

Operational Support Services

(G building Meeting Room Specific)

► Equipment for Meetings and Ceremonies

The initial setup of desks and chairs, adhering to the basic specifications of the conference room, is included in the conference room rental fee.

※(Yen, Tax Included)

Product	Unit	Prices / Day	Availability by Location	Remarks (Size in mm, etc.)
Writing Table	1	¥110	Ballroom and part of the shared glass building conference room: 1,250	Table size A4
Lectern (Medium)	1	¥4,400	Shared glass building conference room: 7	W1200×D600×H1050
Lectern (Small)	1	¥2,200	Shared glass building conference room: 13	W700×D600×H1050
Portable Stage	1	¥3,300	Shared glass building conference room: 20	W2400×D1200×H200/400
Flower Stand (Small)	1	¥1,100	Shared glass building conference room: 3	W500×D500×H740
Stand Type Panel	1	¥2,200	Common use throughout the building: 150	Spaces for partitions, signs, etc. (2100×900)
Copy Whiteboard	1	¥4,400	Shared glass building conference room: 2	W1372×D605×H1882

Hand-held Light・LED(Small)	1	¥550	Common use throughout the building:15	
LED Stand (Large)	1	¥550	Common use throughout the building:35	
Name Tag holder (Large)	1	¥110	Common use throughout the building:1,000	W250×H80、separate charger
Name Tag holder (Small)	1	¥110	Common use throughout the building:500	W199×H61、separate charger
Award Tray (Large/Small)	1	¥660	Common use throughout the building:Large15 Common use throughout the building:Small 8	Large: W550×D380×H50 Small: W490×D340×H45
Business Card Tray	1	¥550	Common use throughout the building:15	W270×D180×H120

※For simultaneous interpretation equipment, please refer to the 「Simultaneous Interpretation」 section under Facilities and Equipment.

※Each glass building meeting room includes one hand-held light/fluorescent light(large) at no additional charge.

※We can also arrange for sofas, high tables, catalog stands, display fixtures, and other items not listed above. Please contact our sales representative for more details.

▼ Audio Equipment

※(Yen, Tax Included)

Product	Unit	Prices / Day	Number of Possessions	Remarks
Infrared Wireless Microphone Set	1 set	¥2,200	Hand type: 4 Pin type: 2 Up to 4 waves can be used simultaneously.	JVC kenwood WM-PH57, Victor WM-PH58(For G701, medium room)
Infrared Wireless Microphone Set	1 set	¥2,200	2 hands each	JVC kenwood WM-PH57(For G403, 404, 405, 407, 408, 504, 505, 507, 508, 604, 605, 607, 608)
Infrared Wireless Microphone Set	1 set	¥2,200	2 hands each, 1 pin each Up to 2 waves can be used simultaneously.	JVC kenwood WM-PH57, Victor WM-PH58(For G402, 409, 502, 510, 602, 610)
Wireless Microphone Set (2)	1 set	¥2,200	8 Up to 4 waves can be used simultaneously.	UNI-PEX WM-3000A for portable wireless amplifier
Wireless Microphone Set (3)	1 set	¥1,100	68	SM58SE
Microphone Table Stand	1 set	¥330	82	AKG ST305. Free when using microphone

※If you bring in equipment that uses infrared rays, there is a risk that it may interfere with equipment such as infrared wireless microphones and simultaneous interpretation receivers.

※Infrared wireless microphones cannot be used when simultaneous interpretation is in use.

► Other Audio Equipment

※(Yen, Tax Included)

Product	Unit	Prices / Day	Number of Possessions	Remarks
CD Recorder	1 unit	¥3,300	10	TASCAM SS-CDR250N. Available in shared glass building conference rooms.
Portable Wireless Amplifier Set	1 set	¥3,300	10	UNI-PEX WA-36. Includes 2 wireless tuners, connects up to 2 wireless and 1 wired speaker.
Barrier-Free Speaker	1 unit	¥3,300	2	Sound fan SF-MIRAIS-1. http://soundfun.co.jp/mirais/about-mirai
Conference Room PA System (Small)	1 set	¥3,300	Available in 13 small conference rooms.	Suitable for up to 4 wired and 2 infrared wireless connections.
Conference Room PA System (Basic)	1 set	¥3,300	Available in 5 small conference rooms.	Suitable for up to 4 wired lines.

※If more than 3 microphones are used. A separate setting fee of ¥18,700 will be charged.

※13 small conference rooms are G403, 404, 405, 407, 408, 504, 505, 507, 508, 604, 605, 607, and 608.

※5 small conference rooms are G410, 503, 509, 603, and 609.

► **Video equipment**

※(Yen, Tax Included)

※ Please note that the number in parentheses is shared throughout the building. Consult with your sales representative regarding the number that can be borrowed.

Product	Unit	Prices / Day	Number of Possessions	Remarks
43-inch LCD display (with dedicated stand)	1 unit	¥11,000	(7)	Panasonic TH-43F2
20-inch LCD TV (with dedicated stand)	1 set	¥1,100	(4)	Panasonic TH-L20X1
26-inch LCD TV (with dedicated stand)	1 unit	¥1,100	(3)	Panasonic TH-L26X1
Movable stand screen (16:9 100")	1 unit	¥3,300	10	W2214×H1245
Movable stand screen (4:3 100")	1 set	¥3,300	4	W2000×H2000
Movable stand screen (4:3 80")	1 unit	¥2,200	8	W1800×H1800
Front Screen	1 unit	¥2,200	1	Standard image size 16:9 approx. 120 inches (G404,405,407,408,504,505,507, 508,604,605, 607,608)
Front Screen (16:9 120")	1 unit	¥3,300	1	G402,409,502,510,602,610,701
Video & Audio Distributor	1 unit	¥1,100	(4)	Imagenics DA-120A

HDMI splitter	1 unit	¥5,500	2	Imagenics CRO-UD16 (Dedicated to Building G)
Stand for various equipment	1 unit	¥1,100	(31)	Toas dai, Aurora Stand

※A separate installation adjustment fee of 8,800 yen will be charged when connecting a PC to a 43-inch LCD display.

※ For information on video projectors, please refer to the video of equipment and fixtures.

Telecommunication

※(Yen, Tax Included)

Product	Unit	Prices / Day	Remarks
Temporary telephone line construction (analog, ISDN)	1 Line	¥28,600	Line construction charges will be charged by NTT. Early morning and late at night setup fees are not included.
Fax telephone (for home use)	1 unit	¥4,400/ 1 day	A4 size

※For temporary telephone line construction, please apply for telephone use directly from the organizer to NTT (toll-free number: 0120-116-000) at least one month before the start date of use and obtain a temporary telephone number.

※LAN facilities (wired and wireless) that can be connected to each other in the building and to the outside of the building are available. When using it, a resident LAN service consignment company will accept it, so please consult with our sales representative.

※Call charges will be charged separately.

▼ Signage

※(Yen, Tax Included)

Product	Unit	Prices / Day	Number of Possessions	Remarks
A3 Horizontal sign stand	1 unit	¥550	Common use throughout the building:100	W430×H1300
A3 horizontal sign stand	1 set	¥550	Common use throughout the building:30	W420×H1235 ~2075
B1 Vertical caster board	1 unit	¥550	Common use throughout the building:45	W800×H1500
A4 vertical sign stand (2 rows)	1 unit	¥550	Common use throughout the building:20	W250×H1200

※The installation fee for the designated location will be quoted separately.

※Only in the glass building conference room, one A3 sign stand is installed free of charge in each room.

▼ Others

※(Yen, Tax Included)

Product	Unit	Prices/ Day	Remarks
Free standing hanging signboard	1 set	¥49,500	W4500×H600
Free standing hanging signboard	1 set	¥46,200	W3300×H500
Order of ceremony (with freestanding stand)	1 set	¥23,100	W1800×H900
Order of ceremony (for whiteboard attachment)	1 set	¥16,500	W1775×H875
Billboard	1 set	¥17,050	W700×H2100
	1 set	¥23,100	W900×H1800
	1 set	¥27,500	W900×H2100

Direction sign (matte laminate)	1 set	¥1,650	A3 Color W420×H297
	1 set	¥1,650	A3 B&W W420×H297
Direction sign (Copy paper / No laminate)	1 set	¥1,100	A3 B&W/Colo W420×H297
Hanging signboard Base	1 set	¥29,700	W3300×H500 (bring-in signage installation fee included)
	1 set	¥33,000	W4500×H600 (bring-in signage installation fee included)
Apron (Maedare)	1 set	¥1,100	A3 W297×H420 (No lamination)
	1 set	¥2,200	W300×H600

▼ Equipment for Lobby Gallery and Lounge ※(Yen, Tax Included)

Product	Unit	Prices/ Day	Remarks
Folding table	1 unit	¥440/during the event	W1800×D600×H700
Round table	1 unit	¥880/1 day	φ900×H700
	1 unit	¥1,100/1 day	φ1200×H700
	1 unit	¥1,320/1 day	φ1800×H700
Round table (Small) 600 Black	1 unit	¥880/1 day	φ600×H700 or H900
Chair (foldable)	1 unit	¥165/during the event	W502×D503×H730 SH430
Chairs	1 unit	¥220/during	W520×D570×H800

(stacking)		the event	
B1 Vertical caster board	1 unit	¥550/1 day	W250×H1200
		¥330/during the event	Installation fee
A3 Horizontal sign stand	1 unit	¥550/1 day	W430×H1300
		¥330/during the event	Installation fee
Tape partitions	1 unit	¥330/1 day	Common use throughout the building:300
Unit panel	1 unit	¥5,270/during the event	W900×H2100
Stand-type panel	1 unit	¥2,200/1 day	W900×H2100
Lounge spotlight adjustment fee	1 set	¥25,850	Changing the direction of the light, etc.

※The specifications of the stand-type panel and the unit panel are different.

※Since 42 spotlights are installed as standard equipment, any removal, repositioning, or modification of these fixtures will incur a flat fee of ¥27,500.

An additional surcharge will apply for work conducted during early morning or late-night hours.

※Spotlight adjustment work will be performed by our staff.