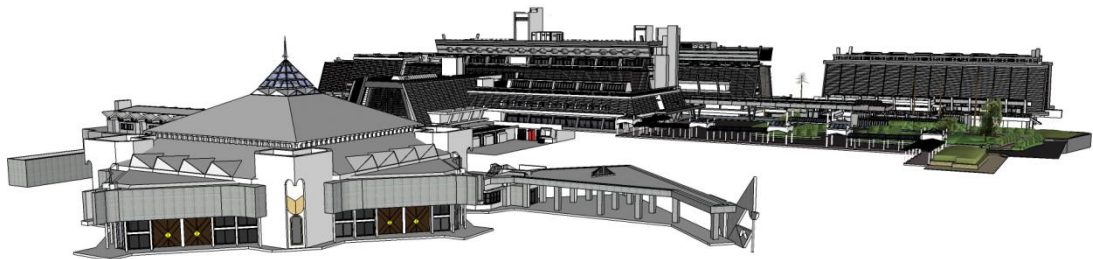


# ICC Kyoto

## Set-up Manual



Kyoto International Conference Center  
As of July, 2018

# **Loading and unloading**

Please contact the staff in charge of your event in advance regarding your loading and unloading plan. Please place guards (on floors, elevators, doors, etc.) when loading or unloading large or heavy items.

- \*The carpet in the first floor of the main building has a special textured shape, and loading or unloading without protection causes it to twist.

## **Main building loading/unloading**

Please use the service entrance or the east service entrance.

Please enter from Parking Lot 1 and pass behind the Event Hall to load/unload from the east service entrance. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less.

\*Loading/unloading from the Main Entrance is prohibited. Please inquire with the staff in charge of your event about using the South Entrance.

## **Main Hall loading/unloading**

Please use the east service entrance or the loading entrance behind the Main Hall. Enter Parking Lot 1 and pass behind the Event Hall for loading/unloading at the east service entrance or Main Hall. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less. After crossing the bridge, you may enter behind the Main Hall.

## **Annex Hall loading/unloading**

Please use the loading entrance behind the Annex Hall or the Annex Hall Entrance.

## **Event Hall loading/unloading**

Please use the Event Hall loading entrance or the Event Hall Entrance. Please enter Parking Lot 1 for Event Hall loading/unloading.

Please be aware that the loading/unloading route is narrow in some areas, and some loading doors are unusable due to current New Hall construction in Parking Lot 1.

## New Hall loading/unloading

Please use the New Hall loading entrance or the New Hall Entrance. Please enter Parking Lot 1 for New Hall loading/unloading.

## Room E loading/unloading

Please use the loading entrance behind Room E.

Please enter Parking Lot 1 and pass behind the Event Hall for Room E loading/unloading. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less.

<b>Loading entrance</b>	<b>Loading door size</b>	<b>Notes</b>
<b>Service entrance</b>	Height: 2,850 mm, width: 3,100 mm	
<b>East service entrance</b>	Height: 2,150 mm, width: 1,700 mm	
<b>Main Hall loading entrance</b>	Height: 2,000 mm, width: 2,400 mm	
<b>Annex Hall loading entrance</b>	Height: 3,300 mm, width: 3,000 mm	300 kg/m <sup>2</sup> Floor load capacity: 300 kg/m <sup>2</sup>
<b>Event Hall loading entrance</b>	Height: 4,000 mm, width: 3,500 mm	Floor load capacity: 5,000 kg/m <sup>2</sup> 300 kg/m <sup>2</sup> (on elevating platform stage)
<b>New Hall loading entrance</b>	Loading door 1•4: Height: 3,860 mm, width: 3,870 mm Loading door 2•3: Height: 2,290 mm, width: 3,700 mm	Floor load capacity: 1,000 kg/m <sup>2</sup>
<b>Room E</b>	Height: 3,100 mm, width: 2,900 mm	

	Capacity	Entrance width	Horizontal	Vertical	Height	Door size
<b>Elevator #5</b>	1,050 kg	1,050 mm	1,980 mm	1,230 mm	2,500 mm	2,300 mm (2,250 mm for floors 2 and 3)
<b>Elevator #7</b>	1,100 kg	1,400 mm	2,020 mm	1,130 mm	2,700 mm	2,350 mm (2,250 mm for floors 1 and 3)
<b>Elevator #8</b>	950 kg	1,200 mm	1,900 mm	1,184 mm	2,350 mm	2,100 mm

- \*Loading and unloading using the first floor lobby central elevators (#1 and #2) is prohibited.

### **Loading ticket**

If you plan to pass through Parking Lot 1 for loading/unloading (at Event Hall, New Hall, behind Main Hall, east service entrance, Room E), you may request a loading ticket. You may use this loading ticket repeatedly throughout your conference. If you wish to leave your vehicle in the parking lot for further work after loading/unloading, separate parking charges apply, and this loading ticket may not be used.

## **2. Receiving and sending of packages**

### **Sending packages before your event**

- If you wish to send packages in advance, in general, we accept packages starting the day before setup day.
- We cannot receive packages at night (after 18:00) or on days the conference center is closed.
- Packages will be stored in the service entrance in the first basement of the main building. This space is not locked or air-conditioned. Please do not send valuables or food items.

- Rental hand trucks are located in the service entrance, but they are limited in number, so in general, event organizers should bring their own.
- When sending packages, please list the event dates, name, and location (meeting room), and address to the staff in charge of your event.

Address:

(Name of staff in charge)

Kyoto International Conference Center

Takaragaike, Sakyo-ku, Kyoto, 606-0001, Japan

Tel: 075-705-1229

(Month) (Day) (Name of event) Room 157

### **Sending packages after your event**

- We can arrange for sending of packages after your conference. Please request to the staff in charge of your event.
- Our exclusive delivery vendor is Yamato Transport Co., Ltd. If you wish to use another vendor, you must arrange for it yourself.

### **Please keep in mind**

- Only cash-on-delivery service is available.  
\*We have cash-on-delivery slips ready.
- Items with a combined height, width, and depth of up to 160 cm (up to 25 kg) will be sent via “TA-Q-BIN” (next-day parcel service), and larger or more valuable items will be sent via “Yamato-bin” (large-size parcel service).
- Please fill in the slip and take the first sheet as a customer receipt.
- Please bring your parcel to the service entrance in the first basement of the main building, prepare it for shipping, and then speak to the staff in charge of your event.
- Rental hand trucks are located in the service entrance, but they are limited in number, so in general, event organizers should bring their own.
- Please be aware that if you are not prepared to ship by 16:00, your parcel may be left in the service entrance and picked up the next day. \*Last pickup: between 16:00 and 18:00

- This storage space is not locked or air-conditioned. Therefore, we are not able to send valuables or food items.
- If you wish to pay at pickup, please contact the vendor directly to pay. You must also contact the vendor directly for specialized deliveries.

Yamato TA-Q-BIN

Office serving the International Conference Center: 080-5044-6841

Pickup inquiries:

075-320-2222 / 0120-01-9625 (toll-free)

### **Attention**

- If you use our hand trucks, please return to where it was after your finish using.
- Using crane truck near loading entrance is prohibited.

### **Set up and decoration**

Safety during working

- ① When you are working at height, helmet and safety belt are necessary.
  - ② When you are working at height, working under the place is very dangerous.
  - ③ For the staffs who are working at height, please ensure all your tools are secured to prevent falling.
  - ④ Please do not Move or shift a ladder with a person or equipment on the ladder.
  - ⑤ Please do not stand on the top of the stepladder.
  - ⑥ Please do not make unnecessary movements while working at height to prevent falling.
- Please do not make unnecessary movements while
- ⑦ Please do not make unnecessary movements while riding Rolling Tower and scaffolding tower.
  - ⑧ Please establish the aisle and stairs lifting to the working floor to Rolling Tower and Scaffolding Tower.
  - ⑨ Please establish railing to prevent falling to the working floor, aisle and stairs of Rolling Tower and Scaffolding Tower.
  - ⑩ Please establish the outrigger when you use three or more steps of Rolling Tower and Scaffolding Tower.
  - ⑪ Please do not release the outrigger when the platform is up at a high place.

- ⑫ Please adjust the outrigger down to the end of its limit. when the high platform is shifting.
- ⑬ Please do not sit, climb or stand on the guardrail of the high platform.
- ⑭ Please do not enter under the hanging setting when it is lifting.
- ⑮ Lifting with holding staffs on the stage setting is prohibited.
- ⑯ Please do not come near when the stage setting is working.
- ⑰ Please ensure all your fixture and installation are secured to prevent falling.
- ⑱ Please secure the emergency exit and the escape route and do not put obstacles.
- ⑲ Please do not put obstacles near fire hydrants, fire extinguishers, fire doors and fire shutters.
- ⑳ To prevent falling of participants, covering wiring and plumbing on the line of flow is necessary.

## **Precautions**

- Keeping things in order and cleaning at the work place is necessary.
- Please do not scatter wastepaper to prevent spreading of a fire.
- Please do not scatter nails to prevent being injured.
- Please separate the burnable rubbish, unburnable rubbish, can and bottles, plastic bottles and put designated place.
- Moving equipment or furniture in the facility is prohibited. When you need to do it, please talk to the staff in charge of the event.
- Sticking(a kind of tape, adhesive), nailing and coating to the floor, wall, pillar, ceiling and door in the facility is prohibited.
- Floor load capacity is 1,000kg/m<sup>2</sup> in New Hall, 5,000kg/m<sup>2</sup> (300kg/m<sup>2</sup> on the stage) in Event Hall and 300kg/m<sup>2</sup> in the other Halls and lobby area. Please pay attention to prevent the floor and carpet with 25 mm or more covering when setting large or heavy loading.
- All relevant people must wear the tag in the facility. If not, ICCK staffs may let them stop their working to confirm their belonging.

## **Open-flame and Hazardous Materials**

### **Open-flame**

- Smoking is strictly prohibited inside the facility. Smoking is allowed only in designated space.

If you want an outside smoking area not in the designated area, other documents must be submitted. (Japanese only).

- Using open-flame is prohibited in the fire law but you may allow in case you have apply specially to Kyoto City Sakyo Fire Department. Please talk to the staff in charge of the event for the detail.

#### Hazardous Materials

- Taking hazardous materials (Propane, Gas cylinders, Guns, Fat and Oil and Thigs including Radioactivity) is prohibited.
  - Taking animals (alive or not) is prohibited. ※except for guide dog and service dog.
  - Please talk to the staff in charge of the event in advance when you use special effects for performance (Smoke, laser and Cannon)
- ※The cannon that has separate tapes is prohibited.

#### Contact

Sales Promotion Department: +81-75-705-1229

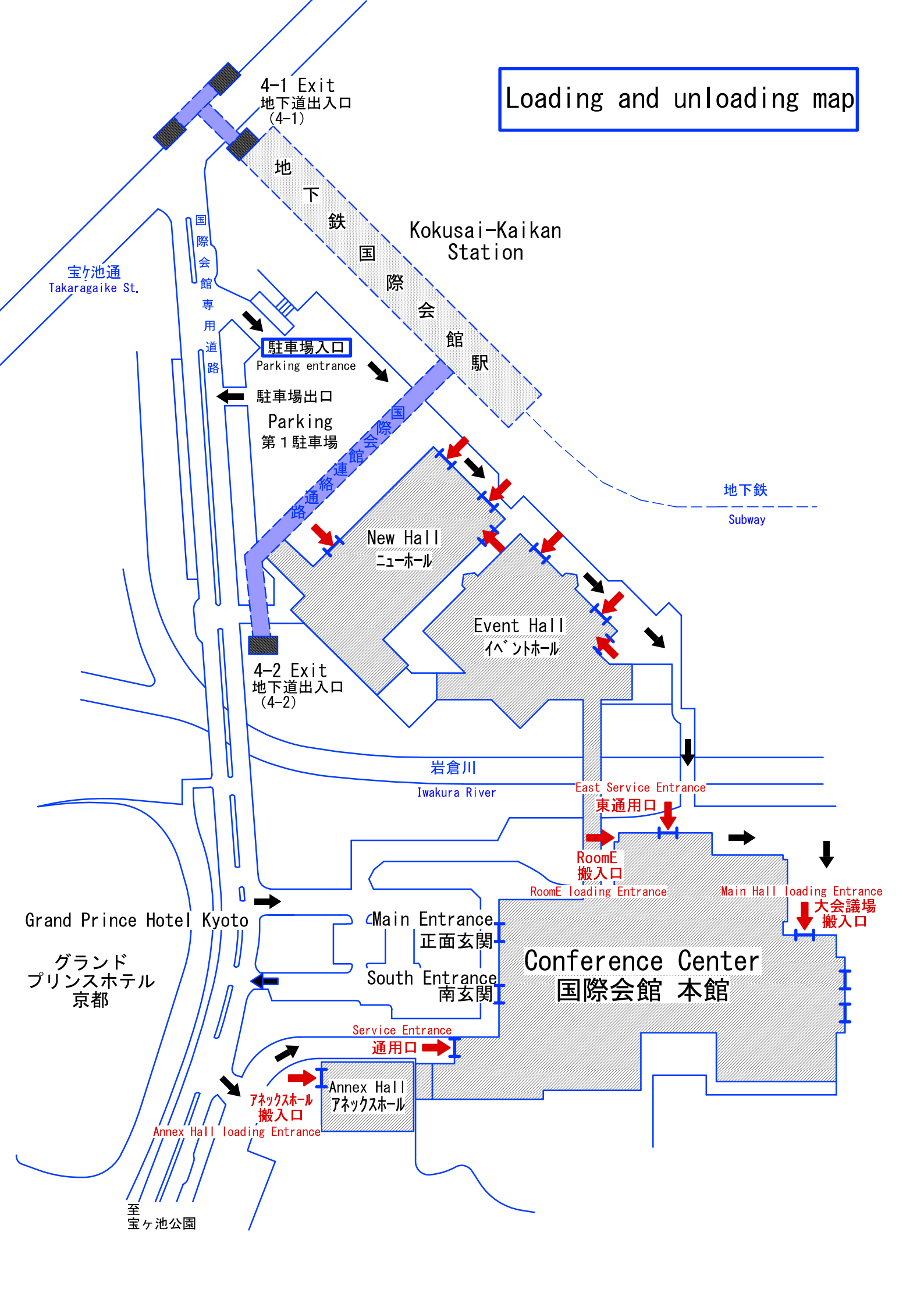
General Affairs Department: +81-75-1223

## Reference material

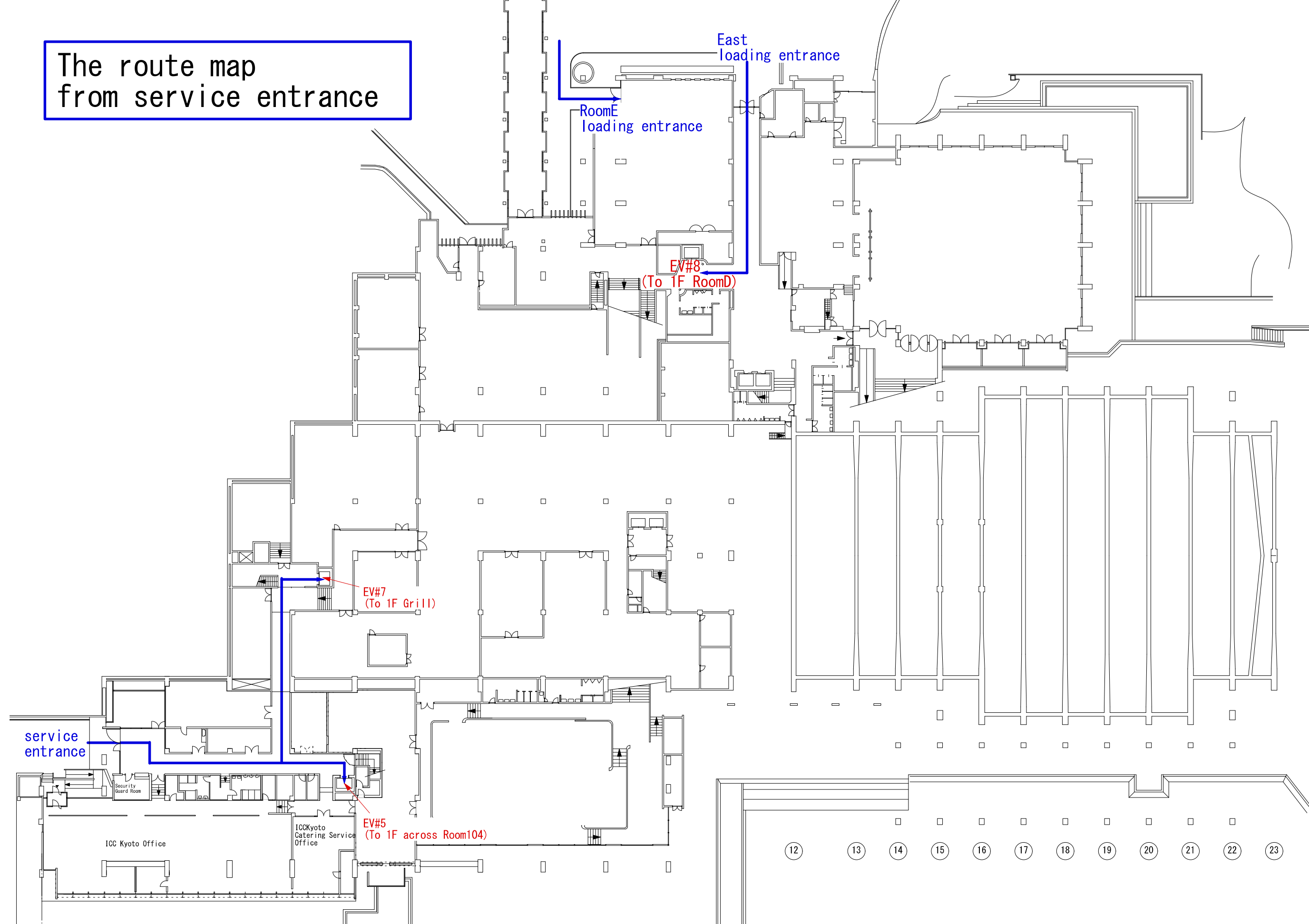
- Loading and unloading map
- The route map from the service entrance
- Packages, hand trucks and waste space
- 1st-6th Floor Guide



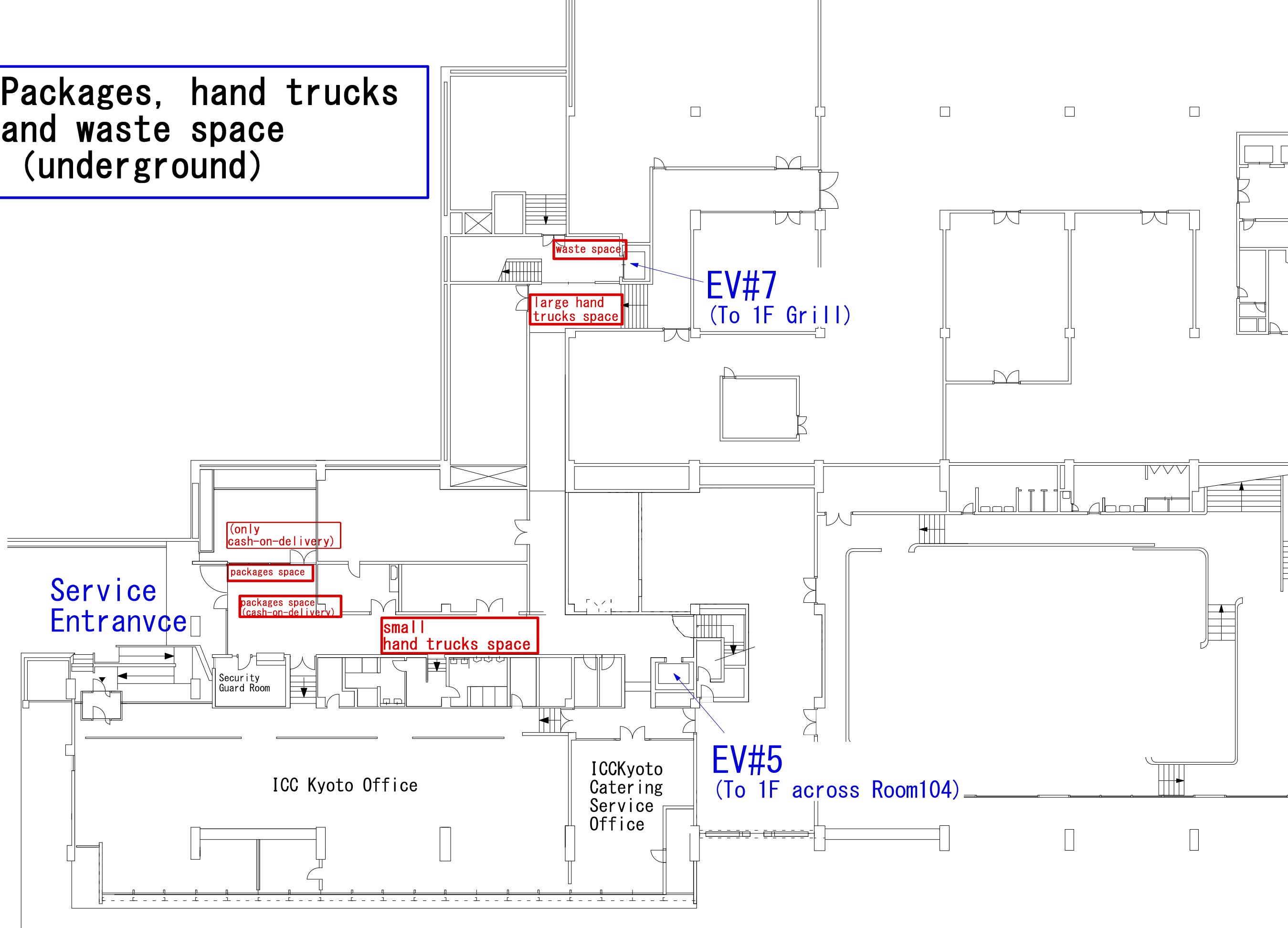
Loading and unloading map



The route map  
from service entrance



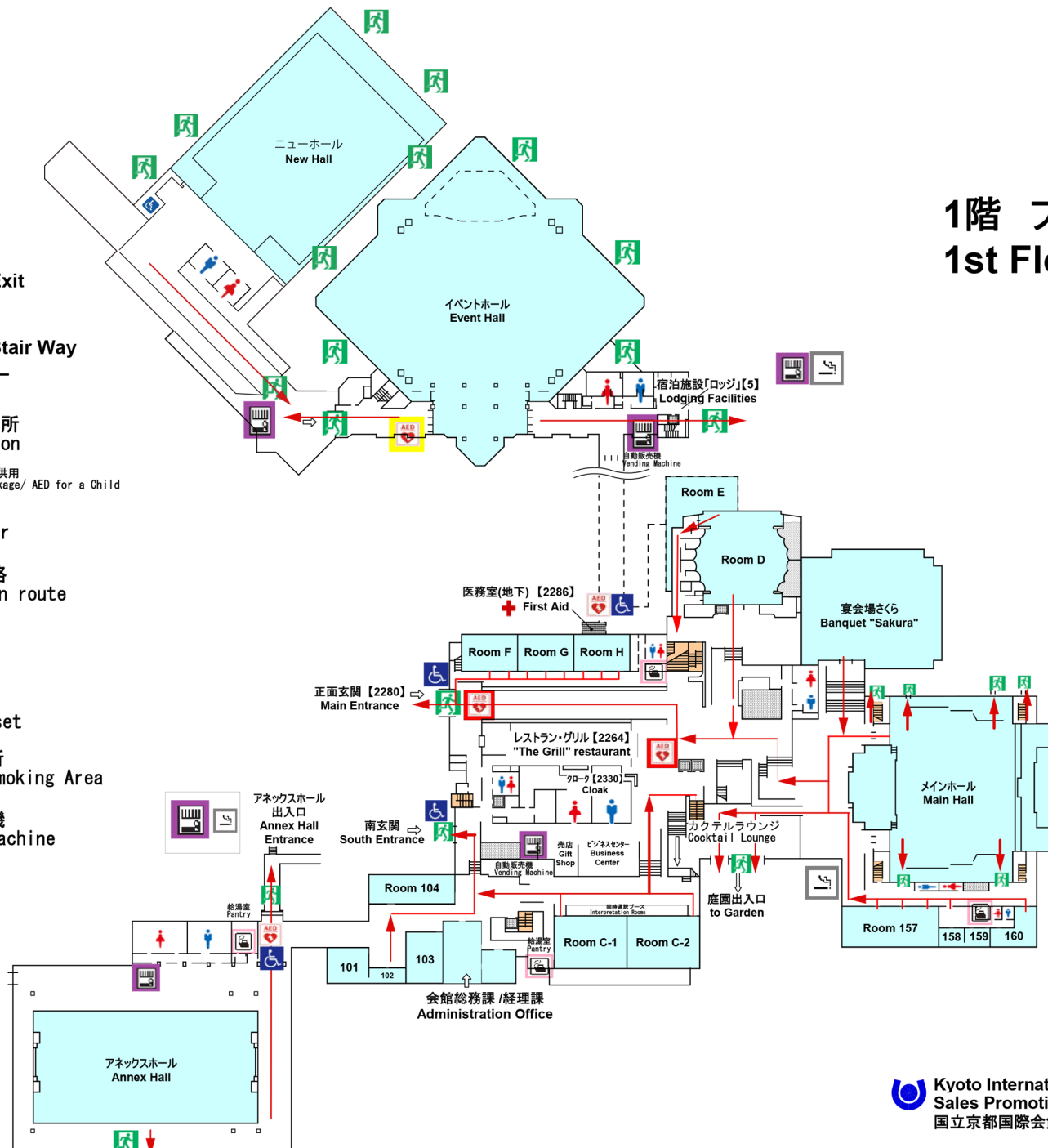
Packages, hand trucks  
and waste space  
(underground)



# 1階 フロアガイド 1st Floor GUIDE

【】: 内線番号  
【】: Phone number

-  非常口  
The Fire Exit
-  非常階段  
The Fire Stair Way
-  エレベーター  
Elevator
-  AED設置場所  
AED Station
-  AED 英語版 / 子供用  
English AED Package / AED for a Child
-  車椅子  
Wheelchair
-  避難誘導路  
Evacuation route
-  給湯室  
Pantry
-  お手洗い  
Water Closet
-  屋外喫煙所  
Outdoor Smoking Area
-  自動販売機  
Vending Machine





非常口  
The Fire Exit



非常階段  
The Fire Stair Way



エレベーター  
Elevator



避難誘導路  
Evacuation route

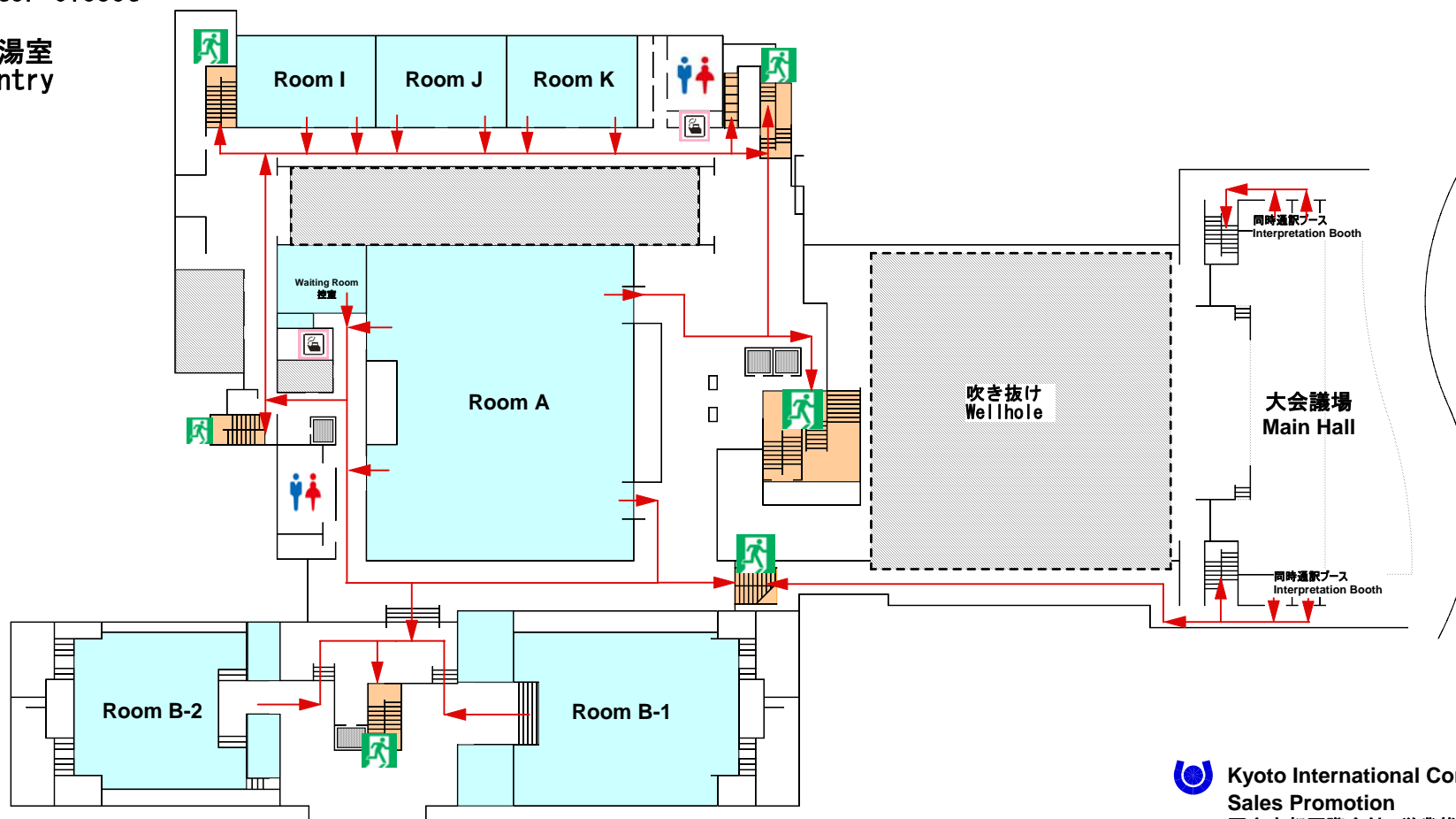


お手洗い  
Water Closet



給湯室  
Pantry

## 2階 フロアガイド 2nd Floor GUIDE



Kyoto International Conference Center  
Sales Promotion  
国立京都国際会館 営業推進部 075-705-1229



非常口  
The Fire Exit



非常階段  
The Fire Stair Way



エレベーター  
Elevator

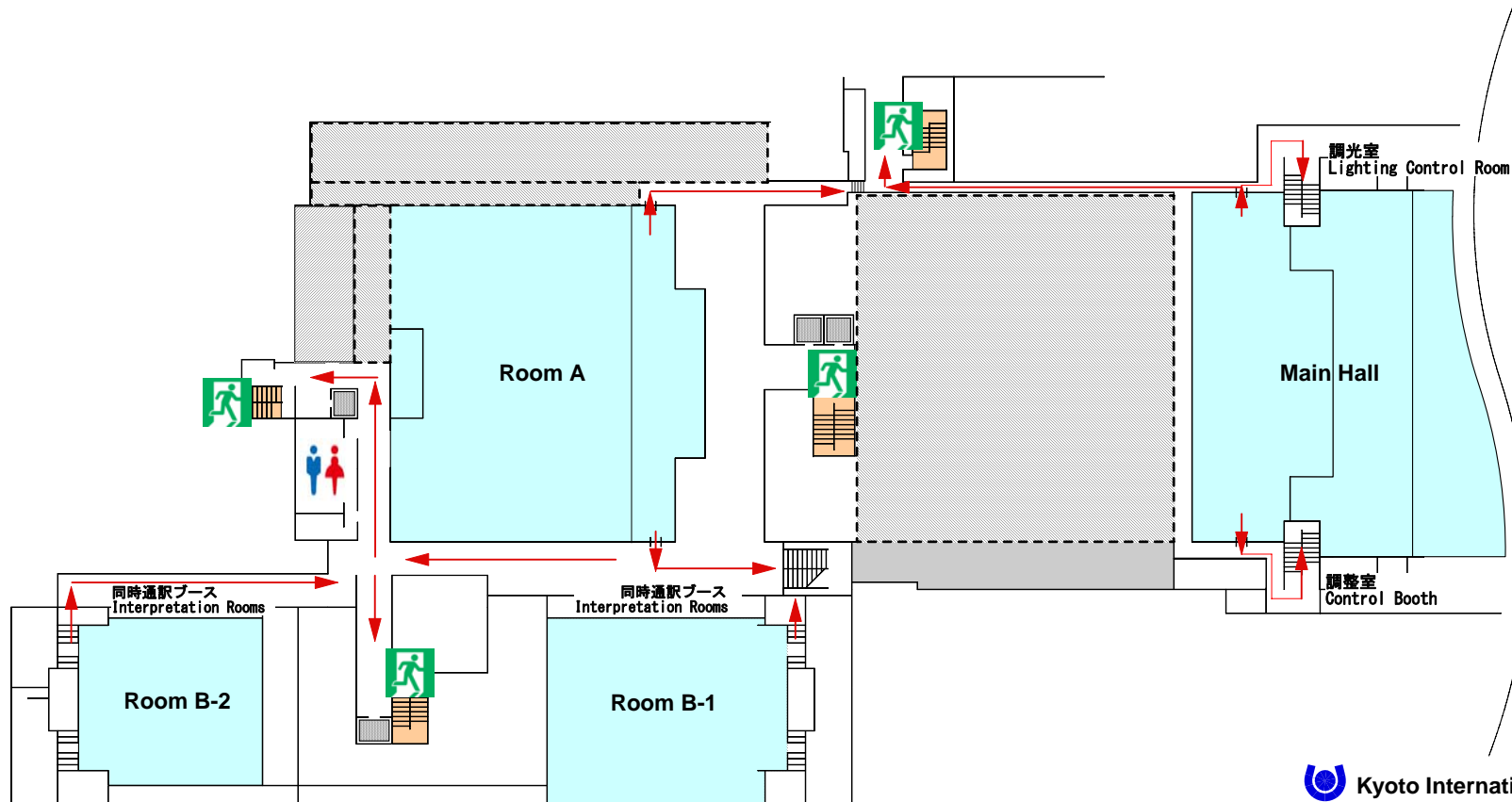


避難誘導路  
Evacuation route



お手洗い  
Water Closet

## 3階 フロアガイド 3rd Floor GUIDE



Kyoto International Conference Center

Sales Promotion

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非常口  
The Fire Exit



非常階段  
The Fire Stair Way



エレベーター  
Elevator



避難誘導路  
Evacuation route

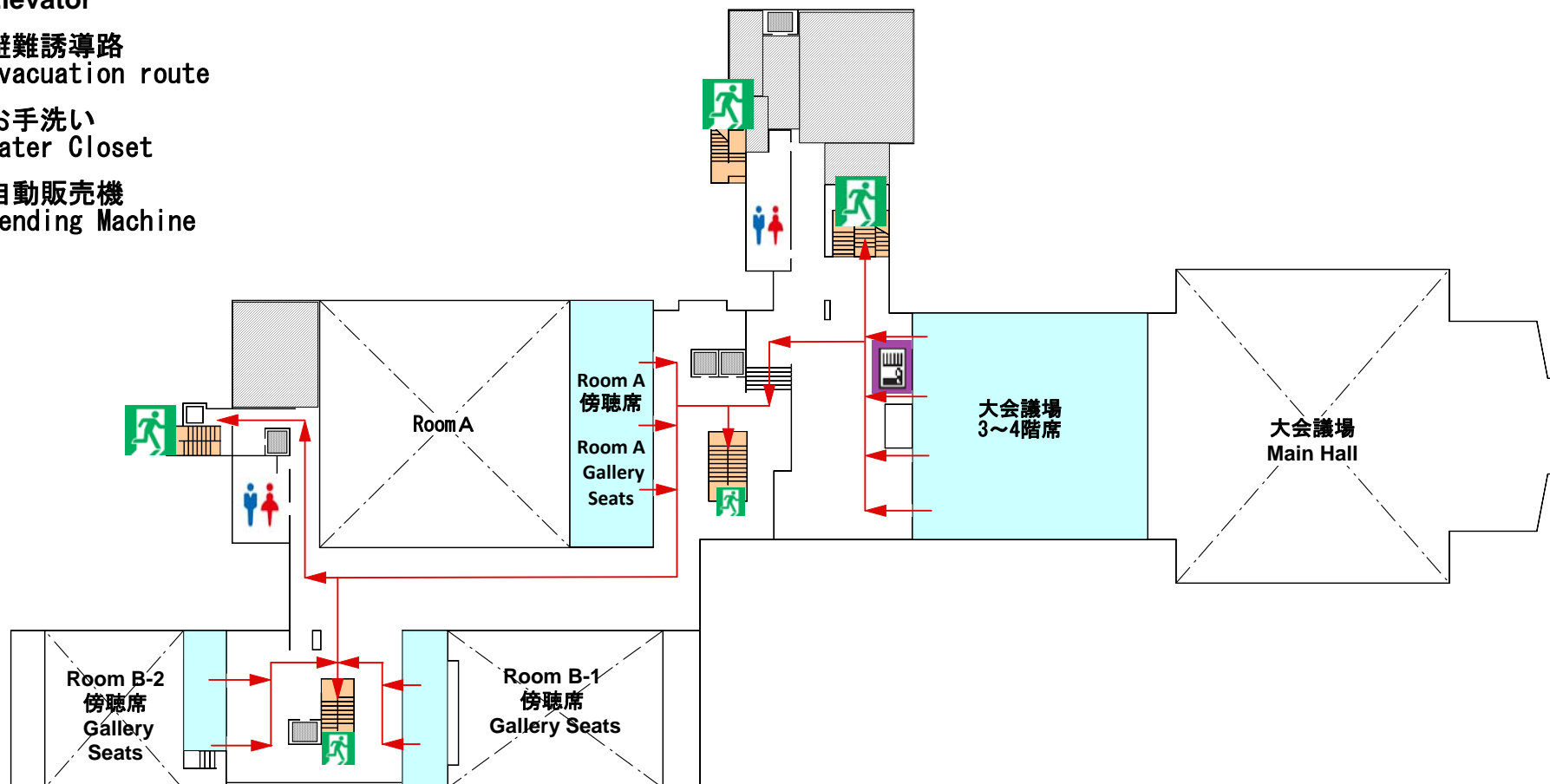


お手洗い  
Water Closet



自動販売機  
Vending Machine

## 4階 フロアガイド 4th Floor GUIDE



Kyoto International Conference Center

Sales Promotion

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# 5階 フロアガイド 5th Floor GUIDE



非常口  
The Fire Exit



お手洗い  
Water Closet



非常階段  
The Fire Stair Way



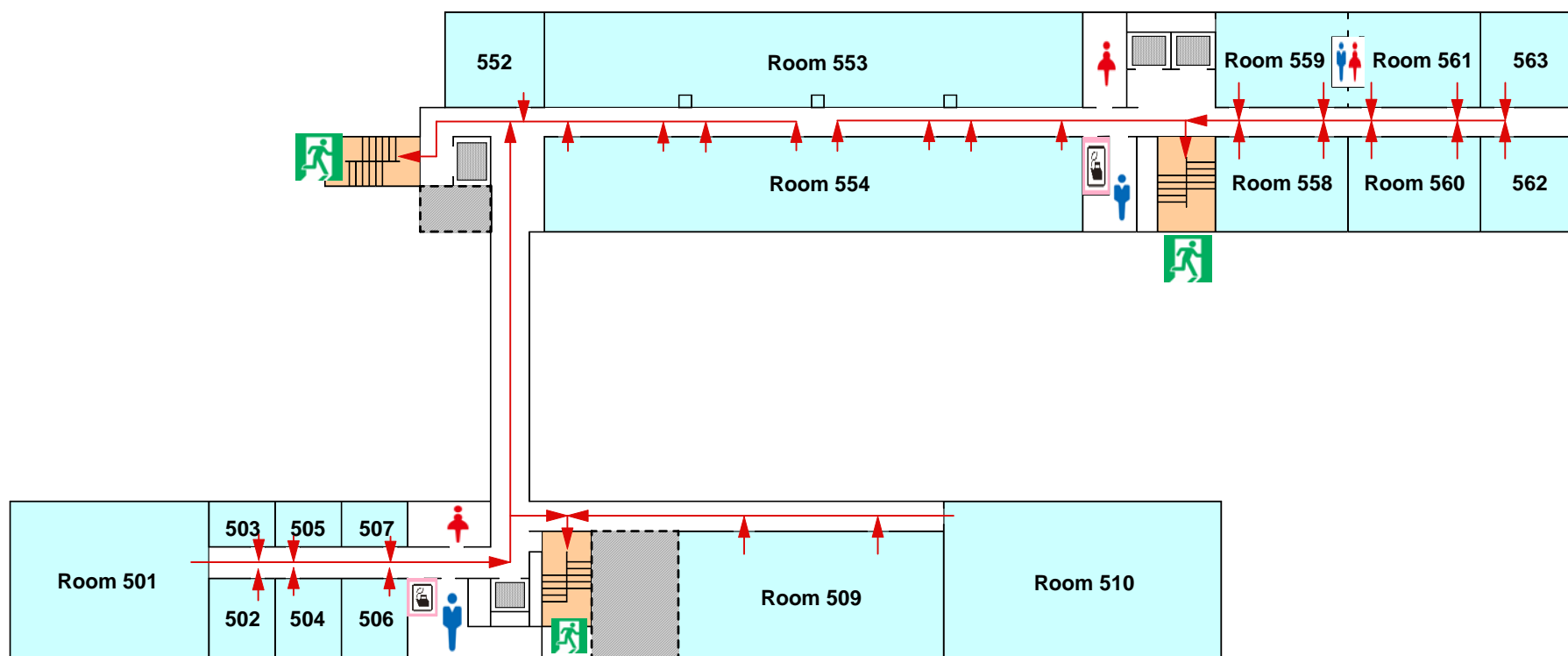
避難誘導路  
Evacuation route



エレベーター  
Elevator



給湯室  
Pantry

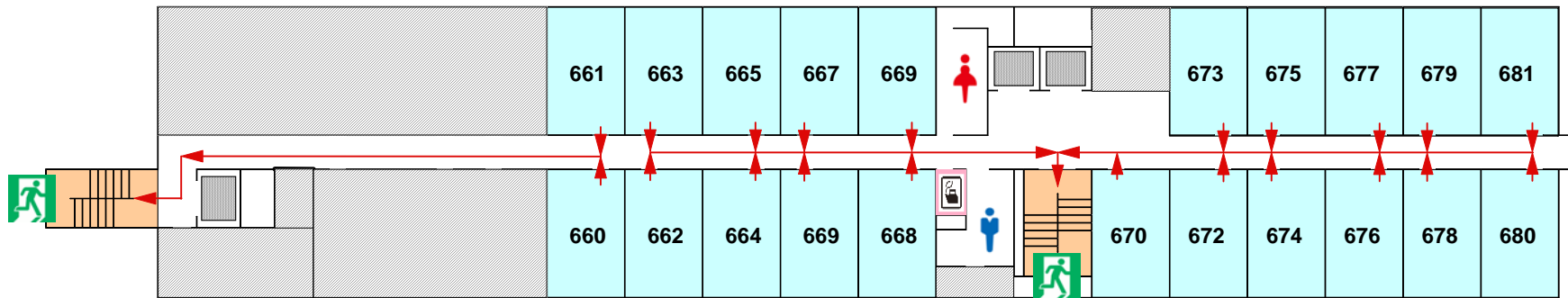
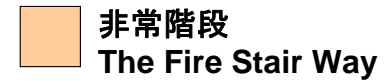


Kyoto International Conference Center  
Sales Promotion

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## 6階 フロアガイド 6th Floor GUIDE



Kyoto International Conference Center

Sales Promotion

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