

# Makuhari Messe International Conference Hall Usage Fees [Tax exclusive prices]

Room types			Seating capacity		Usage		For use as meeting rooms						With set meals	Extension Fee per hour
							①	②	③	④	⑤	⑥		
			Theater style	Classroom style	From 9:00 AM to noon	From 1:00 PM to 5:00 PM	From 6:00 PM to 9:00 PM	From 9:00 AM to 5:00 PM	From 1:00 PM to 9:00 PM	From 9:00 AM to 9:00 PM	2 hours			
2F	Convention Hall	Entire room	1,390㎡	1,664	960	¥507,000	¥662,000	¥662,000	¥870,000	¥1,077,000	¥1,098,000	¥386,000	¥156,000	
		Partitioned	670㎡	806	432	¥305,000	¥401,000	¥401,000	¥527,000	¥654,000	¥667,000	¥285,000	¥95,000	
	213・214・215・216		16㎡	Hollow square style 8 to 12		¥4,000	¥5,000	¥5,000	¥7,000	¥8,000	¥10,000	—	¥1,000	
	International conference room		635㎡	688	312	¥290,000	¥380,000	¥380,000	¥500,000	¥600,000	¥632,000	¥238,000	¥90,000	
	Medium-sized meeting room 201	Entire room	330㎡	304	144	¥83,000	¥111,000	¥111,000	¥148,000	¥185,000	¥189,000	¥43,000	¥28,000	
		Partitioned	165㎡	144	60	¥44,000	¥58,000	¥58,000	¥78,000	¥98,000	¥100,000	¥22,000	¥15,000	
	Small-sized meeting room 202		83㎡	70	36	¥15,000	¥20,000	¥20,000	¥27,000	¥34,000	¥35,000	¥8,000	¥5,000	
	Small-sized meeting room 203		72㎡	56	24	¥13,000	¥18,000	¥18,000	¥25,000	¥32,000	¥33,000	¥7,000	¥4,000	
Small-sized meeting rooms 204・205		53㎡	48	18	¥10,000	¥13,000	¥13,000	¥17,000	¥22,000	¥23,000	¥4,000	¥3,000		
3F	Medium-sized meeting room 301	Entire room	280㎡	256	132	¥71,000	¥95,000	¥95,000	¥127,000	¥159,000	¥162,000	¥34,000	¥24,000	
		Partitioned	140㎡	108・126	48・60	¥38,000	¥51,000	¥51,000	¥67,000	¥84,000	¥86,000	¥18,000	¥13,000	
	Medium-sized meeting rooms 302・303		194㎡	196	108	¥51,000	¥68,000	¥68,000	¥90,000	¥113,000	¥115,000	¥24,000	¥17,000	
	Medium-sized meeting room 304		190㎡	172	81	¥51,000	¥68,000	¥68,000	¥90,000	¥113,000	¥115,000	¥24,000	¥17,000	
1F	Medium-sized meeting room 101	Entire room	160㎡	144	96	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
		Partitioned	80㎡	72	36	¥21,000	¥28,000	¥28,000	¥37,000	¥47,000	¥48,000	¥10,000	¥7,000	
	Medium-sized meeting room 102	Entire room	139㎡	160	90	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
		Partitioned	65㎡	60・70	36	¥21,000	¥28,000	¥28,000	¥37,000	¥47,000	¥48,000	¥10,000	¥7,000	
	Medium-sized meeting rooms 103 to 105		156㎡	170	99	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
	VIP reception room 1		65㎡	8		¥19,000	¥25,000	¥25,000	¥33,000	¥42,000	¥43,000	—	¥6,000	
VIP reception room 2		30㎡	6		¥9,000	¥12,000	¥12,000	¥15,000	¥19,000	¥20,000	—	¥3,000		

- Remark 1. Above charge includes following equipment utilization charge.  
a. Tables and Chairs (the number of inmates per rooms or hall/the classroom style form is three persons table)  
b. Following sounders and lightings.

	Audio equipment	Lighting equipment
Convention hall	Microphone (3 units except for wireless), CD player (1 unit), technical operator (1 person), digital recorder (1 unit)	Suspension lighting, ceiling lighting, technical operator (1 person)
International conference room	Microphone (3 units except for wireless), CD player (1 unit), technical operator (1 person), digital recorder (1 unit)	Front sidelights, technical operator (1 person)
Medium-sized meeting room	Microphone (3 units except for wireless) 201, 301, 302, 303, 304, 101, 102, 103, 104, and 105	

2. Required twice above charge if using only exhibition.
  3. Please consult us about "With set meals" (only using party)
  4. 80% charge of above, if using Convention Hall or International Conference Room to construct or remove. But not apply to Extension Fee.
  5. 213-216room are given priority to using convention hall user.
- \* The above listed prices are tax exclusive.

# Makuhari Messe International Conference Hall Equipment Price List [Tax exclusive prices]

Classification	Item Name	Unit	Rental fees
Audio equipment	Wired microphone	1	¥1,000
	Wireless microphone (hand-set type / lapel-set type)	1	¥3,000
	CD player	1	¥2,000
	MD player	1	¥3,000
	Intercom main station	1	¥10,000
	Intercom headset	1 set	¥2,000
	Charge for bringing in audio equipment	1 KW	¥1,000
	Lighting equipment	Pin spot light 2 KW (operator fee not included) Convention Hall	1
Pin spot light 1 KW (operator fee not included) International Conference Room		1	¥10,000
Charge for bringing in lighting equipment		1 KW	¥1,000
Video equipment	Video projector (for PC, etc.)	Please inquire separately.	
	Monitor TV (40 inch ~)	1	¥10,000~
	DVD/BRD player	1	¥5,000
	Temporary screen (240 inch) Convention Hall	1	¥20,000
	Temporary screen (210 inch) Room 201	1	¥15,000
	Electrically-powered winding screen (8.0 m x 5.8 m) International Conference Room	1	¥4,000
	Electrically-powered winding screen (4.8 m x 1.8 m) Rooms 301 to 304	1	¥4,000
	Electrically-powered winding screen (3.2 m x 1.8 m) Rooms 102 to 105	1	¥4,000
	Temporary screen (2.4 m x 1.8 m) Room 101	1	¥1,000
	Tripod screen (1.8 m x 1.8 m)	1	¥1,000
Conference room facilities	Whiteboard	1	¥1,000
	Laser pointer	1	¥1,000
	Handy light	1	¥500
	Memo stand (type of built-in chair)	1	¥200
	Poster board (1200 W x 1800 H)	1	¥1,000
	Partition (1800 W x 1800 H)	1	¥1,000
	Sign stand	1	¥500
	Tray for presenting commendations	1	¥500
	Hanger rack	1	¥1,000
	Full length mirror	1	¥1,000

Classification	Item Name	Unit	Rental fees
Stage equipment	Portable stage (variable height type) (2000 x 1000)	1	¥5,000
	Portable stage (remaining in place from second day onward)	1	¥2,000
	Podium (large) (1500 x 630 x 1070)	1	¥5,000
	Podium (small) (1200 x 480 x 1030)	1	¥3,000
	Podium for Emcee (large) (650 x 580 x 1070)	1	¥2,000
	Podium for Emcee (small) (500 x 480 x 1030)	1	¥1,000
	Flower stand (large) (580 x 580 x 750)	1	¥1,000
	Flower stand (small) (450 x 450 x 750)	1	¥500
	Flower arrangement (for floor or table top)	Please inquire separately.	
	Gilt folding screen (2700/6-fold)	1 pair	¥15,000
	Gilt folding screen (2400/6-fold)	1 pair	¥10,000
	Charge for bringing in stage	3.3㎡	¥1,000
	Other	Simultaneous interpreting equipment	Please inquire separately.
Banner production (suspended, free-standing, guide) and brush calligraphy		Please inquire separately.	
Power source construction fee		1 KW	¥10,000~
Power source utilization fee		1 KW	¥1,000

### (Remarks)

- Listed price is for single use of one meeting room per day.
  - Additional charges shall be incurred when a technical operator is required to operate audio, lighting equipment and other conference hall facilities.
  - In addition to the equipment listed above for audio, lighting, stage, etc., we have a wide range of other equipment, please contact us to make rental arrangements.
- \* The above listed prices are tax exclusive.

### Catering information

We accommodate catering arrangements for the International Conference Hall. (Bringing in food and drink is not permitted)

Please contact us for prices.

### Available arrangements

Party (buffet and seated), flower arrangement, attendants, boxed meals, variety of beverages for coffee breaks, hospitality beverages, etc.

Applicable as from April 1, 2014