

Simultaneous Interpretation Facilities

Facility	Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
International Conference Room Reception Hall All rooms 605-608, 605+606, 606, 607+608, 608	Simultaneous Interpretation equipment	88,000 yen	80,000 yen	Up to four channels (does not include operators)
	Additional channels	Please consult with us.		
	Wireless receiver	825 yen	750 yen	
	In case of loss	39,600 yen	36,000 yen	

- Please consult with us for facilities not listed above.
 - When using rooms 605 through 608 divided into smaller spaces, the simultaneous interpretation facilities are available only in conference room 606 or 608.
 - Additional charges apply for technical assistance regarding operation of the equipment.

Simultaneous Interpretation Operators (technicians)

Simultaneous interpretation operator (technician)	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Operation technician	37,400 yen	34,000 yen	Up to 8 hours per operator per day
Overtime charge per operator per hour	7,150 yen	6,500 yen	Extra charge per operator over 8 hours
Cancellation charge	18,700 yen	17,000 yen	For the period 8-14 days before the event
	37,400 yen	34,000 yen	From 7 days before to the event day

- Please specify requirements for operators at least two weeks before the event. Normally two operators are in charge.

Others

Item	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Charge for bringing-in electrical equipment	880 yen	800 yen	1kWh, per event period

- Charges are required for bringing in equipment such as copy machines, computers, etc. which require power.
- Please confirm with us regarding the power capacity for each conference room. If the equipment to be used requires power in excess of the room power capacity, electrical work is required.

Package deposit charge (small)	330 yen	300 yen	Combined total of the width, depth and height being up to 170 cm, weighing less than 30 kg
Package deposit charge (large)	660 yen	600 yen	Combined total of the width, depth and height being up to 340 cm, weighing more than 30 kg

- Conference Support Center provides a package delivery service in which the Center receives and keeps packages to be used for the conference and delivers them on the day of the event.
- Charged per package per day. Please be sure to indicate the conference room number (date of use), name of the conference and recipient of the package on each package.
- Consult with staff for transporting the packages after the event ends.

Temporary staff (9:00 am to 5:00 pm, actual work: 7 hours)	19,800 yen	18,000 yen	Up to 8 hours per person per day
Cancellation of temporary staff	9,900 yen	9,000 yen	From 5 days before to the day before the event
	19,800 yen	18,000 yen	The event date

- We provide temporary staff members who work as conference receptionists, change-over workers for event stages, guide staff, etc.
- Requirements for temporary staff shall be made at least ten days before the event.
- If trash disposal is required after use, the charge per 90L bag is 682 yen (tax included).

Communication lines

Item	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Analog lines (direct) With telephone connected or modular jack	10,476 yen	9,524 yen	Installation fee Includes 2,776-yen call charge (tax included)
Analog lines (dialing 0) Release of restriction on outside dialing from the conference room, addition of a dial-in number	3,142 yen	2,857 yen	Installation fee Includes 367-yen call charge (tax included)
Communication & call charge	Communication & call charges in excess of the above shall be charged according to usage.		
Shared internet connection (up to 10 Mbps)	33,000 yen	30,000 yen	
Shared internet connection (up to 100 Mbps)	55,000 yen	50,000 yen	
Optical high-speed communication service (type A) provider Connection: Up to 10 Mbps	77,000 yen	70,000 yen	Communication installation fee
Optical high-speed communication service (type B) provider Connection: Up to 100 Mbps	110,000 yen	100,000 yen	Communication installation fee

- For details of communication line services, please refer to the user information for various kinds of temporarily installed communication lines.
Inquiries: Communication line service Tel: +81-3-5530-1107 Fax: +81-3-5530-1106
<http://www.bigsight.jp/organizer/services/network/>

- These accessories are for use only in the Conference Tower and conference rooms. • Indicated charges are subject to change without notice.

Inquiries

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Tokyo Big Sight

List of Usage Charges for Conference Tower Facilities/Accessories

Revised on October 1, 2019

Acoustic Facilities

(1) Basic charges (for using acoustic facilities and devices such as microphones in the following conference facilities)

Facility	Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
International Conference Room	Basic charge for equipment *Note 1	60,500 yen	55,000 yen	Sound control room, ceiling-mounted speaker, three wired microphones
	Basic charge for equipment (1) *Note 1	38,500 yen	35,000 yen	Sound control room, ceiling-mounted speaker, three wired microphones
Reception Hall	Basic charge for equipment (2)	Included in venue usage fee		Wagon-mounted sound equipment, ceiling-mounted speaker, three wired microphones
	Basic charge for equipment (1) *Note 1	38,500 yen	35,000 yen	Sound control room, ceiling-mounted speaker, three wired microphones
Conference rooms 605-608 (Undivided use)	Basic charge for equipment (2)	8,800 yen	8,000 yen	Wagon-mounted sound equipment, ceiling-mounted speaker, two wired microphones, one wireless microphone
	Basic charge for equipment (1) *Note 1	38,500 yen	35,000 yen	Sound control room, ceiling-mounted speaker, three wired microphones
605, 606, 607, 608 (Divided into two parts) (Divided into four parts)	Basic charge for equipment (2)	6,600 yen	6,000 yen	Wagon-mounted sound equipment, ceiling-mounted speaker, two wired microphones, one wireless microphone
	Basic charge for equipment (2)	6,600 yen	6,000 yen	Wagon-mounted sound equipment, ceiling-mounted speaker, two wired microphones, one wireless microphone
101, 102, 609, 610, 701+702, 703, 802	Basic charge for equipment (2)	6,600 yen	6,000 yen	Wagon-mounted sound equipment, ceiling-mounted speaker, two wired microphones, one wireless microphone
	Basic charge for equipment (2)	4,400 yen	4,000 yen	Wagon-mounted sound equipment, ceiling-mounted speaker, two wireless microphones

- The wagon-mounted sound equipment includes one mixer, one cassette deck, one CD player and microphones (basic quantity). Additional options include up to four wired microphones and/or up to two wireless microphones.
- In the Reception Hall, in addition to wired microphones, two wireless microphones are optionally available.
- For the Reception Hall or conference rooms 605-608, choose either use of the Sound Control Room or use of wagon-mounted sound equipment.
- *Note 1: In addition to the basic charge for acoustic equipment, expenses for operators (technicians) are required.

(2) Acoustic Options

Facility	Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
International Conference Room	Optional rack	4,400 yen	4,000 yen	CD player, cassette deck, MD deck
	Clear-Com	2,200 yen	2,000 yen	
Reception Hall	Optional rack	4,400 yen	4,000 yen	CD player, cassette deck, MD deck
	FB speaker	1,100 yen	1,000 yen	
	Clear-Com	2,200 yen	2,000 yen	
Other shared facilities	Capacitor-type microphone	1,650 yen	1,500 yen	
	Wired microphone	1,100 yen	1,000 yen	
	Wireless microphone (handled type)	3,850 yen	3,500 yen	
	Wireless microphone (lapel type)	3,850 yen	3,500 yen	
	Lecture table	1,650 yen	1,500 yen	Includes built-in speaker, one fixed microphone, one wireless microphone
	Portable amplifier	1,650 yen	1,500 yen	Includes built-in speaker, two wireless microphones
	Charge for bringing in acoustic equipment	880 yen	800 yen	1kWh, per event period

Lighting

Facility	Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
International Conference Room	Basic charge for lighting	99,000 yen	90,000 yen	For use of Sound Control Room (table) only, does not include lighting unit and operators
Reception Hall	Basic charge for lighting per room	38,500 yen	35,000 yen	''
Conference rooms 605-608	Basic charge for lighting	38,500 yen	35,000 yen	''
For all facilities listed above	Charge for bringing in lighting equipment	880 yen	800 yen	1kWh, per event period

- When using lighting equipment in the above facilities, in addition to the basic charge, various charges for light usage and expenses for technicians are required.

Acoustic & Lighting Operators (charges for technicians)

Acoustic & lighting operator (technician)	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Acoustic operation technician	37,400 yen	34,000 yen	Up to 8 hours per operator per day
Lighting operation technician	37,400 yen	34,000 yen	Up to 8 hours per operator per day
Overtime charge per operator per hour	7,150 yen	6,500 yen	Extra charge per operator over 8 hours
Cancellation charge	18,700 yen	17,000 yen	For the period 8-14 days before the event
	37,400 yen	34,000 yen	From 7 days before to the event day

- Please specify requirements for operators at least two weeks before the event. Requirements for operators working early morning or late night require additional charges.
- Normally two operators are in charge.

Video

(1) Video Equipment (shared use)

Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Video projector (4000 ANSI lumens)	31,900 yen	29,000 yen	Projection distance: approx. 4.5 meters, suitable up to 200-inch screen Includes projector table for projecting at the rear side of the room, various kinds of optional lenses
Video projector (6000 ANSI lumens)	209,000 yen	190,000 yen	
Video projector (7000 ANSI lumens)	231,000 yen	210,000 yen	
Video projector (10,000 ANSI lumens)	302,500 yen	275,000 yen	
Video projector (12,000 ANSI lumens)	335,500 yen	305,000 yen	
AV table (VP table)	1,100 yen	1,000 yen	
Laser pointer	1,650 yen	1,500 yen	Red color, battery powered type
DVD player	7,700 yen	7,000 yen	
15-inch RGB monitor	8,800 yen	8,000 yen	Resolution: XGA, video signal input possible
PC voice output charge	1,100 yen	1,000 yen	

- The screen included in the VP package is a permanent or temporary screen set up in each conference room.

(2) RGB Peripherals

Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
RGB cable (PC-VP cable)	2,200 yen	2,000 yen	For connection between VP and PC (10 m)
RGB distributor (four distributions)	11,000 yen	10,000 yen	Used for projecting the same PC based image onto several displays or VPs.
RGB selector (six inputs)	8,800 yen	8,000 yen	Used for projecting several PCs onto one display or VP.

(3) Screens

Facility	Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
International Conference Room	Permanent screen (250 inches)	55,000 yen	50,000 yen	W5,534 × H3,113 (16:9)
	Temporary screen (330 inches)	132,000 yen	120,000 yen	W7,320 × H4,110 (16:9)
Reception Hall	Temporary screen (200 inches)	22,000 yen	20,000 yen	W4,170 × H3,100 (4:3)
605, 607 (fixed in each conference room)	Permanent screen (150 inches)	3,300 yen	3,000 yen	W3,100 × H2,325 (4:3)
606, 608 (free standing when dividing into four)	Temporary screen (150 inches)	3,300 yen	3,000 yen	W2,945 × H2,185 (4:3)
101, 102, 601, 604, 609, 610, 701, 702, 703	Permanent screen (180 inches)	3,300 yen	3,000 yen	W3,600 × H2,700 (4:3)
602, 603	Permanent screen (150 inches)	3,300 yen	3,000 yen	W3,000 × H2,300 (4:3)
Shared use ● Quantities are limited.	Tripod screen (Approx. 100 inches)	2,750 yen	2,500 yen	W2,100 × H2,100 (4:3)
	Tripod screen (Approx. 80 inches)	2,200 yen	2,000 yen	W1,800 × H1,800 (4:3)
	Floor type screen (100 inches)	2,750 yen	2,500 yen	W2,300 × H1,520 (4:3)
	Floor type screen (80 inches)	2,200 yen	2,000 yen	W1,620 × H1,210 (4:3)

- Please consult with us if you require screens other than the above.

(4) OA equipment (charges are based on five-day use)


Equipment	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Note PC A4 size	33,000 yen	30,000 yen	OS: Win10, DVD, USB2.0, Office installed

Video Operators (charges for technicians)

Video operator (technician)	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Video operation technician	44,000 yen	40,000 yen	Up to 8 hours per operator per day
Overtime charge for operator per hour	8,800 yen	8,000 yen	Extra charge per operator over 8 hours
Cancellation charge	22,000 yen	20,000 yen	For the period 8–14 days before the event
	44,000 yen	40,000 yen	From 7 days before to the event day

- Please specify requirements for operators at least two weeks before the event. Requirements for operators working early morning or late night require additional charges.

Accessories (Daily rate) *Some items will be charged per event period

Item	W (mm)	D (mm)	H (mm)	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Conference-room signboard	505	—	1,400	660 yen	600 yen	Includes letters (per display, charge per event period)
Sign stand	Height adjustable			550 yen	500 yen	A3 size, stand only (H1530 – 2150)
Speakers' platform (A)	1,200	700	1,030	3,300 yen	3,000 yen	For International Conference Room, Reception Hall
Speakers' platform (B)	1,200	600	970	1,100 yen	1,000 yen	For small and medium-sized conference rooms on the 1, 6 – 8th floor
Speakers' platform (C)	1,200	600	1,050	3,300 yen	3,000 yen	With height adjustment
Moderator's podium (A)	600	550	1,050	2,200 yen	2,000 yen	For International Conference Room, Reception Hall
Moderator's podium (B)	700	600	970	1,100 yen	1,000 yen	For small and medium-sized conference rooms on the 1, 6 – 8th floor
Table for flower vase (A)	500	500	600	1,100 yen	1,000 yen	For International Conference Room, Reception Hall
Table for flower vase (B)	500	500	700	550 yen	500 yen	For small and medium-sized conference rooms on the 1, 6 – 8th floor
Tablecloth (white)	—			550 yen	500 yen	Per cloth
Temporary stage (A)	2,440	1,220	—	2,200 yen	2,000 yen	With height adjustment (450-600-750), includes steps
Temporary stage (B)	2,400	1,800	200	1,100 yen	1,000 yen	
Gilt folding screen	7	—	—	11,000 yen	10,000 yen	Per screen (shape: ) , six folds
Poster panel	1,260	—	1,800	550 yen	500 yen	Caster attached, cloth covered surface, board size W1,132 x H1,640
Partitioning screen	1,800	—	1,700	550 yen	500 yen	Three folds, caster attached
Movable whiteboard	1,800	—	1,700	1,100 yen	1,000 yen	Caster attached
Pole partition	—			550 yen	500 yen	Belt type, can be extended up to 1.8 meters.
Chair with memo table	First day			220 yen	200 yen	Per chair (can be attached to the chairs on the 6, 7 and 8th floors) Daily rate (limited to use in the same room and the same layout)
	Second day and after			110 yen	100 yen	
Testimonial tray	Internal size	460	310	40	550 yen	500 yen
Pitcher (glasses included)	—			110 yen	100 yen	Not including drinking water
Luggage tags	—			550 yen	500 yen	Order unit: 500 tags
Table top mirror	—			1,650 yen	1,500 yen	Charge per event period
Portable light	—			550 yen	500 yen	
Card stand (extra large)	400	—	115	220 yen	200 yen	Stand only, other sizes are also available.
Card stand (large)	250	—	80	220 yen	200 yen	
Pointer	—			330 yen	300 yen	
Bell	—			330 yen	300 yen	
Hanger rack	1,320	—	1,600	2,200 yen	2,000 yen	Includes 20 hangers, charge per event period
Additional hangers	—			550 yen	500 yen	Per 10 hangers, charge per event period
Full-length mirror	—			2,200 yen	2,000 yen	Charge per event period
Extension cable drum	—			550 yen	500 yen	10 m
Extension cord	—			220 yen	200 yen	
Tea set (for 10 persons)	—			1,100 yen	1,000 yen	Wagon, electric pot, tea pot, tea cup, tea canister, tray
Tea set (for 20 persons)	—			1,650 yen	1,500 yen	Charge per event period
Electric pot	—			550 yen	500 yen	Charge per event period
Refrigerator	435	498	960	4,400 yen	4,000 yen	Charge per event period, 80 L (freezing compartment 25 L, cold room 55 L)
Georgette	6,000	—	8,000	44,000 yen	40,000 yen	Used only in Reception Hall, charge per piece Two pieces for use in Reception Hall by partitioning, 5 pieces for the whole use

Signboards, Display Boards (charges are per event period)

Item	W (mm)	D (mm)	H (mm)	Usage Charge (incl. tax)	Usage Charge (excl. tax)	Description
Directory signboard inside the venue	900	700	2,000	11,000 yen	10,000 yen	Frame only, in-house use only (internal size: W848 ×H1,384)
Painting charge for directory signboard inside the venue	—			29,700 yen	27,000 yen	
Directory signboard outside the venue	1,800	1,370	2,150	71,500 yen	65,000 yen	Frame only, installed in the entrance plaza (outside), includes removal fees
Suspended signboard A (black-and-white)	9,000	—	1,500	77,000 yen	70,000 yen	International Conference Room, Reception Hall
Suspended signboard A (color)	9,000	—	1,500	82,500 yen	75,000 yen	''
Suspended signboard B (black-and-white)	9,000	—	900	71,500 yen	65,000 yen	''
Suspended signboard B (color)	9,000	—	900	77,000 yen	70,000 yen	''
Freestanding signboard C (black-and-white)	7,200	—	600	55,000 yen	50,000 yen	For other conference rooms (freestanding)
Freestanding signboard C (color)	7,200	—	600	59,400 yen	54,000 yen	''
Freestanding signboard D (black-and-white)	5,400	—	600	44,000 yen	40,000 yen	''
Freestanding signboard D (color)	5,400	—	600	48,400 yen	44,000 yen	''
Freestanding signboard E (black-and-white)	3,600	—	600	33,000 yen	30,000 yen	''
Freestanding signboard E (color)	3,600	—	600	37,400 yen	34,000 yen	''
Hanging table sign	296	—	600	1,100 yen	1,000 yen	Per piece
Display turn over stand set	600	—	1,150	9,130 yen	8,300 yen	Per display (1,100 yen for stand only)