

Set-up Manual

Kyoto International Conference Center

As of April, 2020

Loading and unloading

Contact our staff in charge of your event in advance regarding your loading and unloading plan. 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

Use the service entrance or the east service entrance. Enter from Parking Lot 1 and pass behind the Event Hall for loading/unloading at 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 to our staff in charge of your event about using the South Entrance.

Main Hall loading/unloading

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

Use the loading entrance behind the Annex Hall.

Event Hall loading/unloading

Use the Event Hall loading entrance or the Event Hall Entrance. 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

Use the New Hall loading entrance. Enter Parking Lot 1 for New Hall loading/unloading.

Room E loading/unloading

Use the loading entrance behind Room E.

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.

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

	Capacity	Entrance width	Width	Depth	Height	Door size
Elevator #5	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)
Elevator #7	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)
Elevator #8	950 kg	1,200 mm	1,900 mm	1,184 mm	2,350 mm	2,100 mm

*Loading and unloading using the elevators (No. 1 and 2) in the center of the 1F lobby 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 (free parking up to 2 hours). You may use this loading ticket repeatedly throughout your event. If you wish to leave your vehicle in the parking lot for further work after loading/unloading, a separate parking fee will be charged. Therefore, this ticket cannot be used.

2. Receiving and sending of packages

Sending packages before your event

If you wish to send packages in advance, we will receive them, as a rule, from the day before the set-up date.

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 area is not locked or air-conditioned. Please do not send valuables or food items.

- Rental hand carts are located in the service entrance. As they are limited in number, we ask that you bring your own.
- When sending packages, specify the event dates, event name, location (use meeting room name), and send them to the attention of our staff in charge of your event.

Address:

(Name of our staff in charge)

Kyoto International Conference Center Takaragaike, Sakyo-ku, Kyoto, 606-0001, Japan

- Tel: 075-705-1229
- (MM.DD) (Name of event)
- Room ●●●

Sending packages after your event

- If you wish to use courier service, please make arrangements by yourself.

Attention

- If you use our hand carts, please return them to where you found them.
- Use of crane trucks near the loading entrance is prohibited.

Set up and decoration

Work safety rules:

1. When working at height, helmet and safety belt are required.
2. Do not work underneath someone working at height.
3. When working at height, ensure that all tools are secured to prevent dropping.
4. Do not move or shift a stepladder with a person or equipment on it.
5. Do not stand on the top step of a stepladder.
6. To prevent falling, do not engage in any work while straddling across a stepladder.
7. Do not move a rolling tower or scaffolding tower to a different location when anyone is on it.
8. Securely set up the walkways and stairs to the platform of a rolling tower or scaffolding tower.
9. Securely set up railings to the platform, walkways and stairs of a rolling tower or scaffolding tower to prevent falling.
10. Securely set up the outriggers when you use three or more steps of rolling tower or scaffolding tower.
11. Do not release the outriggers when the platform is up at height.
12. Before moving a platform, lower it to the lowest level.
13. Do not sit, climb or stand on the guardrail of the high platform.
14. Do not allow anyone to go under the lifting equipment when it is being raised or lowered.
15. Do not raise or lower elevator stage when anyone is on it.
16. Keep a safe perimeter around elevator stage when raising or lowering it.
17. Ensure that all your tools and equipment are secured to prevent falling.
18. Keep the emergency exits and the escape routes clear and do not place any obstacles that block them.
19. Do not place any obstacles near fire hydrants, fire extinguishers, fire doors or fire shutters.
20. To protect attendees from tripping and falling, tape down all cabling and plumbing along the line of flow.

Please Note

- Keep work areas neat and clean.
- To prevent fire hazards, do not leave any waste paper scattered about.
- To prevent injuries, do not leave any nails scattered about.
- Please separate the burnable rubbish, unburnable rubbish, cans and bottles, plastic bottles and put them in designated places at the rubbish collection area.
- Moving equipment or furniture belonging to the facility is prohibited. If needed, please inquire to the event management staff.
- Sticking (with tape or adhesive), nailing and coating things to floors, walls, pillars, ceilings and doors in the facility are prohibited.
- Floor load capacity is 1,000kg/m² in New Hall, 5,000kg/m² (300kg/m² on the stage) in Event Hall and 300kg/m² in the other Halls and lobby area. Use a protective covering with 25 mm or more thickness to prevent damage to floors and carpets when setting large or heavy objects on them.
- All authorized personnel must wear identification tags in the facility. If someone is not wearing a tag, ICCK staff may order them to stop working to confirm whether they are authorized to be on site.

Open-flame and Hazardous Materials

Open-flame

- Smoking is strictly prohibited inside the facility. Smoking is allowed only in designated spaces. In addition to the designated space, if you wish to set up a special smoking area outdoors, you will need to submit other documents.
- Using an open flame is prohibited by the fire law, but you may be allowed to use an open flame if you have applied for permission to the Kyoto City Sakyo Fire Department. Please inquire to our staff in charge of the event for details.

Hazardous Materials

- Hazardous materials (Propane, Gas cylinders, Guns, Fat and Oil and Radioactive items) are prohibited.
 - Animals (whether alive or dead) other than guide dogs and service dogs are prohibited.
 - Please inquire to our staff in charge of the event in advance about the use of special effects for performance (smoke, laser, confetti cannons)
- ※Confetti cannons that launch loose confetti or streamers are prohibited.

Contact

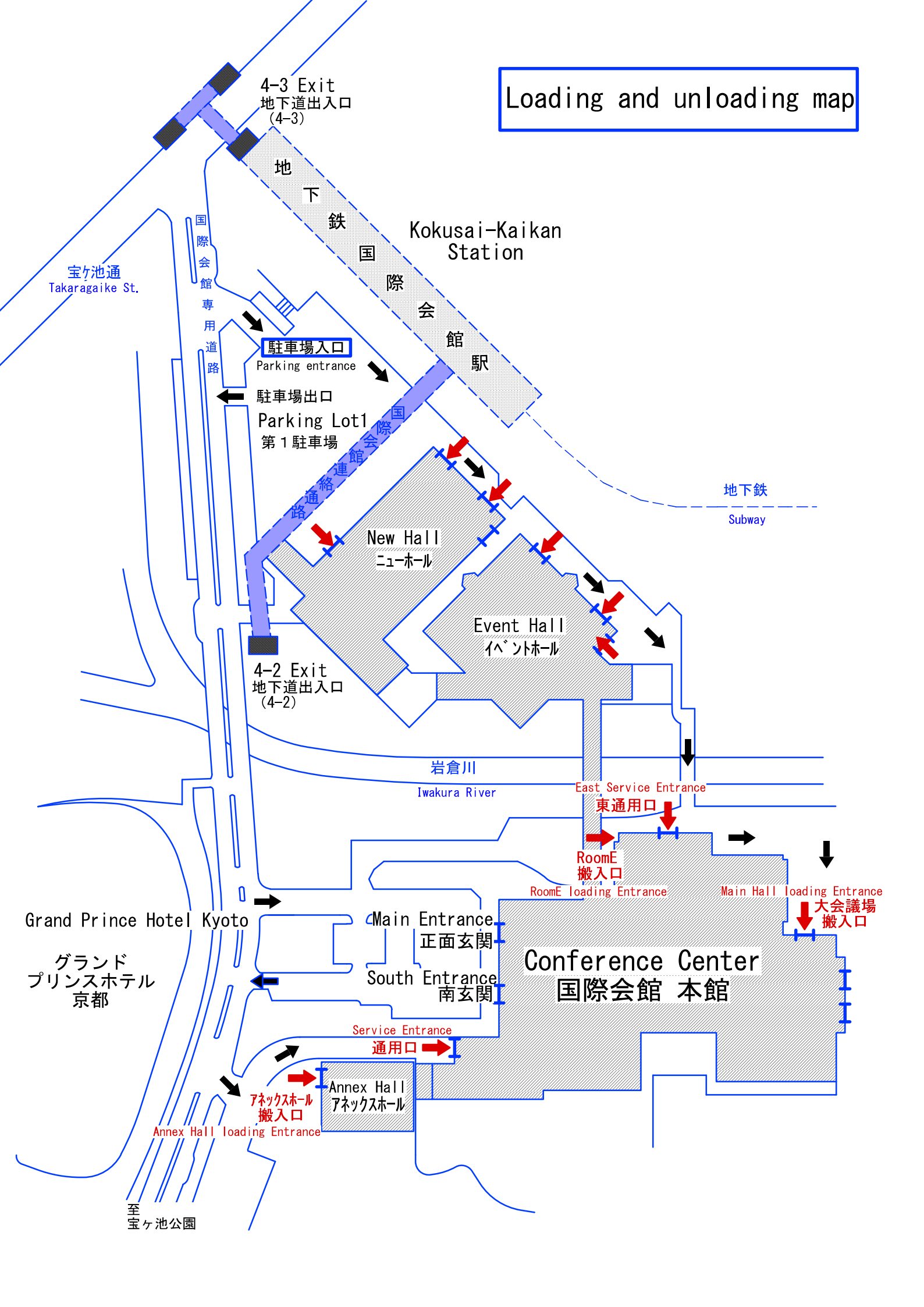
Sales Promotion Department: +81-75-705-1229

General Affairs Department: +81-75-1223

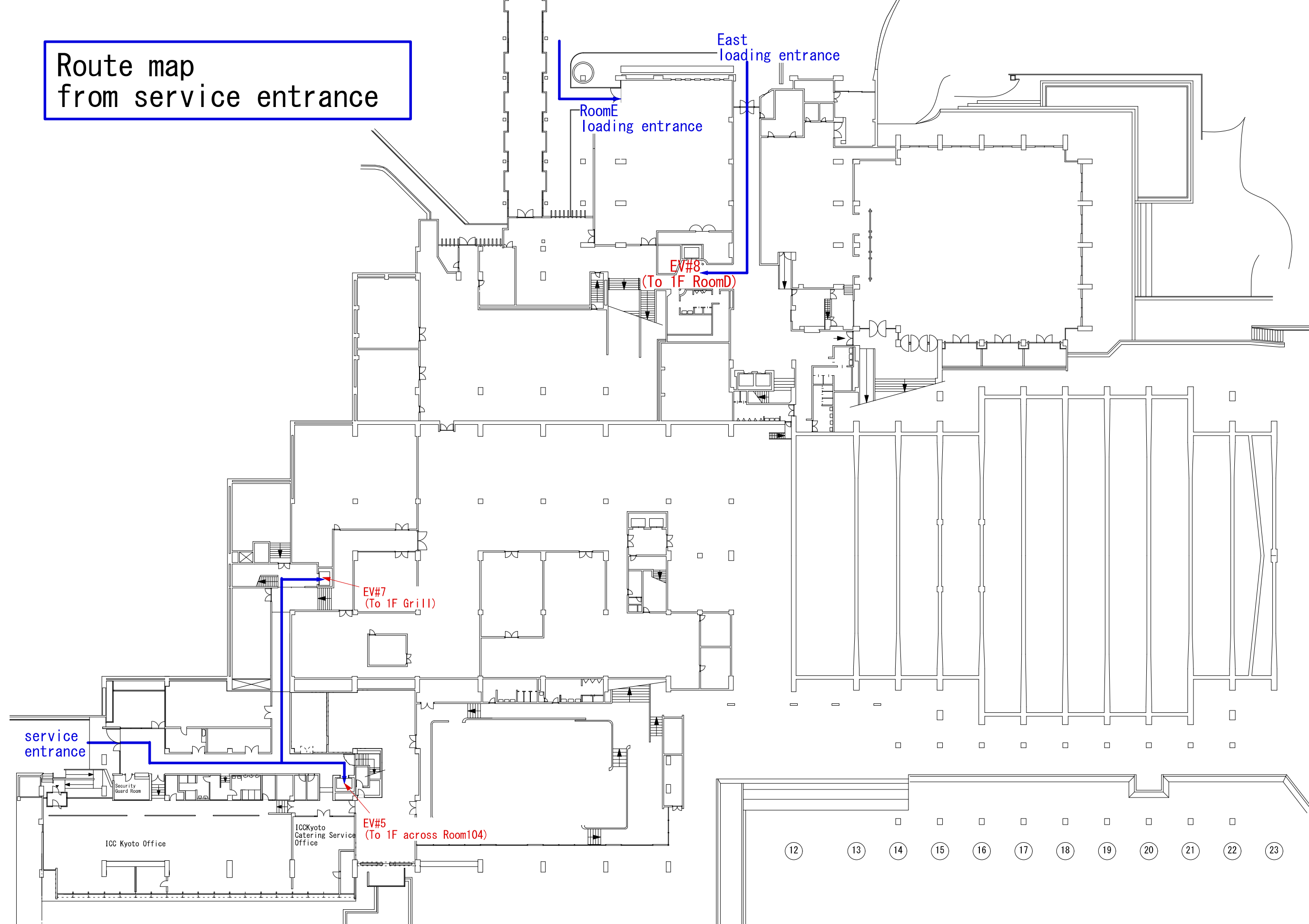
Reference material

- Loading and unloading map
- Route map from the service entrance
- Packages, hand carts and rubbish collection area
- 1F-6F Floor Guides

Loading and unloading map



Route map
from service entrance





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非常口
Emergency Exit



非常階段
Emergency Stairs



エレベーター
Elevator



避難誘導路
Evacuation route

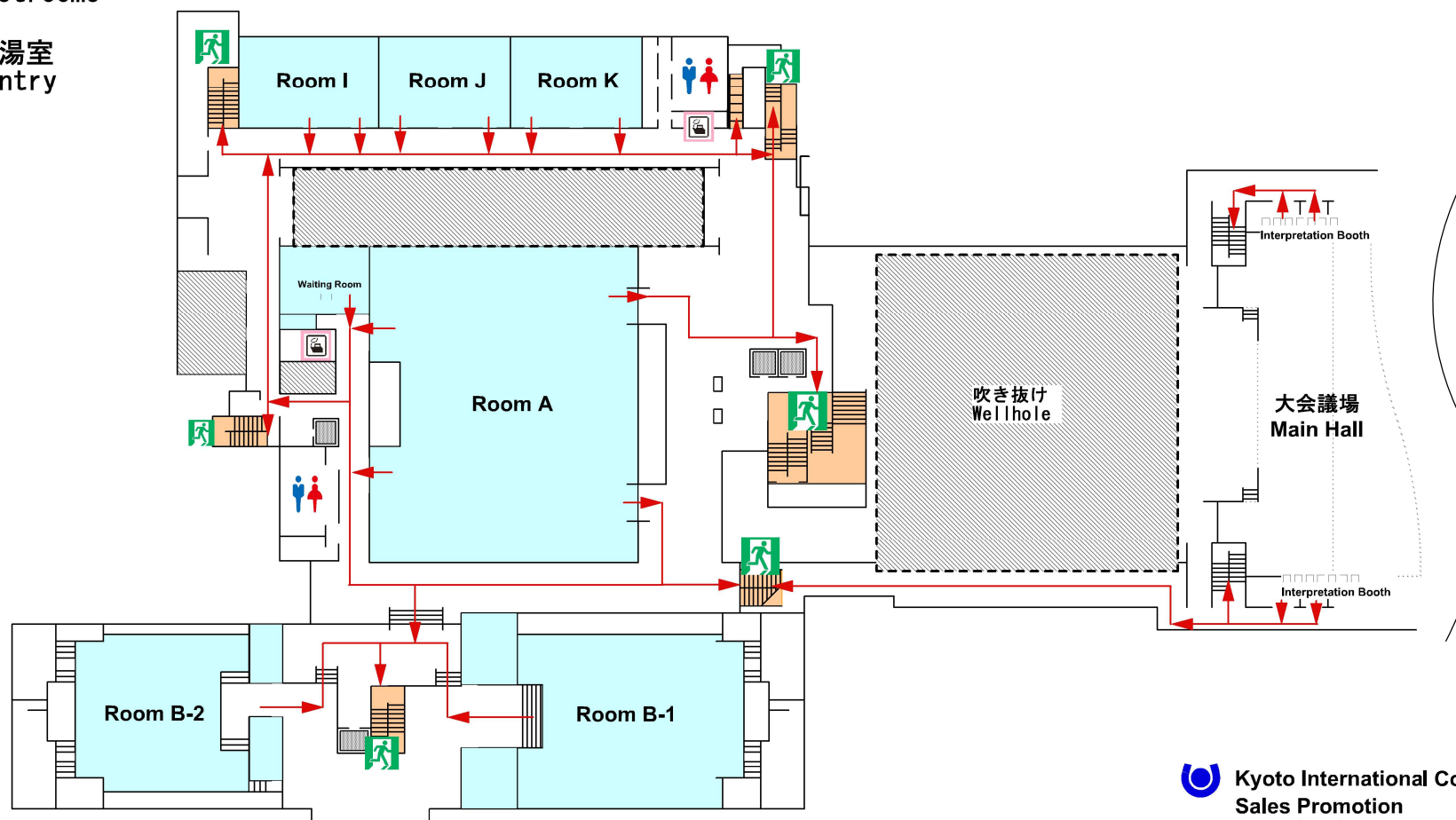


お手洗い
Restrooms



給湯室
Pantry

2階 フロアガイド 2nd Floor GUIDE



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Sales Promotion

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非常口
Emergency Exit



非常階段
Emergency Stairs



エレベーター
Elevator

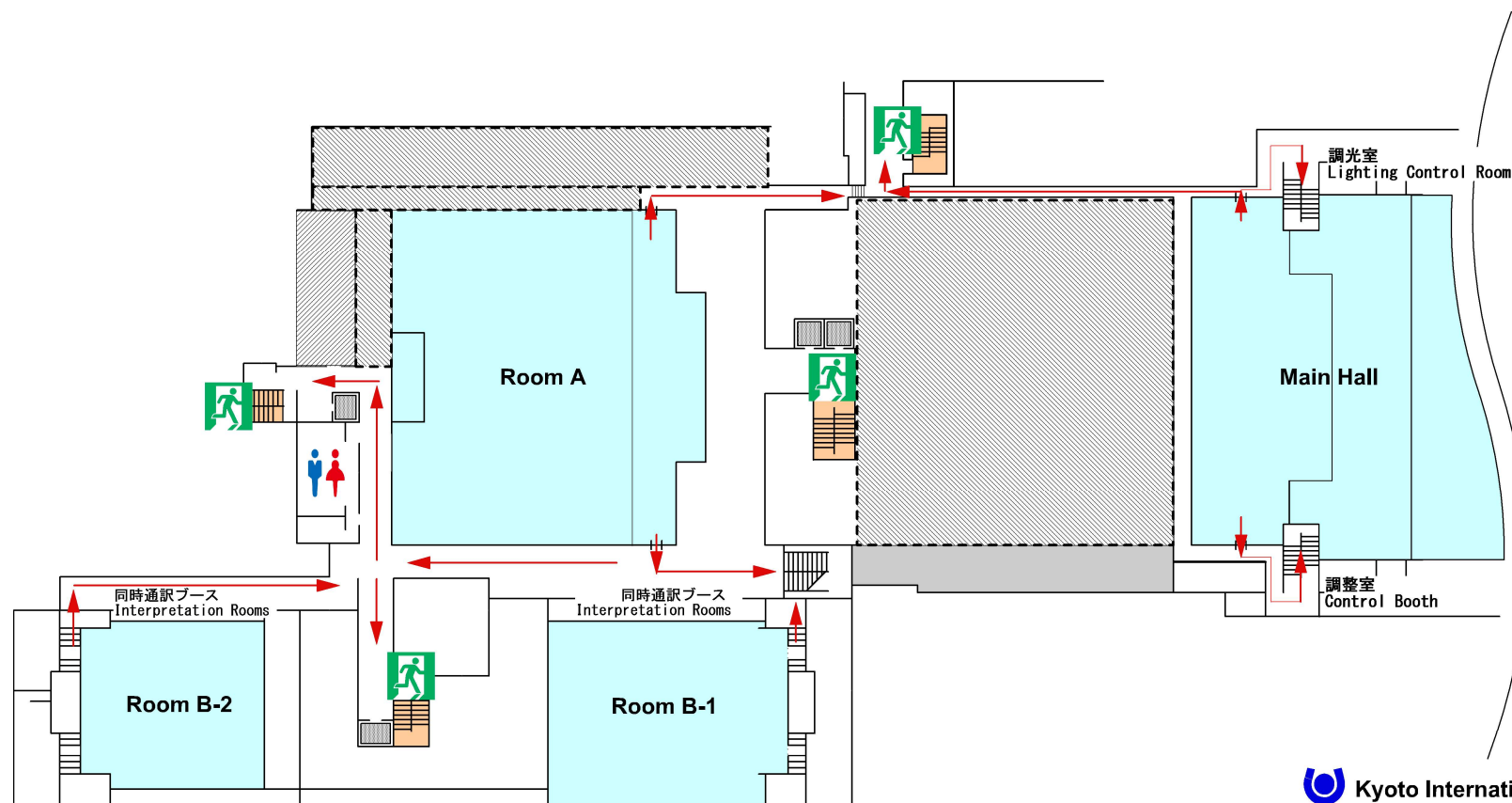


避難誘導路
Evacuation route



お手洗い
Restrooms

3階 フロアガイド 3rd Floor GUIDE



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 非常口
Emergency Exit

 非常階段
Emergency Stairs

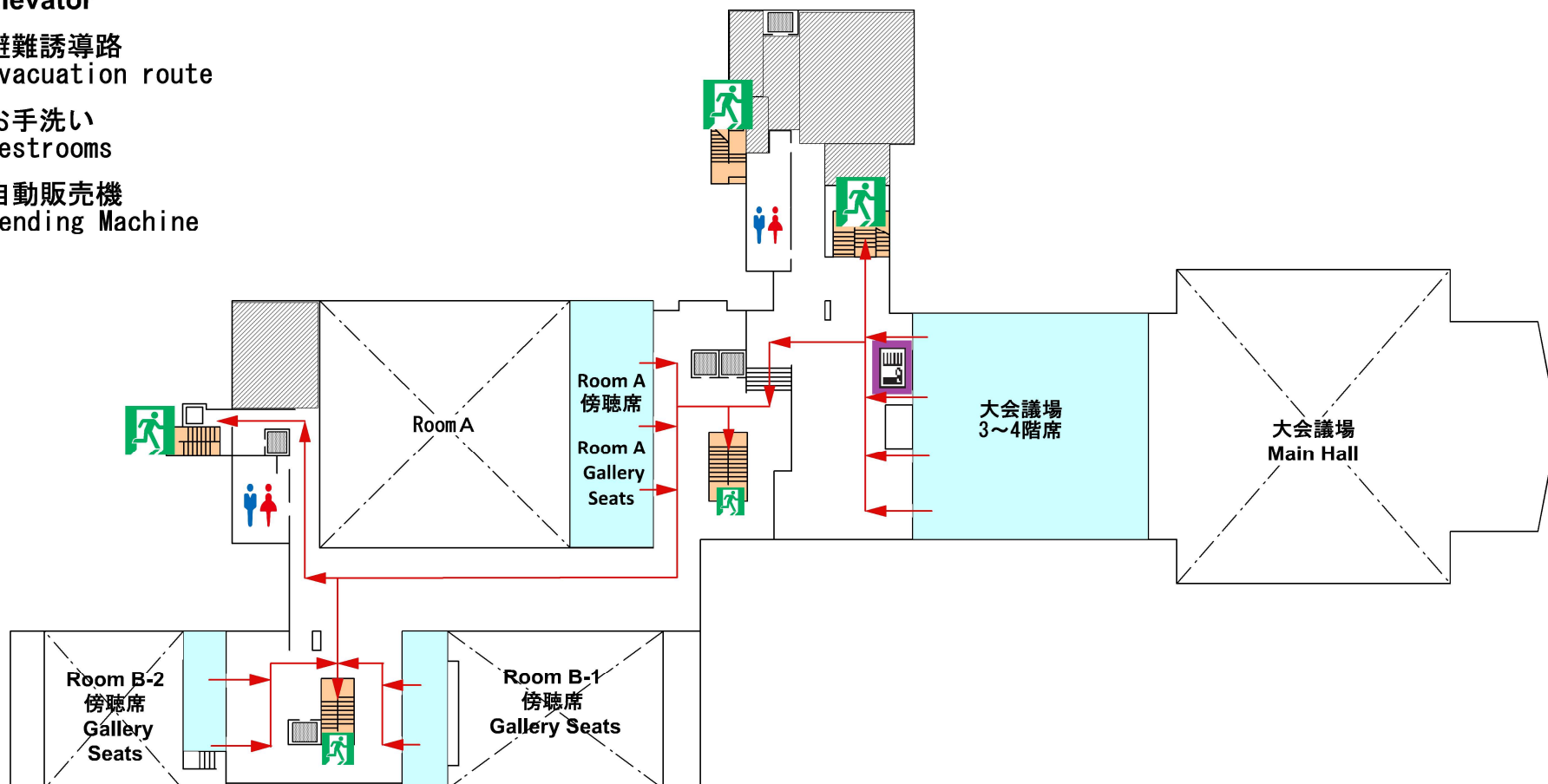
 エレベーター
Elevator

 避難誘導路
Evacuation route

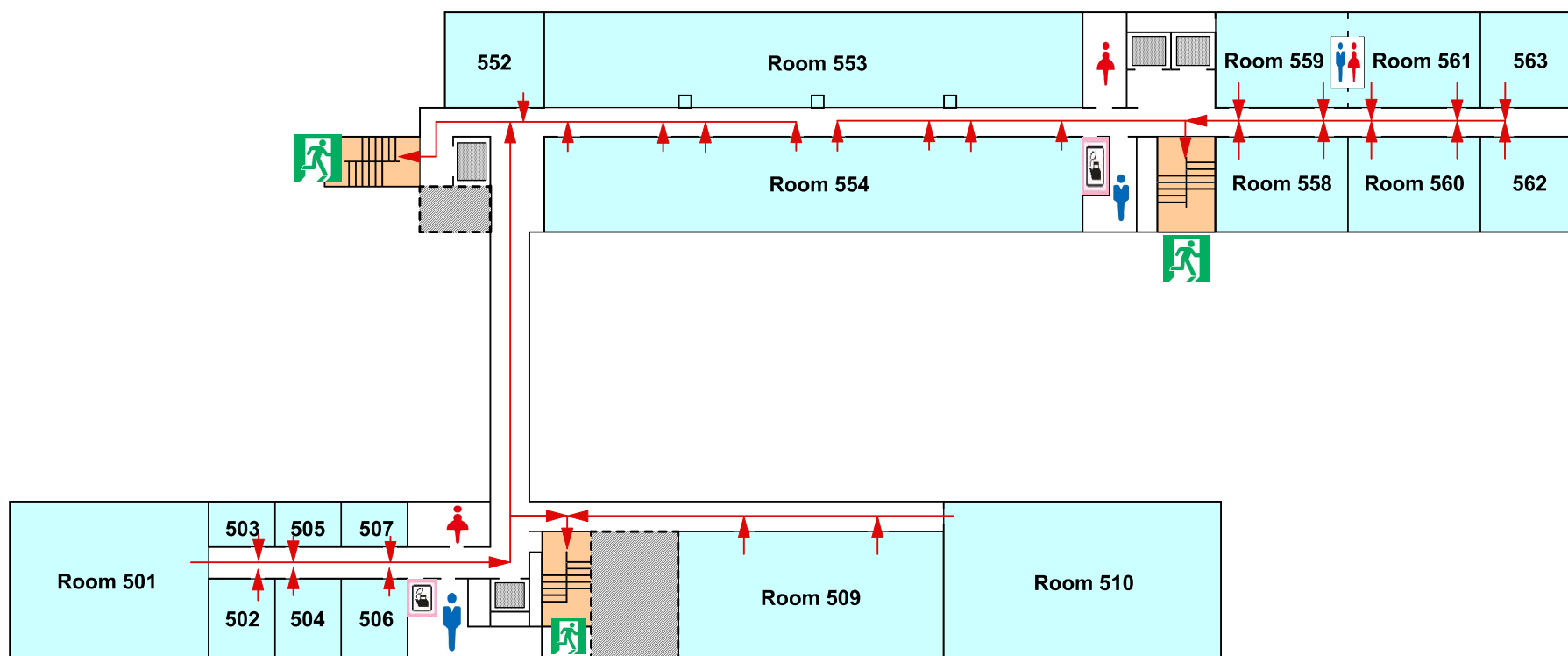
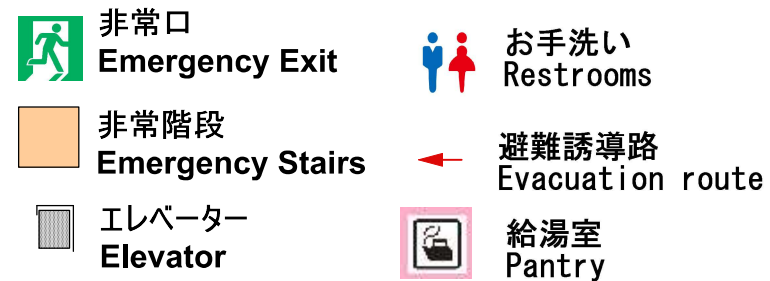
 お手洗い
Restrooms

 自動販売機
Vending Machine

4階 フロアガイド 4th Floor GUIDE



5階 フロアガイド 5th Floor GUIDE



6階 フロアガイド 6th Floor GUIDE

 非常口
Emergency Exit

 非常階段
Emergency Stairs

 エレベーター
Elevator

 避難誘導路
Evacuation route

 お手洗い
Restrooms

 給湯室
Pantry

