

# Manuals for Loading and Unloading

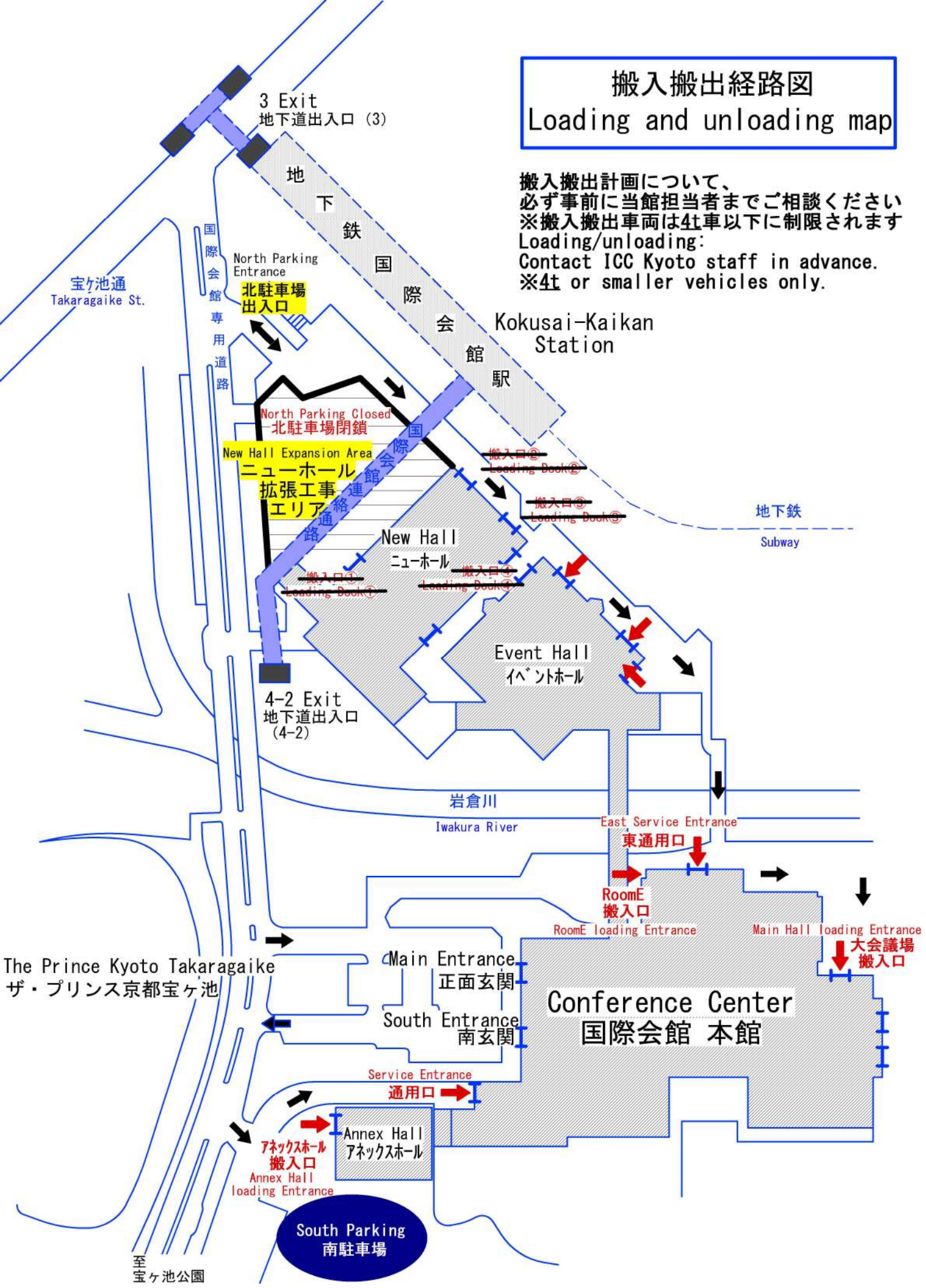
Kyoto International Conference Center

Kyoto International Conference Center

June 2026 revised edition

# 搬入搬出経路図 Loading and unloading map

搬入搬出計画について、  
必ず事前に当館担当者までご相談ください  
※搬入搬出車両は4t以下に制限されます  
Loading/unloading:  
Contact ICC Kyoto staff in advance.  
※4t or smaller vehicles only.



3 Exit  
地下道出入口 (3)

地下鉄  
国際会館駅

Kokusai-Kaikan  
Station

地下鉄  
Subway

岩倉川  
Iwakura River

Conference Center  
国際会館 本館

South Parking  
南駐車場

宝ヶ池通  
Takaragaike St.

North Parking Entrance  
北駐車場  
出入口

North Parking Closed  
北駐車場閉鎖

New Hall Expansion Area  
ニューホール  
拡張工事  
エリア

New Hall  
ニューホール

Event Hall  
イベントホール

4-2 Exit  
地下道出入口  
(4-2)

East Service Entrance  
東通用口

RoomE  
搬入口

RoomE loading Entrance

Main Hall loading Entrance  
大会議場  
搬入口

Main Entrance  
正面玄関

South Entrance  
南玄関

Service Entrance  
通用口

Annex Hall  
アネックスホール  
搬入口  
Annex Hall  
loading Entrance

至  
宝ヶ池公園

The Prince Kyoto Takaragaike  
ザ・プリンス京都宝ヶ池

## Manuals for Loading and Unloading

Please be sure to share your loading/unloading plan with the ICC Kyoto staff in charge of your event in advance.

### 1. Main Building Loading/Unloading

- i. Use the service entrance or the east service entrance.
- ii. Use the east service entrance or the loading entrance behind the Main Hall.
- iii. Use the loading entrance behind Room E.
- iv. For loading/unloading at the east service entrance, Main Hall and Room E enter North Parking Entrance 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.
- v. 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.

### 2. Annex Hall Loading/Unloading

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

### 3. Event Hall and New Hall Loading/Unloading

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

#### 4. Size of Loading Entrances

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) *Under construction	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: 3,000 mm, width: 2,700 mm	

• Annex Hall has an interior door (height: 2,400mm, width: 1,700mm)

#### 5. Size of Elevators

	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	600 kg	1,200 mm	1,100 mm	2,280 mm	900 mm	2,100 mm

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

#### 6. Rules

- i. Our facilities and equipment are delicate and prone to damage. When transporting large or heavy items using a platform truck, please cover all surfaces (floors, walls, doors, and elevators) with protective materials. Be especially cautious with elevators, as impacts to their doors or interiors can lead to malfunctions and safety risks. (See Reference Material, **Protection Area Guide**.)
- ii. 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. 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 not to damage walls and the surroundings. Take care not to damage the walls, etc. when disassembling and removing constructed structures.

- iv. 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).
- v. 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.
- vi. To prevent shifting and wrinkling of the carpet, please use platform trucks with large wheels that are made of material that does not damage flooring.

The protective covering is available for free use.

< Covering storage location >



Under the stairs in front of Room C2



Passageway to Annex Hall



- vii. A limited number of platform trucks are available for use at the service entrance, but as a general rule, users should bring their own. When using a Kyoto International Conference Center platform truck, please make sure to return it to its original location after use.
- viii. If any damage, stains, or other deterioration are found on the facilities or equipment, you will be responsible for the cost of repairs or cleaning.

## 7. 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)

## 8. Reference Materials

**Loading and Unloading Map**

**Protection Area Guide**

**Route Map from Service Entrance**

**Packages and Rubbish Collection Area (Underground)**

**Floor Guide (1F-6F)**

【参考資料1】

1F  
1st Floor

養生必要箇所（ブルーライン箇所）

（搬入口/エレベーター ⇒ 通路 ⇒ 各部屋）

※会場内も養生してください。

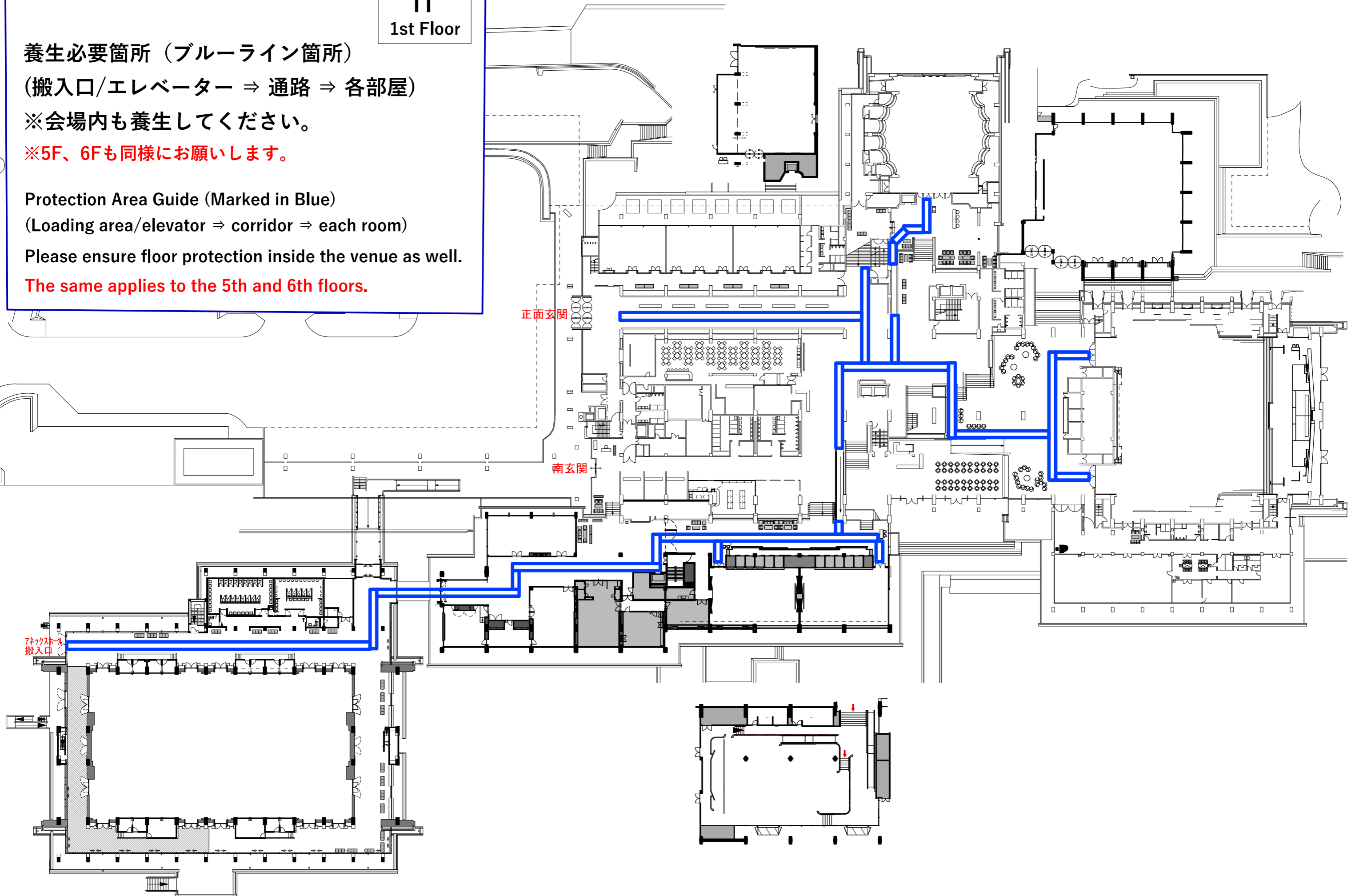
※5F、6Fも同様をお願いします。

Protection Area Guide (Marked in Blue)

(Loading area/elevator ⇒ corridor ⇒ each room)

Please ensure floor protection inside the venue as well.

The same applies to the 5th and 6th floors.



【参考資料1】

2F  
2nd Floor

養生必要箇所（ブルーライン箇所）  
（搬入口/エレベーター ⇒ 通路 ⇒ 各部屋）

※会場内も養生してください。

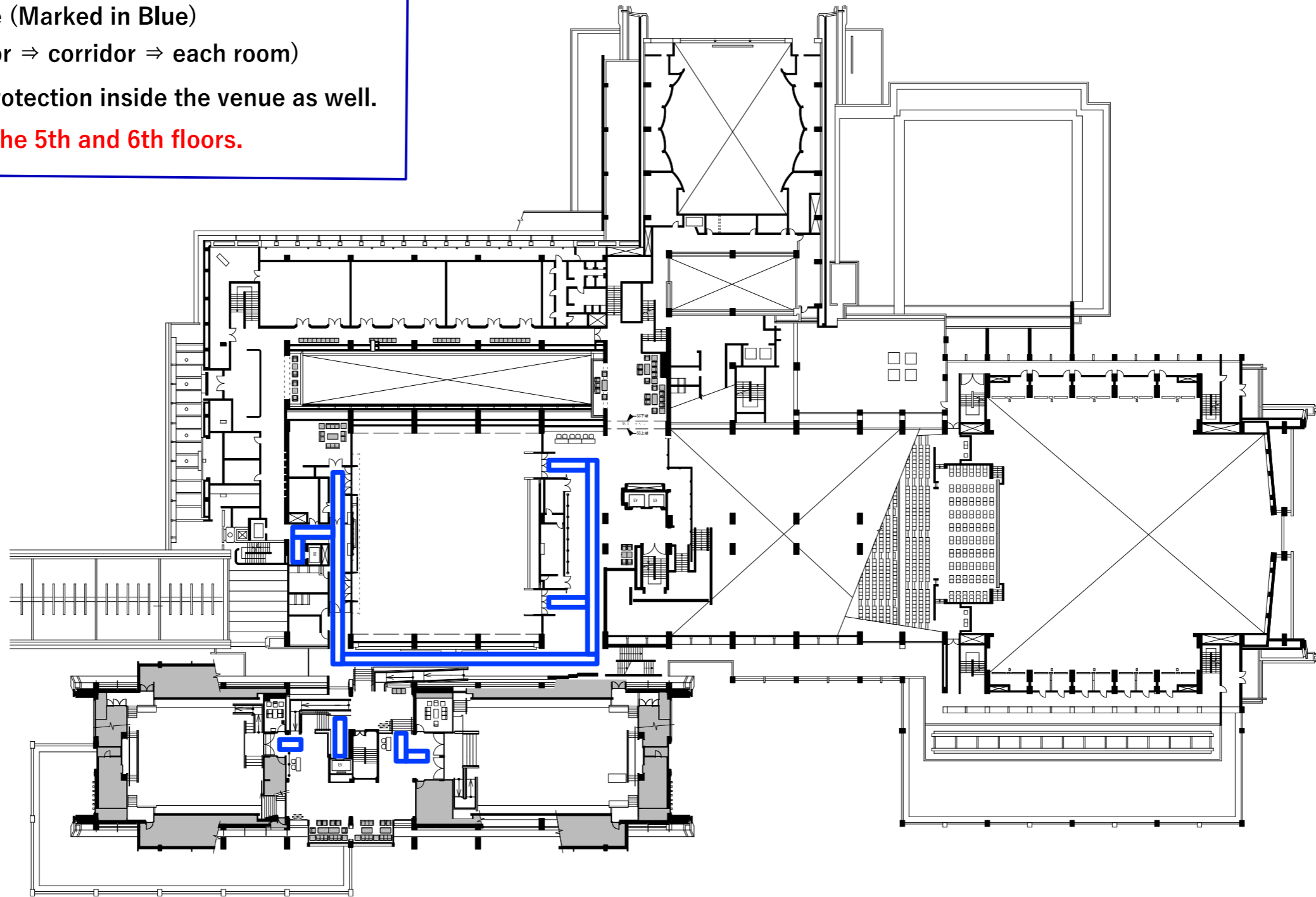
※5F、6Fも同様をお願いします。

Protection Area Guide (Marked in Blue)

(Loading area/elevator ⇒ corridor ⇒ each room)

Please ensure floor protection inside the venue as well.

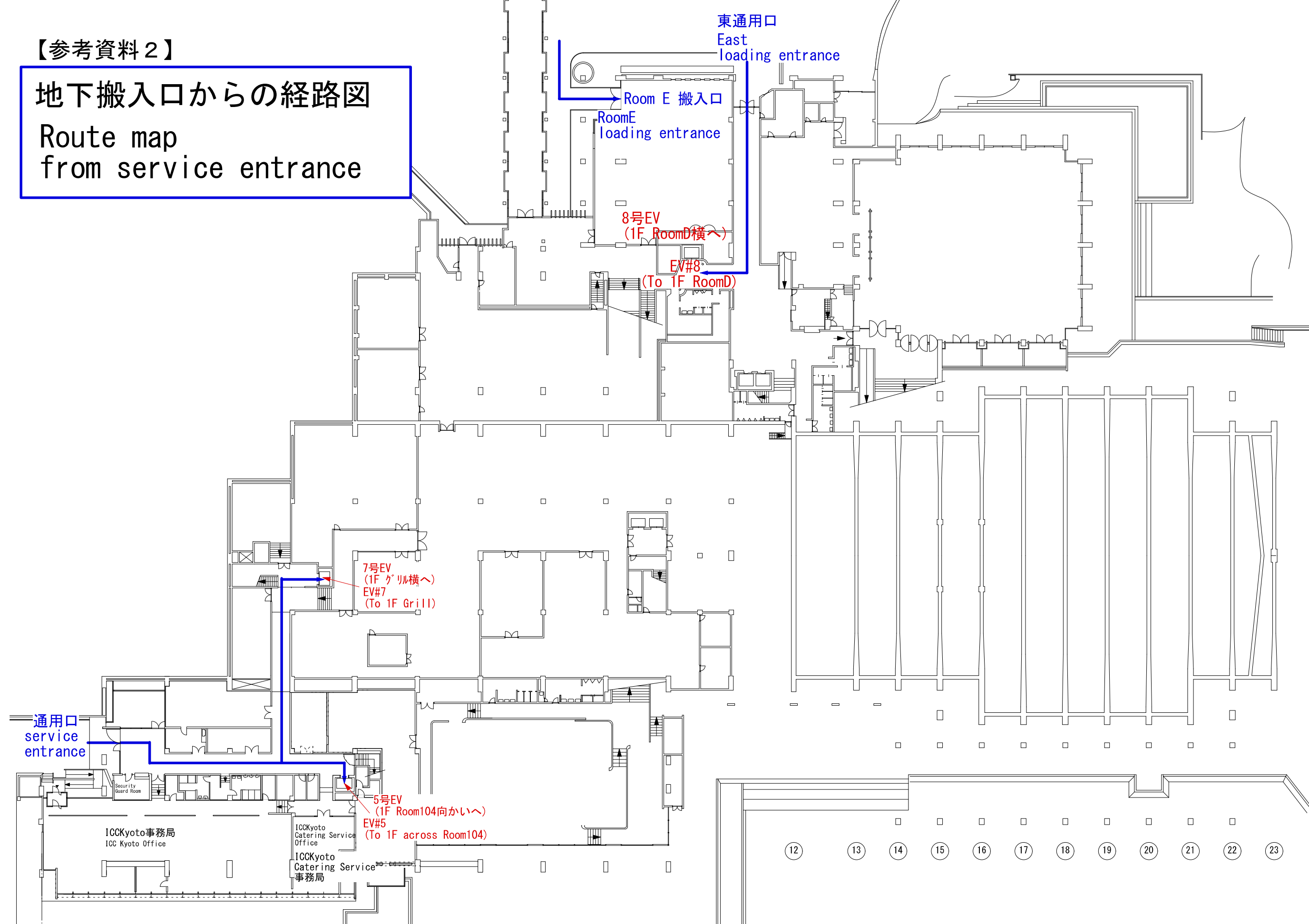
The same applies to the 5th and 6th floors.



【参考資料 2】

地下搬入口からの経路図

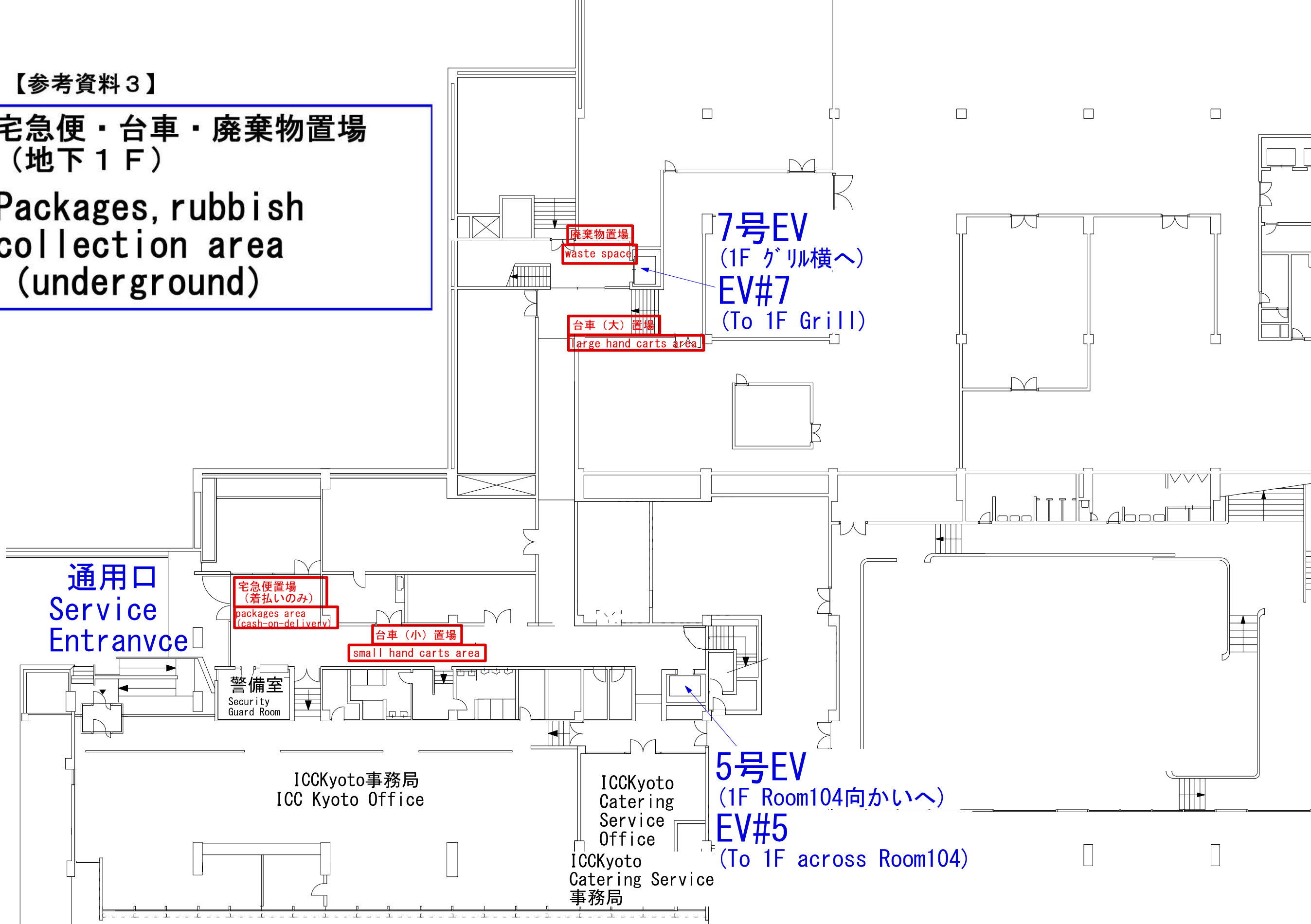
Route map  
from service entrance



【参考資料 3】

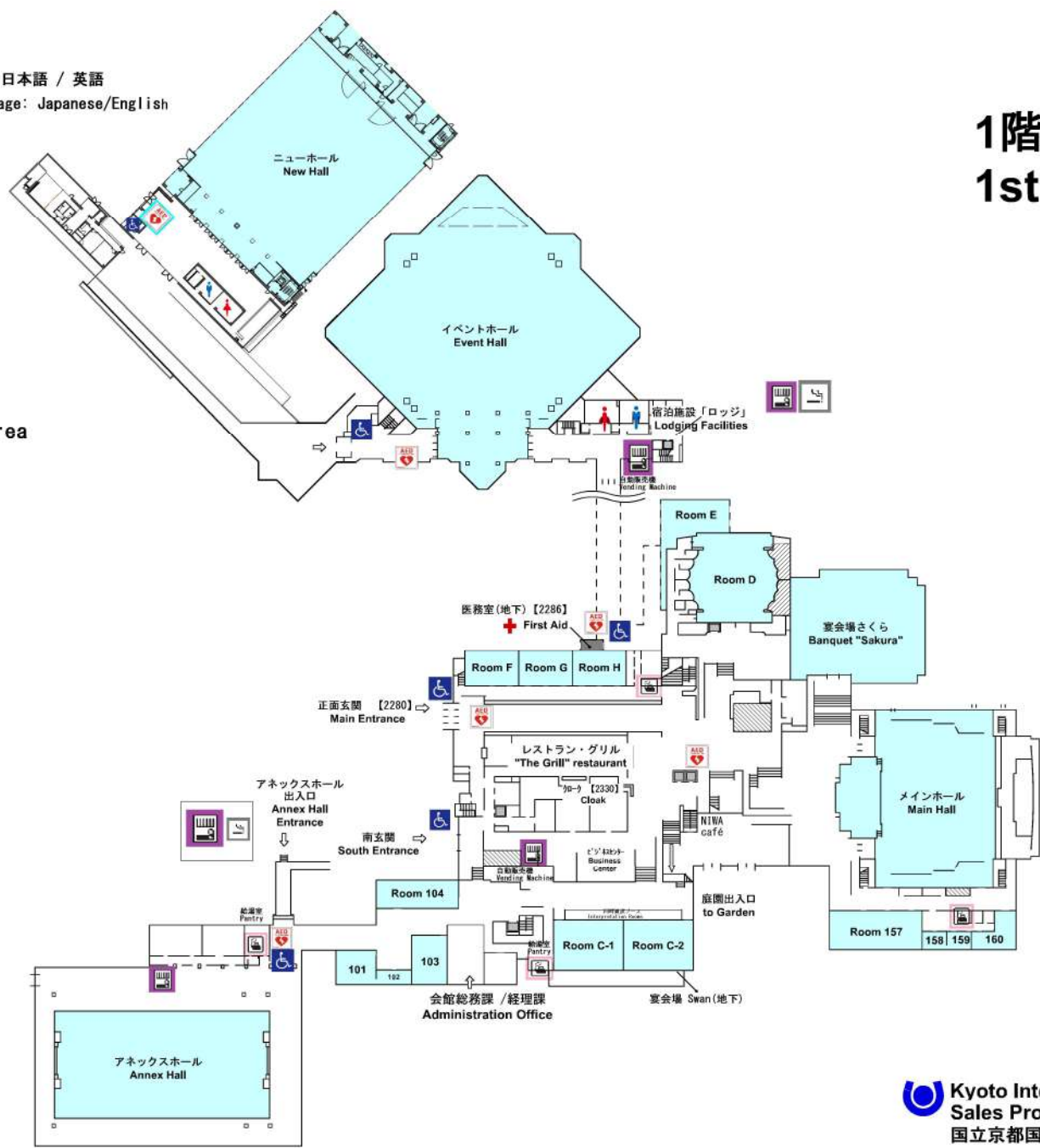
宅急便・台車・廃棄物置場  
(地下1F)

Packages, rubbish  
collection area  
(underground)



-  エレベーター  
Elevator
-  AED設置場所  
AED Station 言語：日本語 / 英語  
Language: Japanese/English
-  AED 言語：日本語のみ  
Japanese AED Package
-  車椅子  
Wheelchair
-  給湯室  
Pantry
-  お手洗い  
Restrooms
-  屋外喫煙所  
Outdoor Smoking Area
-  自動販売機  
Vending Machine

【参考資料4】  
1階 フロアガイド  
1st Floor GUIDE

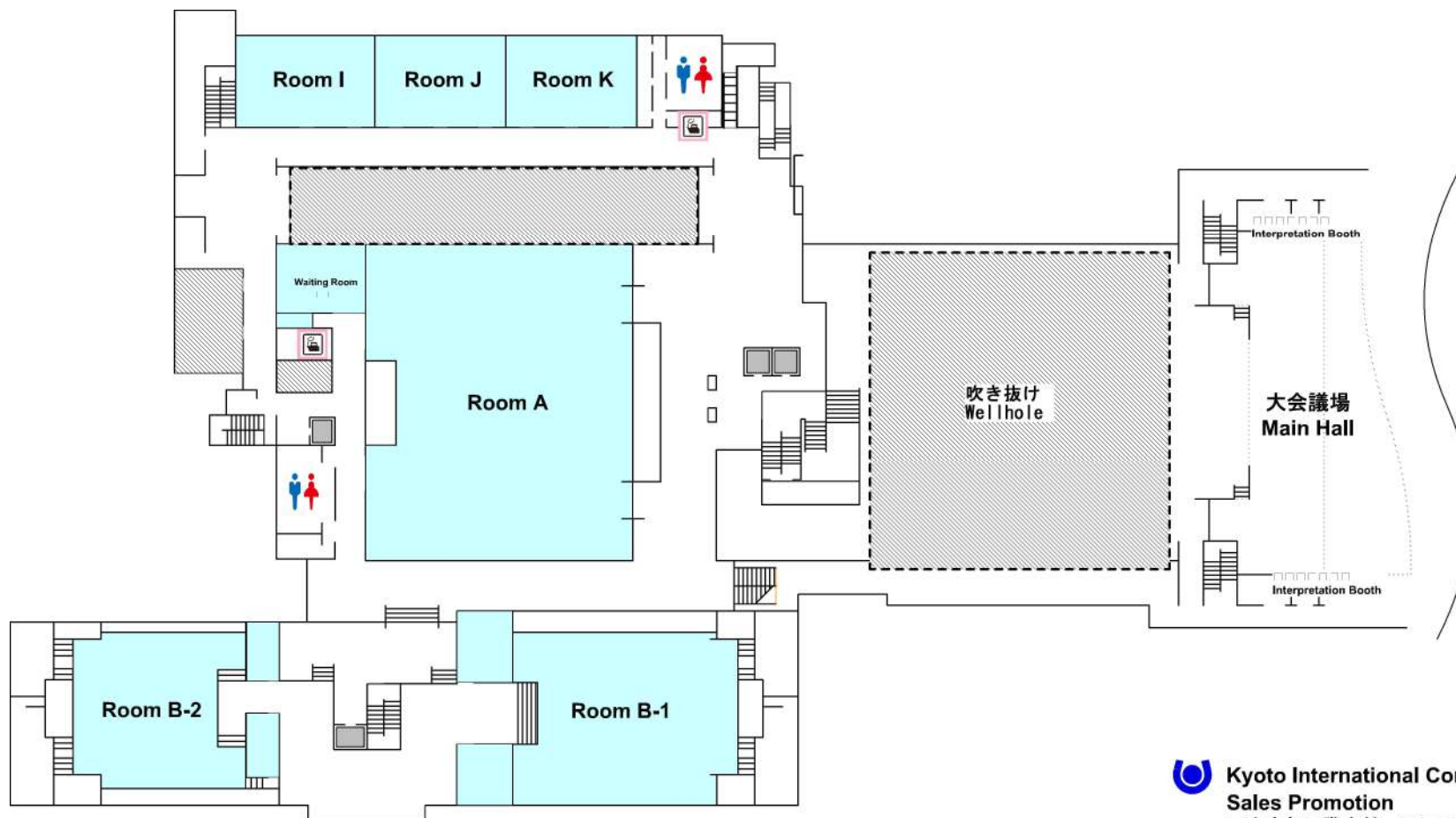


 エレベーター  
Elevator

 お手洗い  
Restrooms

 給湯室  
Pantry

【参考資料5】  
2階 フロアガイド  
2nd Floor GUIDE

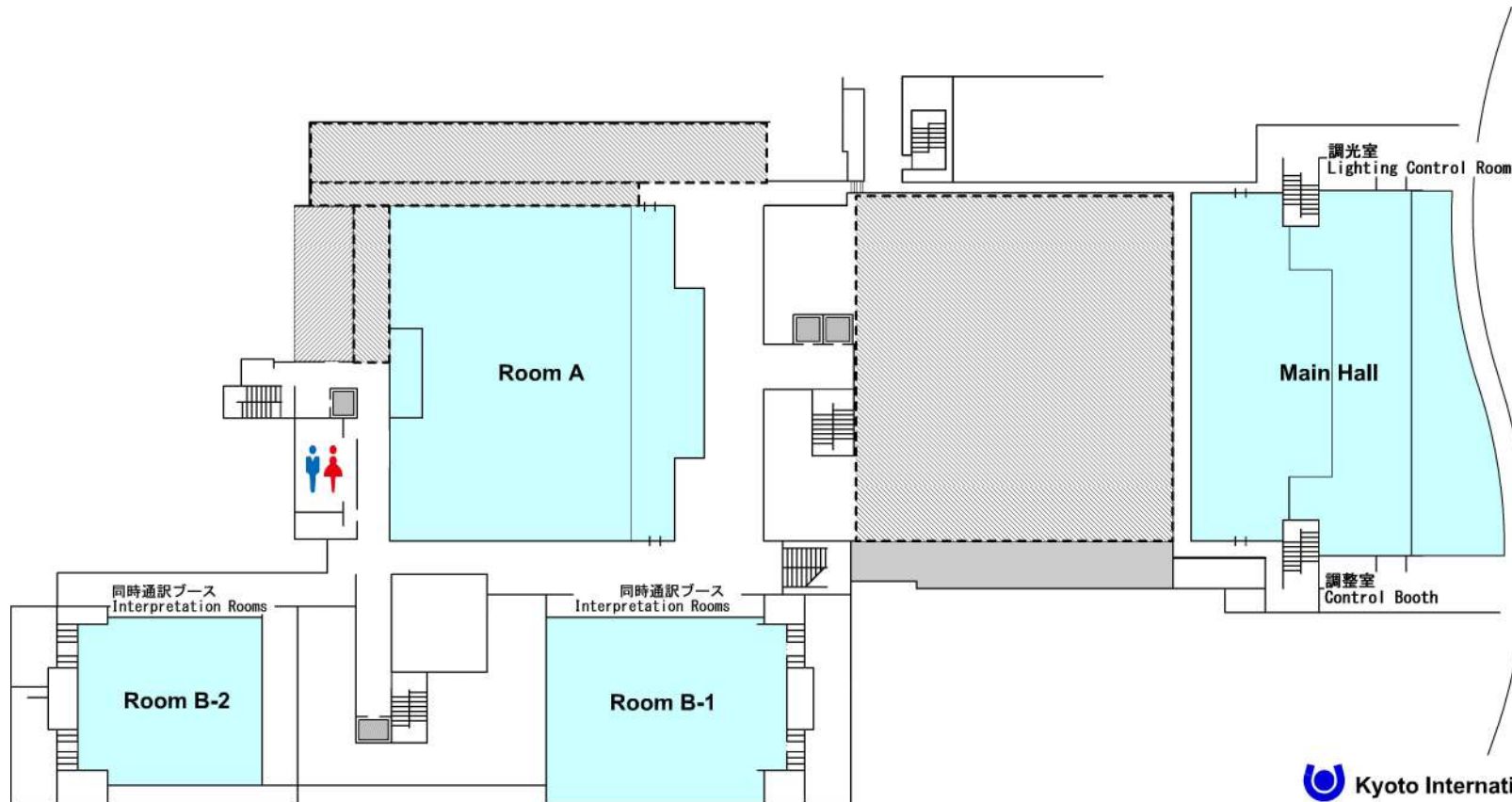


エレベーター  
Elevator

お手洗い  
Restrooms

【参考資料6】


# 3階 フロアガイド 3rd Floor GUIDE



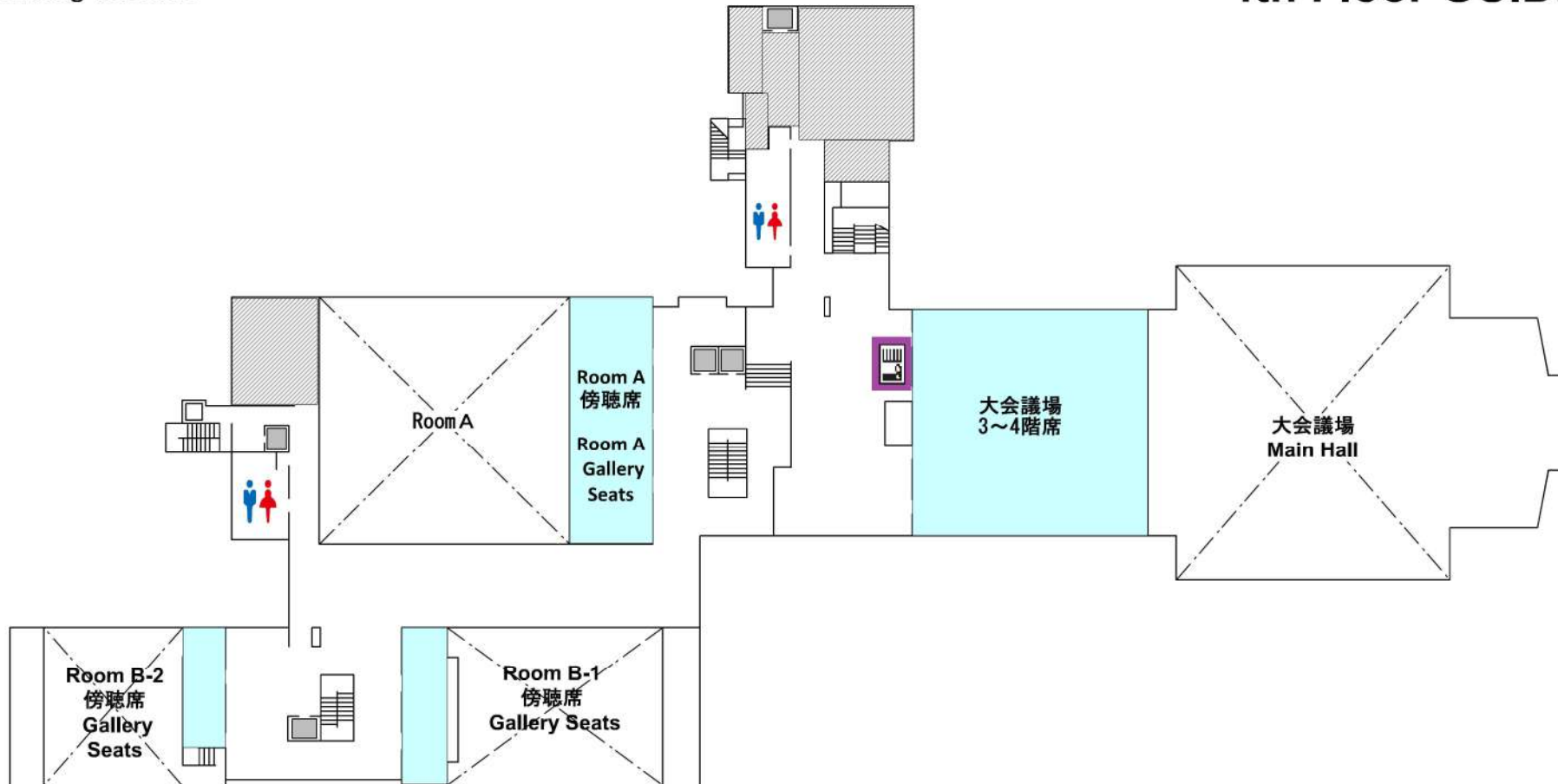
 **Kyoto International Conference Center**  
Sales Promotion  
国立京都国際会館 075-705-1229

 エレベーター  
Elevator

 お手洗い  
Restrooms

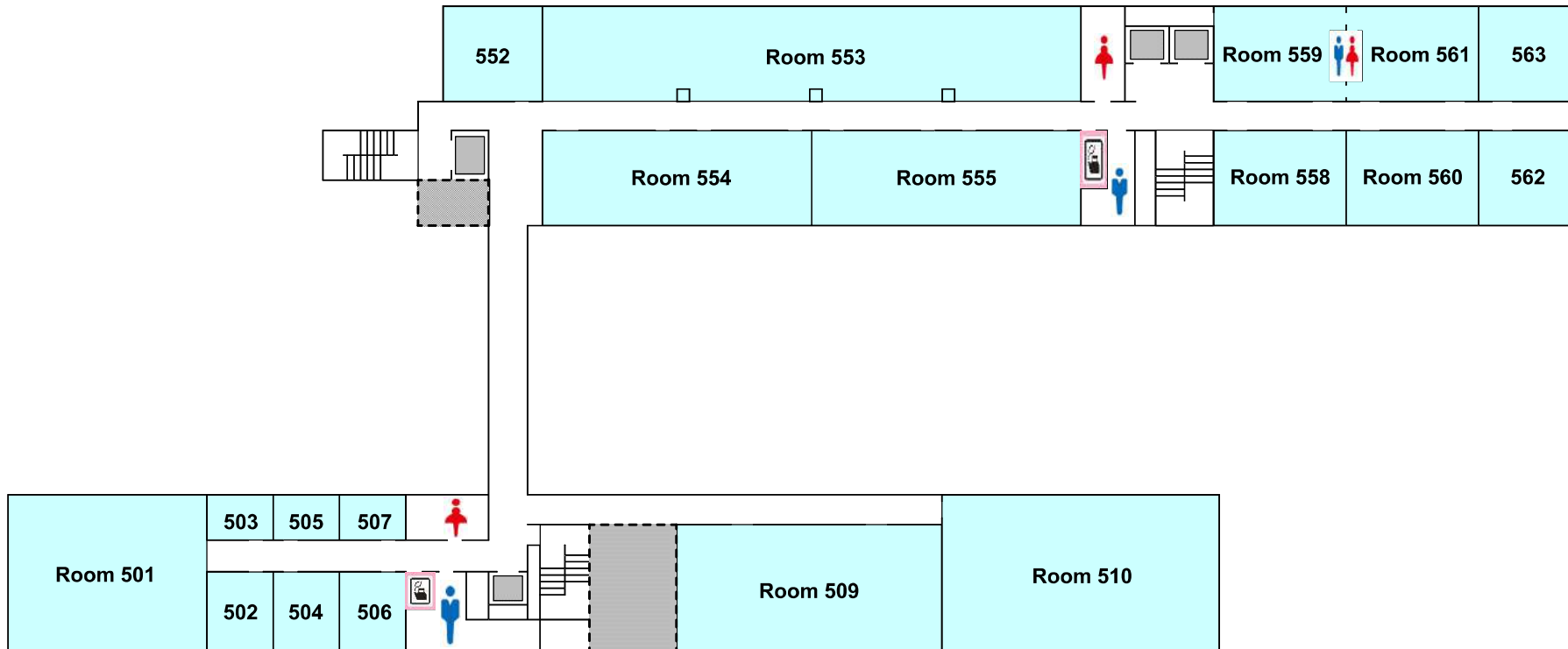
 自動販売機  
Vending Machine

【参考資料7】  
4階 フロアガイド  
4th Floor GUIDE



【参考資料 8】  
5階 フロアガイド  
5th Floor GUIDE

-  お手洗い  
Restrooms
-  エレベーター  
Elevator
-  給湯室  
Pantry



【参考資料 9】  
6階 フロアガイド  
6th Floor GUIDE

-  エレベーター  
Elevator
-  お手洗い  
Restrooms
-  給湯室  
Pantry

