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.
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

To B2F
Please park your vehicle in the "Distribution Handling Zone" and then report to the "Distribution Management Center."
Loading Limit of Freight Elevators

<table>
<thead>
<tr>
<th>No.</th>
<th>Door Opening Dimensions</th>
<th>Car Interior Dimensions</th>
<th>Max. Loading Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>E38</td>
<td>W 1,100 × H 2,400</td>
<td>W 1,900 × D 1,700 × H 2,700</td>
<td>1,450 kg</td>
</tr>
<tr>
<td>E39</td>
<td>W 1,100 × H 2,400</td>
<td>W 1,800 × D 1,700 × H 2,700</td>
<td>1,350 kg</td>
</tr>
<tr>
<td>E40</td>
<td>W 1,100 × H 2,400</td>
<td>W 1,800 × D 1,700 × H 2,700</td>
<td>1,350 kg</td>
</tr>
<tr>
<td>E41</td>
<td>W 1,500 × H 2,400</td>
<td>W 2,350 × D 1,700 × H 2,700</td>
<td>1,900 kg</td>
</tr>
<tr>
<td>E42</td>
<td>W 2,100 × H 2,500</td>
<td>W 2,100 × D 4,000 × H 2,500</td>
<td>3,000 kg</td>
</tr>
<tr>
<td>E51</td>
<td>W 1,600 × H 2,200</td>
<td>W 2,300 × D 2,050 × H 2,500</td>
<td>2,500 kg</td>
</tr>
</tbody>
</table>
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 P6)
  • 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 P6)
  • 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 P6)
  • 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 dropping 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

<table>
<thead>
<tr>
<th>Loading Capacity</th>
<th>Rental</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>~80kg</td>
<td>Air hand truck</td>
<td>Available</td>
</tr>
<tr>
<td>80~150kg</td>
<td>Plastic plywood</td>
<td>Available</td>
</tr>
<tr>
<td>~150kg</td>
<td>Steel plate, etc. reinforcement</td>
<td>Inquire for Availability</td>
</tr>
</tbody>
</table>

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

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.”
• 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)” shall 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.

![Diagram of Work Staff Entrance/Exit and Disaster Prevention Center]

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

- 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

Please note that these regulations are subject to change.