September 2026

To Our Valued Customers,
Akasaka Intercity Conference

Notice of Venue Fee Revision

Thank you for your continued partnership and for choosing Akasaka Intercity Conference for your events.

Please be informed that we will be revising our venue usage fees for events taking place on or after April 1, 2027. This revision is applicable to new reservations accepted on or after October 1, 2026. Please refer to the attached fee schedule for details.

We kindly ask for your understanding and continued support.

Sincerely,

Details

1. Effective Date

For new reservations accepted from Thursday, October 1, 2026 onwards

- The revised fees will apply to reservations for use on or after Thursday, April 1, 2027, for which applications are received on or after Thursday, October 1, 2026.
- Reservations and tentative bookings made by Wednesday, September 30, 2026, will be subject to the current (pre-revision) fees.

2. Details of Revision

Revision of venue usage fees.
** Please refer to the attached fee schedule.*

3. Inquiries Regarding This Matter

Akasaka Intercity Conference
TEL: +81-3-5575-2201

Akasaka Intercity Conference Fee Schedule

* Applicable for use from April 1, 2027 onwards
* Applicable for new reservations accepted from October 1, 2026 onwards

(Unit: JPY / All prices exclude tax)

Floor	Venue Name	Area (㎡)	Height (m)	School (seats)	Island (seats)	Full Day (9:00-17:00)	4 Hours (7:00-22:00)	1h Ext. (7:00-22:00)	Late Night 1h (22:00-7:00)
4F	the AIR	545	4.8	304	192	1,220,000	800,000	200,000	300,000
4F	the AIR (2/3)	365	4.8	192	120	840,000	550,000	138,000	207,000
4F	the AIR (1/3)	180	4.8	96	60	415,000	275,000	68,000	102,000
4F	the Green	138	4.0	72	54	292,000	194,000	48,000	72,000
4F	the Amphitheater	230	4.7	65~100	-	510,000	336,000	86,000	127,500
4F	401	200	4.0	100	72	420,000	278,000	70,000	105,000
4F	402	92	3.0	48	30	200,000	130,000	34,000	49,500
4F	403	50	3.0	16	12	124,000	81,000	21,000	31,500
4F	404	93	3.0	48	30	200,000	130,000	34,000	49,500
4F	405	93	3.0	48	30	200,000	130,000	34,000	49,500
3F	301	200	4.0	100	72	420,000	278,000	70,000	105,000
3F	302	92	3.0	48	30	200,000	130,000	34,000	49,500
3F	303	57	3.0	24	12	132,000	87,000	22,000	33,000
3F	Boardroom	179	3.5	-	20	430,000	280,000	72,000	111,000

Exclusive Use Rates

Floor	Name	Area (㎡)	School (seats)	Venues Included	Full Day (9:00-17:00)	1h Ext. (7:00-22:00)	Late Night 1h (22:00-7:00)
4F	Area Exclusive	913	476	the AIR + the Green + the Amphitheater	1,900,000	320,000	480,000
4F	Floor Exclusive	1441	736	the AIR + the Green + the Amphitheater 401+402+403+404+405	3,000,000	500,000	750,000
3F	Floor Exclusive	528	172	301+302+303+Boardroom	1,100,000	190,000	285,000
4F+3F	Entire Facility Exclusive	1969	908	the AIR + the Green + the Amphitheater 401+402+403+404+405 301+302+303+Boardroom	4,000,000	680,000	1,020,000

- For Area, Floor, and Entire Facility exclusive use, the foyers in front of each room can also be utilized. Please consult with our staff for detailed usage methods.
- There are restrictions on the times during which large-scale move-in/out of exhibition items and equipment can occur (available times: 18:00 to 9:00 the following morning).
- For large-scale move-in/out applications, a logistics management fee as stipulated in the separate "Move-in/out Costs by Usage Time" table is required.
- A 20% discount on the venue fee will be applied to the venue extension fee when applying for large-scale move-in/out (applicable only during move-in/out from 18:00 to 9:00 the following morning).

Inquiries: Akasaka Intercity Conference (TEL: +81-3-5575-2201)