Tokyo Metropolitan Industrial Trade Center HAMAMATSUCHO-KAN

F, 3F, 4F, and 5F

EXHIBITION HALL



Exhibition Hall Hours and Rental Fees (All fees include tax)

Exhibition halls are open from 9 a.m. to 9 p.m. for up to 12 hours per rental period. *Exclusive nighttime rentals are not available.

Rental P	Periods	and F	ees												
7a.m.	8	9	10	11	12	1 p.m.	2	3	4	5	6	7	8	9	1
							All day	9 a.m. –	9 p.m.(12 ho	urs)					
After												Nighttime 5	p.m.– 9 p.m.	After hours 9 p.m.	
7 a.m. –	- 9 a.m.				Daytime	9 a.m. – 5	p.m.(8 h	ours)				Nighttime		– 10 p.m.	
												5 p.m. –	· • p.m.		
			Re	ntal periods					Available hours		Available units	Whole room	Half room	All exhibition ha (from 2F to 5F	
All day	Availa	ole for a	12-hour p	eriod from	n 9 a.m. to	9 p.m.		9	a.m. – 9 p.m	. ·	12 hours	588,000 yen	294,000 yen	2,352,000) ye
Daytime	Available for an 8-hour period from 9 a.m. to 5 p.m. *Hourly rentals are not available. *After 5 p.m., "Nighttime" use is available in one-hour increments, provided that an application is submitted in advance and that it is in conjunction with "Daytime" use. *If you wish to change or extend the hours after your application has been approved, please submit a new application for the change in use.			is in 9 your	a.m. – 5 p.m		8 hours	392,000 yen	196,000 yen	1,568,000) ye				
Nighttime	*With a	Available from 5 p.m. to 9 p.m. in one-hour increments. *With an advance application for "Daytime" use, additional hours are available in one-hour increments. *Exclusive nighttime rentals are not available.					ble in 5	p.m. – 9 p.m	•	1 hour	49,000 yen	24,500 yen	196,000) ye	
After hours	mainte	The facility is available for carrying in/out exhibits, inspections, maintenance, or replacement of exhibits, and installation or removal of fixtures, in connection with the standard operating hours.					alof	a.m. – 9 a.m. p.m. – 10 p.ı		1 hour	14,500 yen	7,250 yen	58,000) ye	
Nighttime carry-out	*This op	otion is spe				val of exhibit all(s) to its orig		it the 5	p.m.– 9 p.m.		1 hour	14,500 yen	7,250 yen	58,000) y€

	Equipment						
Exhibition table	W 1,800 mm × D 900 mm × H 740 mm	90 yen					
Desk (large)	W 1,500 mm × D 600 mm × H 700 mm	One	80 yen				
Desk (small)	W 700 mm × D 450 mm × H 700 mm	per day	80 yen				
Chair	Folding pipe chair		65 yen				
Audio equipment	One set per day	1,500 yen					
Mobile elevating work platform	One unit per day	4,500 yen					
Internet connection	One exhibition hall per day	From 8,000 yen					
Projector	One unit per day	From 8,000 yen					
Fire extinguisher		1,050 yen					
Complimentary equipment							

- For the "Nighttime" option, please include time for exhibit carry-in, post-exhibition document organization, and layout changes in the time requested on the pre-submitted "Plan of Use" form.
- The exhibition hall features amenities such as waiting rooms, hot water facilities, overhead lighting, and climate control. Usage of these is included in the stated fees. Please note that cleaning fees after use of exhibition hall are not included.
- All payments including any deposits made are non-refundable.

Prepayment Policy (Part of the Exhibition Hall Rental Fee)

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

• The prepayment amounts to approximately 20% of the total exhibition hall rental fee.

• Payment is due within 15 days of approval of use if the date of use is within one year from the date of approval. If the date of use is more than one year ahead, payment is due no later than 15 days from the date one year prior to the intended use.

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

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