



Toranomon Hills Forum (Mori Tower 4th and 5th Floors) Guidebook on Loading In/Out

- 1** Loading In/Out at Toranomon Hills Forum
- 2** Guide to Distribution Handling Zones and Freight Elevators
- 3** How to Enter the Facility: Loading In/Out by Vehicle
- 4** How to Enter the Facility: Work Staff
- 5** Guide to Notification Documents
- 6** Guide to Web Applications

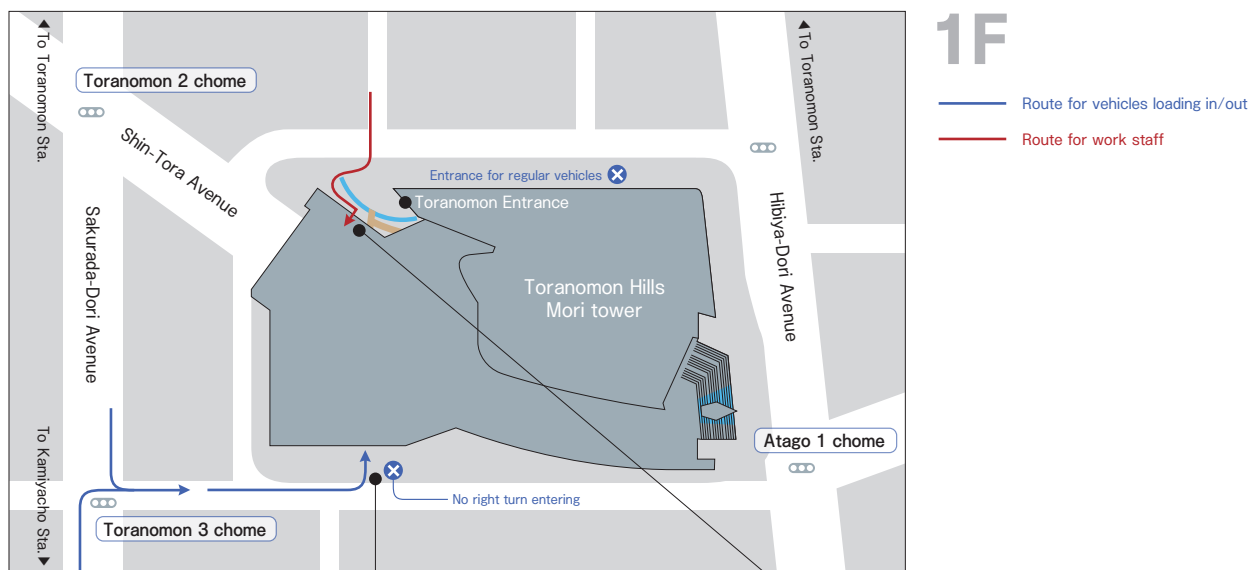
1 Loading In/Out at Toranomon Hills Forum

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

- ① All vehicles loading in/out shall go through the distribution handling zone on B3F.
- ② All work loading in/out using hand trucks shall use the freight elevators. Transporting packages is prohibited on passenger elevators.
- ③ Advance application is required to use the distribution handling zones and freight elevators for loading in/out.
- ④ Advance submission of work notification and facility admission procedures on the day are required in cases where unpacking, assembly or other work is to be conducted on the floors upon loading in/out.
- ⑤ When transporting packages on the conference floors, please follow the instructions provided by the person in charge at the venue regarding designated coverings, etc., to protect the flooring and walls.

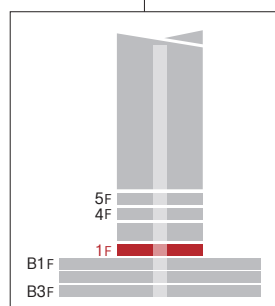
2 Guide to Distribution Handling Zones and Freight Elevators

At the “Toranomon 3 chome intersection” on “Sakurada-Dori Avenue,” turn toward Toranomon Hills and then turn left to enter at the “Vehicles Loading In” entrance of Toranomon Hills. Go down to the distribution handling zone on B3F. Those who are not arriving in vehicles for loading in/out should enter at the “Security Control Center Entrance” at the Toranomon Entrance on 1F.



1F

- Route for vehicles loading in/out
- Route for work staff



“Vehicles Loading In” entrance



Security Control Center entrance



Enter at the “Security Control Center” entrance on B1F.
Do not enter at the front entrance and proceed to the left.

B3F

Please park your vehicle in the "Distribution Handling Zone" and then go through facility admission procedures at the "Distribution Management Center." Work staff are required to go through facility admission procedures at the "Security Control Center" on B1F. Please see "4. How to Enter the Facility: Work Staff" on page 5.



E44 Elevator

Freight Elevator No. 44

Stops on:	B5-B3, 2F-5F
Car interior dimensions:	W2,300×D1,500×H2,800(+T3,900)mm
Door opening dimensions:	W1,800×H2,500mm
Loading capacity:	3,000kg
Max. number of passengers:	24



E35/E36 Elevators

Freight Elevators No. 35 and 36

Stops on:	B5-35F
Car interior dimensions:	W1,800×D2,030×H3,000(+T3,900)mm
Door opening dimensions:	W1,300×H2,600mm
Loading capacity:	1,800kg
Max. number of passengers:	27

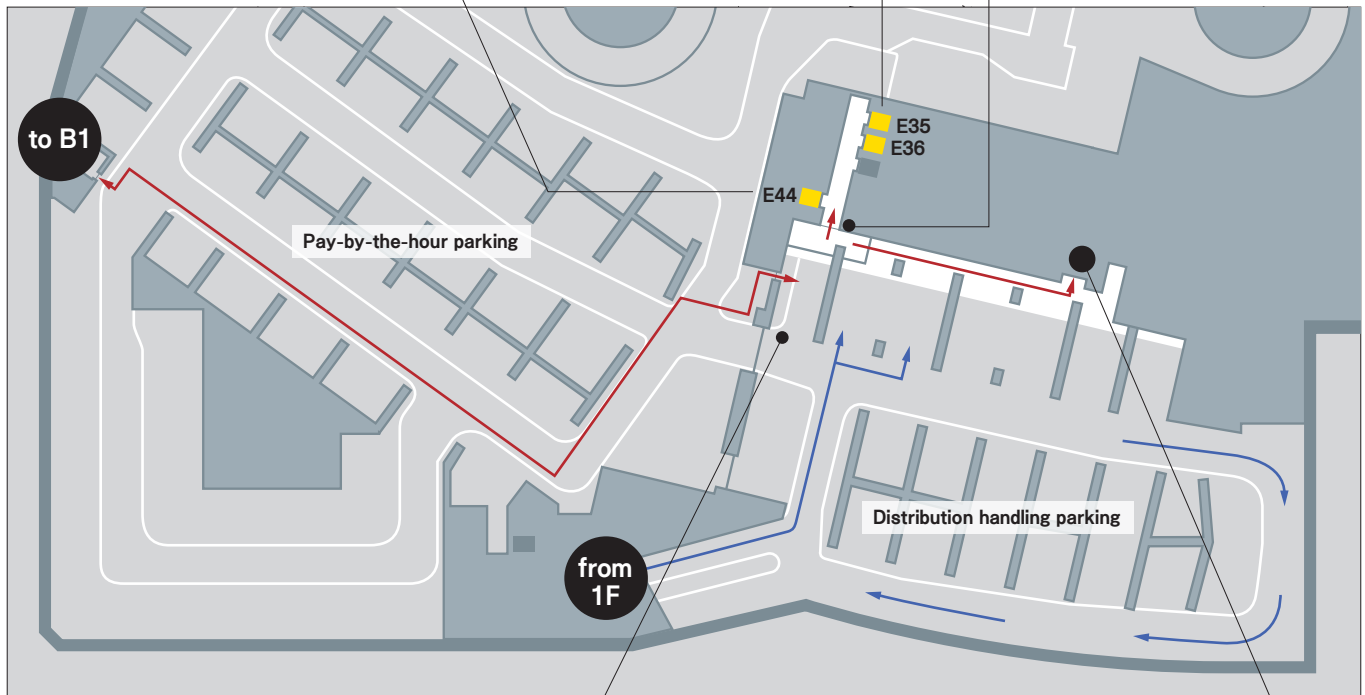


Elevator hall entrance

Door opening dimensions (minimum dimensions on the traffic line)

Height clearance:	2,300mm
Width clearance:	1,450mm

Security card required

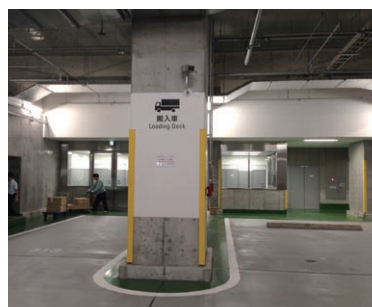


— Route for vehicles loading in/out
— Route for work staff

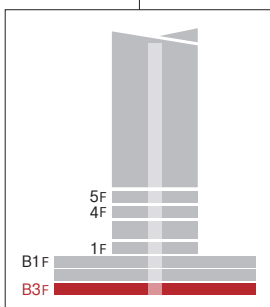
Vehicle Height Clearance

Loading capacity:	up to 4.0t truck
Vehicle height:	3.8m or less
Vehicle length:	8.4m or less
Vehicle width:	2.4m or less

Distribution Handling Zone

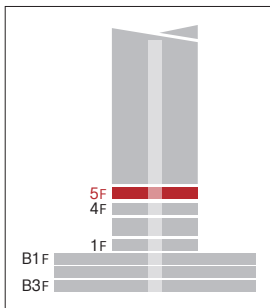
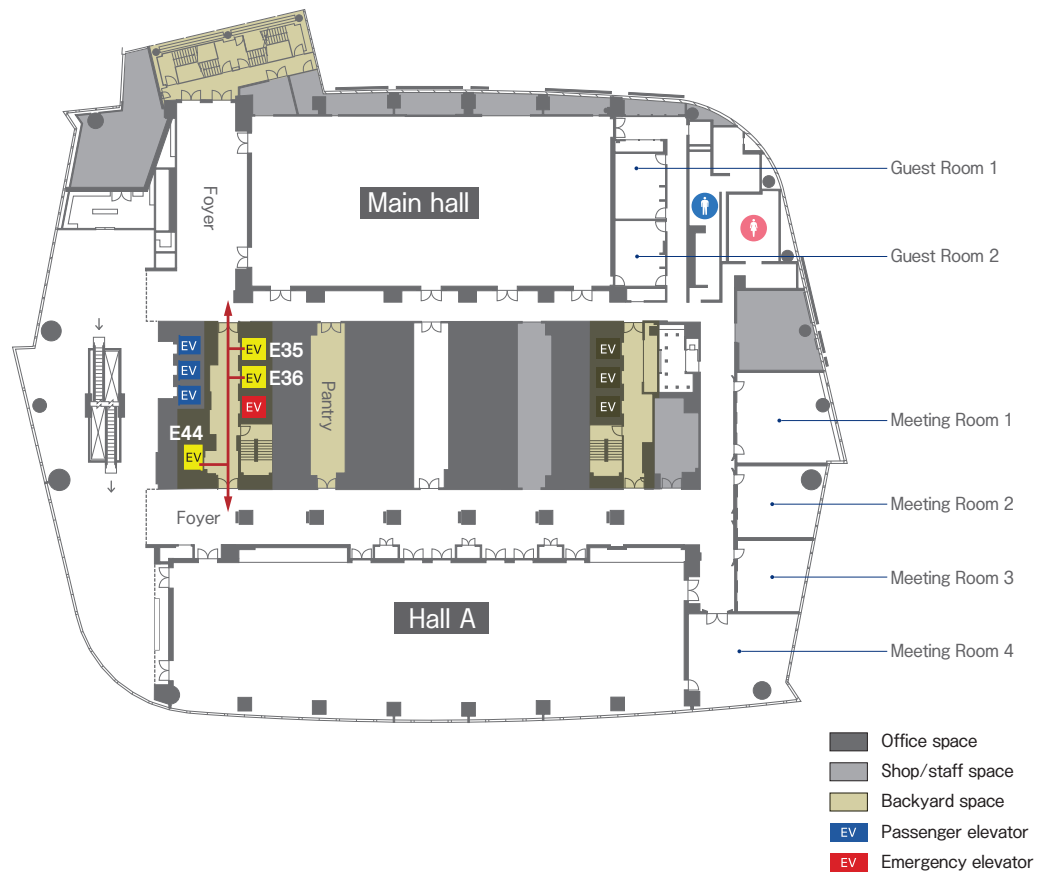


Distribution Management Center Counter

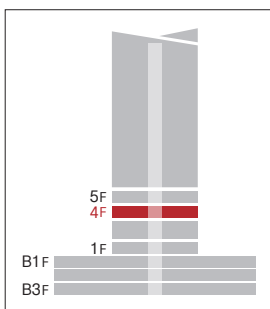
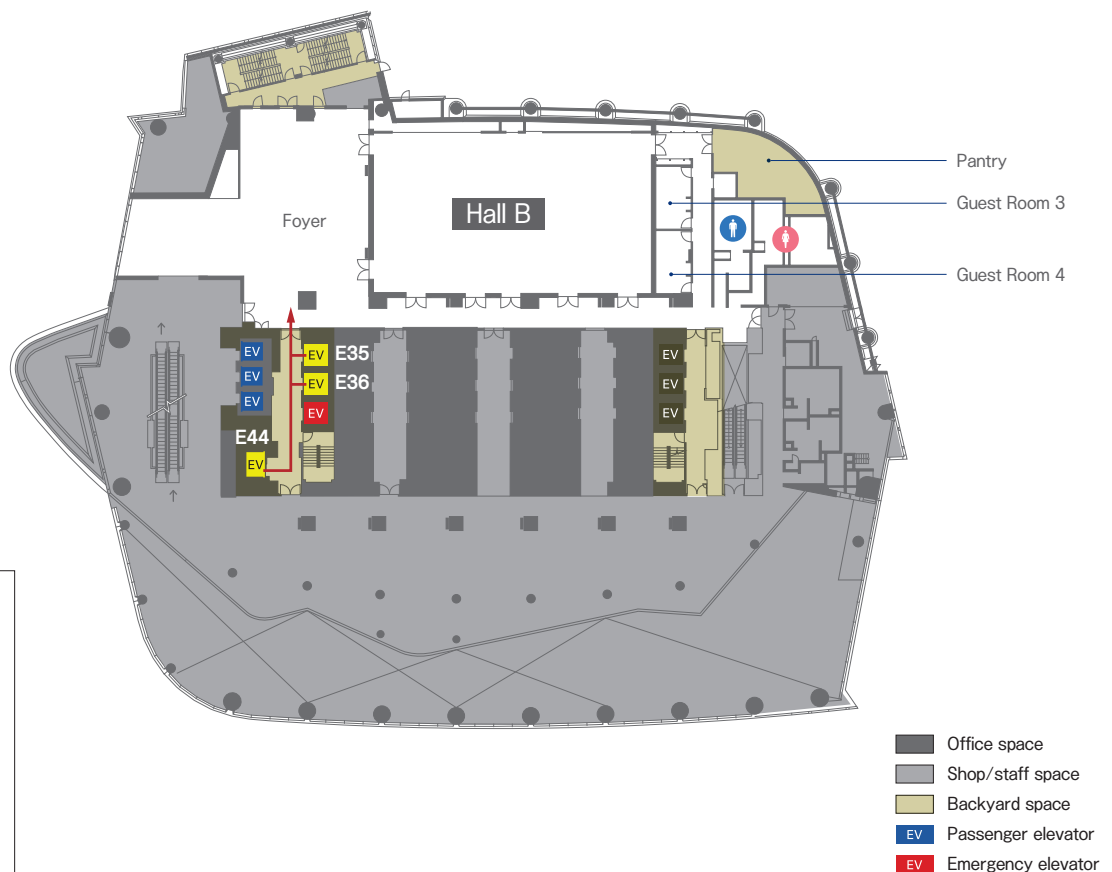


Forum Floors

5F



4F



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

Advance Filings

- Submission of "Temporary Loading In/Out Application" / "Work Notification"
- The "Temporary Loading In/Out Application" shall be submitted to the person in charge of meetings by fax or e-mail no later than 7 days prior to the scheduled date of loading in/out.
- 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 application form, the 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 "Prior Work Application" shall be submitted no later than 7 days prior to the scheduled date of unloading.
- The time for loading in/out shall be included in hours of use of the venue. Please ensure in advance that both the organizer and the person in charge of loading in/out understand this.
- Returning the copy of "Temporary Loading In/Out Application"
- After confirming the information and making schedule adjustments, the copy of "Temporary Loading In/Out Application" shall be sent to the person in charge by fax or e-mail no later than one day prior to the scheduled date of loading.
- 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 approximately 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/Out Day

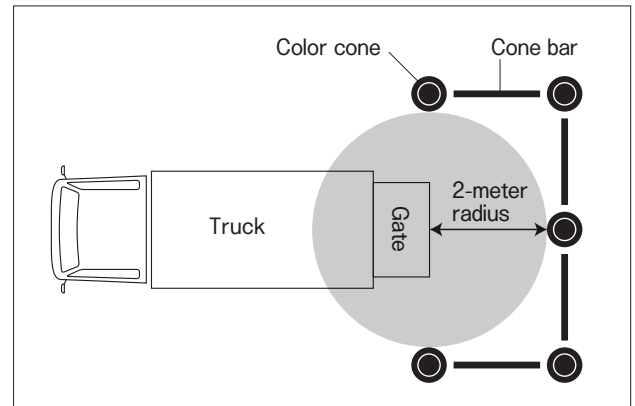
Distribution Management Center (Distribution Handling Zone)

- Post the copy of "Temporary Loading In/Out Application"
- With the copy of "Temporary Loading In/Out Application" posted, please go straight to the distribution handling zone on B3F and park.
- Parking fees will be charged in accordance with the duration of parking (100 yen per 10 minutes). (The first 30 minutes are not charged. 400 yen is charged for 31 to 40 minutes of parking and an additional fee is charged every 10 minutes thereafter.)
- Facility Admission Procedures
- The staff at the "Distribution Management Center" counter shall provide you with elevator information and shall lend a "Security card for loading in" and a "Facility Admission card."
- Work for Loading In/Out (Distribution Handling Zone ~ Elevator)
- Please make your way to the 4F and 5F, making sure to use the designated elevator.
- 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.
- When opening or closing the gate of trucks, please take safety measures by wearing a helmet and placing color cones and cone bars at 2m from the gate to fence off the area, and make sure that no one except the driver is within the fence when opening/closing the gate. (The above equipment can be borrowed from the distribution management center.) [Please see *1 Gate opening/closing zone]
- For other matters, please follow the distribution handling zone staff's instructions when loading in/out.

Floor Usage (4F and 5F)

- Protective coverings
- To protect the flooring and walls of the 4F and 5F, the designated protective coverings or use of gray-tire hand trucks (with bumper) is required. (Please consult the person in charge of meetings and the person in charge of venue.) [Please see *2 Details of protective coverings]

*1 Gate opening/closing zone



*2 Details of protective coverings

Loading Capacity		Rental	Fee
~20kg	Designated hand truck	Available	100 yen
20~150kg	Plastic plywood	Available	4,000 yen

Protective covering: Construction work optional (86,400 yen; incl. covering materials)

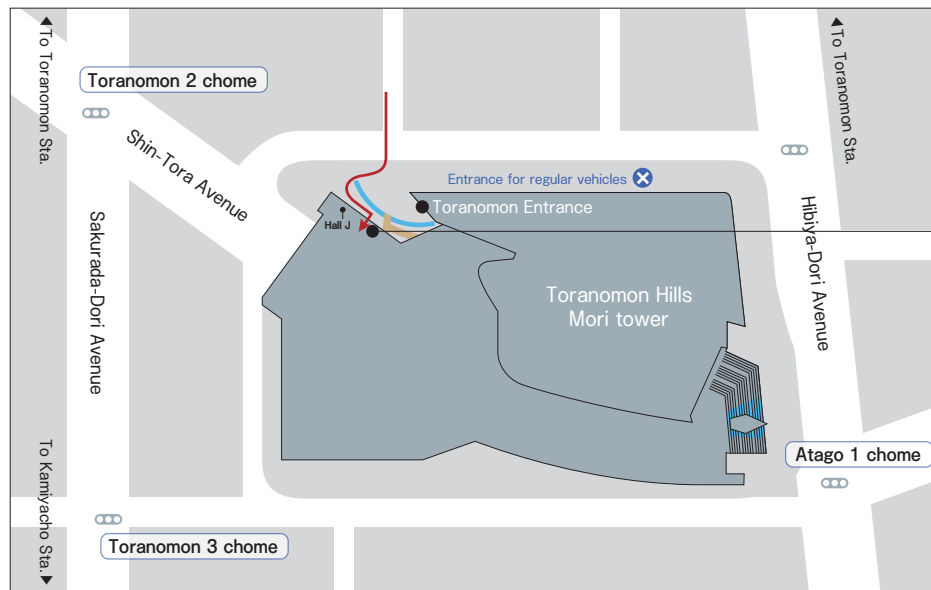
- Requests for rental of materials and undertaking construction work to place coverings may be made with the person in charge of venue (subject to advance reservation and fee). Please consult the person in charge of meetings in advance.
- Upon placing protective coverings, please ensure that connected sections are fixed into place with adhesive tape so the coverings do not move.
- Work after arriving at the 4F and 5F shall be conducted in accordance with instructions by the person in charge of venue. Your cooperation in not obstructing the passage and facility use of other customers is greatly appreciated.

Other Matters to Note

- Please note that, if you do not have a copy of the "Temporary Loading In/Out Application," your parking at the distribution handling zone and use of freight elevators for loading in/out may be delayed until others (who have completed the reservation application) finish their work.
- The personal information submitted 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 and emergency elevators is prohibited.
- Freight elevators are not exclusively operated for 4F and 5F, and are used for carrying work staff, packages, etc. to other floors.
- The parking fee (100 yen per 10 minutes) and air hand truck fee (100 yen per hand truck per use) to be paid at the distribution handling zone on 3F are payable in cash only on the day of use. 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 when loading in/out or by your other work or use.
- 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

- 1 Please enter at the "Security Control Center" entrance at "Toranomon Entrance" on 1F, go down "Stairs 10" and then go through facility admission procedures at the "Security Control Center" on B1F.
- 2 The "Facility Admission Pass for Distributors" will be issued after cross-checking with the information on the "Prior Work Notification." (Each person is asked to keep their Facility Admission Pass visible until leaving the facility.)
*When more than one company has jointly submitted the application, please give the name of the company which filed the application. If the information on the application and the name given do not match, the "Facility Admission Pass for Distributors" will not be issued.
- 3 From B1F, go down "Stairs 11" and enter the distribution handling zone through the "Staff Only" door via passage in the parking on B3F.



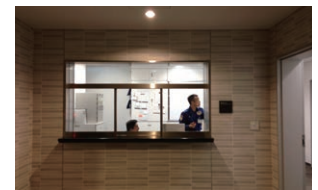
1F



Stairs 10



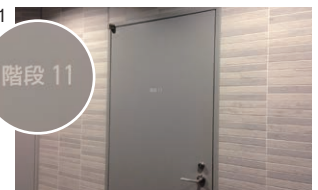
Use Stairs 10 in the back of the hallway to go to B1



Security Control Center

B1F

Stairs 11



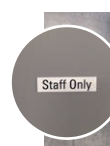
Use Stairs 11 to go to B3



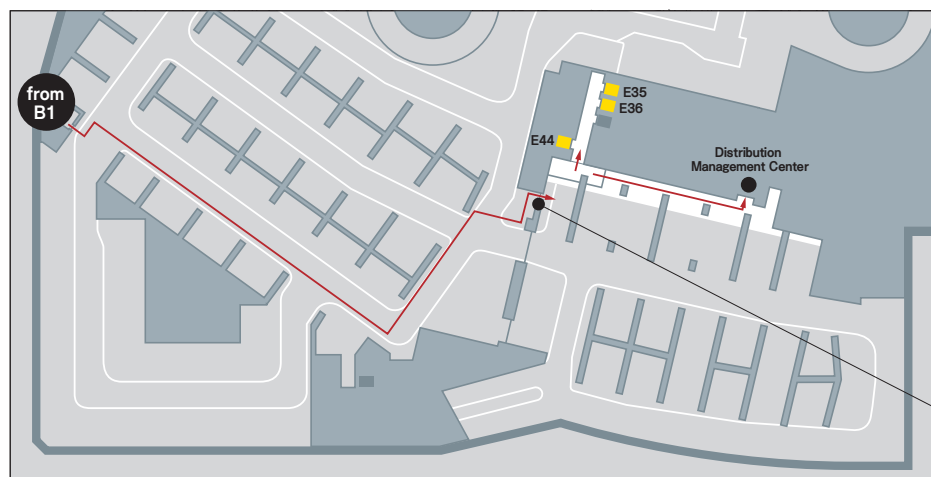
B3F



Walk through the parking area



Enter at the door



Work staff arriving at B3F by vehicles for loading in/out are required to go to the "Security Control Center" on B1F through the "Staff Only" door and to complete facility admission procedures.

5 Guide to Notification Documents Toranamono Hills Temporary Loading In/Out Application

- ❶ Please file the application by fax or e-mail no later than 1 week prior to the date of loading in/out.
- ❷ In order to obtain an application form, please contact the person in charge of meetings at the Forum or download it from our website. <https://forum.academyhills.com/toranomon/en/guide/download.html>

1 虎ノ門ヒルズ 臨時搬出申請書

2 記入日 年 月 日

3 入館にあたり下記項目の登録が必要になりますので、実内容を正確にご記入くださいますようお願い申し上げます。

4 株式会社 代表者 氏名	5 フリガナ	6 社名	7 ご住所	8 電話番号	9 FAX	10 E-Mail
11 代表者 氏名	12 携帯電話	13 携帯電話	14 作業予定者氏名	15 合計	人	
16 搬出予定日 月 日 ()	17 テナント名	18 TORANOMON HILLS FORUM	19 フロア	20 4F or 5F	21 搬出予定時間	13:00 ~ 13:30
	22 作業内容	23 搬入(商品)	24 搬出(商品)	25 越(搬入)	26 越(搬出)	27 工事
	28 搬出物品名	29 造作物	30 解体 最大重量	31 サイズ (単位) W×D×H (cm)	32 W 180 cm D 90 cm H 30 cm	33 搬出数量
35 4tトラック	36 1 台	37 2tトラック	38 1 台	39 合計	40 2 台	

41 (搬出事項)

1. 館内は搬出車両入庫のみを許し、禁煙です。
2. 館内の喫煙所は全面禁煙です。喫煙の際は、喫煙専用室(喫煙専用室)へ移動する必要があります。
3. 館内禁煙のため、喫煙専用室(喫煙専用室)へ移動する必要があります。
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96. 喫煙専用室(喫煙専用室)へ移動する必要があります。
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99. 喫煙専用室(喫煙専用室)へ移動する必要があります。
100. 喫煙専用室(喫煙専用室)へ移動する必要があります。

42 虎ノ門ヒルズフォーラム
TEL 03-5791-9201
FAX 03-3593-4041

43 搬出日時 月 日 ()

44 搬出時間 時 分

45 搬出場所 階

46 搬出内容

47 搬出数量

48 搬出単位

49 搬出担当者

50 搬出連絡先

51 搬出連絡先

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- Please fill in your contact information.

Please fill in the contact information of work staff.

- Please fill in necessary information as shown in the example.

- ① Toranomon Hills Temporary Loading In/Out Application
 - ② Date of filling out the form (YYYY/MM/DD): 20 / /
 - ③ Registration of the following information is required for entering the facility. Please fill out the information in the thick-framed boxes correctly.
 - ④ Your company information
 - ⑤ Japanese kana syllables
 - ⑥ Name of company
 - ⑦ Address
 - ⑧ Phone
 - ⑨ Work staff information
 - ⑩ Person in charge
 - ⑪ Secondary person in charge
 - ⑫ Mobile phone number
 - ⑬ Mobile phone number
 - ⑭ Names of scheduled work staff
 - ⑮ Total persons
 - ⑯ Loading in/out information
 - ⑰ Name of tenant
 - ⑱ Scheduled loading date
 - ⑲ MM/DD (DDD): / ()
 - ⑳ Floor
 - ㉑ Scheduled loading time frame
 - ㉒ Work description
 - ㉓ Loading in (products)
 - ㉔ Loading out (products)
 - ㉕ Relocation (moving in)
 - ㉖ Relocation (moving out)
 - ㉗ Construction work
 - ㉘ Other
 - ㉙ Loading products
 - ㉚ Max. individual weight
 - ㉛ Size (max.)
 - ㉜ Loading quantity
 - ㉝ pieces
 - ㉞ Vehicle information
 - ㉟ No. of 4t trucks
 - ㊱ No. of 2t trucks
 - ㊲ No. of wagons
 - ㊳ No. of light vehicles
 - ㊴ Total
 - ㊵ [Please observe the following information.]
 1. No smoking in the facility, even within loading vehicles.
 2. Please stay within the facility's speed limit of 5 km/h, drive with lights on and follow the vehicle height clearance of 3.8 m. Idling is prohibited.
 3. In order to protect the facility, please use hand trucks with gray tires and a safety guard (collision

- safety bumper). (These items are available for rent at the distribution management center for a fee.)
4. When loading in/out heavy-load items such as a copying machine or a safe, or when the volume of a load exceeds three hand trucks' capacity, use of protective coverings along the route of loading in/out is required. (Placing protective coverings may be done by the distribution management center for a separate fee.)
 5. Any waste from loading in/out must be taken back on your own responsibility.
 6. For arrangements of elevators, etc., please file this form with the person in charge of meetings at the Forum no later than 1 week in advance (by e-mail or fax). A copy of "Temporary Loading In/Out Application" will be sent to you by e-mail or fax after confirming the elevator schedule, etc. with the distribution management center. Please make sure to bring the copy of "Temporary Loading In/Out Application" you received.
 7. In cases where there is to be installation, assembly, adjustment or other "work" other than loading, submis-

- sion of a separate "Prior Work Notification" is required.
8. When the number of work staff is more than 16 (including the person in charge), please submit a list of their names.
9. We may confirm the information provided in the application with the tenant where loading is conducted.
- * The information provided in this application shall not be used for anything other than confirming / arranging the use of elevators and the distribution handling zone, or be provided to third parties.
- ① Receipt
- ② Approval
- ③ Work notification
- ④ Toranomon Hills Forum
Phone: 03-5771-9201
Fax: 03-3593-4041
- ⑤ For distribution management center use only
- ⑥ Confirmed date of loading in/out
- ⑦ MM/DD (DDD): / ()
- ⑧ Remarks

6 Guide to Web Applications

Please apply through the website no later than 7 days prior to the scheduled date of loading in.

① Login

Log in at the following URL by entering your User ID and Password.
[URL] <https://kanri.mori.jp/jizenShinsei/>
[User ID] moriguest
[Password] moriguest001

② Prior Work Notification

Click on the Agree button if you agree to the terms of use, etc. and click on the Continue to Application button.

③ Building

Select the building from the pull-down menu.
[Select] → [Toranomon District] → [Toranomon Hills Forum]

④ Working floor Location of work

Enter the floors on which you will be working and the name of the hall.

⑤ Name of the company working

Enter the contact information of the applicant.
*When more than one company is working jointly, application by one representative company is possible. Please make sure to give the name of the company which filed the application when going through facility admission procedures on the day.
*Emergency contact should be the mobile phone number of the person in charge.

⑥ Subject matter of work

Enter a brief description of work.

⑦ Time and date of work

Select the time and date using the Calendar/Time buttons.
*Time must be within the hours which the venue is reserved for.
*When there are multiple work days, add time and date information using the Add button.

⑧ Details of scheduled work

Enter the specific works to be conducted.

⑨ Scheduled number of work staff

Enter the number of work staff excluding the person in charge.

⑩ Special types of work

- If work includes special types of work=Click on the Input button → Fill in necessary information
- If work does not include special types of work=Click on the None button

⑪ Your supervision

Select Yes or No.

⑫ Communication wiring work

Select Yes or No.

⑬ Loading in/out

- Loading in/out of products=Select Yes or No
- Procedures= (If the above is Yes), loading in/out application is necessary. Select the application status.
- Scheduled date of loading in/out= Select the date using the Calendar

⑭ E-mail address

Enter your e-mail address.
*Application receipt number will be sent to the e-mail address

⑮ Click on the To Application Confirmation Screen button

"Application Confirmation Screen" → "Apply"
[Note] Inform the person in charge of meetings at the Forum of the application receipt number you receive

Please note in advance that the above rules are subject to change due to various reasons.

