

Additional Services

▼Hall E Utility and Air Conditioning Fees

Item		Unit	Usage Fee (JPY, tax included)	Notes
Water Usage Fee		1 m ³	792	Billed based on actual usage
Electricity Usage Fee		1kwh	47	
Cooling Fee		Per hour	35,200	Charged only on setup and removal days
Split Usage	ホール E1	Per hour	20,900	
	ホール E2	Per hour	14,300	
Heating Fee		Per hour	27,500	
Split Usage	ホール E1	Per hour	16,500	
	ホール E2	Per hour	11,000	

※ Please note that cooling and heating fees for the actual event day are covered within the facility usage fees.

▼ Merchandise Sales Commission

Facility	Commission Fee
Each Hall Lobby	5% of sales amount
Lounge / Lobby Gallery	10% of sales amount

※ Items directly related to programs or events are exempt from the commission fee.

※ For sales activities conducted in lobby areas, there are restrictions regarding location and space. Please consult with our sales representative in advance.

※ Sales of goods are not permitted in meeting rooms.

▼ Broadcasting and Recording Fees

Facility	Fee (JPY, tax included) per session
Broadcasting and Recording (Video)	110,000
Broadcasting and Recording (Audio)	33,000
Broadcast Control Room Usage Fee	33,000

※Fees include the use of broadcast transmission line equipment and power supply for broadcast vehicles.

※Personnel attendance fees (8:00 AM to 11:00 PM) are included. Additional charges will apply for attendance during late night or early morning hours.

▼ Audio & Video Line / Internal Broadcasting Usage Fees

Service	Unit	Fee (JPY, tax included) / per day	Notes
Line Usage Fee (Analog)	Per line	5,500	
Line Usage Fee (Digital)	Per line	8,800	
Line Usage Fee (Optical)	Per line	11,000	
Internal Broadcasting Fee	Per channel	5,500	
STB Usage Fee	Per unit	1,100	STB (Set-Top Box for viewing)

※ Additional personnel and equipment fees may apply. Please consult your sales representative in advance.

▼ Telephone Installation and Related Fees

Item	Unit	Fee (JPY, tax included) / per day	Notes
Temporary Telephone Line Installation (Analog)	Per line	28,600	Installation fee billed by NTT separately; additional charges apply for early morning and late night setup
Telephone	Per unit	2,200 / day	For external line use in waiting rooms, etc.
Fax Machine	Per	4,400 /	For A4 paper

(Residential Type)	set	day	
Internal Mobile Phone	Per unit	3,300 / day	Charges apply if exceeding free loan units

※ For temporary telephone line installation, the organizer must directly apply for the telephone service with NTT at least one month before the usage start date (Toll-free: 0120-116-000) and obtain a temporary phone number.

※ For use of LAN equipment and other information communication facilities, please consult our sales representative.

※ Call charges will be billed separately.

▼ Equipment Power Usage Fee

Category	Fee (JPY, tax included)	Notes
Power Usage Fee for Brought-in Equipment	¥990 / kW / per day	Calculated based on the total electrical capacity of the brought-in equipment

▼ Facility-wide Voucher Ticket

We offer Facility-wide Voucher Ticket that can be used at all shops within Tokyo International Forum.

▼ Parking Lot Usage Tickets

Parking tickets for the underground car park on Basement Level 3 are available.

The standard rate is ¥200 per 30 minutes (¥800 for 2 hours), but tickets can be purchased at a discounted price of ¥700 per ticket.

Category	Fee (JPY, tax included)	Notes
2-hour Parking Ticket	700	Standard rate: ¥200 per 30 minutes