

To: all ICFM5 exhibition booth users  
Subject: Display set-up and removal

## 1. Exhibition venue

Gallery-Next-1 of Akihabara UDX

Address: Akihabara UDX 4th Floor, 4-14-1 Sotokanda, Chiyoda, Tokyo)

Access by public transportation:

- From Denkigaijuchi Exit of Akihabara Station (JR): Two-minute walk
- From Exit No.1 or 3 of Suehirocho Station (Tokyo Metro Ginza Line):  
Three-minute walk
- From Exit No. 2 or 3 of Akihabara Station (Tokyo Metro Hibiya Line):  
Four-minute walk
- From Exit A1 of Akihabara Station (Tsukuba Express): Three-minute walk

## 2. Display set-up

- Booth users can carry in their display items to the assigned booth between 15:30 and 17:30 on Tuesday, September 27.

## 3. Display removal

- Booth users need to remove their display items from the assigned booth between 15:15 and 16:00 on Thursday, September 29.

Note: Removal will be after the final coffee break.

## 4. Carry-in/out by vehicle

- Be sure to email the following information to the ICFM5 Secretariat by September 21 if using vehicles to carry in/out display items.
  - Number of vehicles used for carry-in and carry-out
  - Approximate time of arrival
  - Approximate amount of display items (number of boxes)
- See the instruction on the next page for booth users using vehicles.

## 5. Elevators for booth users using vehicles

- Use only the following elevators: Elevators N-1, N-2 or L-7. No elevators except those can be used for carrying in/out display items.
- Only booth users can use those elevators with their display items. No other people are allowed.

### ◆Elevator specifications:

- N-1: Max.=1150kg/W1800×D1500×H2800 (Door: W1000×H2100)
- N-2: Max.=2500kg/W1800×D2000×H3000 (Door: W1400×H2400)
- L-7: Max.=1600kg/W2300×D1500×H2600 (Door: W1000×H2100)

To booth users using vehicles

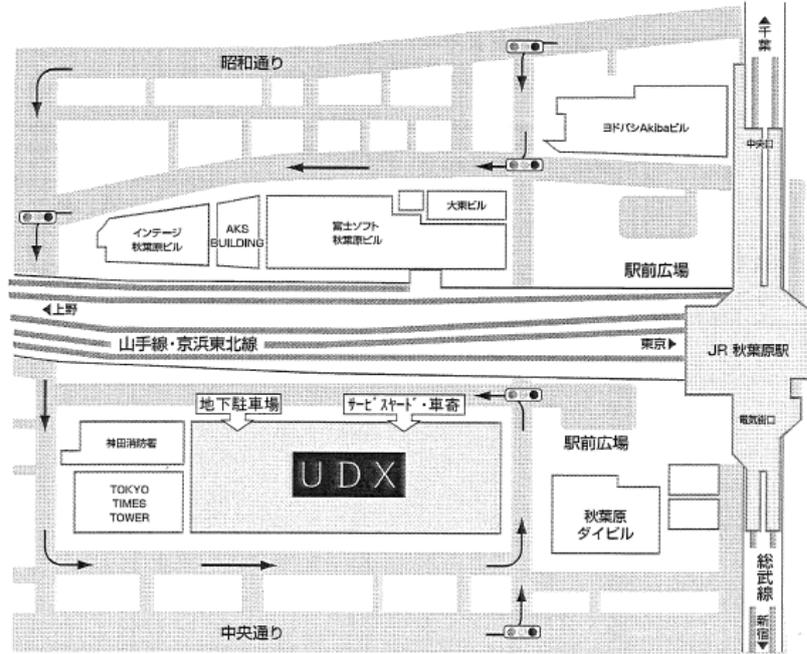
Booth users who plan to use vehicles for carrying in/out display items are required to notify the ICFM5 Secretariat by Wednesday, September 21 of the above information (see 4. Carry-in/out by vehicle) for security and other important reasons. Note that vehicles will not be allowed to enter the venue without this prior notification.

- ◆ loading/unloading space
  - Vehicle size: w3.0mxd7.0mxh3.4 (approximately up to Japanese 2-ton truck size). Vehicles larger than this size will not be allowed to enter the space. Please be sure of the size when arranging vehicles.
  - Do not use the loading/unloading space for other purposes such as stocking boxes or parking vehicles.
  - Follow the instructions from the security guards.
  - Move the vehicles right away when done with loading/unloading.
  
- ◆ Carry-in/out of display items from the loading/unloading space
  - Use the designated elevators (see 5. Elevators for booth users using vehicles) located at the east end of the first floor to carry in/out display items from/to the loading/unloading space.
  - Loading and unloading on a nearby street is not allowed in principle. If you need to use a public road for such a purpose, you need to apply for road occupancy permission from the police. Please contact the ICFM5 Secretariat in advance. Also note that you need to arrange security guards for traffic safety reasons when applying for road occupancy permission.
  - Booth users and their staff must take special care to follow the rule below.
    - Smoking, sitting, eating, drinking or other such behaviors is not allowed in the loading/unloading or other common use spaces.

<ビル周辺図>

\*日曜・祝日は、中央通りで歩行者天国が開催されています。関係者へ周知する際は、十分ご注意ください。

歩行者天国実施時間 4～9月/12:00～18:00 10～3月/12:00～17:00



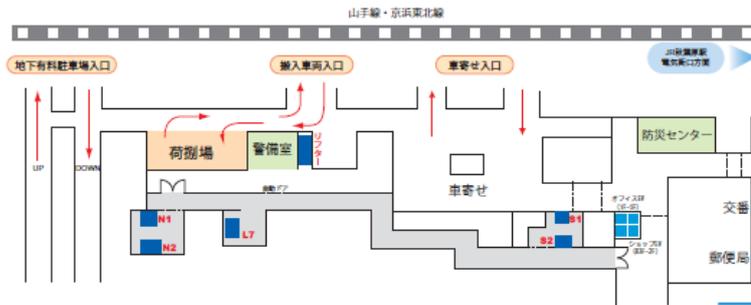
UDX ギャラリーネクスト (秋葉原UDX4F) 荷捌場・地下駐車場のご案内

<お問合せ> 03-3254-8421

■荷物搬入時における注意事項■

- ① 搬出入については事前に所定の申請が必要となります。
- ② 1階荷捌場警備員の指示に従い、1階荷捌場で積み降ろしを行ってください。
- ③ 最大車高3.4mとなります。
- ④ 会場(4階)への搬出入は、人荷兼非常用エレベーター(N1/N2)をご使用下さい。
- ⑤ 荷捌場での駐車時間は40分以内となります。
- ⑥ 搬出入後の車両については、お手数ですが地下有料駐車場へ移動願います。

<p><b>N-1号機</b></p> <ul style="list-style-type: none"> <li>・サイズ:1150kg・W1800×D1500×H2800 (出入扉:W1000×H2100)</li> <li>・停止階:地下3階～地下1階 1階～2階</li> <li>・運行時間:24h</li> </ul>
<p><b>N-2号機</b></p> <ul style="list-style-type: none"> <li>・サイズ:2500kg・W1800×D2000×H3000 (出入扉:W1400×H2400)</li> <li>・停止階:地下3階～地下1階 1階～2階</li> <li>・運行時間:24h</li> </ul>
<p><b>L-7号機</b></p> <ul style="list-style-type: none"> <li>・サイズ:1600kg・W2300×D1500×H2600 (出入扉:W1000×H2100)</li> <li>・停止階:1階～4階</li> <li>・運行時間:24h</li> </ul>



■地下駐車場■

<UDX/パーキング>

収容台数: 800台  
車高: 2.4m  
営業時間: 24h  
時間駐車: ¥100/12分  
1日料金: ¥2,000 (平日限定), 土・日・祝日 ¥3,000  
※24時間を越える場合は通常の駐車料金を加算します。  
また、1日料金は現金・Edy決済のみとさせていただきます。

バイク: ¥1,000・1回  
※バイクの場合は入庫ゲート機を通過して入庫し  
受付にて駐車料金を支払い、日付入り駐車券を  
受け取ってください。

<管理運営>

UDX/パーキング  
TEL: 03-5289-0989



秋葉原駅直結! 貸しホール「UDX ギャラリー/シアター/カンパレンス」

会場のご予約・ご見学は随時受け付けております。

