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	per	297,000	W15000×H1800
(Hall A)	piece	271,000	W15000/111000
Hanging Banner	per	214,500	 W12000×H1500
(Hall A、C)	piece	214,500	W12000×111300
Hanging Banner	per	132,000	 W9000×H1200
(Hall B7、C)	piece	132,000	W9000^ 200
Hanging Banner	per	88,000	W7200×H900
(Hall B7 Divided、B5、C)	piece	88,000	W7200^11900
Hanging Banner	per	66,000	W5400×H750
(Hall B5、D7)	piece	00,000	
Hanging Banner	per	49,500	 W4500×H600
(Hall D7、D5、D1)	piece	49,500	W4300×11000
		275,000	
Hall E Entrance Signage		2 Location:	
	_	550,000	 W9150×H1500
		3 Location:	VV313UAIII3UU
		825,000	
		4 Location:	
		1,100,000	

			T	
	per piece	23,100	W900×H1800	
Maxima Panel Signs	per	27,500	W900×H2100	
	piece	27,300		
	per	30,800	 W900×H2400	
	piece	30,800	W900^H2400	
	per	8,250	W600×H900	
	piece	0,230	WOOU^N900	
	per	((0 0	WC OOYLIC OO	
	piece	6,600	W600×H600	
Directional Signs	per	4.050	N/450, 11450	
(Styrene Board) ★	piece	4,950	W450×H450	
	per	0.000	B1 Size	
	piece	9,900	W728×H1030	
	per	((0 0	A1 Size	
	piece	6,600	W594×H841	
	per	1 6 5 0	A3 Color	
Directional Signs	piece	1,650	W420×H297	
(Paper-based) ★	per	1 (5 0	A3 B&W	
	piece	1,650	W420×H297	
Placards	per	6,050	W450×H450	
(Styrene + Laminated)	piece	7,700	W600×H600	
Apron-style Sign	per	1,750	W200×H600	
(Front Cloth)	piece	2,200	W300×H600	
Hanging Vertical Banner	per	57,200	W900×H5000	
Tallying vortical barrier	piece	37,200	11,500	

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

For details, please refer to \(\nsigma\) Sign Stand Equipment.

^{*} All production fees include installation and removal.

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

Floral Arrangements

Item	Price (JPY, tax included)
Potted Flower Vase	27,500~
Tabletop Flower	4,950~
Arrangement	
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.

VOther 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 (<u>*</u>)	B7,B5,D5 :2,250	W538×D567×H900
	per chair	220 (<u>*</u>)	D7:500 D1:120	W519×D567×H900
	per chair	220 (<u>*</u>)	Seminar Rooms, Hall E:800	W538×D567×H900
Counter Chair	per chair	220 (<u>*</u>)	Entire venue:10	W430×D510×H1020 SH730
Folding Chair	per chair	165 (<u>*</u>)	Entire venue: 1,200	W502×D503×H750 SH430
	per chair	220 (<u>*</u>)	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 (<u>*</u>)	Entire venue:350	W1800×D600×H700
	per table	440 (<u>*</u>)	Plaza:70	W1800×D500×H700
Table H900 (folding legs)	per table	550 (<u>*</u>)	Entire venue:40	W1800×D600×H900
Table 450 (folding legs)	per table	440 (<u>*</u>)	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 (<u>*</u>)	_	For round tables ϕ 1800, ϕ 1200, ϕ 900; 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 (<u>*</u>)	Entire venue shared:200	W900×H2100
Operation Desk Privacy Panel	per set	3,300 (<u>%</u>)	Entire venue shared:10	W1800 (Privacy panel for operation desk, H1100)
Whiteboard	per unit	1,100	Entire venue shared:25	W1940×D600×H1850
Willeboard	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/Sma II)	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	

Water Pitcher	Cutting				
Pitcher piece 220 shared:15 Internation al per Conferenc e Chair Internation al per Conferenc e Chair Internation al per Conferenc e Table Dignitary Chair chair per Table table table Dignitary Table table Dignitary Per Table table Dignitary Side Table Dignitary Side Table Side Table Counter Wagon Set Pitcher per Chair shared:15 Entire venue shared:45 Entire venue shared for Halls A, C: 4 Shared for Halls A, C: 4 Shared for Halls A, C: 2 W1700×D750×H730 W1700×D750×H730 W500×D450×H500 W500×D450×H500 Entire venue shared:7 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Counter Wagon Signing Ceremony Set I,100 Entire venue shared:8		per		Entire venue	
al Conferenc e Chairper chair550Entire venue shared:90W670×D660×H1145Internation al Conferenc e Tableper table1,650Entire venue shared:45W1800×D750×H730Dignitary Chairper chair5,500Shared for Halls A, C: 4W640×D625×H1400Dignitary Tableper table11,000Shared for Halls A, C: 2W1700×D750×H730Dignitary Side Tableper table1,100Shared for Halls A, C: 2W500×D450×H500Side Tableper table4,400 (※)Entire venue shared:7W300×D600×H450 Optional logo print: ¥2,200 (W300×H450)Counter Wagonper unit2,200For Hall E: 4W600×D500×H900Signing Ceremony Setper set1,100Entire venue shared:8	Pitcher	-	220	shared:15	
Conferenc e Chair Internation al per Conferenc e Table Dignitary Chair Table Dignitary Table Dignitary Table Dignitary Side Table Side Table Side Table Conferenc table Dignitary Per table Dignitary Table Dignitary Table Dignitary Side Table Side Table Side Table Side Table Conferenc table Table Dignitary Per table Table Dignitary Shared for Halls A, C: 2 Dignitary Shared for Halls A, C: 2 W500×D450×H500 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Counter Per Wagon Signing Ceremony Set T,100 Shared: Shared: W640×D625×H1400 W1700×D750×H730 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Entire venue shared:8	Internation				
Conferenc e Chair Internation al per Conferenc e Table Dignitary Chair Dignitary Table Dignitary Table Dignitary Side Table Side Table Side Table Conferenc table Dignitary Per table Table Dignitary Table Shared for Halls A, C: 4 Shared for Halls A, C: 2 W500×D450×H730 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Counter Per Wagon Signing Ceremony Set T,100 Shared: Shared: Shared: Shared: Shared: W1700×D750×H730 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Entire venue shared:8	al	per	550	Entire venue	MCD02DCC02H114E
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al Conferenc e Tableper table1,650Entire venue shared:45W1800×D750×H730Dignitary Chairper chair5,500Shared for Halls A, C: 4W640×D625×H1400Dignitary Tableper table11,000Shared for Halls A, C: 2W1700×D750×H730Dignitary Side Tableper table1,100Shared for Halls A, C: 2W500×D450×H500Side Tableper table4,400 (※)Entire venue shared:7W300×D600×H450 Optional logo print: ¥2,200 (W300×H450)Counter Wagonper unit2,200For Hall E: 4W600×D500×H900Signing Ceremony Setper set1,100Entire venue shared:8	e Chair				
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Dignitary Chair shared for Chair shared	Conferenc	table	1,030	shared:45	W1000^D730^I1730
Chair chair 5,500 Halls A, C: 4 Dignitary Table table 11,000 Halls A, C: 2 Dignitary Side Table Shared for Halls A, C: 2 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Counter Wagon Unit Signing Ceremony Set 1,100 Entire venue shared: 8 Entire venue shared: 8	e Table				
ChairChairHalls A, C: 4Dignitary Tableper table11,000Shared for Halls A, C: 2W1700×D750×H730Dignitary Side Tableper table1,100Shared for Halls A, C: 2W500×D450×H500Side Tableper table4,400 (※)Entire venue shared:7W300×D600×H450 Optional logo print: ¥2,200 (W300×H450)Counter Wagonper unit2,200For Hall E: 4W600×D500×H900Signing Ceremony Setper set1,100Entire venue shared:8	Dignitary	per	5 500	Shared for	W640×D625×H1400
Table table 11,000 Halls A, C: 2 Dignitary Side Table table 1,100 Shared for Halls A, C: 2 Side Table per table (**) Entire venue shared:7 Signing Ceremony Set 1,100 Entire venue shared:8 W1700×D750×H730 W500×D450×H500 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) For Hall E: 4 W600×D500×H900 Entire venue shared:8	Chair	chair	3,300	Halls A, C: 4	W0+0^D023^III+00
Dignitary per side Table	Dignitary	per	11 000	Shared for	 W1700×D750×H730
Side Table table 1,100 Halls A, C: 2 W500×D450×H500 Side Table per table (%) Entire venue shared:7 Per Wagon unit Signing Ceremony Set 1,100 Entire venue shared:8 W500×D450×H500 W500×D450×H500 W300×D600×H450 Optional logo print: ¥2,200 (W300×H450) Entire venue shared:8	Table	table	11,000		WITOONBTSONITSO
Side Table table Halls A, C: 2 Side Table per table (%) Entire venue shared:7 Counter Wagon unit Per Wagon Signing Ceremony Set 1,100 Entire venue Shared:7 Entire venue (W300×D600×H450) Counter W600×D500×H900 Entire venue shared:8			1.100		W500×D450×H500
Side Table per table (*) Entire venue shared:7 Optional logo print: \(\frac{\pmathbf{x}}{2,200}\) (W300×H450) Counter Wagon unit Per Unit Signing Ceremony Set 1,100 Entire venue shared:8	Side Table	table	1,100	Halls A, C: 2	
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Counter per unit 2,200 For Hall E: 4 W600×D500×H900 Signing Ceremony Set 1,100 Entire venue shared:8	Side Table	-	-		
Counter wagon 2,200 For Hall E: 4 W600×D500×H900 Signing Ceremony Set 1,100 Entire venue shared:8		table	(※)	shared:7	
Wagon unit 2,200 For Hall E: 4 W600×D500×H900 Signing Ceremony Set 1,100 Entire venue shared:8					(W300×H450)
Signing Ceremony Set 1,100 Entire venue shared:8		-	2,200	For Hall E: 4	W600×D500×H900
Ceremony set 1,100 Entire venue shared:8		unit			
Set shared:8		per	1 100	Entire venue	
		set	1,100	shared:8	
Indoor				Entire venue	
		nor			
National per 2,200 shared:185 W1800×H1200 nations, 1			2,200		W1800×H1200
Flag flag nations, 1 (Large) flag each		ilay			
Indoor Entire venue					
National per shared:185		ner			
Flag 2,200 shared 183 W1350×H900			2,200		W1350×H900
(Small) flags each		1103			
Flagnole per Entire venue		per			
for Indoor pole 3,300 shared:3m H3000/H5000			3,300		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 (<u>*</u>)	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 (<u>*</u>)	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 (<u>※</u>)	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.

▼Sign Stand Equipment

Item	Unit	Price (JPY, tax incl.)	Quantity Available	Notes
A3 Horizontal	per unit	550 /day	Entire	W430×H1300
Sign	per	330 /per	venue shared:	Setup fee (*)
Stand	unit	event	100	Setup ree (*)
A3	per	550 /day	Entire	W420×H1235~2075
Horizontal	unit	JJU / day	venue	
Sign			shared:50	Setup fee (*)
Stand	per	330 /per		
(High	unit	event		
Type)				
A4	per	550 /day		W250×H1200
Vertical	unit	330 / ddy	Entire	WZSONIIIZOO
Double-			venue	
Sided	per	330 /per	shared:20	Setup fee (*)
Sign	unit	event	3110100120	Setup ree (·)
Stand				
B1	per	550 /day	Entire	W800×H1500
Vertical	unit	330 / day	venue	**************************************
Caster	per	330 /per	shared:45	Setup fee (*)

^{**} 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.

Board	unit	event		
Insert-			Entire	W350×D350×H1140
Туре	per	2,530 /per event	venue shared:40	~2040
Sign	unit			Panel size: W240∼
Stand			Silai eu · 40	720×H100~1040
Poster			Entire	
Display	nor		venue	2 at Glass Building 1F,
Case	per frame	1,100 /day	shared:3	1 at Tokyo Station
(Paid)			locations	Connection B1F
(Faiu)			available	

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