

Makuhari Messe International Conference Hall Use Price List [Tax Exclusive Prices]

MEETING ROOMS, FLOOR SPACE			SEATING CAPACITY		USAGE		FOR USE AS MEETING ROOMS						FOR USE AS A PARTY ROOM	EXTENSION RATE PER HOUR
			Theater Style	Classroom Style	① From 9:00 am To noon	② From 1:00 pm To 5:00 pm	③ From 6:00 pm To 9:00 pm	④ From 9:00 am To 5:00 pm	⑤ From 1:00 pm To 9:00 pm	⑥ From 9:00 am To 9:00 pm	2-hour			
2F	Convention Hall	Entire Room	1,390 sqm	1,664	960	¥507,000	¥662,000	¥662,000	¥870,000	¥1,077,000	¥1,098,000	¥386,000	¥156,000	
		Partitioned	670 sqm	806	432	¥305,000	¥401,000	¥401,000	¥527,000	¥654,000	¥667,000	¥285,000	¥95,000	
	Rooms 213, 214, 215, 216		16 sqm	Hollow Square Style 8 to 12		¥4,000	¥5,000	¥5,000	¥7,000	¥8,000	¥10,000	—	¥1,000	
	International Conference Room		635 sqm	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 sqm	304	144	¥83,000	¥111,000	¥111,000	¥148,000	¥185,000	¥189,000	¥43,000	¥28,000	
		Partitioned	165 sqm	144	60	¥44,000	¥58,000	¥58,000	¥78,000	¥98,000	¥100,000	¥22,000	¥15,000	
	Small-sized Meeting Room 202		83 sqm	70	36	¥15,000	¥20,000	¥20,000	¥27,000	¥34,000	¥35,000	¥8,000	¥5,000	
	Small-sized Meeting Room 203		72 sqm	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 sqm	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 sqm	256	132	¥71,000	¥95,000	¥95,000	¥127,000	¥159,000	¥162,000	¥34,000	¥24,000	
		Partitioned	140 sqm	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 sqm	196	108	¥51,000	¥68,000	¥68,000	¥90,000	¥113,000	¥115,000	¥24,000	¥17,000	
	Medium-sized Meeting Room 304		190 sqm	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 sqm	144	96	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
		Partitioned	80 sqm	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 sqm	160	90	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
		Partitioned	65 sqm	60 / 70	36	¥21,000	¥28,000	¥28,000	¥37,000	¥47,000	¥48,000	¥10,000	¥7,000	
	Medium-sized Meeting Rooms 103, 104, 105			170	99	¥42,000	¥56,000	¥56,000	¥74,000	¥94,000	¥96,000	¥20,000	¥14,000	
	VIP Reception Room 1		65 sqm	Sofa Set (8)		¥19,000	¥25,000	¥25,000	¥33,000	¥42,000	¥43,000	—	¥6,000	
VIP Reception Room 2		30 sqm	Sofa Set (6)		¥9,000	¥12,000	¥12,000	¥15,000	¥19,000	¥20,000	—	¥3,000		

- Remark 1. Above prices includes following equipment utilization charge.
a. Tables and Chairs (The basic classroom style form is three persons table.)
b. Following acoustic and lighting equipment.

	Acoustic Equipment	Lighting Equipment
Convention Hall	Wired Microphone (dynamic type, 3 units), Digital Recorder (1 unit), CD Player (1 unit), Technical Operator (1 person)	Suspension Lighting, Ceiling Lighting, Technical Operator (1 person)
International Conference Room	Wired Microphone (dynamic type, 3 units), Digital Recorder (1 unit), CD Player (1 unit), Technical Operator (1 person)	Front Side Lights, Technical Operator (1 person)
Medium-sized Meeting Rooms	Wired Microphone (dynamic type, 3 units)	

2. When meeting rooms are used for exhibits, double the above prices will be charged.
3. Please consult us about details for using as a 2-hour party room.
4. When Convention Hall or International Conference Room is used for move in or move out days, 80% of the above price will be charged. This is not applied to the extension rate per hour.
5. Rooms 213-216 are given priority to using Convention Hall user.

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

EQUIPMENT	ITEM NAME		UNIT	CHARGES	
ACOUSTIC EQUIPMENT	Wired Microphone (Dynamic Microphone)		1	¥1,000	
	Wireless Microphone (Handy Type / Lapel Type)		1	¥3,000	
	CD Player		1	¥2,000	
	Digital Recorder		1	from¥3,000	
	Intercom Main Station		1	¥10,000	
	Intercom Headset		1	¥2,000	
	Charge for bringing in Acoustic Equipment		1 kW	¥1,000	
LIGHTNING EQUIPMENT	Pin Spot Light 2kW (operator fee not included) Convention Hall		1	¥20,000	
	Pin Spot Light 1kW (operator fee not included) International Conference Room		1	¥10,000	
	Charge for bringing in Lighting Equipment		1 kW	¥1,000	
VIDEO EQUIPMENT	Projector		Please inquire separately.		
	Monitor (40 inch)		1	¥10,000	
	DVD / BRD Player		1	¥5,000	
	Laser Pointer, Wireless Clicker		1	¥1,000 each	
	Screen	Equipped	(W8000 x H5800) International Conference Room	1	¥4,000
		Equipped	(150 inch, 16:10 ratio) Rooms 301-304	1	¥4,000
		Equipped	(150 inch, 16:9 ratio) Rooms 101-105	1	¥4,000
		Temporary	(300 inch, 16:9 ratio) Convention Hall	1	¥20,000
		Temporary	(250 inch, 16:9 ratio) Room 201	1	¥15,000
Self-standing	(100 inch, 16:10 ratio)	1	¥2,000		
STAGE EQUIPMENT	Portable Stage (variable height type) (W2000 x D1000)		1	¥5,000	
	Portable Stage (remaining in place from second day onward)		1	¥2,000	
	Lectern (large) (W1500 x D630 x H1070)		1	¥5,000	
	Lectern (small) (W1200 x D480 x H1030)		1	¥3,000	
	Lectern for MC (large) (W650 x D580 x H1070)		1	¥2,000	
	Lectern for MC (small) (W500 x D480 x H1030)		1	¥1,000	
	Flower Stand (large) (W580 x D580 x H750)		1	¥1,000	
	Flower Stand (small) (W450 x D450 x H750)		1	¥500	
Charge for bringing in Stage		3.3 sqm	¥1,000		

EQUIPMENT	ITEM NAME		UNIT	CHARGES
FURNITURE	Partition (W1800 x H1800)		1	¥1,000
	System Panel (W900 x H2100)		1	¥1,000
	Poster Board (W1200 x H1800)		1	¥1,000
	White Board (board size W1800 x H900)		1	¥1,000
	Coat Hanger		1	¥1,000
	Full Length Mirror		1	¥1,000
	Roap Partition, Belt Partition		1	¥500 each
	Sign Stand (A3), Table Stand (A4)		1	¥500 each
	Desk Lamp		1	¥500
	Tray for Presenting Commendations, Tray for Name Cards		1	¥500 each
OTHER	Tablet Arm (for building-in chair)		1	¥200
	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¥10,000
	Power Source Utilization Fee		1 kW	¥1,000

(Remarks)

- Listed price is for single use of one meeting room per day.
- We accommodate arranging technical operators for acoustic, lighting and video equipment. Additional charges per technical operator will be required after use.
- 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 April 1, 2019

Makuhari Messe, Inc.