

## **Roppongi Academyhills Guidebook on Loading In/Out**

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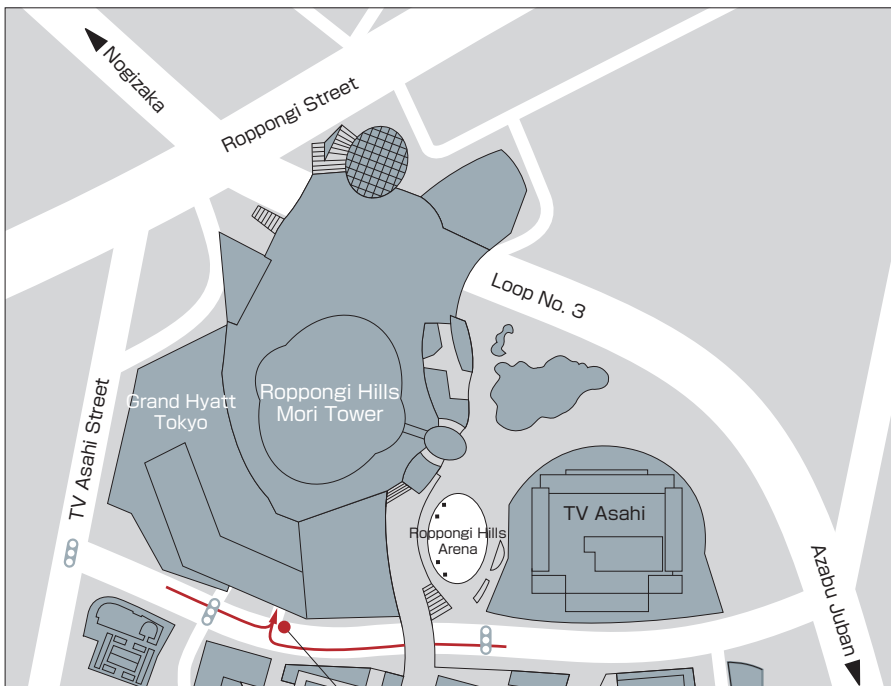
# 1 Loading In/Out at Roppongi Hills Mori Tower

The following rules have been set to facilitate day-to-day smooth loading in/out of goods, etc., as well as maintaining a welcoming office entrance, securing the passenger elevators and ensuring of the security of the building.

- ① All vehicles loading in/out shall use the distribution handling zone on B1F or B2F.
- ② All work loading in/out using hand trucks shall use the freight elevators.
- ③ Transporting packages is prohibited on passenger elevators.
- ④ Advance registration and following facility admission procedures on the day of are required to use the distribution handling zones and freight elevators for loading in/out.
- ⑤ Facility admission procedures with B1F "Disaster Prevention Center" are required in cases where unpacking, assembly or other work is to be conducted at the 49F after unloading packages.

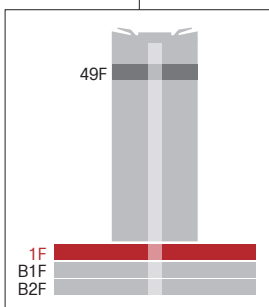
## 2 Guide to Distribution Handling Zones and Freight Elevators

Please enter from "Roppongi Hills Keyakizaka" using the "Only for Vehicles Loading In" entrance.



1F

"Only for Vehicles Unloading" Entrance



**B1F** Please park your vehicle in the "Distribution Handling Zone" and then go through facility admission procedures at the "Distribution Management Center".



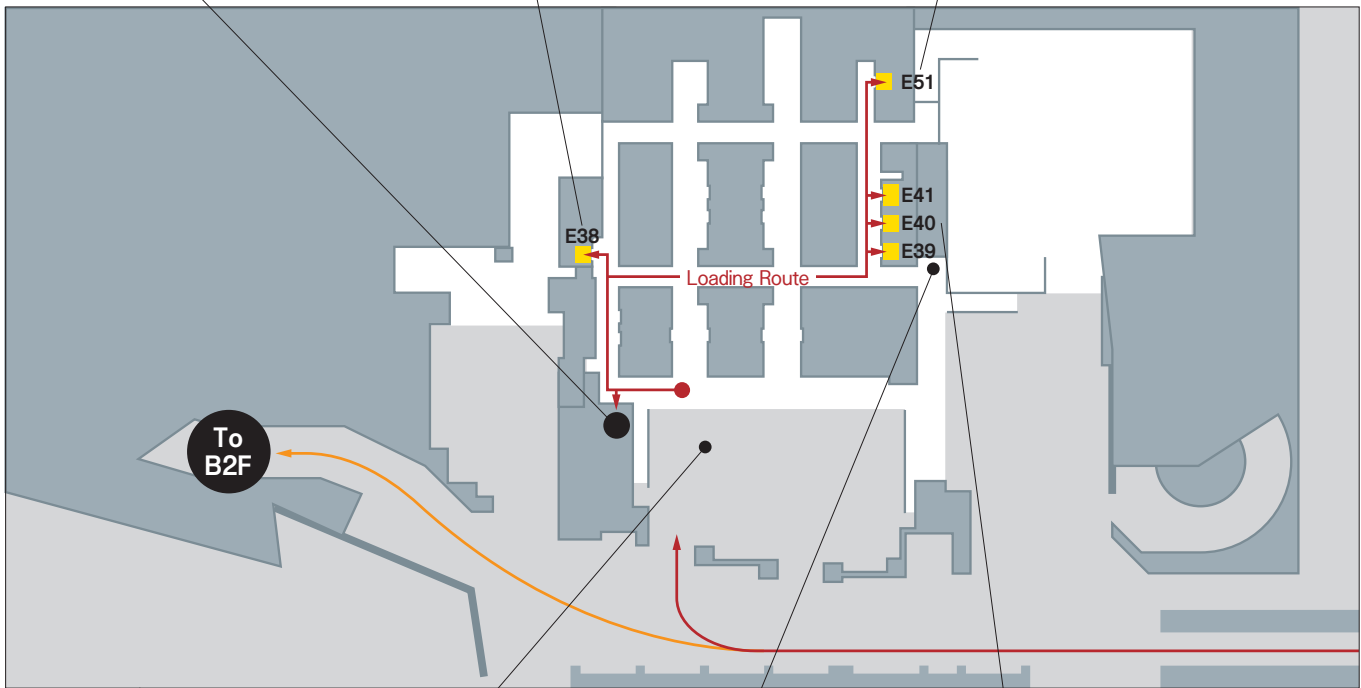
Distribution Management Center



E38 Elevator



E51 Elevator

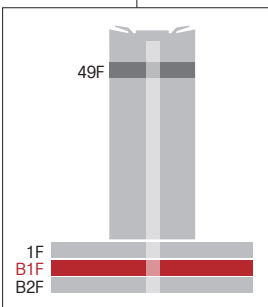


Vehicle Height Clearance 3.5 m

Distribution Handling Zone

Disaster Prevention Center

E39-41 Elevators



**B2F** Please park your vehicle in the "Distribution Handling Zone" and then report to the "Distribution Management Center."



E42 Elevator



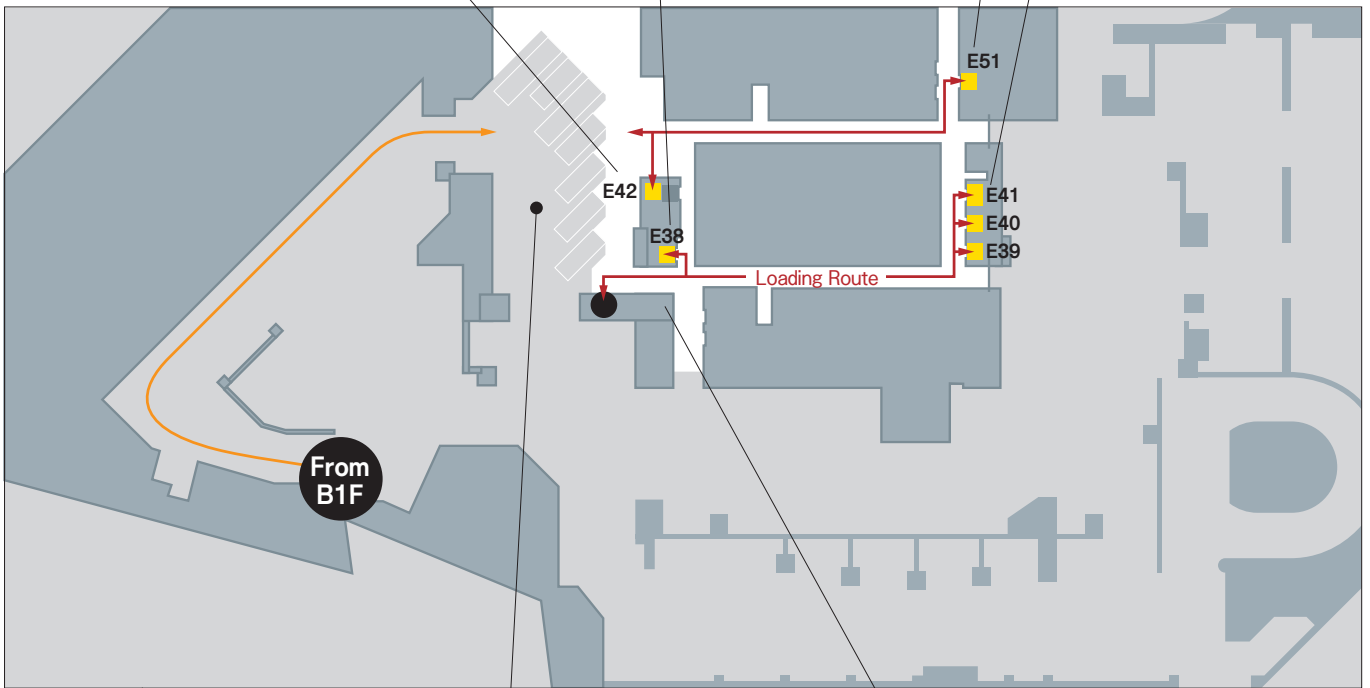
E38 Elevator



E51 Elevators



E39-41 Elevators

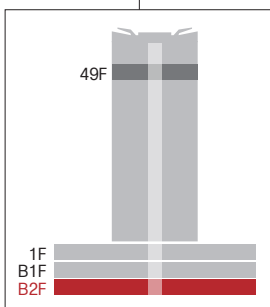


Vehicle Height Clearance 2.2 m

Distribution Handling Zone



Distribution Management Center Counter



# 49F



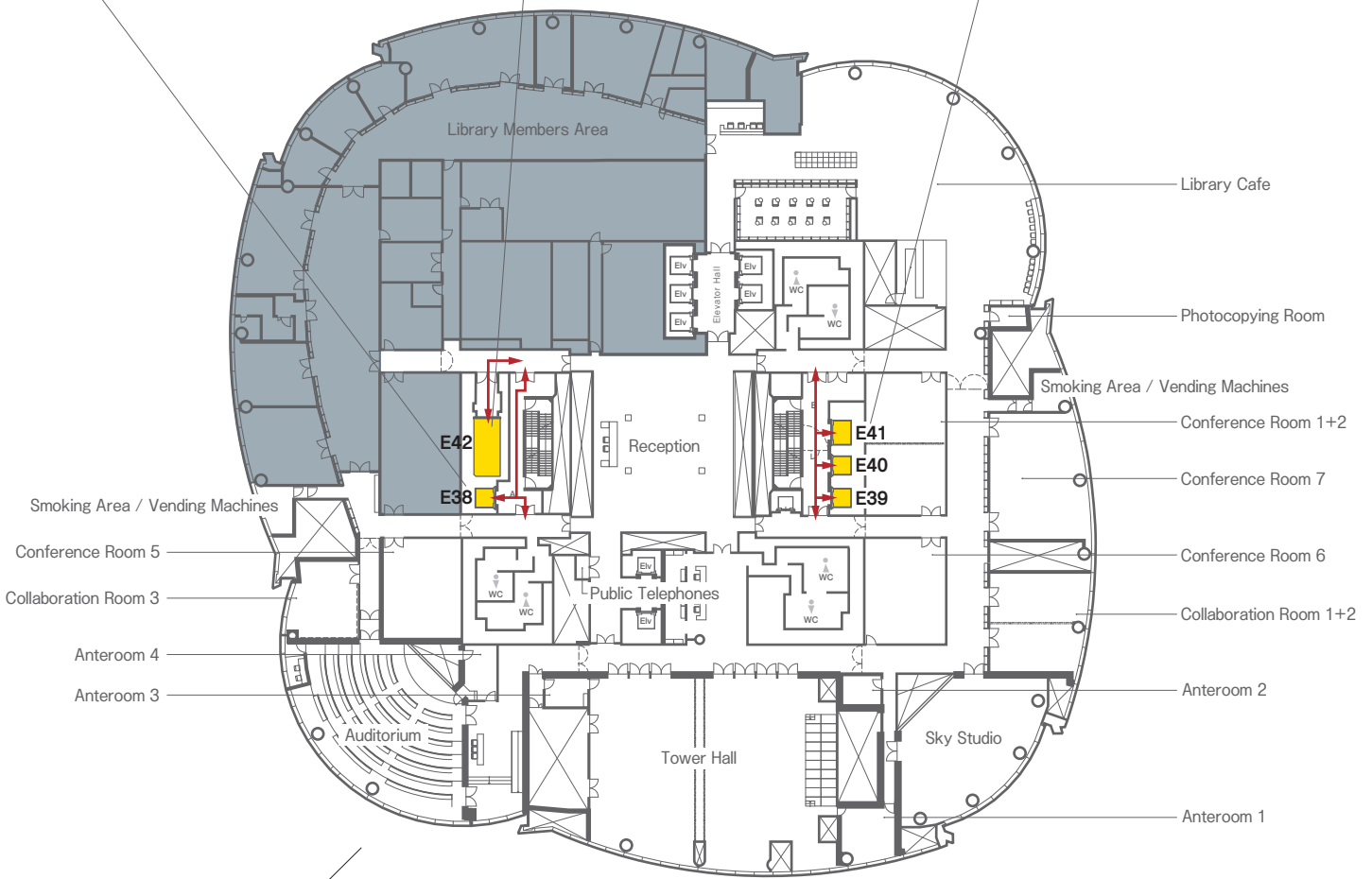
E38 Elevator



E42 Elevator

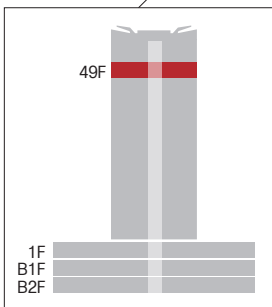


E39-41 Elevators



## Loading Limit of Freight Elevators

No.	Door Opening Dimensions	Car Interior Dimensions	Max. Loading Capacity
E38	W 1,100 × H 2,400	W 1,900 × D 1,700 × H 2,700	1,450 kg
E39	W 1,100 × H 2,400	W 1,800 × D 1,700 × H 2,700	1,350 kg
E40	W 1,100 × H 2,400	W 1,800 × D 1,700 × H 2,700	1,350 kg
E41	W 1,500 × H 2,400	W 2,350 × D 1,700 × H 2,700	1,900 kg
E42	W 2,100 × H 2,500	W 2,100 × D 4,000 × H 2,500	3,000 kg
E51	W 1,600 × H 2,200	W 2,300 × D 2,050 × H 2,500	2,500 kg





# 3 How to Enter the Facility: Loading In/Out by Vehicle

## Advance Filings

### ●Submission of “Registration” / “Work Notification”

- The company in charge of loading in/out shall submit the “Academyhills Temporary Loading In/Out Registration” to the Academyhills person in charge of meetings by fax or e-mail no later than 7 days prior to the scheduled date of loading in/out. (Please refer to P.6)
- In cases where several companies will be loading in/out on one occasion, the organizer is requested to make adjustments in advance to ensure that turns are taken in loading in/out (including vehicle arrival). Please note that, in cases where other loading in/out is confirmed for the same time slot after submitting the registration form, the Academyhills person in charge will contact the organizer to request adjustments.
- In cases where unpacking, assembly, installation or other work is to be conducted after loading in goods, the “Work Notification” shall be similarly submitted no later than 7 days prior to the scheduled date of unloading. (Please refer to P.6)
- The time for loading in/out shall be during the hours that the 49F is available for use. Please ensure to confirm in advance with the organizer and the person in charge of loading in/out.

### ●Issuance of “Temporary Facility Admission Registration Card”

- After receiving the “Academyhills Temporary Loading In/Out Registration,” a “Temporary Facility Admission Registration Card” will be issued to the company in charge of loading by fax, by the day before the scheduled loading in/out. (Please refer to P.6)
- The time taken from parking the vehicle in the distribution handling zone to completion of work, based on the applied time, shall be no longer than 30 minutes. If there are a large number of packages, please ensure in advance that preparations are made to have enough people to handle the amount.

## On the Loading In Day

### Distribution Management Center (Distribution Handling Zone)

#### ●Carry the “Temporary Facility Admission Registration Card”

- On the day of loading in, please enter the distribution handling zone with the “Temporary Facility Admission Card” on board the loading vehicle.

#### ●Facility Admission Procedures

- After arriving by vehicle, please present the “Temporary Facility Admission Registration Card” to the <<Distribution Management Center>> and go through facility admission procedures. [Distribution handling fee (200 yen per vehicle)] is required for the facility admission procedures for loading in.
- To protect the flooring of the 49F venue floor, the prescribed protective coverings or use of air hand trucks is required. Air hand trucks are available for rent (100 yen per hand truck). Please consult with the Distribution Management Center upon conducting the facility admission procedures.

#### ●Work for Loading In (Distribution Handling Zone ~ Elevator)

- Please make your way to the 49F, making sure to use the designated elevator (shown on the “Temporary Facility Admission Registration Card”).
- Please refrain from propping up packages in elevators and the elevator hall. In cases where it is unavoidable to temporarily place packages, please place coverings, etc. against the walls beforehand.
- Work staff must be on the elevator when moving packages by elevator. Please refrain from moving only the packages.
- Multiple vehicles loading in at the same time may not simultaneously enter the distribution handling zone. Please come at the time that has been designated in advance. Please enter by following the distribution handling zone staff’s instructions when entering.  
Please move the vehicle to the parking lot (P2) once unloading is complete, even if unpacking, venue setup or other work is ongoing at the 49F venue.

### Floor Usage (49F)

To protect the flooring and walls of the 49F, the prescribed protective coverings or use of air hand trucks (loading capacity of up to 80 kg) is required. Requests for rental of materials and undertaking construction work to place coverings may be made with Academyhills staff (subject to advance reservation and fee). Please consult the Academyhills person in charge of meetings in advance. (Please refer to Table 1)

Table 1: Types of Coverings

Loading Capacity		Rental	Fee
~80kg	Air hand truck	Available	100 yen
80~150kg	Plastic plywood	Available	15,000 yen (Consumption tax not included)
150kg~	Steel plate, etc. reinforcement	Inquire for Availability	

\* Plastic plywood: Construction work optional (50,000 yen; incl. coverings fee, consumption tax not included)

- Upon placing protective coverings, please ensure that connected sections are fixed into place by tape so the coverings do not move.
- The work for loading in shall be at the approval and according to the instructions of the Academyhills staff after arrival at the 49F. Your cooperation in not obstructing the passage and facility use of other customers is greatly appreciated.
- Smoking is prohibited on the 49F.

## On the Loading Out Day

### Work for Clearing and Loading Out (49F)

- The prescribed protective coverings or use of air hand trucks that apply to loading in shall also apply to work for clearing and loading out of the 49F.
- The time taken from parking the vehicle in the distribution handling zone to completion of work shall be no longer than 30 minutes. Please confirm the status of work for clearing and loading out of the venue before entering the vehicle into the distribution handling zone.
- Similar to loading in, parking multiple vehicles simultaneously is prohibited. The person in charge is requested to make adjustments in advance to ensure vehicles enter in turns, depending on the status of clearing and loading out.

### ●Distribution Management Center (Distribution Handling Zone)

- Please go through the same procedures as “On the Loading In Day.” [Distribution handling fee (200 yen per vehicle)] is required for the facility admission procedures for loading out as well.
- Please move the vehicle after going through facility exit procedures at the <<Distribution Management Center>> once loading onto the vehicle is complete.

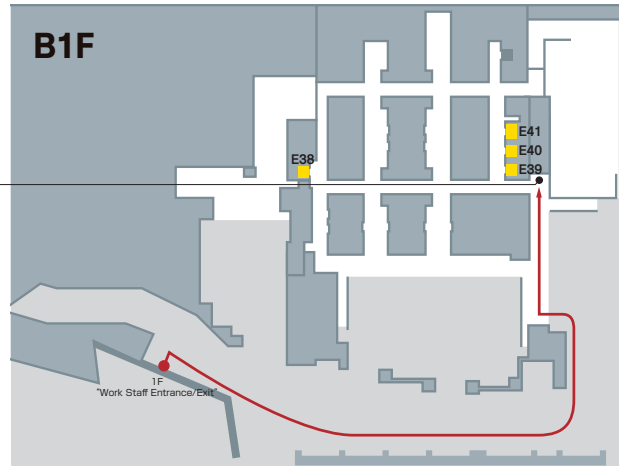
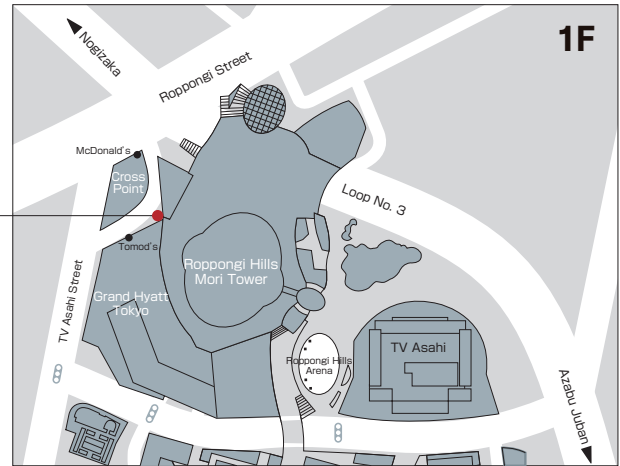
## Other Matters to Note Concerning Work for Loading In/Out

- Please note that admission into the distribution handling zone for work for loading in/out is not permitted without a “Temporary Facility Admission Registration Card,” issued after filing in advance. The personal information obtained in the filing will be used in accordance with the Privacy Policy of Mori Building Co., Ltd.
- Please use freight elevators when moving packages. Use of passenger elevators is prohibited.
- Freight elevators are not for the exclusive use of 49F, and are used for carrying work staff, packages, etc. to other floors. Your cooperation is greatly appreciated.
- The “distribution handling zone fee (200 yen per time per vehicle)” and “air hand truck fee (100 yen per hand truck per time)” to be paid at the <<Distribution Management Center>> and are payable in cash only. As postponed payments, etc. are not accepted, please prepare in advance when coming to the distribution handling zone.
- Please note that you may be separately billed for any destruction, defacement or loss of facility equipment, fixtures, etc. or damages caused to users of other facilities or this facility upon loading in/out or your other work or use.
- Bringing in hazardous goods (firearms, ignitable, combustible or explosive goods, and other flammables), items producing noise or strong odor, animals, or items contrary to public order or morals are strictly prohibited.

\* Please note that managing safety during work for loading in/out and in the distribution handling zone shall be the responsibility of the organizer or user. We accept no liability whatsoever for any damages arising from accidents, incidents, etc., unless such is the result of our gross negligence.

# 4 How to Enter the Facility: Work Staff

- Please use the 1F “Work Staff Entrance/Exit” and then go through facility admission procedures at the B1F <<Disaster Prevention Center>>.
- The “Facility Admission Pass” will be issued upon completion of the procedures. Each person is asked to have their “Facility Admission Pass” visible on their person at all times.



# 5 Guide to Notification Documents

## ● Academyhills Temporary Loading In/Out Registration

\* Filing required for the loading in/out of packages and use of hand trucks  
 “Registration” is available for download from the Academyhills website  
<https://forum.academyhills.com/roppongi/en/guide/download.html>

Academyhills Temporary Loading In/Out Registration			(ELV designation)	
(Entry column) Please select appropriate box on the right. <input type="checkbox"/> Loading out <input type="checkbox"/> Loading in <input type="checkbox"/> Moving floors Submission date (YYYY/MM/DD (DDD)): 20 / /			<input type="checkbox"/> Yes <input type="checkbox"/> No (Preference ELV No. )	
Roppongi Academyhills Forum Office TEL: 03-6466-6220 FAX: 03-6466-9350 (For sending this tax form) Please send no later than 1 week in advance	Name of company loading in/out Forum Office	Name of company loading in/out Forum Office	Name of event Name of work Name of contact Emergency contact TEL: 03-6466-6220 or 6244 FAX:	Please contact below in the event of delay, change in arrival time or cancellation or if you cannot come within the applied time for other reasons on the date. To all readers: We will be notified if the vehicle has not been processed with a permit. For the use of hand trucks, please refer to the "Disaster Prevention Center" for the use of hand trucks (permit).
Scheduled loading date (MM/DD (DDD)) / /	Scheduled loading time frame (Please enter in 24-hour format from the time to be loading out) ~	Loading products ~	Max. individual weight (kg) ~	Size (max.) W × D × H (cm) ~
Loading quantity ~		Loading vehicles (Vehicle height (m)) 4 × vehicles ( m ) 2.5 × vehicles ( m ) 1.9 × vehicles ( m ) Other × vehicles ( m )	No. of hand trucks to be used ~	Equipment to be used ~
Please observe the following matters. 1. No smoking in the facility, even when loading vehicles. 2. Please stay within the facility's speed limit of 5 km/h and vehicle height clearance (please refer to the table on the right). 3. Any waste from loading must be taken away with you when you leave. 4. For elevator arrangements, etc. can be made, please fill this form with the person in charge at the Forum Office (request for approval may be made). 5. A temporary facility admission registration card will be issued to you by the other concerning the elevator activities, etc. with the building management center. 6. For the protection of the Academyhills loading area, use of facility designated as hand trucks (approximately 80 kg loading capacity) is required, or in cases of loading that heavy load goods or using hand trucks with wide base, permission will be granted from the person in charge at Academyhills for details. 7. In cases where there is to be installation, assembly, adjustment or other "work" other than loading, submission of a separate "Work Notification" is required. Please consult the person in charge at Academyhills. This document form and the table above are to be distributed from only. Please comply with the distribution management center for distribution items and table and table and table.				

## ● Prior Work Notification

\* Filing required for unpacking, packing, erection, venue setup, preparation and conducting other work  
 “Work Notification” is available for download from the Academyhills website  
<https://forum.academyhills.com/roppongi/en/guide/download.html>

Prior Work Notification		Date: / /	
Construction work category Access/Entrance/Exit, Moving, etc.	Date of submission / /	Receipt No. ~	Received by ~
Bldg: Arts Center 6/F Place: 6/F Venue name:	Company name Location TEL Person responsible Signature	Construction work category Access/Entrance/Exit, Moving, etc.	
Nature of work Construction work for event Work will be carried out in accordance with the following. (Changes are made after filing, please confirm the staff in charge)			
Work date and time Date: ~ ~ Time: ~ ~	Nature of work ~ ~	No. of workers (approximate) ~ ~	(Request for Approval of PPE Use / Work Using Hazardous Goods) ~ ~
Comment ~ ~			

Please note that these regulations are subject to change.

