

Makuhari Messe International Conference Hall Usage Fees **〔Tax included Prices〕**

Room types				Usage		For use as meeting rooms						Extension Fee per hour
				Seating capacity		Theater style	Classroom style	①	②	③	④	
								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
2F	Convention Hall	Entire room	1,390㎡	1,664	960	¥557,700	¥728,200	¥728,200	¥957,000	¥1,184,700	¥1,207,800	¥171,600
		Partitioned	670㎡	806	432	¥335,500	¥441,100	¥441,100	¥579,700	¥719,400	¥733,700	¥104,500
	213 • 214 • 215 • 216		16㎡	Hollow square style 8 to 12		¥4,400	¥5,500	¥5,500	¥7,700	¥8,800	¥11,000	¥1,100
	International conference room		635㎡	688	312	¥319,000	¥418,000	¥418,000	¥550,000	¥660,000	¥695,200	¥99,000
	Medium-sized meeting room 201	Entire room	330㎡	304	144	¥91,300	¥122,100	¥122,100	¥162,800	¥203,500	¥207,900	¥30,800
		Partitioned	165㎡	144	60	¥48,400	¥63,800	¥63,800	¥85,800	¥107,800	¥110,000	¥16,500
	Small-sized meeting room 202		83㎡	70	36	¥16,500	¥22,000	¥22,000	¥29,700	¥37,400	¥38,500	¥5,500
	Small-sized meeting room 203		72㎡	56	24	¥14,300	¥19,800	¥19,800	¥27,500	¥35,200	¥36,300	¥4,400
	Small-sized meeting rooms 204 • 205		53㎡	48	18	¥11,000	¥14,300	¥14,300	¥18,700	¥24,200	¥25,300	¥3,300
3F	Medium-sized meeting room 301	Entire room	280㎡	256	132	¥78,100	¥104,500	¥104,500	¥139,700	¥174,900	¥178,200	¥26,400
		Partitioned	140㎡	108 • 126	48 • 60	¥41,800	¥56,100	¥56,100	¥73,700	¥92,400	¥94,600	¥14,300
	Medium-sized meeting rooms 302 • 303		194㎡	196	108	¥56,100	¥74,800	¥74,800	¥99,000	¥124,300	¥126,500	¥18,700
	Medium-sized meeting room 304		190㎡	172	81	¥56,100	¥74,800	¥74,800	¥99,000	¥124,300	¥126,500	¥18,700
1F	Medium-sized meeting room 101	Entire room	160㎡	144	96	¥46,200	¥61,600	¥61,600	¥81,400	¥103,400	¥105,600	¥15,400
		Partitioned	80㎡	72	36	¥23,100	¥30,800	¥30,800	¥40,700	¥51,700	¥52,800	¥7,700
	Medium-sized meeting room 102	Entire room	139㎡	160	90	¥46,200	¥61,600	¥61,600	¥81,400	¥103,400	¥105,600	¥15,400
		Partitioned	65㎡	60 • 70	36	¥23,100	¥30,800	¥30,800	¥40,700	¥51,700	¥52,800	¥7,700
	Medium-sized meeting rooms 103 to 105		156㎡	170	99	¥46,200	¥61,600	¥61,600	¥81,400	¥103,400	¥105,600	¥15,400
	VIP reception room 1		65㎡	Sofa Set (8)		¥20,900	¥27,500	¥27,500	¥36,300	¥46,200	¥47,300	¥6,600
	VIP reception room 2		30㎡	Sofa Set (6)		¥9,900	¥13,200	¥13,200	¥16,500	¥20,900	¥22,000	¥3,300

Remark 1. Above charge includes following equipment utilization charge.

- Tables and Chairs (the number of inmates per rooms or hall/the classroom style form is three persons table)
- 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)	—

- Required twice above charge if using for exhibition.
- 80% charge of above, if using Convention Hall or International Conference Room to construct or remove. But not apply to Extension Fee.
- 213-216room are given priority to using convention hall user.

Makuhari Messe International Conference Hall Equipment Price List [Tax included Prices]

EQUIPMENT	ITEM NAME		UNIT	CHARGES	
ACOUSTIC EQUIPMENT	Wired Microphone (Dynamic Microphone)		1	¥1,100	
	Wireless Microphone (Handy Type/ Lapel Type)		1	¥3,300	
	CD Player		1	¥2,200	
	Digital Recorder		1	from¥3,300	
	Intercom Main Station		1	¥11,000	
	Intercom Headset		1	¥2,200	
	Charge for bringing in Acoustic Equipment		1 KW	¥1,100	
LIGHTNING EQUIPMENT	Pin Spot Light 2kW (operator fee not included) Convention Hall		1	¥22,000	
	Source Four (LED)		1	¥3,300	
	Charge for bringing in lighting Equipment		1 KW	¥1,100	
VIDEO EQUIPMENT	※ Projector	Temporary	(10,000lm) Convention Hall	1	¥264,000
			(10,000lm) Convention Hall Day 2 and onwards	1	¥33,000
		Temporary	(10,000lm) International Conference Room・201	1	¥198,000
			(10,000lm) International Conference Room・201 Day 2 and onwards	1	¥33,000
		Equipped	(4,500lm) 301-304, 101-105	1	¥38,500
			(4,500lm) 301-304, 101-105 Day 2 and onwards	1	¥5,500
		Temporary	(4,500lm) Small Conferencd Room	1	¥38,500
			(4,500lm) Small Conferencd Room Day 2 and onwards	1	¥5,500
	Screen	Temporary	(300 inch, 16:9 ratio) Convention Hall	1	¥22,000
		Equipped	(W8000 x H5800) International Conference Room	1	¥4,400
		Temporary	(250 inch, 16:9 ratio) Room 201	1	¥16,500
		Equipped	(150 inch, 16:10 ratio) Rooms 301-304	1	¥4,400
			(150 inch, 16:9 ratio) Rooms 101-105	1	¥4,400
		Self standing	(100 inch, 16:10 ratio)	1	¥2,200
	Switcher monitor set (Up to four PCs can be connected)		1	¥27,500	
	Switcher monitor set (Up to four PCs can be connected) Day 2 and onwards		1	¥5,500	
	HDMI distribution		1	¥6,600	
	HDMI distribution Day 2 and onwards		1	¥2,200	
	LCD monitor (40 inches)		1	¥11,000	
	Laser Pointer		1	¥1,100	

EQUIPMENT	ITEM NAME		UNIT	CHARGES
FURNITURE	Portable stage (variable height type) (W2000 × H1000)		1	¥5,500
	Portable stage (remaining in place from second day onward)		1	¥2,200
	Lectern (large) (W1500 × D630 × H1070)		1	¥5,500
	Lectern (small) (W1200 × D480 × H1030)		1	¥3,300
	Lectern for MC (large) (W650 × D580 × H1070)		1	¥2,200
	Lectern for MC (small) (W500 × D480 × H1030)		1	¥1,100
	Flower stand (large) (W580 × D580 × H750)		1	¥1,100
	Flower stand (small) (W450 × D450 × H750)		1	¥550
	Charge for bringing in stage		3.3㎡	¥1,100
VESSEL	Partition (W1800 × H1800)		1	¥1,100
	System Panel (W900 × H2100)		1	¥1,100
	Poster Board (W1200 × H1800)		1	¥1,100
	White Board (Board size W1800 × H900)		1	¥1,100
	Coat Hanger		1	¥1,100
	Full Length Mirror		1	¥1,100
	Roap Partition, Belt Partition		1	¥550 each
	Sign Stand (A3), Table Stand (A4)		1	¥550 each
	Desk Lamp		1	¥550
	Tray for Presenting Commendation, Tray for name cards		1	¥550 each
OTHER	Temporary Internet Line Installation		Please inquire separately.	
	Simultaneous Interpreting Equipment		Please inquire separately.	
	Banner Production (suspended, self standing, guide, etc.)		Please inquire separately.	
	Flower Arrangement (flower stand top / table top)		Please inquire separately.	
	Power Source Construction Fee		1 KW	from¥11,000
	Power Source Utilization Fee		1 KW	¥1,100

(Remarks)

1. Listed price is for single use of one meeting room per day.
2. We accommdate arranging technical operators for acoustic, lighting and video equipment. Additional charges per technical operator will be required after use.
3. In addition to the list above, we have other options. Please contact us to make arrangements.

Catering information

We accommodate catering arrangements for the International Conference Hall, please contact us for menus and prices.

Bringing in food and beverages is not permitted.

Available Catering Arrangements

Party (buffet style/ seated style), Flower Arrangement, Attendants, Formal Arranged Meals, Variety of Boxed Meals, Sandwiches, Snacks, Variety of Beverages for Coffee Breaks, Hospitality Beverages, etc.

Applicable as from November 2025

Makuhari Messe, Inc.

※Screen fee included (Excluding projection onto a 300-inch or 250-inch screen using a 4500lm projector)