

Kyoto International Conference Center (ICC Kyoto)

# **Room and Facilities Rental Fees**

February 2023 revised edition

**【Contact Us】**  
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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 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	1,840	473,000	627,000	880,000	1,122,000	1,342,000	143,000
		15.0								
	Room A	950	Horseshoe Theater School (Gallery seats)	370 478-520 250 (222)	330,000	418,000	572,000	709,500	841,500	88,000
		9.0								
	Room B-1	470	Oval Theater School (Gallery seats)	100 216-284 120 (69)	154,000	198,000	275,000	352,000	407,000	44,000
		6.0								
	Room B-2	350	Circular Theater School (Gallery seats)	72 150-180 84 (43)	115,500	154,000	209,000	264,000	308,000	33,000
		6.0								
	Room C-1	200	Square Theater School	40 105-134	71,500	88,000	121,000	148,500	176,000	19,800
		3.0								
Room C-2	200		64	71,500	88,000	121,000	148,500	176,000	19,800	
	3.0									
Room D	460	Theater School	227-250 120	154,000	198,000	275,000	352,000	407,000	44,000	
	9.0									
Room E	380	Theater School	237 108	137,500	170,500	231,000	286,000	335,500	35,200	
	3.5									
Adjoining Building	Annex Hall *Can be divided into 2	1,500	Theater School	1,200 600	462,000	594,000	814,000	990,000	1,188,000	132,000
		10.0								
	Event Hall	3,000	Theater School	2,500 1,000	440,000	495,000	770,000	792,000	1,023,000	110,000
		8.2-19.2								
	Café Terrace	360	Round Table (Basic layout)	118	77,000/day *Café Terrace is only available for use as anteroom of Event Hall.					
New Hall	2,000	Theater School	1,600 960	462,000	616,000	858,000	1,100,000	1,320,000	143,000	
	10.0									
Anteroom *Can be divided into 2	55.0	Island	16	37,400	46,200	60,500	74,800	86,900	8,800	
Main Building	Banquet Hall SAKURA	805	Theater School	536 220	357,500	477,400	682,000	871,200	1,042,800	110,000
		3.5-4.5								
	Banquet Hall SWAN	540	Theater School	240 90	154,000	198,000	275,000	352,000	407,000	44,000
	3.3									
Garden	Garden	Approx. 5,000~10,000			550,000/day					
	Tea Ceremony House HOSHUAN	10 tatami-mat 25㎡	Hiroma Ryureiseki	15 13	33,000/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.
- 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 Exhibitor".
- None of the rental fees for Banquet Hall SAKURA and SWAN is charged for the use of 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.

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		7,040,000		5,940,000		4,840,000	660,000

- The 1st-floor lounge (the NIWA café space that faces the Japanese garden) cannot be used for exhibitions.

## Small Room Rental Fees

Weekday Rates (Monday to Friday)												Tax 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	47,300	57,200	74,800	91,300	105,600	11,000	
2	Room I,J,K			Theater	90							School
1	Room 101	55	2.6	Square	16	17,600	23,100	31,900	39,600	47,300	4,840	
	Room 102	25		Island	8	8,250	10,340	14,300	17,600	20,900	2,200	
	Room 103	90		Square	24	37,400	46,200	60,500	74,800	86,900	8,800	
	Room 104	100		Square	36	40,700	50,600	66,000	80,300	93,500	9,680	
	Room 157	220		Theater	104							School
	Room 158,159	30 (2 rooms)		Sofa set (Basic layout)	7	12,100	15,400	22,000	27,500	33,000	3,630	
5	Room 501	135	3.0	Square	36	45,100	55,000	71,500	86,900	100,100	10,450	
	Room 502,504,506	25 (3 rooms)		Theater	81							School
	Room 503,505,507	12 (3 rooms)		Island	4	5,830	7,700	11,000	13,200	16,500	1,980	
	Room 509	135		Island	4	3,190	4,070	5,500	6,820	7,920	880	
	Room 510	180		Square	20 (2rooms)	45,100	55,000	71,500	86,900	100,100	10,450	
	Room 552	40		Theater	88							School
	Room 553	200		Square	36	58,300	71,500	93,500	114,400	133,100	13,750	
	Room 554,555	100 (2 rooms)		Theater	120							School
	Room 558, 559	50 (2 rooms)		Square	16	9,900	13,200	17,600	22,000	25,300	2,750	
	Room 560	50		Theater	180	40,700	53,900	77,000	96,800	116,600	13,200	
	Room 561	50		School	56							
	Room 562	40		Square	32	31,350	37,950	49,500	59,400	69,300	7,150	
	Room 563	40		Theater	70							School
6	Room 662-665	60 (4 rooms)	2.8	Sofa set	12	12,100	16,500	20,900	24,200	27,500	3,080	
	Room 670, 672-681	30 (11 rooms)		Oval (Basic layout)	20	18,700	24,200	33,000	42,900	49,500	5,500	
				Sofa set (Basic layout)	7	18,700	24,200	33,000	42,900	49,500	5,500	
				Sofa set (Basic layout)	7	14,300	19,800	26,400	34,100	39,600	4,400	
				Sofa set (Basic layout)	7	14,300	19,800	26,400	34,100	39,600	4,400	

- 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.
- 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 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	412,500	522,500	715,000	886,600	1,051,600	110,000
	Room B-1	470	6.0	192,500	247,500	344,300	440,000	509,300	52,800
	Room B-2	350		144,100	192,500	261,800	330,000	385,000	39,600
	Room C-1	200	3.0	89,100	110,000	151,800	185,900	220,000	22,000
	Room C-2	200		89,100	110,000	151,800	185,900	220,000	22,000
	Room D	460	9.0	192,500	247,500	344,300	440,000	509,300	52,800
	Room E	380	3.5	171,600	213,400	289,300	357,500	419,100	44,000
	Room F,G,H,I,J,K	120		59,400	71,500	93,500	114,400	132,000	13,750
	Room 101	55	2.6	22,000	28,600	39,600	49,500	59,400	6,600
	Room 103	90		47,300	58,300	75,900	93,500	108,900	11,000
	Room 104	100		50,600	63,250	82,500	100,100	116,600	12,100
	Room 157	220		85,800	104,500	137,500	168,300	195,800	20,900
	Room 501	135		56,100	69,300	89,100	108,900	125,400	13,200
	Room 509	135		56,100	69,300	89,100	108,900	125,400	13,200
	Room 510	180		72,600	89,100	116,600	143,000	166,100	17,600
Room 553	200	3.0		50,600	67,100	96,800	121,000	146,300	15,400
Room 554	100		39,600	47,300	58,300	74,800	86,900	8,800	
Room 555	100		39,600	47,300	58,300	74,800	86,900	8,800	
Room 662~665	60	2.8	20,900	26,400	36,300	44,000	52,800	5,500	
Adjoining Building	Annex Hall	1,500	10.0	462,000	594,000	814,000	990,000	1,188,000	132,000
	Event Hall	3,000	8.2-19.2	440,000	495,000	770,000	792,000	1,023,000	110,000
	New Hall	2,000	10.0	462,000	616,000	858,000	1,100,000	1,320,000	143,000
Main Building	Banquet Hall SAKURA	805	3.5-4.5	357,500	477,400	682,000	871,200	1,042,800	110,000
	Banquet Hall SWAN	540	3.3	154,000	198,000	275,000	352,000	407,000	44,000

(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.
- 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, D, please confirm with sales personnel in advance.  
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.
- The 1st-floor lounge (the NIWA café space that faces the Japanese garden) cannot be used for exhibitions.

## Basic Furniture Rental Fees

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

Tables	One day fee
Deluxe Conference Table (Large)	880
Deluxe Conference Table (Small)	715
Foldable Table: 180x90cm	385
Foldable Table: 150x60cm	385
Table: 90x90cm	330
Small Table: 65x40cm	275
Chairs	One day fee
Deluxe Conference Chair	253
Conference Chair (stacking chair)	154
Conference Chair (with side table)	275
Receptionist Chair	253
Award Ceremony Chair	660
Other Furniture	One day fee
Temporary Staging: 240x180x60cm high	4,400
Temporary Staging: 240x120x30cm high	2,640
Temporary Staging: 200x100x20~100cm high (AH)	2,640
Podium (MH)	990
Podium	715
National Flag Hoisting Stand (5 flags)	660
National Flag Hoisting Stand (tripod)	275
Flagpole	165
Tablecloth	440
Award Ceremony Tray	440
Signing Tall Desk	935
Whiteboard	605
Bulletin Board: 180x120cm high	605
Bulletin Board(small): 90x90cm high	330
Three-fold Partition: 180cm high	550
Stantion(Belt type)	385
Document Locker	1,100
Pigeon-hole(upper & lower halves in a set)	825
Pigeon-hole(lower half only)	440
Reception Table: 120x60cm	330
Reception sofa (for 3 persons)	715
Reception sofa (for 1 person)	330
Electric Stove	330
Desk Lamp	110
Portable Cash-box	110

### \*Stock Quantity

#### 【Main Building】

Foldable Table: 180x90cm: 150 (white cloth is charged extra)

Foldable Table: 150x60cm: 470

Foldable Table: 150x60cm with front panel: 150

#### 【AH】

Foldable Table: 150x60cm: 330

Foldable Table: 150x60cm with front panel: 45

#### 【EH/NH】

Foldable Table: 180x90cm: 300 (white cloth is charged extra)

Foldable Table: 180x45cm: 301

Foldable Table: 180x45cm with front panel: 69

Tax included(JPY)

Other Furniture	One time fee
Gold-leaf Folding Screen (Large): 2.4m high/pair	17,600
Gold-leaf Folding Screen: 2.1m high/pair	13,200
Poster Panel: 90x240cm/90x210cm high	Please inquire
Shelves for storage	1,980
Hanger Rack (with 10 hangers)	1,584
Cloak Tags (600 pieces/set)	1,100
Full-length mirror	2,640
Tatami-mat	924
White Cloth	440
Momoyama Umbrella	9,240
Folding Stool (Japanese red felt bench)	1,716
Sign Stand	330
Layout Change	One time fee
Stage Layout Change	2,200~
Hexagonal Easy Chairs at the front of Main Hall (one side)	22,000
The 1st-floor lounge	12,100
Information Counter	5,500
Georgette in EH	22,000~
Temporary Partition in EH	22,000~
Furniture for NH/EH	One day fee
Foldable Table: 180x90cm	385
Foldable Table: 180x45cm	385
Deluxe Conference Table	2,200
Deluxe Conference Chair	550
Deluxe Conference Chair	253
Conference Chair (stacking chair)	154
Temporary Staging: 200x100x20~100cm high	2,640
Podium (Large)	1,100
Podium (Small)	770
Flower Stand	5,500
Three-fold Panel	2,750
Three-fold Partition: 180cm high	1,320
Three-fold Partition: 180cm high	770
Invation Prevention Fence	440

■ 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.

■ 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 included(JPY)

Equipment	One day fee	Remarks	
P.A. System (Main Hall)	44,000	Microphones and Chief & Assistant Sound Operators are charged separately.	
P.A. System (New Hall)	33,000	Microphones and Chief & Assistant Sound Operators are charged separately.	
P.A. System (A)	35,200	Microphones and Chief Sound Operator are charged separately.	
P.A. system (B1,B2)	11,000		
P.A. System (C1,C2)	7,700		
P.A. System (D)	11,000		
P.A. System (E)	11,000		
P.A. System (AH)	33,000		
P.A. System (AH1)(AH2)	22,000		
P.A. System (EH)	49,500		
P.A. System (SAKURA)	19,800		
P.A. System (SWAN)	16,500		
Auto P.A. System (A)	35,200		Microphones are charged separately. A maximum of 6 microphones excluding lapel microphones.
Auto P.A. System (B1,B2,D,E)	11,000		
Auto P.A. System (C1,C2)	7,700		
Amplifier for small meetings (F,G,H,I,J,K)	13,200	Includes 2 wired and 1 wireless microphones (or 3 wired microphones). A maximum of 6 microphones can be used.	
Amplifier for small meetings	8,800	3 wired microphones	
Wired Microphone	1,650		
Wireless Microphone (frequency band B-type)	4,400	Handheld or Lapel Microphone	
Request Microphone	1,650	Microphone controller is charged separately.	
Carousel Microphone	2,200	Used to collect sound from musical instruments, etc.	
Microphone Controller	38,500	Chief operator is charged separately.	
Audio Line	3,300		
Player (CD)	2,200	Operator fee is charged separately.	

■ To use the P.A. System, a chief sound operator is required. Please refer to information on P. 8 for operator fees.

■ Depending on the frequency assignment, some wireless microphones may need to be WS-type (@11,000 yen).

#### [Simultaneous Interpretation System]

Equipment	One day fee	Remarks
System (MH, NH, A, B1, B2, C1, C2, D, AH)	55,000	Up to 3 languages. Permanent booths are included
1 additional language	5,500	
Receiver and Headphone	770	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, a simultaneous interpretation operator is required. Please refer to information on P. 8 for operator fees.

#### [Others]

Equipment	One-day fee	Remarks
Intercom	22,000	Up to 5 sets
Interphone	4,950	
Digital Time Indicator	5,500	
Sign Light for Next Chairperson/Presenter	3,300	
Laser Pointer	2,200	
Light Dimmer (MH, NH, A, AH, D, Sakura)	1,650	Ability to preset 5 lighting patterns
Light Dimmer (B1, B2, C1, C2, E, F-K, SWAN)	1,100	
Table Lamp	440	



## Video System and Screen Fees

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

### [Video System]

Tax included(JPY)

Equipment	Charge by rate	Remarks
<b>Projector</b>		
4K 30000 lm equivalence	1,320,000	Suitable for MH,NH,EH
20000 lm equivalence	880,000	Suitable for MH,NH,AH,EH
12000 lm equivalence	495,000	Suitable for NH,AH,EH
10000 lm equivalence	440,000	Suitable for NH,AH,A,EH
12000 lm equivalence (MH: permanently installed/ Laser)	297,000	Suitable for MH (Available in dual projection)
8000 lm equivalence	220,000	Suitable for AH1·AH2,A,B1,B2,D
6000 lm equivalence	132,000	Suitable for B1,B2,D,SAKURA
4000 lm equivalence (Portable type)	55,000	Suitable for C1,C2,E,F-K, SWAN
3000 lm equivalence (Portable type)	38,500	Suitable for small rooms and for subscreen
<b>System</b>		
Switcher System A (For presentation )	38,500	PC Switcher for 4 channels + Interface + Video Cables
Switcher System B (For presentation )	70,400	PC Switcher for 7 channels + Interface + Video Cables + Preview Monitoring system, Operator is charged extra.
Switcher System C (HD model) (For Event)	99,000	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)	17,600	Mouse Computer + Keyboard + Monitor TV
<b>Monitor [ 16:9 ]</b>		
TV Monitor (26 inches)	16,500	Camera image of each hall & Television broadcasting
TV Monitor (65 inches)	121,000	With Monitor stand
TV Monitor (50 inches)	66,000	
TV Monitor (42 inches)	55,000	
LCD Monitor (24 inches)	16,500	
LCD Monitor (15 inches)	9,900	
LCD Monitor (10 inches)	6,600	
Monitor in front of the room (50 ~65 inches)	27,500	MH,AH1,AH2,A,B1,B2,C1,C2,D
PDP Monitor at Main Lobby (103 inches)	27,500	
<b>Others</b>		
DVD Player	6,600	
DVD Player (For production)	10,450	Used for performance
Notebook PC (Win) 14inch	22,000	One time fee
Notebook PC (Mac) 15inch	30,800	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.

■ To use the Switcher System B and C, Video Operator is required. Please refer to information on P. 8 for operator fees.

■ 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
<b>Venue Auxiliary Equipment</b>		
for Main Hall 10.5mx7.8m (500 inches) 4:3	19,800	10.5mx5.9m (480 inches) 16:9 can also be used.
for Main Hall 12.4mx7.0m (560 inches) 16:9	110,000	One time fee
for Annex Hall 6.0mx6.0m (300 inches) 4:3	10,450	
for Annex Hall 12.0mx6.0m (480 inches)	88,000	One time fee
for New Hall 9.1mx5.1m (413 inches) 16:9	88,000	One time fee
for Room A 8.8mx5.0m (400 inches) 16:9	13,200	
for Room B1,B2 7.3mx4.1m (330 inches) 16:9	6,600	
for Room C1,C2 3.7mx3.3m	3,300	
for Room D 7.3mx4.1m (330 inches) 16:9	6,600	
for Room E 6.0mx3.0m	4,400	
<b>Temporary Equipment</b>		
7.3mx4.1m (330 inches) 16:9	132,000	1st day NH,EH
	66,000	2nd and after NH,EH
2.3mx3.0m (150 inches) 4:3	5,500	SAKURA,SWAN, Subscreen for MH·AH
2.4mx1.8m (120 inches) 4:3	4,400	F,G,H,I,J,K,157
2.0mx1.5m (100 inches) 4:3	2,200	Room in the 5th floor, Subscreen for A,AH1·AH2
1.6mx1.2m (80 inches) 4:3	1,320	Room in the 6th floor, Subscreen for B-1·B-2·C-1·C-2,D,E,

## Recording, Camera, Live Relay and Lighting Fees

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

### [Recording]

Tax included(JPY)

Equipment	One time fee	Remarks
Audio recording (MP3)	40,700	8:00 to 21:00, including operator fee
Audio recording (MP3), up to 4 hours	29,700	Up to 4 hours between 8:00 and 21:00, including operator fee.
Fee for 1 additional recording channel	8,800	
Video recording (MP4)	99,000	8:00 to 21:00, including operator fee, but cameras are charged extra.

- 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.)
- Charges for extension hours outside the time slot of 8:00 to 21:00 are subject to the "Extension Rate/Hour" for Chief operator.
- Editing is subject to additional charge. We will separately quote such charge upon request.

### [Camera]

Equipment	One day fee	Remarks	
1 Temporarily- installed Camera with standard lens	143,000	B1,B2,C1,C2,D,E	
1 Temporarily- installed Camera with 40-power lens	176,000	AH1,AH2,A	
1 Temporarily- installed Camera with 70-power lens	231,000	MH,NH,AH,EH	
1 Temporarily-installed Camera with standard lens + 1 Movable Camera with standard lens	8:00 to 21:00 (on the 1st day) 8:00 to 21:00 (2nd day and after)	484,000 434,500	B1,B2,C1,C2,D,E
1 Temporarily-installed Camera with 40-power lens + 1 Movable Camera with standard lens	8:00 to 21:00 (on the 1st day) 8:00 to 21:00 (2nd day and after)	517,000 467,500	AH1,AH2,A
1 Temporarily-installed Camera with 70-power lens + 1 Movable Camera with standard lens	8:00 to 21:00 (on the 1st day) 8:00 to 21:00 (2nd day and after)	572,000 522,500	MH,NH,AH,EH

- 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.
- For Live relay to other room, extra fees for projector, lighting, Media Center (AV control system) fee, 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.

### [Live Relay]

Equipment	One day fee	Remarks
Audio relay channel (per 1 room)	22,000	Relay to another room
Video relay channel (per 1 room)	22,000	Relay to another room
Media Center (AV control system)	66,000	8:00 to 21:00, including operator fee

- Charges for extension hours outside the time slot of 8:00 to 21:00 are subject to the "Extension Rate/Hour" for Chief operator.
- Please inquire about more than 4 rooms relay.

### [Lighting for Main Hall]

Equipment	One day fee	Remarks	
3kw Xenon Spot Light	16,500		
Basic Lighting for Live relay	1st day 2nd day and after	175,450 120,450	Operator fee is charged extra.

- 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.8 for operator fees.

## Operator Fees

Audio/Lighting/Video/ Simultaneous Interpretation	Tax included(JPY)			
	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	44,000	11,000	33,000	55,000
Assistant	33,000	11,000	33,000	55,000

- Main Hall and New Hall require both a chief and an assistant as audio operators.
- 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 22,000 yen is charged.
- Operator fees are charged not only for a real stage, but also for the standby time.
- Other operators, directors etc. are required depending on the contents of presentation.

## Office Equipment and Other Fees

### [Office Appliance and Communication Equipment]

Tax included (JPY)

Tel & Fax	One time/One day fee	Remarks
Dial-in telephone setup fee	11,000 /time	One telephone set is included, but call rates are charged separately.
Internal line setup fee	3,850 /time	Can change setting to enable calls to outside lines
Facsimile (including line fee) five days or less	33,000 /time	Maximum of two sets. Fax rates are charged separately.
Internal PHS rental fee on the first day	550 /day	Can change setting to enable calls to outside lines
Internal PHS rental fee on and after the second day	165 /day	
Digital line setup work fee	Please inquire	
Copier	One time/One day fee	Remarks
High-speed copier (Black & White)	57,200 /time	Available for a maximum of 2 copiers. Copy fees are charged separately.
High-speed copier (Color)	79,200 /time	Available for a maximum of 2 copiers. Copy fees are charged separately.
Photocopy fee (Black & White)	11 /page	
Photocopy fee (Color)	33 /page	
PC	One time/One day fee	Remarks
Notebook PC (Win) 14-inch	22,000 /time	
Notebook PC (Mac) 15-inch	30,800 /time	
Laser printer (Black & White, one tray, A4 to A3)	19,250 /time	
Laser printer (Color, A4 to A3)	41,800 /time	
Photocopy fee (Black & White)	11 /page	
Photocopy fee (Color)	33 /page	
Permanently-installed fiber-optic	One time/One day fee	Remarks
Wired connection		
LAN cable connection fee (for the first line)	22,000 /line	Best-effort service, supports network partition
LAN cable connection fee (for the second line and after)	11,000 /line	Excluding branching in the same room and connections to exhibition booths.
Wireless connection	33,000 /AP	Supports network partition, Limited to 1 port, 1VLAN Can designate SSID/password
Permanent optic connection	66,000 /line	Best-effort service
Wireless LAN plan (NH,AH,EH)	495,000 /hall	Technical support is charged separately.
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

- The rental fees listed in the Table above are unit price for using the equipment for seven days or less.  
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 using office communication equipment in the table above, a separate temporary power supply may be required.

### [Temporary Power Supply]

Outlet work	One time fee	Remarks
Single-phase outlet up to 2 kw per room	4,400 /kw	
Single-phase outlet over 2 kw per room	8,250 /kw	
(Primary-side) mainline work	One time fee	Remarks
Single-phase circuit 100V / 200V	3,740 /kw	
Three-phase circuit 200V	5,500 /kw	

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

## Parking and Cleanig Fees

**[Parking]**

Tax included(JPY)

Description	One time fee	Remarks
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	880 /time	
Large-sized car: Coupon parking ticket	2,200 /time	

**[Cleaning]**

Description	One time fee	Remarks
Waste disposal fee	1,980 /cart	
Waste disposal fee (Truck 2t size)	39,600 /cart	
New Hall cleaning fee after construction/carrying-in	57,200 /time	
New Hall cleaning fee after removal/carrying-out	66,000 /time	Indispensible to using NH for exhibition
Event Hall cleaning fee after construction/carrying-in	60,500 /time	
Event Hall cleaning fee after removal/carrying-out	96,250 /time	Indispensible to using EH for exhibition
Annex Hall cleaning fee after construction/carrying-in	42,900 /time	
Annex Hall cleaning fee after removal/carrying-out	49,500 /time	Indispensible to using AH for exhibition
Other exhibition venue cleaning fee after construction/carrying-in	33 /m <sup>2</sup>	
Other exhibition venue cleaning fee after removal/carrying-out	33 /m <sup>2</sup>	Indispensable for exhibition use
Routine Cleaning	1,815 /hour	
Special Cleaning	33 /m <sup>2</sup>	Indispensible to using room/lobby for exhibition

## Signboard and Display Fees

Tax included(JPY)

Title Signboard	Size	One time fee	Remarks
Main Entrance (Large)	H1.2m×W5.0m	66,000 ~	
Main Entrance (Small)	H0.9m×W1.8m	19,800 ~	
Main Hall	H1.8m×W11.8m	110,000 ~	
Room A	H1.2m×W10.8m	99,000 ~	
New Hall	H1.2m×W10.8m	99,000 ~	
Room B-1・B-2	H0.9m×W7.2m	55,000 ~	
Room C-1・C-2	H0.6m×W4.5m	25,300 ~	
Room D	H0.9m×W7.2m	55,000 ~	
Room E	H0.6m×W4.5m	25,300 ~	
Banquet Hall Sakura	H0.7m×W6.0m	44,000 ~	
Banquet Hall Swan	H0.6m×W4.5m	25,300 ~	
Annex Hall	H1.2m×W9.0m	88,000 ~	
Event Hall	H1.2m×W9.0m	88,000 ~	
Sign	Size	One time fee	Remarks
Sign	H60cm×W53cm	3,300 ~	Paper, with Sign Stand
	H16.5cm×W53cm	1,650 ~	Paper, with Sign Stand
	H40cm×W40cm	4,400 ~	Wood Rack, with Sign Stand
	H45cm×W45cm	4,950 ~	Wood Rack, with Sign Stand
	H60cm×W60cm	6,600 ~	Wood Rack, with Sign Stand
	H90cm×W90cm	9,900 ~	Wood Rack, with Sign Stand
Others	Size	One time fee	Remarks
Name Plate (single-side)	H8cm×W41cm	1,980 ~	Paper
Name Plate (double-side)	H8cm×W41cm	3,960 ~	Paper
Name Plate (single-side)	H6.3cm×W30cm	1,760 ~	Paper
Name Plate (double-side)	H6.3cm×W30cm	3,520 ~	Paper
Frag Frame	H1.2m×W1.8m	5,500 ~	
Hanging Display	Size	One time fee	Remarks
Main Hall	H6.0m×W0.9m	38,500 ~	
Room A	H5.0m×W0.9m	31,900 ~	
New Hall	H5.0m×W0.9m	31,900 ~	
Room B-1・B-2	H3.0m×W0.7m	18,700 ~	
Room C-1・C-2	H2.0m×W0.5m	13,200 ~	
Room D	H4.0m×W0.9m	30,800 ~	
Room E	H2.0m×W0.5m	13,200 ~	
Annex Hall	H5.0m×W0.9m	31,900 ~	

■ 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.