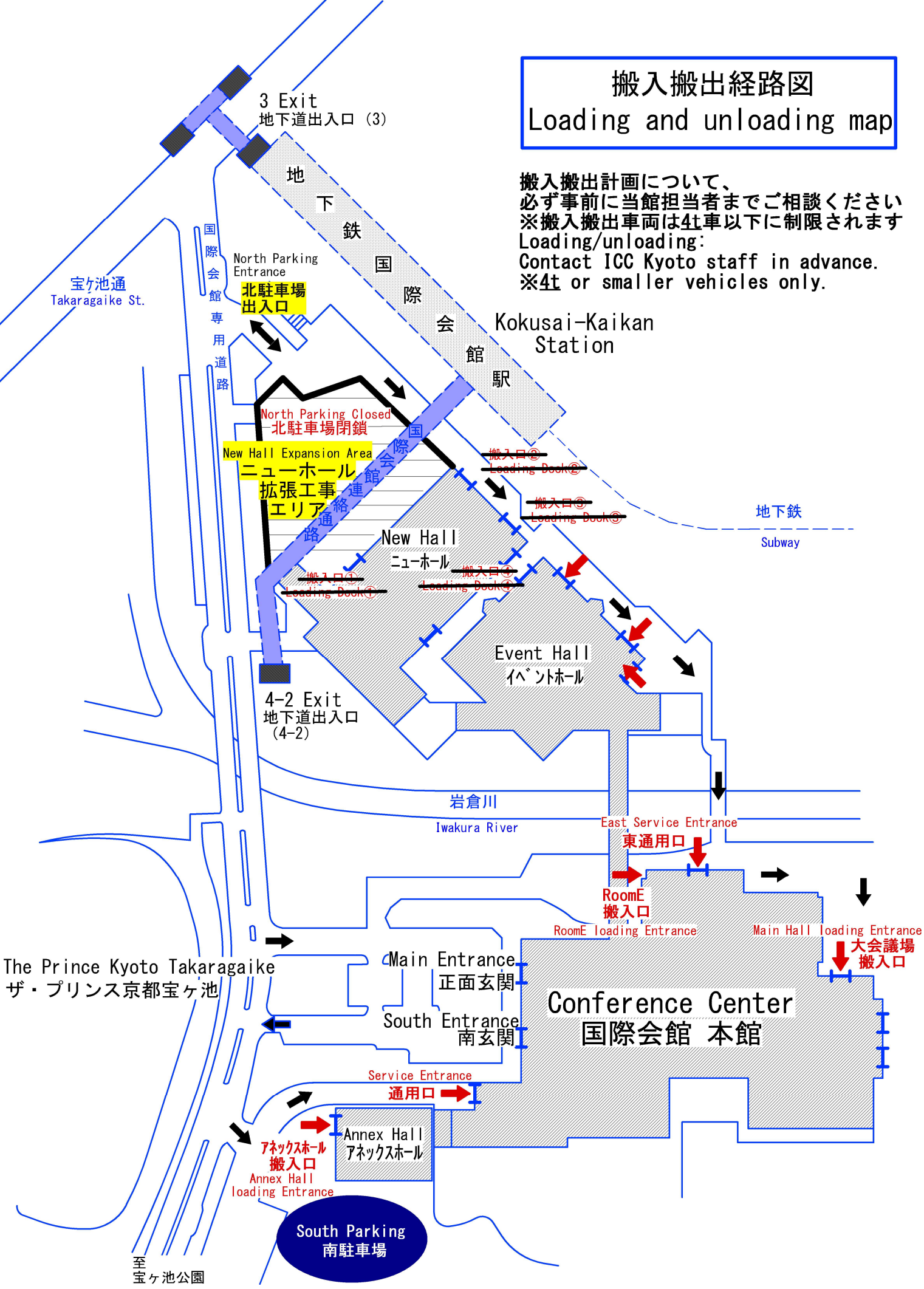
Manuals for Loading and Unloading

Kyoto International Conference Center

Kyoto International Conference Center

October 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車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
宝ヶ池通
Takaragaike St.
国際会館専用道路
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
国際会館連絡通路
New Hall
ニューホール
Event Hall
イベントホール
搬入口①
Loading Dock①
搬入口②
Loading Dock②
搬入口③
Loading Dock③
搬入口④
Loading Dock④
地下鉄
Subway
4-2 Exit
地下道出入口
（4-2）
岩倉川
Iwakura River
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
The Prince Kyoto Takaragaike
ザ・プリンス京都宝ヶ池
Main Entrance
正面玄関
South Entrance
南玄関
Conference Center
国際会館 本館
Service Entrance
通用口
Annex Hall
アネックスホール
アネックスホール
搬入口
Annex Hall
loading Entrance
South Parking
南駐車場
至
宝ヶ池公園

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 inside the venue, you must submit an application to the fire department and comply with all applicable regulations. Vehicles must be moved into and out of the venue manually by pushing them, with the floor properly protected.

4. Size of Loading Entrances

Loading Entrance	Loading Door Size	Notes
Service entrance	Height: 2,850 ㎜, width: 3,100 ㎜	
East service entrance	Height: 2,150 ㎜, width: 1,700 ㎜	
Main Hall loading entrance	Height: 2,000 ㎜, width: 2,400 ㎜	
Annex Hall loading entrance	Height: 3,300 ㎜, width: 3,000 ㎜	Floor load capacity: 300 kg/㎡
Event Hall loading entrances **(7 total)**	Height: 4,000 ㎜, width: 3,500 ㎜	Floor load capacity: 5,000 kg/㎡ 300 kg/㎡ **on elevating platform stage**
New Hall loading entrances **(4 total)** ***Under construction**	Loading door 1, 4: Height: 3,860 ㎜, width: 3,870 ㎜ Loading door 2, 3: Height: 2,290 ㎜, width: 3,700 ㎜	Floor load capacity: 1,000 kg/㎡
Room E	Height: 3,000 ㎜, width: 2,700 ㎜	

・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 ㎜	1,230 ㎜	2,500 ㎜	1,050 ㎜	2,300 ㎜ (2,250 ㎜ for floors 2 and 3)
Elevator #7	1,100 kg	1,890 ㎜	1,100 ㎜	2,640 ㎜	1,400 ㎜	2,350 ㎜ (2,250 ㎜ for floors 1 and 3)
Elevator #8	600 kg	1,200 ㎜	1,100 ㎜	2,280 ㎜	900 ㎜	2,100 ㎜

・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)icckyoto.or.jp

8. Reference Materials

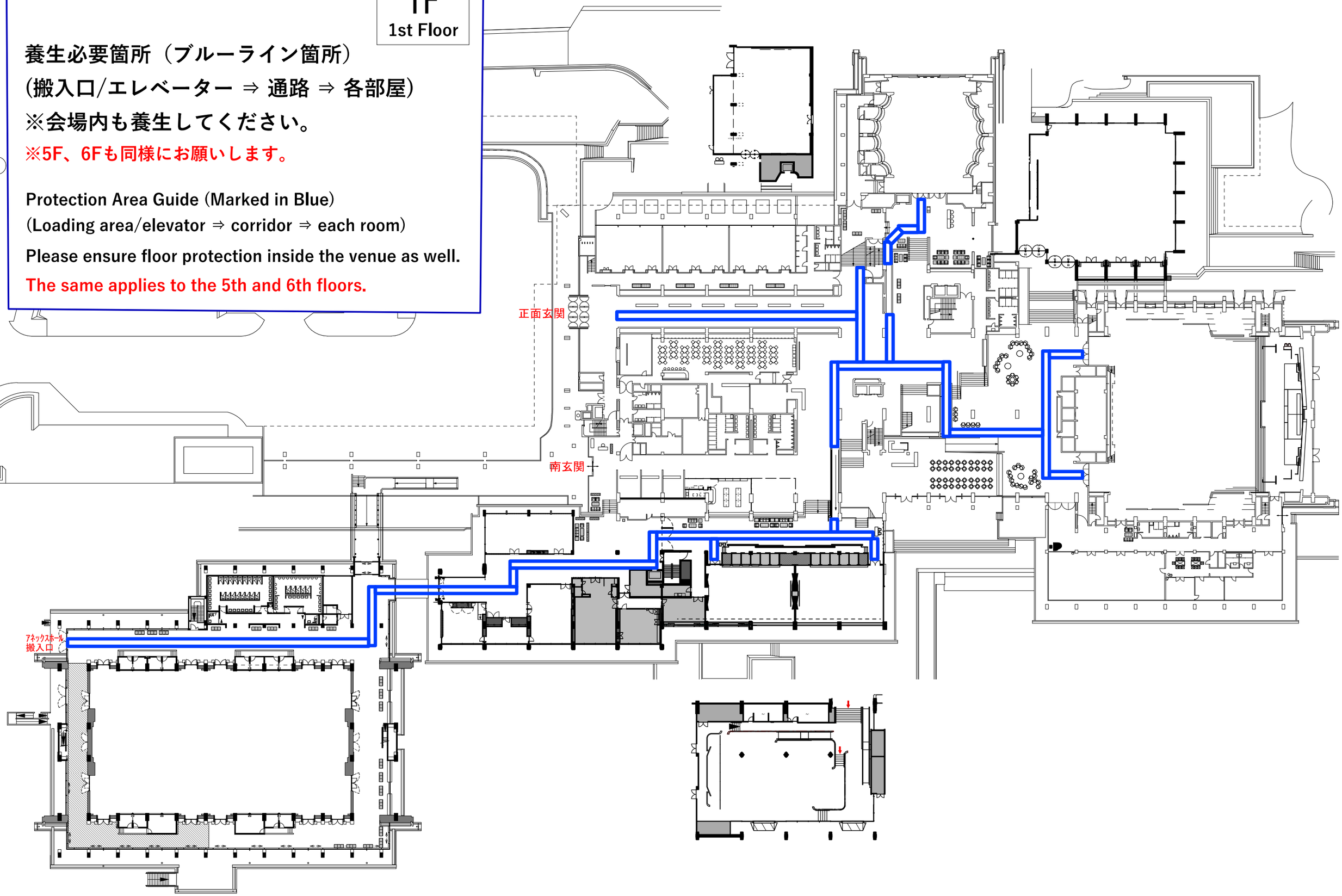
Loading and Unloading Map
Protection Area Guide
Route Map from Service Entrance
Packages and Rubbish Collection Area (Underground)
Floor Guide (1F-6F)

【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も同様にお願いします。

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.

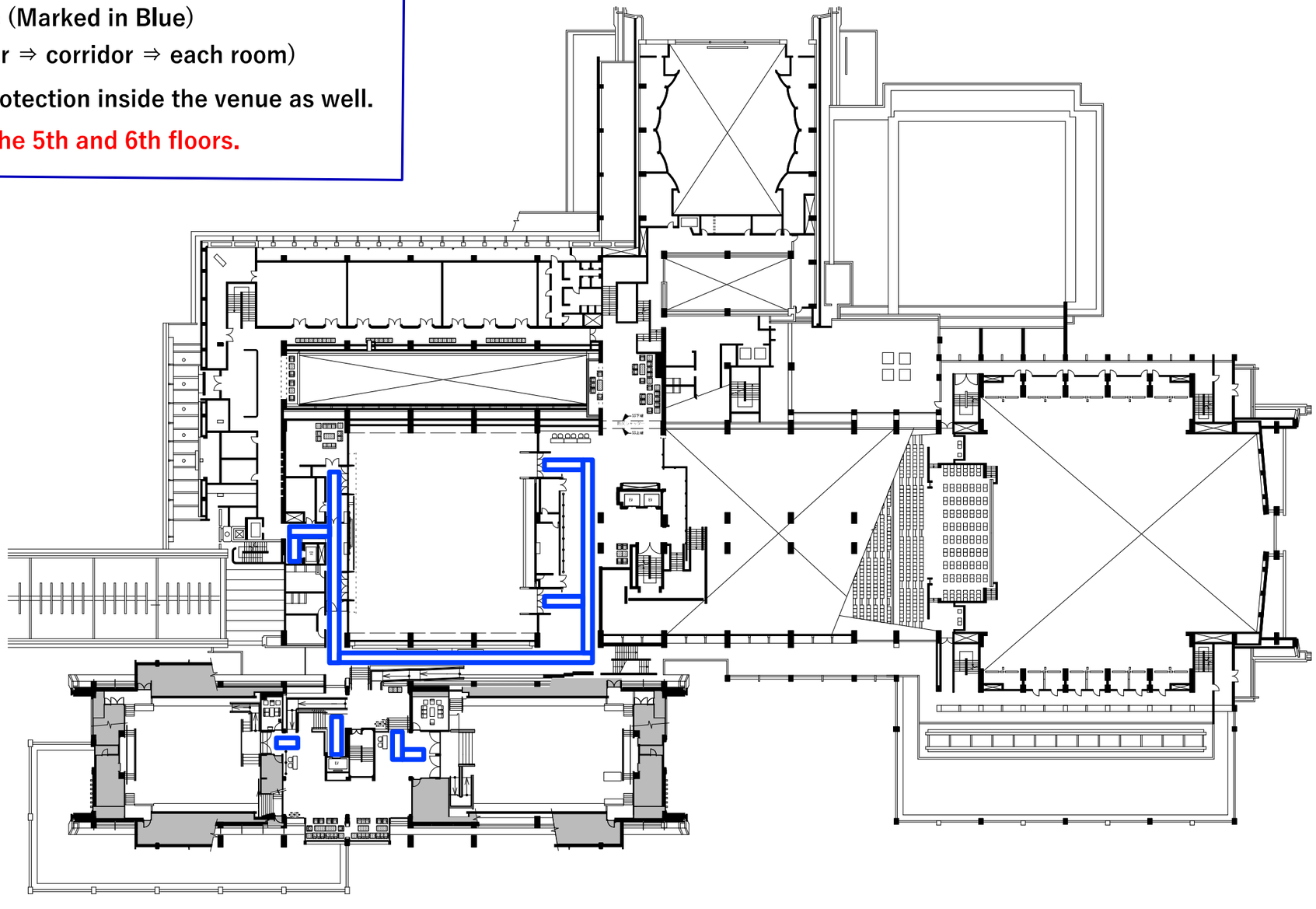


【参考資料１】

2F
2nd Floor

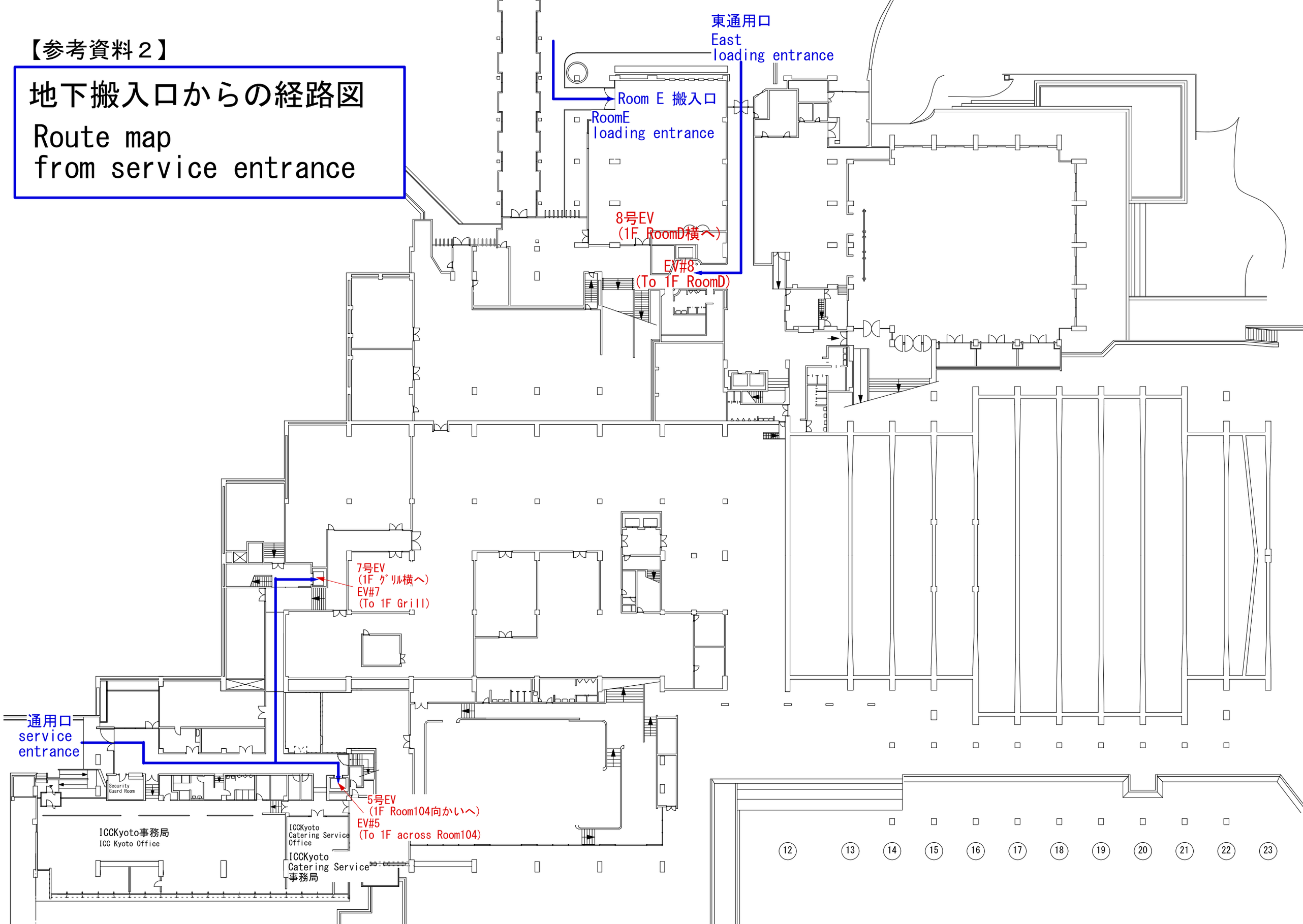
養生必要箇所（ブルーライン箇所）
(搬入口/エレベーター ⇒ 通路 ⇒ 各部屋)
※会場内も養生してください。
※5F、6Fも同様にお願いします。

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】

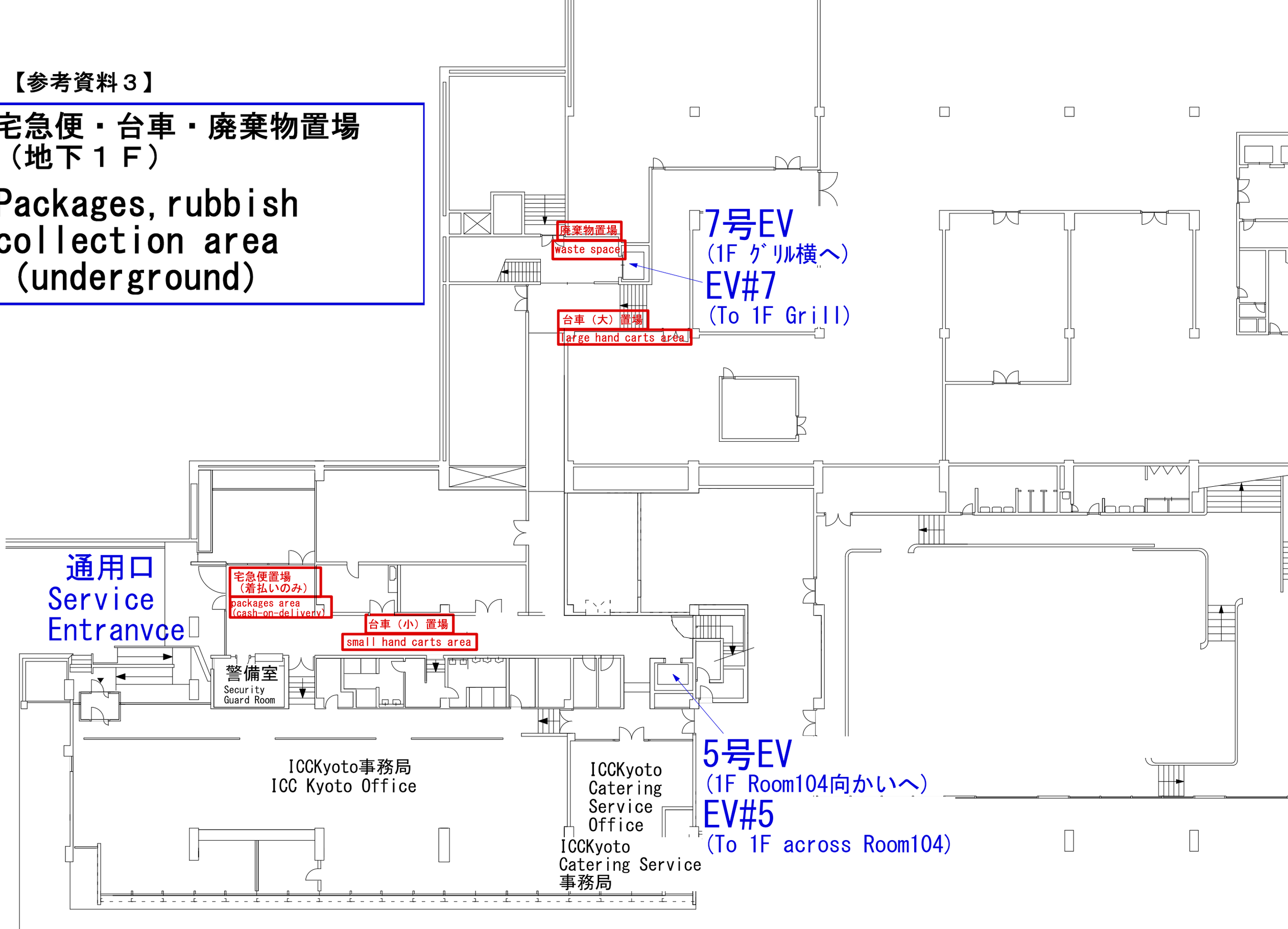
地下搬入口からの経路図
Route map from service entrance



【参考資料３】

宅急便・台車・廃棄物置場（地下１Ｆ）

Packages,rubbish collection area (underground)



【参考資料４】

1階　フロアガイド
1st Floor GUIDE

エレベーター
Elevator

AED設置場所　言語：日本語 / 英語
AED Station　Language: Japanese/English

AED 言語：日本語のみ
Japanese AED Package

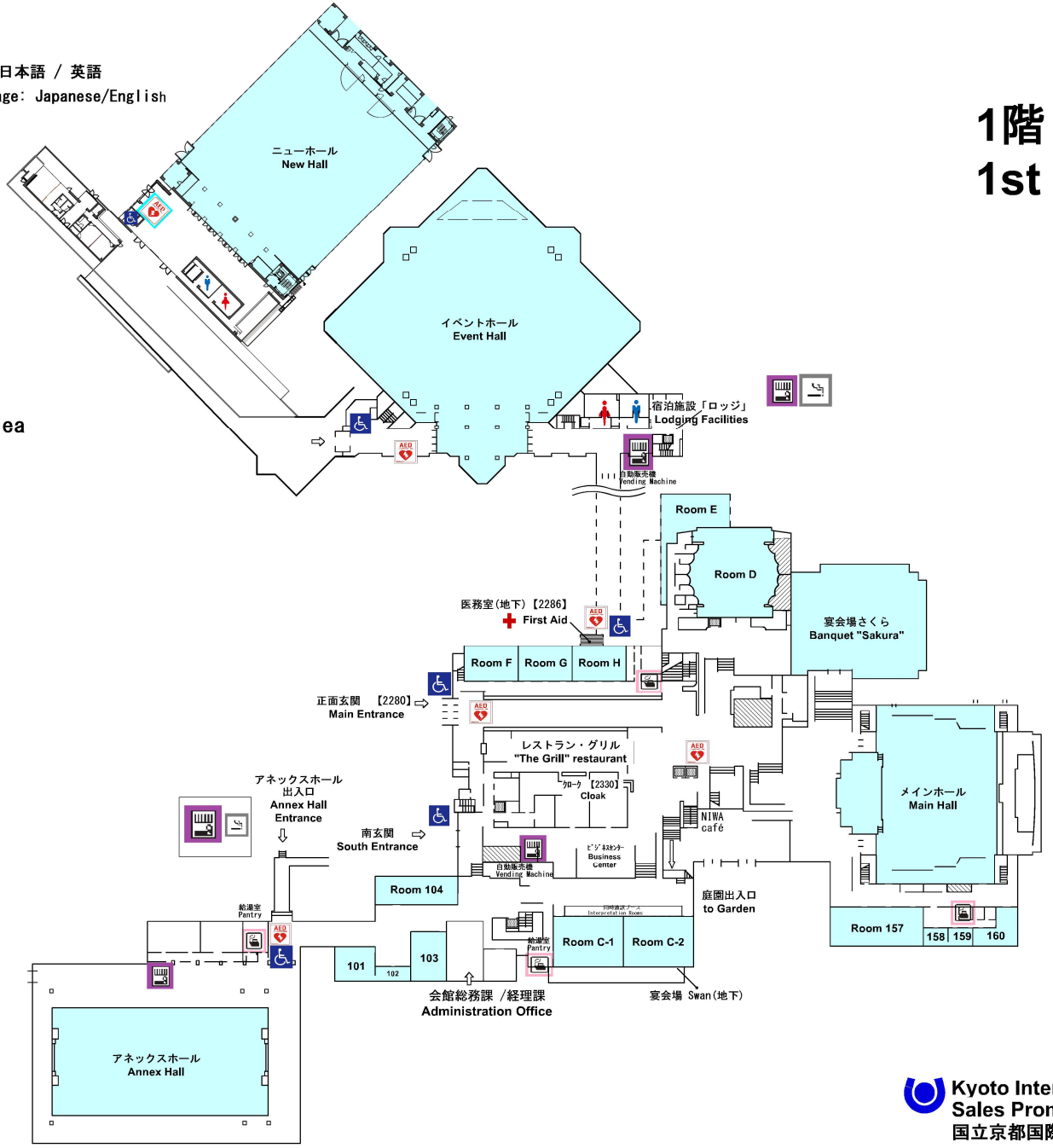
車椅子
Wheelchair

給湯室
Pantry

お手洗い
Restrooms

屋外喫煙所
Outdoor Smoking Area

自動販売機
Vending Machine



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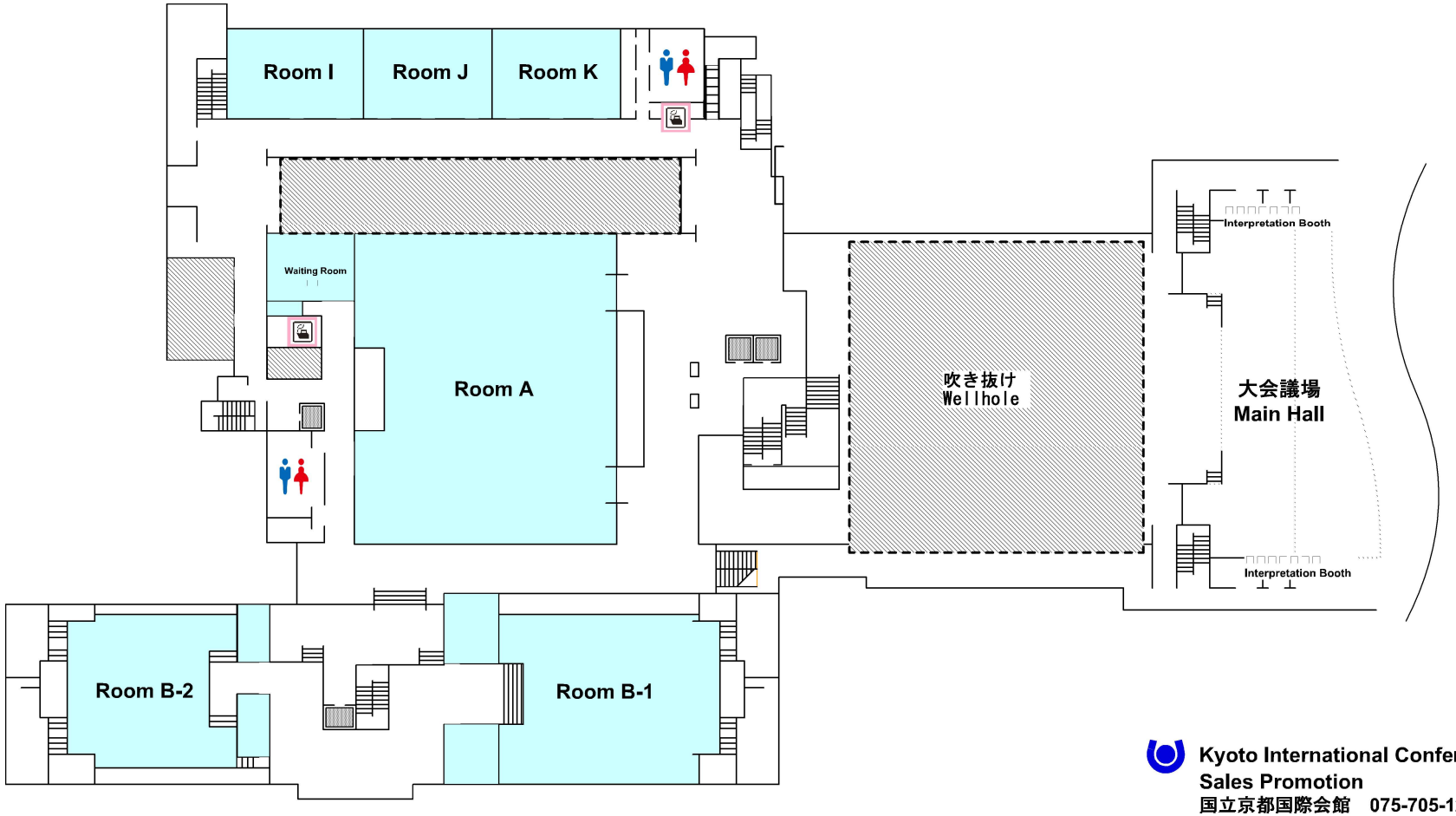
エレベーター
Elevator

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



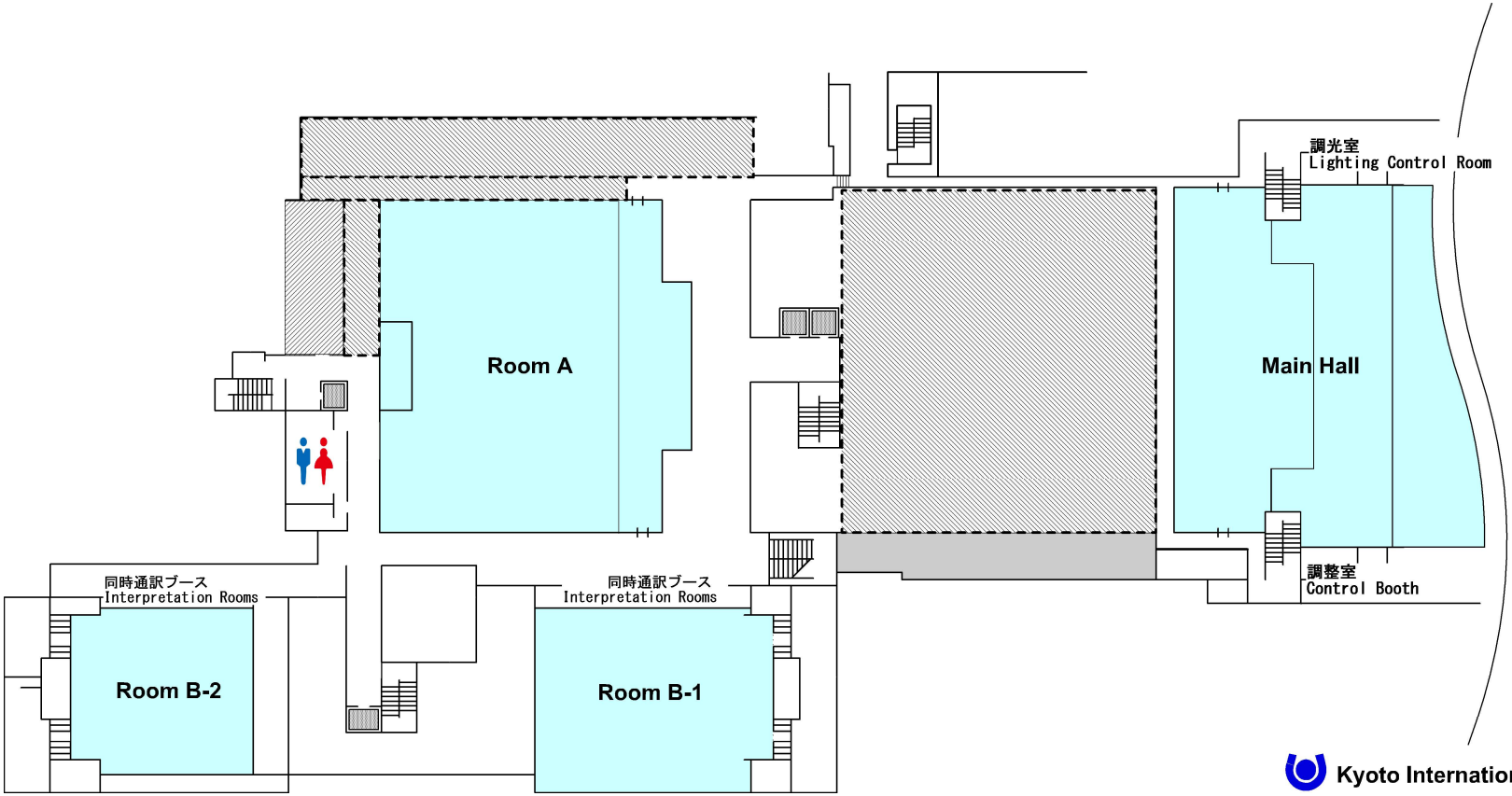
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エレベーター
Elevator

お手洗い
Restrooms

【参考資料６】

3階　フロアガイド
3rd Floor GUIDE



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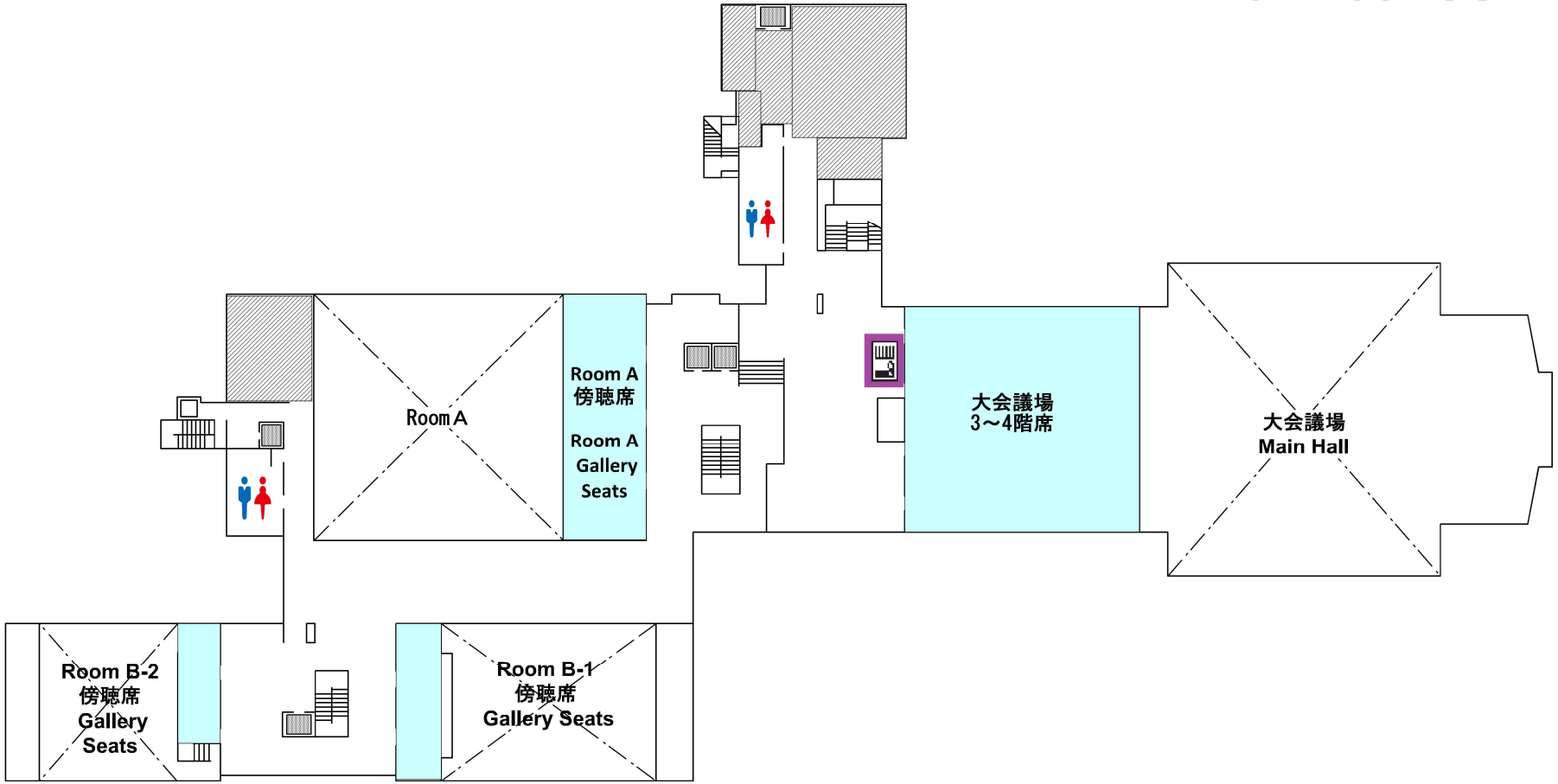
エレベーター
Elevator

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



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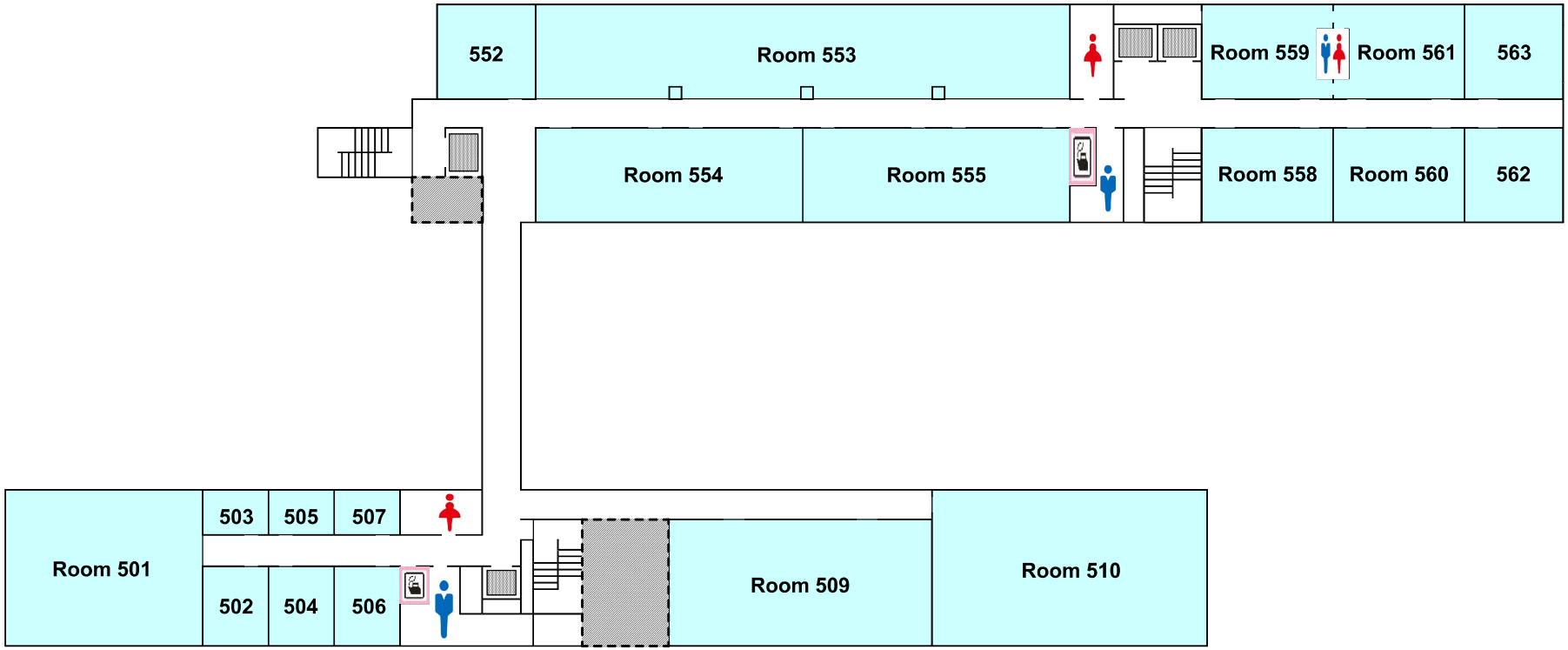
【参考資料８】

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



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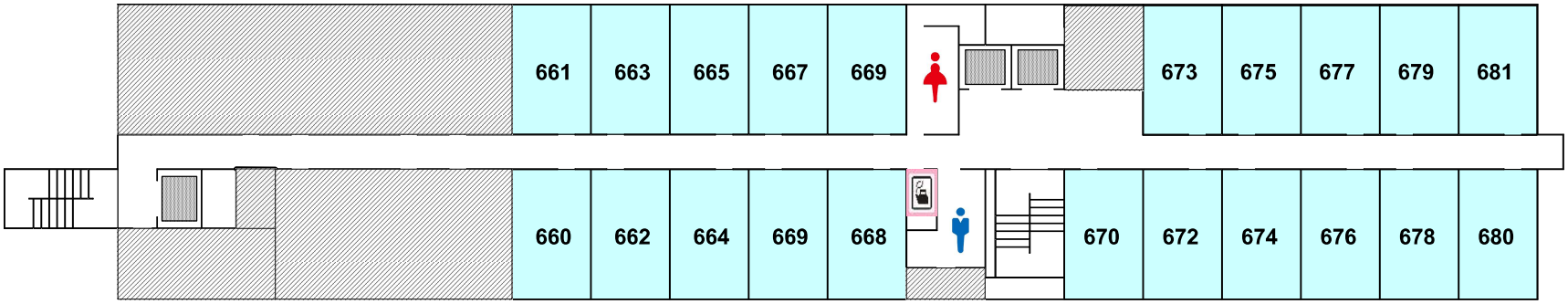
【参考資料９】

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



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