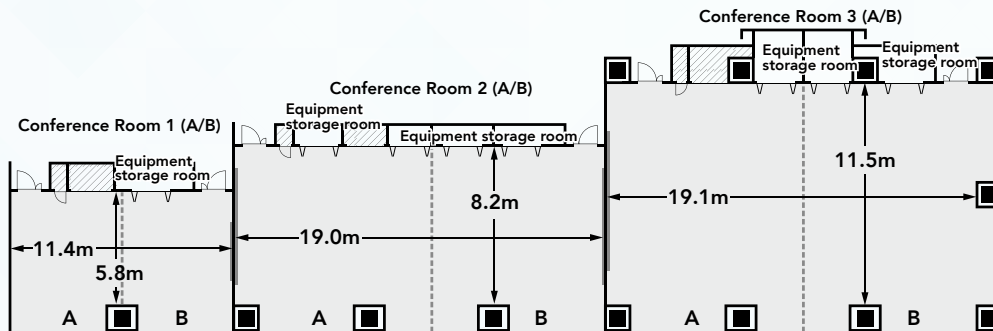




CONFERENCE ROOM

GROUND PLAN



Conference Room Summary

	Floor area	Ceiling height	Room capacity	Electric projection screen	
				Classroom format	A
Conference Room 1	Approx. 83 m ²	3 m	Approx. 35 people	120-inch screen	120-inch screen
Conference Room 2	Approx. 182 m ²	4 m	Approx. 90 people	180-inch screen	120-inch screen
Conference Room 3	Approx. 257 m ²	4 m	Approx. 145 people	180-inch screen	120-inch screen

• Whiteboard

Installed on a wall of each room (except for Conference Room 3 B)

- Broadcasting facilities are available (only for whole room use), and both wired and wireless internet access can be provided for a fee.

Conference Room Hours and Rental Fees (All fees include tax)

Conference rooms are open from 9 a.m. to 9 p.m. for up to 12 hours per rental period.

Rental Periods and Fees

	9 a.m.	10	11	12	1 p.m.	2	3	4	5	6	7	8	9
							All day 9 a.m. – 9 p.m. (12 hours)						
Morning	9 a.m. – noon (3 hours)			x	Afternoon 1 p.m. – 5 p.m. (4 hours)				x	Nighttime 6 p.m. – 9 p.m. (3 hours)			
	Morning and afternoon 9 a.m. – 5 p.m. (8 hours)												
							Afternoon and nighttime 1 p.m. – 9 p.m. (8 hours)						

Rental periods	Available hours	Available units	Prices					
			Conference Room 1		Conference Room 2		Conference Room 3	
			Whole room	Half room	Whole room	Half room	Whole room	Half room
All day	9 a.m. – 9 p.m.	12 hours	30,600 yen	15,300 yen	67,000 yen	33,500 yen	94,400 yen	47,200 yen
Morning	9 a.m. – noon	3 hours	9,200 yen	4,600 yen	20,100 yen	10,050 yen	28,300 yen	14,150 yen
Afternoon	1 p.m. – 5 p.m.	4 hours	12,200 yen	6,100 yen	26,800 yen	13,400 yen	37,800 yen	18,900 yen
Nighttime	6 p.m. – 9 p.m.	3 hours	9,200 yen	4,600 yen	20,100 yen	10,050 yen	28,300 yen	14,150 yen
Morning and afternoon	9 a.m. – 5 p.m.	8 hours	21,400 yen	10,700 yen	46,900 yen	23,450 yen	66,100 yen	33,050 yen
Afternoon and nighttime	1 p.m. – 9 p.m.	8 hours	21,400 yen	10,700 yen	46,900 yen	23,450 yen	66,100 yen	33,050 yen
After hours*	7 a.m. – 9 a.m. 9 p.m. – 10 p.m.	1 hour	760 yen	380 yen	1,640 yen	820 yen	2,320 yen	1,160 yen

- The fees include the use of desks and chairs provided in each conference room.
- You may rearrange the room layout, but please return it to its original configuration within your rental period.
- For combined use of a conference room and exhibition hall, the full fee is due at least 30 days before the day of use. For standalone conference room use, the full fee is due at least 15 days before the day of use. If a prepayment has been made, please ensure that the remaining balance is settled.
- All payments including any deposits made are non-refundable.

*The "Overtime Use Fee" applies only when a conference room is used in conjunction with an exhibition hall.

Additional chargeable equipment	Available hours	Price
1 Projector	All day	4,000 yen
Internet connection	All day (9 a.m. to 9 p.m.)	From 6,000 yen
	Morning/Afternoon/Nighttime	2,000 yen each
Audio equipment (only for whole room rental)	All day	1,500 yen

Prepayment Policy (Part of the Conference Room Rental Fee)

Prepayment applies to approved uses scheduled 60 days or more before the day of use.

- The prepayment amounts to approximately 20% of the total rental fee.
- Prepayment is required within 15 days following the day of approval for use.

*For those without a branch office in Japan, please make arrangements through a Japanese agency.