Kyoto International Conference Center (ICC Kyoto)

Room and Facilities Rental Fees

October 2026 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 the usage start date. Please bring the 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. Due to concerns about facility maintenance and safety management, this must be performed in the presence of our staff and a supervision fee will apply. We will also charge a service fee based on details and scale when handling these special arrangements.

*The carpet in the first floor of the main building has a special textured shape, and loading or unloading without protection causes it to twist.

Hall and Room

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Oct 22, 2026
ICC Kyoto

Hall and Room Rental Fees

Weekday Rates (Monday to Friday) — Tax included (JPY)

	Hall/Room	Area (㎡) / Ceiling Height(m)	Seating Capacity: Sample Layout	Seating Capacity: Number of Seats	Rental Fees: 9:00～12:00	13:00～17:00	9:00～17:00	13:00～21:00	9:00～21:00	Extension Rate/Hour
Main Building	**Main Hall**	2,040 / 15.0	Fixed seating	1,840	572,000	759,000	1,056,000	1,353,000	1,617,000	176,000
	Room A	950 / 9.0	Horseshoe Theater School (Gallery seats)	370 478 250 (222)	396,000	495,000	682,000	847,000	1,001,000	110,000
	Room B-1	470 / 6.0	Oval Theater School (Gallery seats)	100 216~284 120 (69)	169,400	217,800	302,500	387,200	447,700	48,400
	Room B-2	350 / 6.0	Circular Theater School (Gallery seats)	72 150~180 84 (43)	127,600	169,400	229,900	290,400	338,800	36,300
	Room C-1	200 / 3.0	Square Theater School	40 105~134 64	79,200	96,800	133,100	163,900	193,600	22,000
	Room C-2	200 / 3.0			79,200	96,800	133,100	163,900	193,600	22,000
	Room D	460 / 9.0	Theater School	227~250 120	169,400	217,800	302,500	387,200	447,700	48,400
	Room E	380 / 3.5	Theater School	237 108	151,800	188,100	254,100	314,600	369,600	39,600
Adjoining Buildings	**Annex Hall** *Can be divided into 2	1,500 / 10.0	Theater School	1,200 600	561,000	715,000	979,000	1,188,000	1,430,000	165,000
	Event Hall	3,000 / 8.2-19.2	Theater School	2,500 1,000	539,000	605,000	946,000	968,000	1,254,000	143,000
	Café Terrace	360	Round Table (Basic layout)	118	84,700/day *Café Terrace is only available for use as anteroom of Event Hall.					
	New Hall	2,000 / 10.0	Theater School	1,600 960	561,000	748,000	1,034,000	1,320,000	1,584,000	176,000
	Anteroom *Can be divided into 2	55.0	Island	16	41,800	51,700	67,100	82,500	95,700	9,900
Main Building	**Banquet Hall SAKURA**	805 / 3.5-4.5	Theater School	536 220	393,800	525,800	750,200	959,200	1,147,300	121,000
	Banquet Hall SWAN	540 / 3.3	Theater School	240 90	169,400	217,800	302,500	387,200	447,700	48,400
Garden	**Garden**	Approx.5,000～10,000			660,000/day					
	Tea Ceremony House HOSHOAN	10 tatami mats 25㎡	Hiroma Ryureiseki	15 13	106,700/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 halls/rooms 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 9:00～17:00 rental fee. The use of halls/rooms 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 9:00～21:00 and 13:00～21:00 rental fee.
- The use of halls/rooms listed in the Table above on Saturdays, Sundays, public holidays, and substitute holidays is subject to a 20% premium added to the basic rental fees (except for international and academic conferences) .
- The use of halls/rooms listed in the Table above for concerts or events with paid admission is subject to a 50% premium added to the basic rental fees.
- For rental fees for the use of halls/rooms listed in the Table above for an exhibition, please refer to "Hall and Room Rental Fees for Exhibition".
- Rental fees for Banquet Hall SAKURA and SWAN are waived for up to 3 hours when used for dining and parties.
- The garden is available for rental only when rented together with any of the halls 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: 7:00～19:00	8:00～20:00	8:00～18:00	9:00～19:00	9:00～17:00	Extension Rate/Hour
	Main Building Reservation	6,395㎡ 4,935seats		8,096,000		6,831,000		5,566,000	759,000

- 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	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 Theater School	32 90 38	52,800	63,800	82,500	101,200	116,600	12,100
2	**Room I,J,K**										
1	**Room 101**	55	2.4	Square	16	19,800	26,400	35,200	44,000	52,800	5,500
	Room 102	25	2.6	Island	8	9,900	12,100	16,500	19,800	23,100	3,300
	Room 103	90		Square	24	41,800	51,700	67,100	82,500	95,700	9,900
	Room 104	100		Square Theater School	36 104 52	45,100	56,100	72,600	89,100	103,400	11,000
	Room 157	220		Island Theater School	36 180 96	75,900	92,400	121,000	148,500	172,700	18,700
	Room 158,159	30 (2 rooms)		Sofa set (Basic layout)	7	14,300	17,600	24,200	30,800	36,300	4,400
5	**Room 501**	135		Square Theater School	36 81 40	50,600	60,500	79,200	95,700	111,100	12,100
	Room 502,504,506	25 (3 rooms)		Island Sofa set	4 4	6,600	8,800	12,100	15,400	18,700	2,200
	Room 503,505,507	12 (3 rooms)		Island	4	4,400	5,500	6,600	7,700	8,800	1,100
	Room 509	135		Square Theater School	20 （2rooms） 88 36	50,600	60,500	79,200	95,700	111,100	12,100
	Room 510	180		Square Theater School	36 120 56	64,900	79,200	103,400	126,500	147,400	15,400
	Room 552	40	3.0	Square	16	11,000	15,400	19,800	24,200	28,600	3,300
	Room 553	200		Theater School	180 56	45,100	59,400	84,700	106,700	128,700	15,400
	Room 554,555	100 (2 rooms)		Square Theater School	32 70 28	35,200	41,800	55,000	66,000	77,000	8,800
	Room 558, 559	50 (2 rooms)		Sofa set	12	14,300	18,700	23,100	27,500	30,800	4,400
	Room 560	50		Oval (Basic layout)*	20	20,900	27,500	36,300	47,300	55,000	6,600
	Room 561	50		Sofa set (Basic layout)*	7	20,900	27,500	36,300	47,300	55,000	6,600
	Room 562	40			7	16,500	22,000	29,700	38,500	44,000	5,500
	Room 563	40			7	16,500	22,000	29,700	38,500	44,000	5,500
6	**Room 662-665**	60 (4 rooms)	2.8	Square	16	19,800	24,200	33,000	39,600	46,200	6,600
	Room 670, 672-681	30 (11 rooms)		Island Sofa set	6 4	9,900	12,100	16,500	19,800	23,100	3,300

■ 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 halls/rooms 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 9:00～17:00 rental fee.
The use of halls/rooms 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 9:00～21:00 and 13:00～21:00 rental fee.

■ The use of halls/rooms listed in the Table above on Saturdays, Sundays, public holidays, and substitute holidays is subject to a 20% premium added to the basic rental fees (except for international and academic conferences) .

■ For rental fees for the use of halls/rooms listed in the Table above for an exhibition, please refer to "Hall and Room Rental Fees for Exhibition".

■ The rental fees for Room F - K, 158 - 159, 502 - 506, 503 - 507, 558 - 559, 662 - 665, and 672 - 681 listed in the Table above are charged per room.

＊ The layout of this room cannot be changed. Please refrain from eating in this room.

Mar 22, 2024
ICC Kyoto

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	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	495,000	619,300	852,500	1,059,300	1,251,800	137,500
	Room B-1	470	6.0	212,300	272,800	378,400	484,000	559,900	60,500
	Room B-2	350		159,500	212,300	288,200	363,000	423,500	46,200
	Room C-1	200	3.0	99,000	121,000	167,200	205,700	242,000	27,500
	Room C-2	200		99,000	121,000	167,200	205,700	242,000	27,500
	Room D	460	9.0	212,300	272,800	378,400	484,000	559,900	60,500
	Room E	380	3.5	190,300	235,400	317,900	393,800	462,000	49,500
	Room F, G, H, I, J, K	120		66,000	80,300	103,400	126,500	146,300	15,400
	Room 101	55	2.4	25,300	33,000	44,000	55,000	66,000	7,700
	Room 103	90	2.6	52,800	64,900	84,700	103,400	119,900	13,200
	Room 104	100		57,200	70,400	91,300	112,200	129,800	14,300
	Room 157	220		95,700	115,500	151,800	185,900	216,700	24,200
	Room 501	135		63,800	75,900	99,000	119,900	139,700	15,400
	Room 509	135		63,800	75,900	99,000	119,900	139,700	15,400
	Room 510	180		81,400	99,000	129,800	158,400	184,800	19,800
	Room 553	200	3.0	57,200	74,800	106,700	134,200	161,700	19,800
	Room 554	100		44,000	52,800	69,300	82,500	96,800	11,000
	Room 555	100		44,000	52,800	69,300	82,500	96,800	11,000
	Room 662～665	60	2.8	25,300	30,800	41,800	49,500	58,300	8,800
Adjoining Building	**Annex Hall**	1,500	10.0	561,000	715,000	979,000	1,188,000	1,430,000	165,000
	Event Hall	3,000	8.2-19.2	539,000	605,000	946,000	968,000	1,254,000	143,000
	New Hall	2,000	10.0	561,000	748,000	1,034,000	1,320,000	1,584,000	176,000
Main Building	**Banquet Hall SAKURA**	805	3.5-4.5	393,800	525,800	750,200	959,200	1,147,300	121,000
	Banquet Hall SWAN	540	3.3	169,400	217,800	302,500	387,200	447,700	48,400

(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 halls/rooms 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 9:00～17:00 rental fee.
  The use of halls/rooms 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 9:00～21:00 and 13:00～21:00 rental fee.
- The use of halls/rooms listed in the Table above on Saturdays, Sundays, public holidays, and substitute holidays is subject to a 20% premium added to the basic rental fees (except for international and academic conferences) .
- The use of halls/rooms listed in the Table above for concerts or events with paid admission is subject to a 50% premium added to the basic rental fees.
- Annex Hall and Rooms 103, 104, 509, 554, and 555 can each be divided into two rooms using a mobile wall.
- 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 exhibitions.
- 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 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.

Jul 31, 2026
ICC Kyoto

Basic Furniture Rental Fees

〔Abbreviations〕 MH: Main Hall, NH: New Hall, AH: Annex Hall, EH: Event Hall

Tax included (JPY)

Tables	One day fee
Deluxe Conference Table (Large)	880
Deluxe Conference Table (Small)	715
Foldable Table: 180×90cm	385
Foldable Table: 150×60cm	385
Table: 90×90cm	330
Small Table: 65×40cm	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: 240×180×60cm high	4,400
Temporary Staging: 240×120×30cm high	2,640
Temporary Staging: 200×100×20～100cm 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
Tall Desk	935
Whiteboard	605
Bulletin Board: 90x90cm high	330
Three-fold Partition: 180cm high	550
Stantion (Belt type)	385
Document Locker	1,100
Reception Table: 120×60cm	330
Reception Sofa (for 3 persons)	715
Reception Sofa (for 1 person)	330
Electric Stove	330
Desk Lamp	110
Portable Cash-box	110

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	Please inquire
Shelves for Storage	2,200
Hanger Rack (with 10 hangers)	2,200
Cloak Tags (600 pieces/set)	1,100
Full-length Mirror	3,300
Tatami Mat	1,320
White Cloth	660
Momoyama Umbrella	9,240
Folding Stool (Japanese red felt bench)	2,420
Sign Stand	550
Layout Change	**One time fee**
Stage Layout Change	2,200～
Hexagonal Easy Chairs at the front of Main Hall (one side)	22,000
1st-floor lounge	12,100
Information Counter	5,500
Georgette Curtain in EH	22,000～
Temporary Partition in EH	22,000～
Furniture for NH/EH	**One day fee**
Foldable Table: 180×90cm	385
Foldable Table: 180×45cm	385
Deluxe Conference: Table 180×65×77cmH	2,200
Deluxe Conference Chair: 59×60×86cmH	550
Deluxe Conference Chair	253
Conference Chair (Stacking chair)	154
Temporary Staging: 100×200×20～100cmH	2,640
Podium (Large): 120×78×135cmH	1,100
Podium (Small): 90×67×118cmH	770
Flower Stand: 60×60×85cmH	5,500
Three-fold Panel: 270×3.1×210cmH	2,750
Three-fold Partition: 180×180cmH	1,320
Three-fold Partition: 180×180cmH	770
Invasion Prevention Fence: 160×50cmH	440

***Stock Quantity**

【Main Building】

Foldable Table: 180×90cm：150 (white cloth charged separately)

Foldable Table: 150×60cm：470

Foldable Table: 150×60cm with front panel：150

【AH】

Foldable Table: 150×60cm：330

Foldable Table: 150×60cm with front panel：45

【EH/NH】

Foldable Table: 180×90cm：300 (white cloth charged separately)

Foldable Table: 180×45cm：301

Foldable Table: 180×45cm with front panel：69

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

■ An extra charge will apply for setup staff attending rehearsals and or on standby late at night/early in the morning.

■ 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 an additional charge starting three days before you use the hall/room.

Jul 28, 2026
ICC Kyoto

Audio and Simultaneous Interpretation System Fees

〔Abbreviations〕 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 (A)	35,200	Microphones and Chief Sound Operators are charged separately.
P.A. system (B-1,B-2)	11,000	
P.A. System (C-1,C-2)	7,700	
P.A. System (D)	11,000	
P.A. System (E)	11,000	
P.A. System (SAKURA)	41,800	
P.A. System (SWAN)	38,500	
P.A. System (AH)	33,000	
P.A. System (AH1)(AH2)	22,000	
P.A. System (EH)	82,500	
P.A. System (New Hall)	33,000	Microphones and Chief & Assistant Sound Operators are charged separately.
Auto P.A. System (A)	35,200	Microphones are charged separately. A maximum of 6 microphones excluding lapel microphones can be used.
Auto P.A. System (B-1,B-2,D,E)	11,000	
Auto P.A. System (C-1,C-2)	7,700	
Amplifier for Small Meetings (F,G,H,I,J,K)	28,600	Includes 4 wired and 2 wireless microphones (or 6 wired microphones). A maximum of 8 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 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, B-1, B-2, C-1, C-2, D, AH)	55,000	Up to 3 languages. Permanent interpreting booths are included
1 Additional Language	5,500	
Receiver and Headphone	770	Loss/damage compensation fee: 56,650 yen/piece for the receiver and 5,500 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.

〔Other〕

Equipment	One-day fee	Remarks
Intercom	38,500	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

〔Abbreviations〕 MH: Main Hall, NH: New Hall, AH: Annex Hall, EH: Event Hall

〔Video System〕 Tax included (JPY)

Equipment		Charge by rate	Remarks
Projectors			
4K 30000 lm equivalence	(MH: permanently installed / laser)	330,000	Suitable for MH
4K 30000 lm equivalence		1,320,000	Suitable for 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
8000 lm equivalence		220,000	Suitable for AH1・AH2, A, B-1, B-2, D
12000 lm equivalence	(D: permanently installed / laser)	220,000	Suitable for D
6500 lm equivalence	(I,J,K: permanently installed)		Suitable for I, J, K
6000 lm equivalence		132,000	Suitable for B-1, B-2, E, SAKURA
4000 lm equivalence	(Portable type)	55,000	Suitable for C-1, C-2, E, F, G, H, SAKURA, SWAN
Systems			
Switcher System		38,500	PC Switcher for 4 channels + Interface + Video Cables
Switcher System with Operator		99,000	Multi format Switcher for 7 channels + Interface + Video Cables ＋Preview Monitoring system. Operator is charged separately.
KVM Extension System (Remote control system on the podium)		17,600	Mouse Computer ＋Keyboard ＋Monitor TV
Monitors [16 : 9]			
TV Monitor	(65 inches)	121,000	With Monitor stand
	(50 inches)	66,000	
	(42 inches)	55,000	
LCD Monitor	(24 inches)	16,500	
	(15 inches)	9,900	
	(10 inches)	6,600	
4K Monitor in front of the room	(65 inches)	27,500	MH, NH, AH, EH, A, B-1, B-2, C-1, C-2, D, E, SAKURA, SWAN
PDP Monitor at Main Lobby	(103 inches)	27,500	
Other			
Notebook PC (Windows)	14-inch	22,000	One-time fee
Notebook PC (Mac)	15-inch	30,800	One-time fee

■ Video equipment is charged by rate. 100% for 1 day, 130% for 2 days, 150% for 3 days and 170% for 4 days.

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

■ Any video equipment other than those listed in the Table above are subject to additional charges. We will separately quote such charges upon request.

〔Screens〕

Equipment		One-day fee	Remarks
Dedicated Equipment			
Main Hall	10.5mx7.8m (500 inches) 4 : 3	19,800	10.5mx5.9m (480 inches) Can also be used in 16:9
Annex Hall 1	10.0mx7.0m (440 inches) 16 : 9	19,800	
Annex Hall 2	6.8mx5.3m (300 inches) 16 : 9	10,450	
New Hall	9.1mx5.1m (413 inches) 16 : 9	88,000	One-time fee
Room A	8.8mx5.0m (400 inches) 16 : 9	13,200	
Room B-1,B-2	7.3mx4.1m (330 inches) 16 : 9	6,600	
Room C-1,C-2	3.7mx3.3m	3,300	
Room D	7.3mx4.1m (330 inches) 16 : 9	6,600	
Room E	6.0mx3.0m	4,400	
Room I, J, K	2.6mx1.5m (120 inches) 16 : 9	4,400	
Temporary Equipment			
	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, 157
	2.0mx1.5m (100 inches) 4 : 3	2,200	Rooms on the 5th floor, Subscreen for A, AH1・AH2
	1.6mx1.2m (80 inches) 4 : 3	1,320	Rooms on the 6th floor, Subscreen for B-1・B-2, C-1・C-2, D, E

Recording, Camera, Live Relay, and Lighting Fees

〔Abbreviations〕 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)	110,000	8:00 to 21:00, operator fee included but cameras charged separately

■ The fee for storage media such as disks is included in the recording fee listed above (some exceptions apply).
■ 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 operators.
■ Editing is subject to additional charges. We will separately quote such charges upon request.

〔Camera〕

Equipment		One day fee	Remarks
1 Temporarily- installed Camera with standard lens	8:00 to 21:00	165,000	B-1, B-2, C-1, C-2, D, E
1 Temporarily- installed Camera with 40-power lens		198,000	AH1, AH2, A
1 Temporarily- installed Camera with 70-power lens		253,000	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)	539,000	B-1, B-2, C-1, C-2, D, E
	8:00 to 21:00 (2nd day and after)	484,000	
1 Temporarily-installed Camera with 40-power lens + 1 Movable Camera with standard lens	8:00 to 21:00 (on the 1st day)	572,000	AH1, AH2, A
	8:00 to 21:00 (2nd day and after)	517,000	
1 Temporarily-installed Camera with 70-power lens + 1 Movable Camera with standard lens	8:00 to 21:00 (on the 1st day)	627,000	MH, NH, AH, EH
	8:00 to 21:00 (2nd day and after)	572,000	

■ The fee for cameras listed above are a sum of charges per room for a set of cameras and cameraman fees.
Charges for extension hours outside the time slot of 8:00 to 21:00 are subject to the "Extension Rate/Hour" for chief operators.
■ For live relay to other rooms, extra fees for projector, lighting, Media Center (AV control system) fee, and audio and video relay channels are charged in addition to the fee for cameras.
■ For video recording, a separate recording fee is charged in addition to 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 room)	22,000	Relay to another room
Video relay channel (per room)	22,000	Relay to another room
Media Center (AV control system)	110,000	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 operators.
■ Please inquire about relay to more than 4 rooms.

〔Lighting for Main Hall〕

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

■ Please feel free to consult us about any stage lighting plans other than those listed in the Table above.
■ To use lighting, a lighting operator is required. Please refer to information on P.8 for operator fees.

Operator Fees

Tax included (JPY)

Audio/Lighting/Video/ Simultaneous Interpretation	Basic Charge	Extension Rate/Hour
	8:00 ～ 21:00	21:00 ～ 8:00
		Up to 3 hours
Chief	55,000	16,500
Technical Support	47,300	
Assistant	44,000	

■ Extension fees for early morning and late evening cannot be combined.
Example: For extension from 7:00 to 8:00 (1 hour) and from 21:00 to 23:00 (2 hours), a charge of 33,000 yen applies.

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

■ Operator fees are charged for standby time as well as performance time.

■ Additional operators, directors etc. may be required depending on the content.

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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
Fax machine (line included, five days of use or less)	33,000 /time	Maximum of two sets. Fax rates are charged separately.
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 (Windows) 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 the unit price for using the equipment for seven days or less.
Please inquire about fees for usage lasting more than seven days.

■ A separate estimate will be made if you require more than 3 high-speed copiers.

■ Please inquire separately for dedicated use of permanent optical lines as numbers are limited.

■ 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: 1 kW per room	8,250 /kw	
(Primary-side) mainline work	**One time fee**	**Remarks**
Single-phase circuit 100V / 200V	7,480 /kw	

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

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

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Parking and Cleaning Fees

〔**Parking**〕 Tax included (JPY)

Description	One time fee	Remakrs
Standard-sized car: Cash payment*	1,000 /time	Up to 24 hours from time of entry
Large-sized car: Cash payment*	2,500 /time	
Standard-sized car: Unpaid parking ticket	880 /time	Up to 24 hours from time of entry Final total of all tickets charged to organizer
Large-sized car: Unpaid parking ticket	2,200 /time	

〔**Cleaning**〕

Description	One time fee	Remarks
Waste disposal fee	3,080 /cart	
Waste disposal fee (2t truck)	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	Required if 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	Required if 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	Required if using AH for exhibition
Other exhibition venue cleaning fee after construction/carrying-in	33 /㎡	
Other exhibition venue cleaning fee after removal/carrying-out	33 /㎡	Required for exhibition use
Routine Cleaning	1,815 /hour	
Special Cleaning	33 /㎡	Required if using room/lobby for exhibition

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Signboard and Display Fees

Tax included (JPY)

Title Signboard	Size	One time fee	Remarks
Main Entrance (Large)	H1.2m×W5.0m	88,000 ～	
Main Entrance (Small)	H0.9m×W1.8m	27,500 ～	
Main Hall	H1.8m×W11.8m	132,000 ～	
Room A	H1.2m×W10.8m	110,000 ～	
New Hall	H1.2m×W10.8m	99,000 ～	
Room B-1・B-2	H0.9m×W7.2m	66,000 ～	
Room C-1・C-2	H0.6m×W4.5m	33,000 ～	
Room D	H0.9m×W7.2m	66,000 ～	
Room E	H0.6m×W4.5m	33,000 ～	
Banquet Hall Sakura	H0.7m×W6.0m	55,000 ～	
Banquet Hall Swan	H0.6m×W4.5m	33,000 ～	
Annex Hall	H1.2m×W9.0m	110,000 ～	
Event Hall	H1.2m×W9.0m	110,000 ～	
Sign	Size	One time fee	Remarks
Sign	H60cm×W53cm	4,400 ～	Paper, with sign stand
	H16.5cm×W53cm	2,200 ～	Paper, with sign stand
	H40cm×W40cm	5,500 ～	Wood rack, with sign stand
	H45cm×W45cm	6,050 ～	Wood rack, with sign stand
	H60cm×W60cm	7,700 ～	Wood rack, with sign stand
	H90cm×W90cm	11,000 ～	Wood rack, with sign stand
Other	Size	One time fee	Remarks
Name Plate (Single-sided)	H8cm×W41cm	2,750 ～	Paper
Name Plate (Double-sided)	H8cm×W41cm	5,500 ～	Paper
Name Plate (Single-sided)	H6.3cm×W30cm	3,300 ～	Paper
Name Plate (Double-sided)	H6.3cm×W30cm	5,500 ～	Paper
Flag Frame	H1.2m×W1.8m	6,600 ～	
Hanging Display	Size	One time fee	Remarks
Main Hall	H6.0m×W0.9m	44,000 ～	
Room A	H5.0m×W0.9m	36,300 ～	
New Hall	H5.0m×W0.9m	31,900 ～	
Room B-1・B-2	H3.0m×W0.7m	24,200 ～	
Room C-1・C-2	H2.0m×W0.5m	16,500 ～	
Room D	H4.0m×W0.9m	33,000 ～	
Room E	H2.0m×W0.5m	16,500 ～	
Annex Hall	H5.0m×W0.9m	36,300 ～	

■ 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.

■ Sign design creation is subject to additional charges.