

Setup & Installation Services

With our extensive experience and proven track record, we provide comprehensive support to ensure the success of your event.

Our services include venue setup and decoration, rental equipment coordination, and customized proposals for printed materials and directional signage tailored to your specific needs.

▀ Signage & Directional Displays

Item	Unit	Fee (JPY, tax included)	Notes
Hanging Banner (Hall A)	per piece	297,000	W15000×H1800
Hanging Banner (Hall A, C)	per piece	214,500	W12000×H1500
Hanging Banner (Hall B7, C)	per piece	132,000	W9000×H1200
Hanging Banner (Hall B7 Divided, B5, C)	per piece	88,000	W7200×H900
Hanging Banner (Hall B5, D7)	per piece	66,000	W5400×H750
Hanging Banner (Hall D7, D5, D1)	per piece	49,500	W4500×H600
Hall E Entrance Signage	—	1 Location: 275,000 2 Location: 550,000 3 Location: 825,000 4 Location: 1,100,000	W9150×H1500

Maxima Panel Signs	per piece	23,100	W900×H1800
	per piece	27,500	W900×H2100
	per piece	30,800	W900×H2400
Directional Signs (Styrene Board) ★	per piece	8,250	W600×H900
	per piece	6,600	W600×H600
	per piece	4,950	W450×H450
	per piece	9,900	B1 Size W728×H1030
	per piece	6,600	A1 Size W594×H841
Directional Signs (Paper-based) ★	per piece	1,650	A3 Color W420×H297
	per piece	1,650	A3 B&W W420×H297
Placards (Styrene + Laminated)	per piece	6,050	W450×H450
		7,700	W600×H600
Apron-style Sign (Front Cloth)	per piece	1,750	W200×H600
		2,200	W300×H600
Hanging Vertical Banner	per piece	57,200	W900×H5000

※ For custom sizes or special designs not listed above, please contact us for a quote.

※ All production fees include installation and removal.

※ Items marked with a ★ require a separate sign stand rental fee.

For details, please refer to ▼ Sign Stand Equipment.

▼Floral Arrangements

Item	Price (JPY, tax included)
Potted Flower Vase	27,500~
Tabletop Flower Arrangement	4,950~
Pine Bonsai	51,700~
Rental Green Plants	3,630~
Rental Flowers	1,034~2,640

※ We also provide decorative fresh flower arrangements and bouquets customized to your budget. Please contact us for details.

▼Other Production Services

In addition to signage and floral arrangements, we offer a comprehensive of installation and production services to support your event.

These include:

- Rental equipment coordination
- Booth and exhibition space construction
- Tent setup
- Custom panel fabrication
- Electrical and plumbing work
- Other on-site production services tailored to your needs

For inquiries or detailed arrangements, please contact your sales representative.

Conference and Ceremony Equipment & Supplies

Setup fees are included in the rental prices for all conference and ceremony equipment.

Items marked with an asterisk (*) in the price column are charge per event period.

For availability of shared equipment, please contact your sales representative.

Shared Equipment for Flat Floor Areas: Halls B7, B5, D7, D5, and D1

Item	Unit	Price (JPY, incl. tax)	Available Quantity	Notes (Dimensions in mm unless otherwise noted)
Chair	per chair	220 (※)	B7,B5,D5 :2,250	W538×D567×H900
	per chair	220 (※)	D7:500 D1:120	W519×D567×H900
	per chair	220 (※)	Seminar Rooms, Hall E:800	W538×D567×H900
Counter Chair	per chair	220 (※)	Entire venue:10	W430×D510×H1020 SH730
Folding Chair	per chair	165 (※)	Entire venue: 1,200	W502×D503×H750 SH430
	per chair	220 (※)	Plaza:100	W487×D470×H746
Folding Chair	per chair	550	Entire venue:50	W615×D570×H950 SH435
Premium Table for 2	per table	1,650	Entire venue:30	W1600×D750×H730
Premium Table for 1	per table	1,650	Entire venue:20	W900×D750×H730
Table (with	per	660	Flat floor	W1800×D600×H700

skirt)	table	(※)	shared:440	
Writing Table	per table	110 (※)	Flat floor and some rooms:1,250	Table size A4
Folding Leg Table	per table	440 (※)	Entire venue:350	W1800×D600×H700
	per table	440 (※)	Plaza:70	W1800×D500×H700
Table H900 (folding legs)	per table	550 (※)	Entire venue:40	W1800×D600×H900
Table 450 (folding legs)	per table	440 (※)	Entire venue:40	W1800×D450×H700
Square Table 900 (folding legs)	per table	550 (※)	Entire venue:5	W900×D900×H700
Podium (Large)	per unit	6,600	A:1	W1800×D750×H1050
	per unit	6,600	B7:1	W1600×D750×H1050
	per unit	6,600	B5:1	W1600×D800×H1050
	per unit	6,600	C:1	W1700×D600×H1050
Podium (Medium)	Per unit	4,400	A:1	W1500×D600×H1050
	Per unit	4,400	B7:2,D7:1,E:2	W1200×D650×H1050
	Per unit	4,400	B5:2,D5:1	W1200×D600×H1050
	Per unit	4,400	C:1	W1350×D600×H1050
	Per	4,400	D1,conferen	W1200×D600×H1050

	unit		ce rooms shared:8	
Podium (Small)	Per unit	2,200	A:1	W900×D600×H1100
	Per unit	2,200	B7:2,D7: 1,E:2	W900×D650×H1050
	Per unit	2,200	B5:2,D5:1	W900×D600×H1050
	Per unit	2,200	C:1	W900×D600×H1100
	Per unit	2,200	D1,conferen ce rooms shared:14	W700×D600×H1050
Portable Stage	Per unit	3,300	B7:30	W2400×D1200×H450/ 600/750
	Per unit	3,300	B5:30	W2400×D1200×H450/ 600/750
	Per unit	3,300	D7,D5、E:25	W2400×D1200×H450/ 600/750
	Per unit	3,300	Entire venue shared:20	W2400×D1200×H200/ 400
Folding Stage	Per unit	3,300	D1:15	W2000×D1000×H200/ 400 (permanent)
Flower Stand	Per unit	1,650	A,C:1 each	W700×D700×H770
	Per unit	1,650	B7,D7:1 each	W600×D600×H760
	Per unit	1,650	B5:1 each	W550×D550×H740
	Per unit	1,100	D5,D1,Confe rence rooms shared:3	W500×D500×H740
Reception Counter	Per unit	2,200	Entire venue shared:20	W1600×D640×H1100U p to signboard H2134 signboard Size W1400×H165

Large Round Table	Per unit	1,320	Entire venue shared:130	φ1800×H700
Medium Round Table	Per unit	1,100	Entire venue shared:150	φ1200×H700
Small Round Table	Per unit	880	Entire venue shared:60	φ900×H700
Small Round Table 600 (White)	Per unit	880	Entire venue shared:15	φ600×H700
Small Round Table 600 (Black)	Per unit	880	Entire venue shared:16	Diameter 600×H700 or H900; Black tabletop and legs
Tablecloth	per piece	1,650 (※)	—	Fits up to 3 conference tables (W1800/3600/5500×D 600)
Colored Tablecloth	per piece	2,200 (※)	—	For round tables φ1800, φ1200, φ900; Setup fee ¥550 each; No setup fee for parties.
Rope Partition	per unit	330	Entire venue shared:90	
Tape Partition	per unit	330	Entire venue shared:300	
Tri-fold Partition	per unit	1,100	Entire venue shared:50	
Four-fold Partition	per unit	2,200	Entire venue shared:8	W2400×H2100
Stand Panel	per unit	2,200	Entire venue shared:150	W900×H2100

Unit Panel	per unit	5,720 (※)	Entire venue shared:200	W900×H2100
Operation Desk Privacy Panel	per set	3,300 (※)	Entire venue shared:10	W1800 (Privacy panel for operation desk, H1100)
Whiteboard	per unit	1,100	Entire venue shared:25	W1940×D600×H1850
	per unit	1,100	Entire venue shared:10	W1310×D560×H1780
Small LED Desk Lamp	per unit	550	Entire venue shared:30	
Small LED Desk Lamp (cordless)	per unit	550	Entire venue shared:10	
Large LED Stand	per unit	550	Entire venue shared:40	
Large Name Badge Holder	per piece	110	Entire venue shared:1000	W250×H80、Calligraphy services extra
Small Name Badge Holder	per piece	110	Entire venue shared:500	W199×H61、Calligraphy services extra
Award Tray (Large/Small)	per piece	660	Large:14・Small:8	Large: W550×D380×H50 Small: W490×D340×H45
Business Card Tray	per piece	550	Entire venue shared:15	W270×D180×H20
Vase	per unit	1,650	Entire venue shared:4	H240
Pointer	per unit	165	Entire venue shared:10	220~1150
Scissors for Ribbon	per piece	330	Entire venue shared:20	

Cutting				
Water Pitcher	per piece	220	Entire venue shared:15	
International Conference Chair	per chair	550	Entire venue shared:90	W670×D660×H1145
International Conference Table	per table	1,650	Entire venue shared:45	W1800×D750×H730
Dignitary Chair	per chair	5,500	Shared for Halls A, C: 4	W640×D625×H1400
Dignitary Table	per table	11,000	Shared for Halls A, C: 2	W1700×D750×H730
Dignitary Side Table	per table	1,100	Shared for Halls A, C: 2	W500×D450×H500
Side Table	per table	4,400 (※)	Entire venue shared:7	W300×D600×H450 Optional logo print: ¥2,200 (W300×H450)
Counter Wagon	per unit	2,200	For Hall E: 4	W600×D500×H900
Signing Ceremony Set	per set	1,100	Entire venue shared:8	
Indoor National Flag (Large)	per flag	2,200	Entire venue shared:185 nations, 1 flag each	W1800×H1200
Indoor National Flag (Small)	per flag	2,200	Entire venue shared:185 nations, 2 flags each	W1350×H900
Flagpole for Indoor	per pole	3,300	Entire venue shared:3m	H3000/H5000

Flags			(20poles) 5m (80poles)	
Tabletop Flag Stand (1 flag)	per stand	220	Entire venue shared:400	Pole Height: H400
Tabletop Flag Stand (2 flags)	per stand	330	Entire venue shared:200	Pole Height:H400
Tabletop Flag Stand (3 flags)	per stand	440	Entire venue shared:100	Pole Height:H400
Miniature National Flag (Tabletop)	per flag	330	Entire venue shared:185 nations, 3 flags each	W240×H160
Coat Rack	per unit	2,640 (※)	Entire venue shared:20	W950×D450×H950~ 1700
Hanger	per piece	110 (※)	Entire venue shared:200	If inventory exceeds limit, additional hangers available at ¥165/piece from external supplier
Plastic Rack (Cloak Shelf)	per unit	3,850 (※)	Entire venue shared:40	W900×D450×H1800
Full-Length Mirror	per unit	1,100	Entire venue shared:20	W510×D400×H1530 Mirror: W390×H1210
Platform	per unit	1,100 (※)	Entire venue shared: Large: 2, Small: 2	L:W900×D900×H210 S:W450×D450×H210
Photograp hy Platform (Assembly	per unit	550 (※)	Entire venue shared:12	W800×D400×H300 Additional setup fees may apply

Type)				
Easel	per unit	1,100	Entire venue shared:10	W550×D625×H1510 For panels up to B1 size, 30mm thick
Tabletop Mirror	per unit	2,200	Entire venue shared:10	W300×H400

※ Please note that specifications for stand panels and unit panels differ.

※ Additional items such as sofas, high tables, catalog stands, and display fixtures are also available upon request. Please contact your sales representative for more information.

▼ Sign Stand Equipment

Item	Unit	Price (JPY, tax incl.)	Quantity Available	Notes
A3 Horizontal Sign Stand	per unit	550 /day	Entire venue shared: 100	W430×H1300
	per unit	330 /per event		Setup fee (*)
A3 Horizontal Sign Stand (High Type)	per unit	550 /day	Entire venue shared:50	W420×H1235~2075
	per unit	330 /per event		Setup fee (*)
A4 Vertical Double-Sided Sign Stand	per unit	550 /day	Entire venue shared:20	W250×H1200
	per unit	330 /per event		Setup fee (*)
B1 Vertical Caster	per unit	550 /day	Entire venue shared:45	W800×H1500
	per	330 /per		Setup fee (*)

Board	unit	event		
Insert-Type Sign Stand	per unit	2,530 /per event	Entire venue shared:40	W350×D350×H1140 ~2040 Panel size: W240~720×H100~1040
Poster Display Case (Paid)	per frame	1,100 /day	Entire venue shared:3 locations available	2 at Glass Building 1F, 1 at Tokyo Station Connection B1F

※ Additional setup fees may apply for installation at designated locations. Please contact your sales representative for details.