

# Manuals for Loading and Unloading

Kyoto International Conference Center

Kyoto International Conference Center

April 2023 revised edition

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## Manuals for Loading and Unloading

### 1. Route Map for Loading/Unloading

Please refer to Reference Materials 1 and 2.

### 2. Main Building Loading/Unloading

- i. Use the service entrance or the east service entrance.
- ii. For loading/unloading at the east service entrance, enter from Parking Lot 1 and pass behind the New Hall/Event Hall. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less.
- iii. Loading/unloading from the Main Entrance is prohibited. Please inquire to the staff in charge of your event about using the South Entrance. When using the South Entrance, staff should be present at all times.

### 3. Main Hall Loading/Unloading

- i. Use the east service entrance or the loading entrance behind the Main Hall.
- ii. For loading/unloading at the east service entrance or Main Hall, enter Parking Lot 1 and pass behind the New Hall/Event Hall. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less.

### 4. Annex Hall Loading/Unloading

- i. Use the loading entrance behind the Annex Hall.

### 5. Event Hall Loading/Unloading

- i. Use the Event Hall loading entrance or the Event Hall Entrance.
- ii. For loading/unloading at the Event Hall, enter Parking Lot 1.
- iii. When displaying vehicles, please be sure to remove the fuel, protect the floor, and push the vehicles in and out by hand.

### 6. New Hall Loading/Unloading

- i. Use the New Hall loading entrance.
- ii. For loading/unloading at the New Hall, enter Parking Lot 1.
- iii. When displaying vehicles, please be sure to remove the fuel, protect the floor, and push the vehicles in and out by hand.

7. Room E Loading/Unloading

- i. Use the loading entrance behind Room E.
- ii. For loading/unloading at Room E, enter Parking Lot 1 and pass behind the Event Hall. Due to the load capacity of the bridge beyond the Event Hall, loading/unloading vehicles are limited to 4 tons or less.

8. Size of Loading Entrances and Elevators

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	Floor load capacity: 300 kg/m <sup>2</sup>
Event Hall loading entrances (7 total)	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
New Hall loading entrances (4 total)	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>
Room E	Height: 3,100 mm, width: 2,900 mm	

	Capacity	Horizontal	Vertical	Height	Entrance width	Entrance height
Elevator #5	1,050 kg	1,980 mm	1,230 mm	2,500 mm	1,050 mm	2,300 mm (2,250 mm for floors 2 and 3)
Elevator #7	1,100 kg	1,890 mm	1,100 mm	2,640 mm	1,400 mm	2,350 mm (2,250 mm for floors 1 and 3)
Elevator #8	950 kg	1,740 mm	1,110 mm	2,300 mm	1,200 mm	2,100 mm

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

## 9. Parking Service for Loading and Unloading

If you will be passing through Parking Lot 1 during loading/unloading (Event Hall, New Hall, behind Main Hall, East Entrance, Room E) during loading/unloading, please use a loading/unloading ticket (free of charge for up to 2 hours).

Please inform the ICC Kyoto staff in charge of your event of the number of tickets required in advance.

If you wait in Parking Lot 1 for more than 2 hours, you will be charged the regular parking fee.

## 10. Sending and Receiving Packages

Please consult with the ICC Kyoto staff in charge of your event about sending and receiving packages.

Address:

(Name of staff in charge)

Kyoto International Conference Center

422 Iwakura Oosagi-cho, Sakyo-ku, Kyoto, 606-0001, Japan

Tel: 075-705-1229

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

## 11. Rules

- i. Please be sure to share your loading/unloading plan with the ICC Kyoto staff in charge of your event in advance.
- ii. When loading or unloading equipment, furnishings, etc. using a platform truck (i.e., large materials and heavy objects), please install protective coverings to avoid damaging the flooring, walling, doors, elevators, etc. Please take extra care in and around elevators, as any impact to the doors or interior, even with protective coverings in place, can damage equipment and cause safety concerns.  
\*When loading or unloading heavy objects (100 kg and over), be sure to place protective coverings such as plywood paneling, etc. on the flooring.
- iii. To prevent the studs from breaking off, please double the protective covering when pushing a platform truck over tactile flooring (yellow resin rivets in carpeting).
- iv. To prevent shifting and wrinkling of the carpet, please use platform trucks with large wheels that are made of a material that does not damage flooring.
- v. A limited number of platform trucks are available for use at the service entrance, but as a general rule, users should bring their own.
- vi. When using a Kyoto International Conference Center platform truck, please make sure to return it to its original location after use.

- vii. When constructing structures within the conference center, please place protective coverings on the floor around the construction area, work as far away from the walls, etc. as possible, and take care to not damage walls and the surroundings. Take care not to damage the walls, etc. when disassembling and removing constructed structures.
- viii. When using platform trucks, strictly observe safety precautions, for example always using multiple people when moving down slopes.  
Use of cranes at the loading entrance is not allowed.

## 12. Contact

Sales & Marketing Department

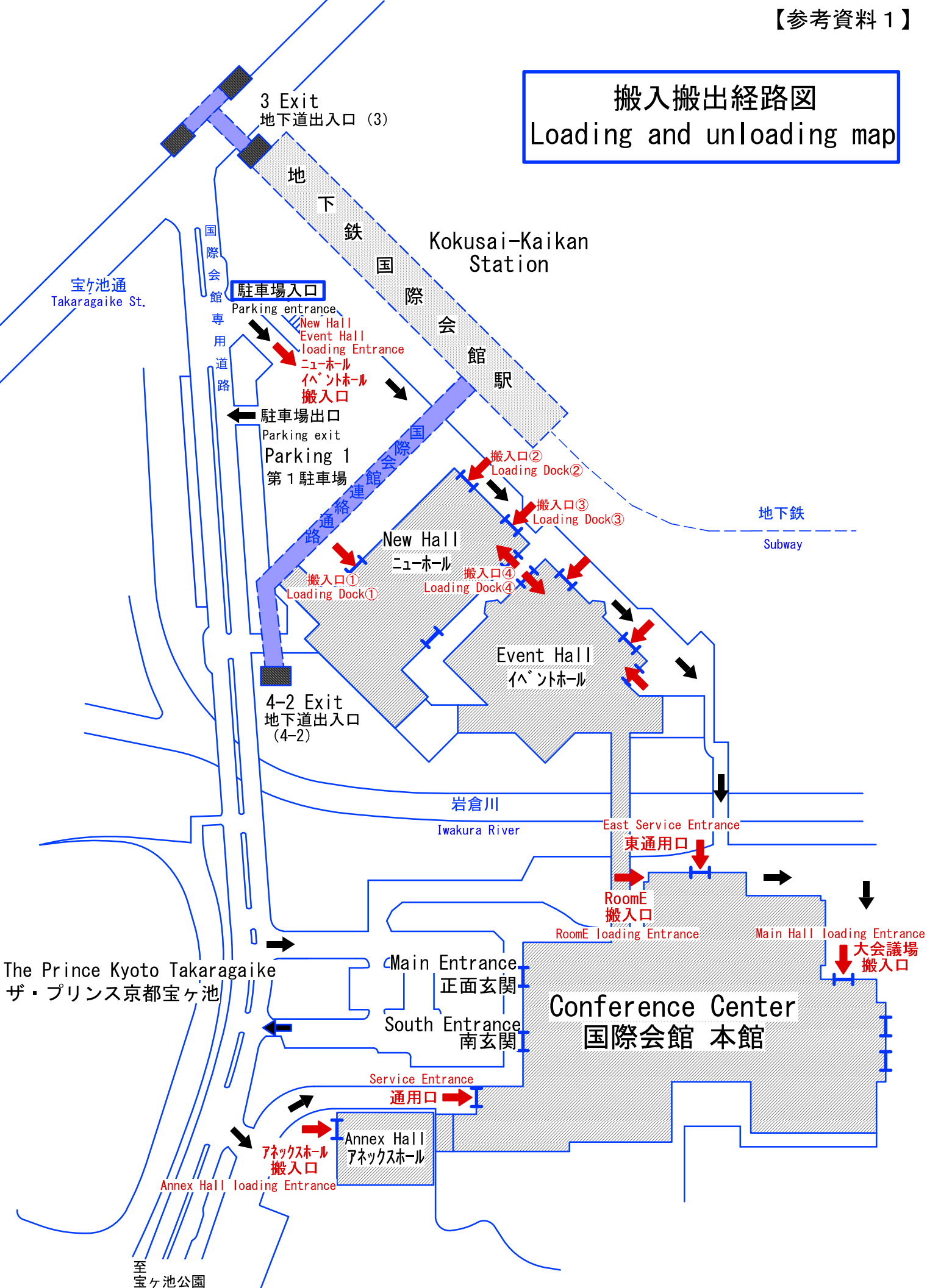
Kyoto International Conference Center

TEL: +81-75-705-1229    E-mail: [globalsales\(at\)icckyo.or.jp](mailto:globalsales@icckyo.or.jp)

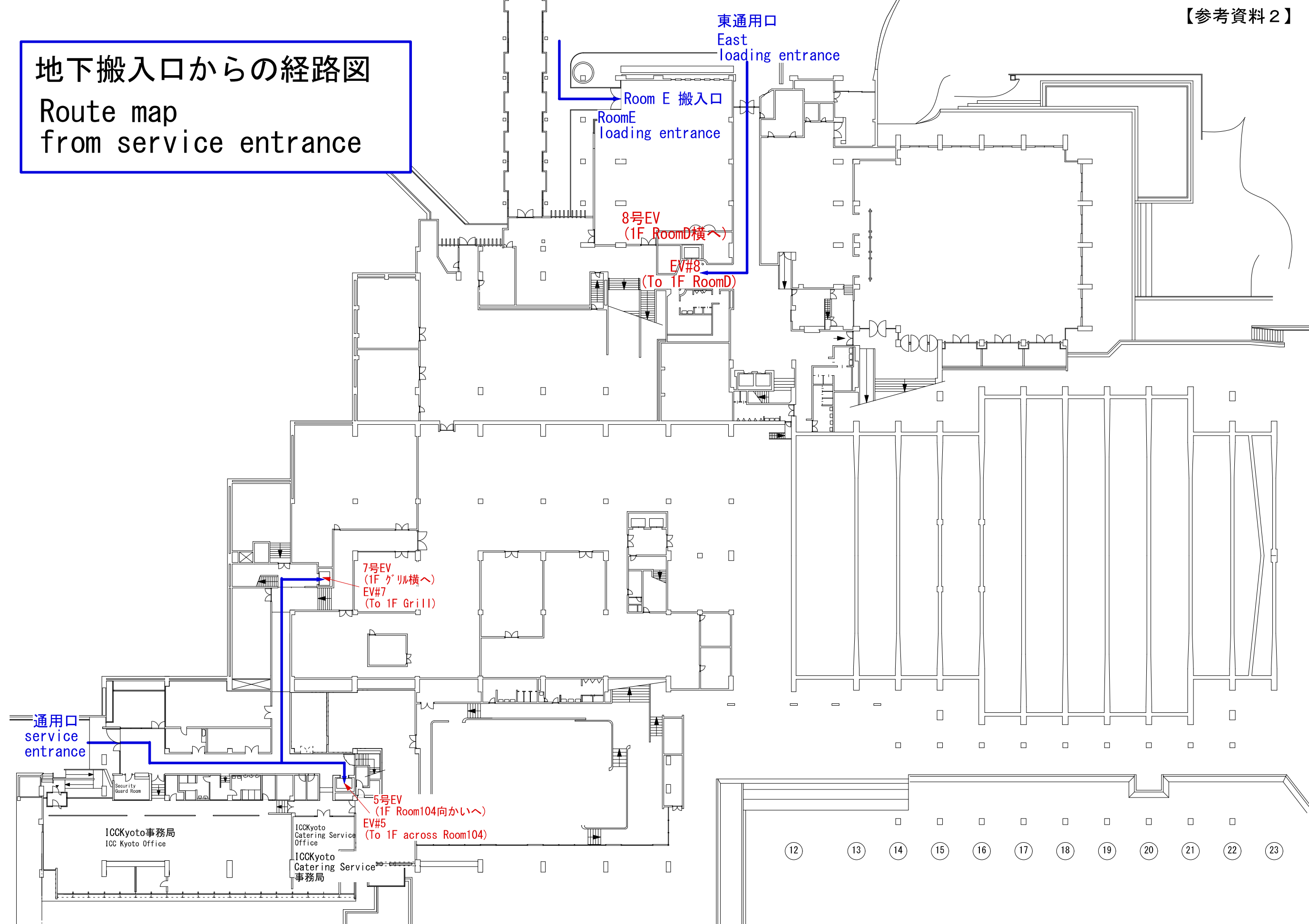
## 13. Reference Materials

- i. Loading and Unloading map
- ii. Route map from service entrance
- iii. Packages, rubbish collection area (underground)
- iv. 1F-6F Floor Guide

# 搬入搬出経路図 Loading and unloading map



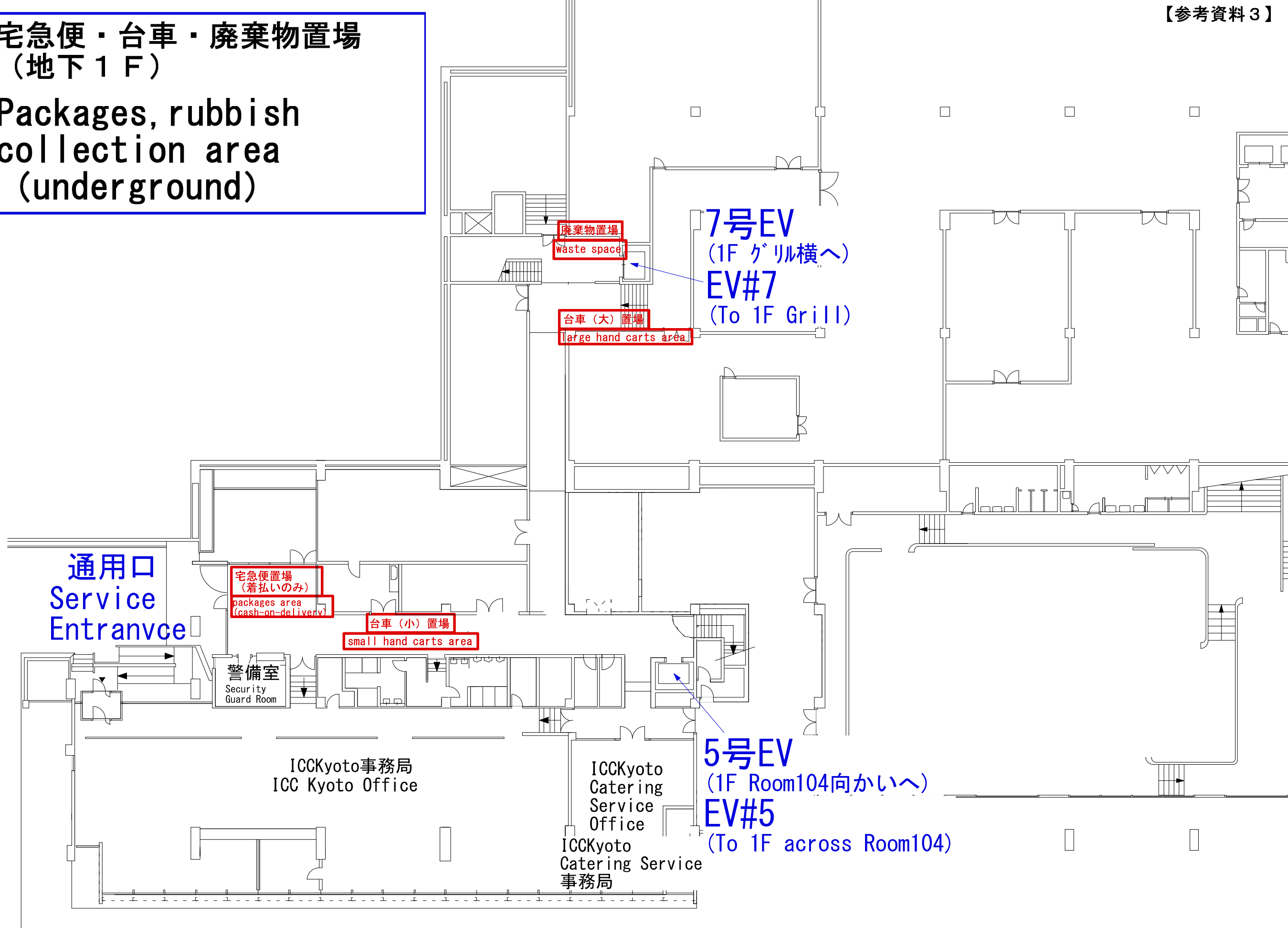
地下搬入口からの経路図  
Route map  
from service entrance





宅急便・台車・廃棄物置場  
(地下1F)

Packages, rubbish  
collection area  
(underground)



7号EV  
(1F グリル横へ)  
EV#7  
(To 1F Grill)

5号EV  
(1F Room104向かいへ)  
EV#5  
(To 1F across Room104)

通用口  
Service  
Entrance

宅急便置場  
(着払いのみ)  
packages area  
(cash-on-delivery)

台車(小)置場  
small hand carts area

警備室  
Security  
Guard Room

ICCKyoto事務局  
ICC Kyoto Office

ICCKyoto  
Catering  
Service  
Office  
ICCKyoto  
Catering Service  
事務局