phase outlet up to 2 kw per room	4,000 /kw	Including electric fee.
Single-phase outlet up to 2 kw per room	7,500 /kw	Including electric fee, Minimum lot: 0.3kw
(Primary-side) mainline work	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

■ The above temporary power supply work fees include electricity usage amount.

■ A separate estimate will be made for use of 3-phase outlets.

Parking and Cleanig Fees

[Parking]

Tax not included(JPY)

Description	One time fee	Remakrs
Standard-sized car: Cash payment*	1,000 /time	*Including consumption tax, from 20 minutes to 24 hours From 20 minutes to 24 hours
Large-sized car: Cash payment*	2,500 /time	
Standard-sized car: Coupon parking ticket	800 /time	
Large-sized car: Coupon parking ticket	2,000 /time	

[Cleaning]

Description	One time fee	Remarks
Waste disposal fee	1,800 /cart	
Waste disposal fee (Truck 2t size)	36,000 /car	
New Hall cleaning fee after construction/carrying-in	52,000 /time	
New Hall cleaning fee after removal/carrying-out	60,000 /time	Indispensible to using NH for exhibition
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
Other exhibition venue cleaning fee after construction/carrying-in	30 /m ²	
Other exhibition venue cleaning fee after removal/carrying-out	30 /m ²	Indispensible for exhibition use
Routine Cleaning	1,650 /hour	
Special Cleaning	30 /m ²	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	60,000～	
Main Entrance (Small)	H0.9m×W1.8m	18,000～	
Main Hall	H1.8m×W11.8m	100,000～	
Room A	H1.2m×W10.8m	90,000～	
New Hall	H1.2m×W10.8m	90,000～	
Room B-1・B-2	H0.9m×W7.2m	50,000～	
Room C-1・C-2	H0.6m×W4.5m	23,000～	
Room D	H0.9m×W7.2m	50,000～	
Room E	H0.6m×W4.5m	23,000～	
Banquet Hall Sakura	H0.7m×W6.0m	40,000～	
Banquet Hall Swan	H0.6m×W4.5m	23,000～	
Annex Hall	H1.2m×W9.0m	80,000～	
Event Hall	H1.2m×W9.0m	80,000～	
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～	
New Hall	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.