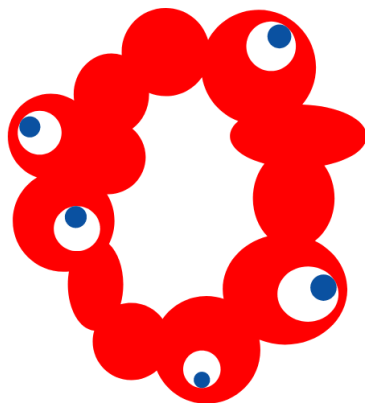


Event Guidelines (supplementary version)



OSAKA, KANSAI, JAPAN

EXPO
2025

Expo 2025 Osaka, Kansai, Japan

Users' Guide for Pop-Up Stage Outer East

July 2024

(Note)

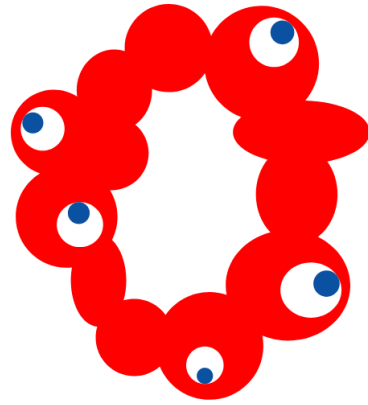
The contents described in this guide are current as of May 2024.
Please be reminded that it is subject to change going forward.

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Terms in this document

Expo	Abbreviation for "Expo 2025 Osaka, Kansai, Japan"
Association	Abbreviation for "Japan Association for the 2025 World Exposition"
Event Administration Centre	Organisation managing and operating the event facility indicated in this document.



OSAKA, KANSAI, JAPAN

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I

**Users' Guide for
Pop-Up Stage Outer East**

Basic Overview

1) Participation in Events

To the event organisers:

The purpose of the Users' Guide for Pop-Up Stage Outer East (hereinafter referred to as "Guide") is to enable smooth operations, from prior preparations to execution, for events to be held at the Pop-Up Stage Outer East. Make sure to sufficiently understand the contents described before planning and working on the executional operation of events. Note that the contents described in this guide is as of May 2024. Please be reminded that it is subject to revision and change going forward. Note that if there are any revisions or changes to the described contents, you will be notified once again.

When holding events at the Expo Site, there are various elements that require compliance or consideration. Sufficiently understand this guide and respective Expo rules, and smoothly operate the execution in a manner that gives consideration to not only the events to be held but also the safety of Expo visitors.

In this guide, "event" refers to various projects and events held in the event facility, "Association" to Japan Association for the 2025 World Exposition, and "event holder" to users of the event facility (presenters, event staff, event associates, respective secretariats and agencies).

Additionally, "executional operation" refers to all event organisers' work in preparation for the event up to delivery, operation, and removal.

- ① The event organisers should engage in work, from prior preparations to executional operation, under their own responsibility.
- ② If the work causes any changes to the exterior or equipment of the event facility, restore them to the original state. In the event there are any impairment, soiling, or losses to equipment, all damages should be compensated.
- ③ Submit execution plans by the designated due dates.
- ④ Respective applications will be required for accreditation cards (AD Pass) and others to enter the Expo Site for the work, including prior meetings, site visits, and executional operation.
- ⑤ The operation hours of the Expo Site is 9:00 a.m. to 10:00 p.m. (The setting of event hours will be described later.)

When operating the execution of events, anticipate various situations that may occur, and take safety measures. Additionally, The event organisers are obligated to subscribe to respective insurances.

- ⑥ The Expo will be a space to return to our point of origin, or life, and be mindful of our own and others' lives; face various lives brought to life in nature; and explore a future where the world can continue. Additionally, the world uniting at an exposition at this age—a transitional period—is meaningful, and sharing the picture of the future society for our lives will be a new step for the world 2025 onward. Prepare and execute events while keeping in mind to materialise these points.
- ⑦ Based on the theme of "Designing Future Society for Our Lives" and the Expo Site design concept of "While Diverse One", the Expo aims to respect individual values and individualities and realise universal design that is easy to use for visitors from all over the world, regardless of country/region, culture, race, SOGIESC, generation or disability. The Expo therefore promotes barrier-free accessibility in the Expo Site for the elderly and people with disabilities. Operate the execution of events in a manner that gives consideration to barrier-free accessibility for all people.
- ⑧ The following events and event-related acts are prohibited at the Pop-up Stage Outer East.
 - a. Contents that violate public order and morality, and contents that breach laws and treaties
 - b. Contents that are problematic in terms of security
 - c. Defamation or slander toward specific countries, associations, and companies
 - d. Contents that may pose dangers to visitors or facilities
 - e. Contents that extremely deviates from plans at the time of applications
 - f. Other than the above, contents deemed to be difficult in terms of management and operation
- ⑨ As a general rule, provisions in this guide and respective guidelines should be complied with when executing events. If there are any unclear points regarding contents, notify about them.

2) Concept of Events

Role of events at the Expo

The Expo is not just an exposition on science and technology.
An individual's challenge, or someone's step forward,
rouses the sense of life and excitement,
stirs inspiration and resonance, and moves humans' future.

A cycle generated through the Expo's events
"A space to generate a cycle
for the future,
"leading to next lives"

Concept of Events

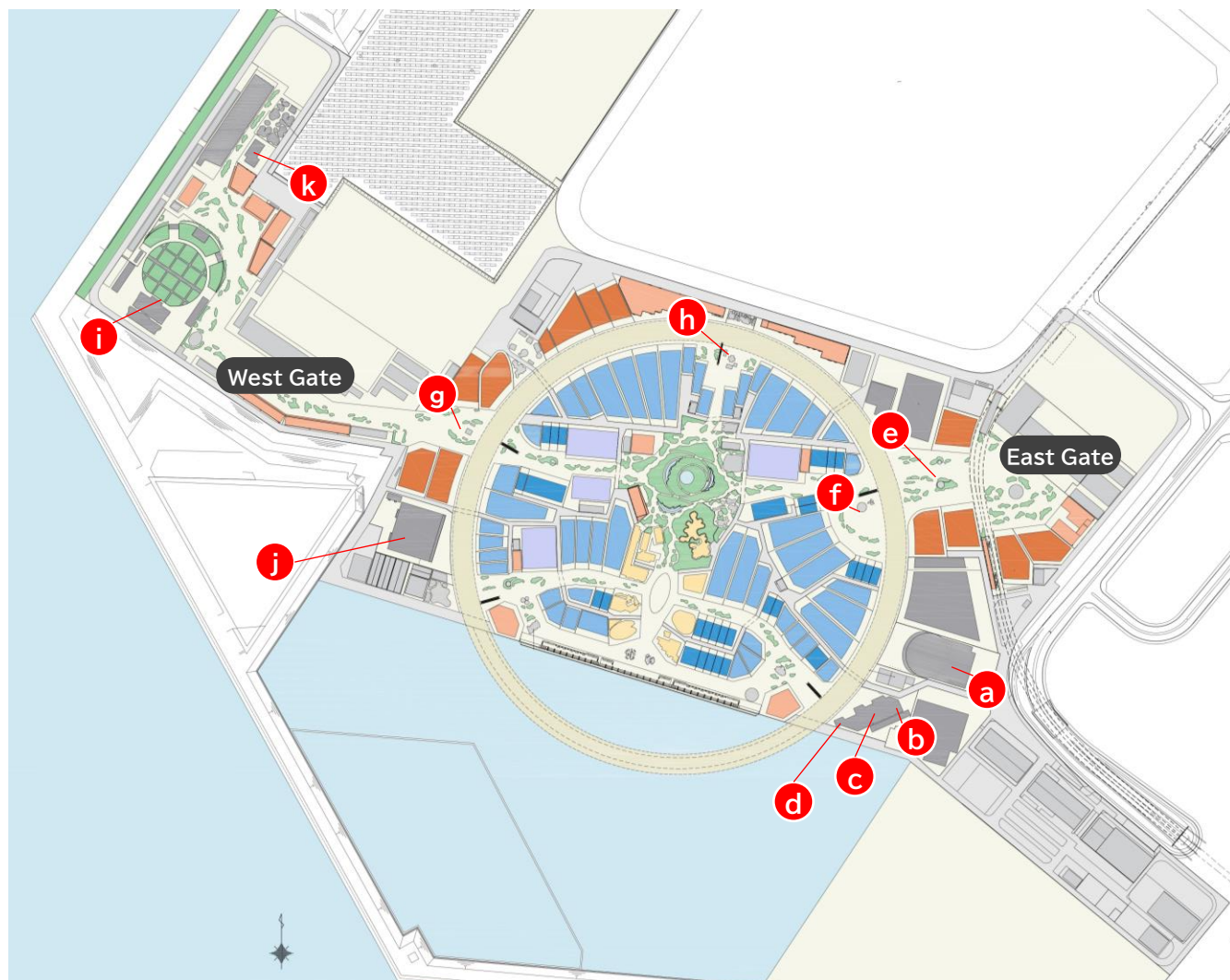
THAT ONE STEP WILL SHIFT THE FUTURE.

その一歩が、未来を動かす。

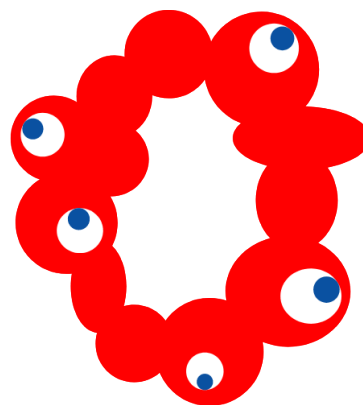
Create opportunities for all Expo Participants to take "a step that connects lives to the future."

- 01 Is that one step on your own motive from within?
- 02 Is that one step an unknown experience?
- 03 Will that one step serve to come out of your shell?
- 04 Will that one step move someone's heart?
- 05 Is that one step an endeavour leading to the future?

3) List of Event Facilities



	Official Name, "[Nickname]" Note: Nicknames indicated only for those given nicknames.	Former Name	Description of Facility	Indoor or Outdoor
a	EXPO Hall "Shining Hat"	Event Hall 1	Circular stage Guest seats: approximately 1,900	Indoor
b	EXPO National Day Hall "Ray Garden"	Event Hall 2	Semi-open air hall serving as main venue for National Day and Special Day Guest seats: approximately 500	Indoor (Semi-open air)
c	Gallery East	Japanese Traditional Culture Area Exhibition Space on First Floor	Indoor exhibition space Floor area: approximately 300 m ²	Indoor
d	Pop-Up Stage South	Japanese Traditional Culture Area Outdoor Small stage	Roofed outdoor stage Viewing space: space in front of stage	Outdoor
e f g h	Pop-Up Stage e. Outer East, f. Inner East, g. West, h. North	Small Stage	Roofed stage of approximately 50 m ² Viewing space: pathway and space in front of stage	Outdoor
i	EXPO Arena "Matsuri"	Outdoor Event Space	Roofed stage and open space Standing area: approximately 16,000 persons	Outdoor
j	EXPO Exhibition Center "WASSE"	Messe	Indoor exhibition space Floor area: 2 plots of approximately 2,000 m ² (per plot) Note: Total floor area of approximately 4,000 m ²	Indoor
k	Gallery West	Gallery	Indoor and outdoor exhibition space Floor area: Indoor exhibition space of approximately 200 m ² , outdoor exhibition space of approximately 300 m ² , indoor exhibition space of approximately 100 m ²	Indoor or Outdoor



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II

Users' Guide for Pop-Up Stage Outer East Outline of the Facility

1) Outline of the Facility

e Pop-Up Stage Outer East

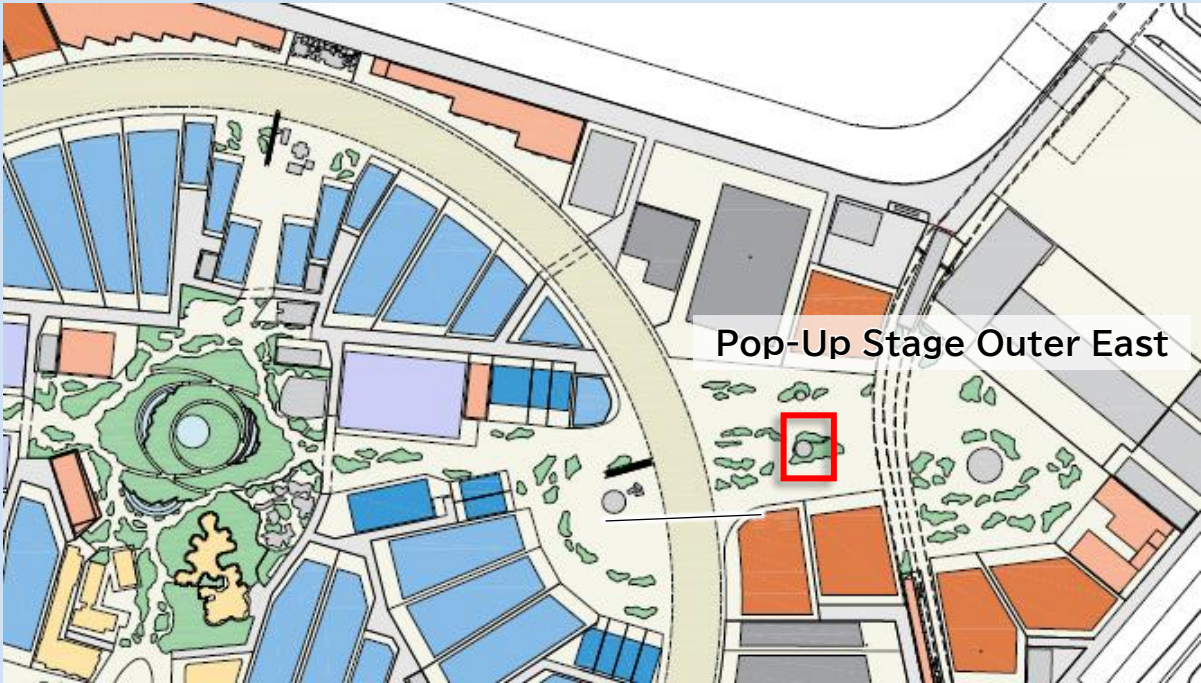


Image of exterior

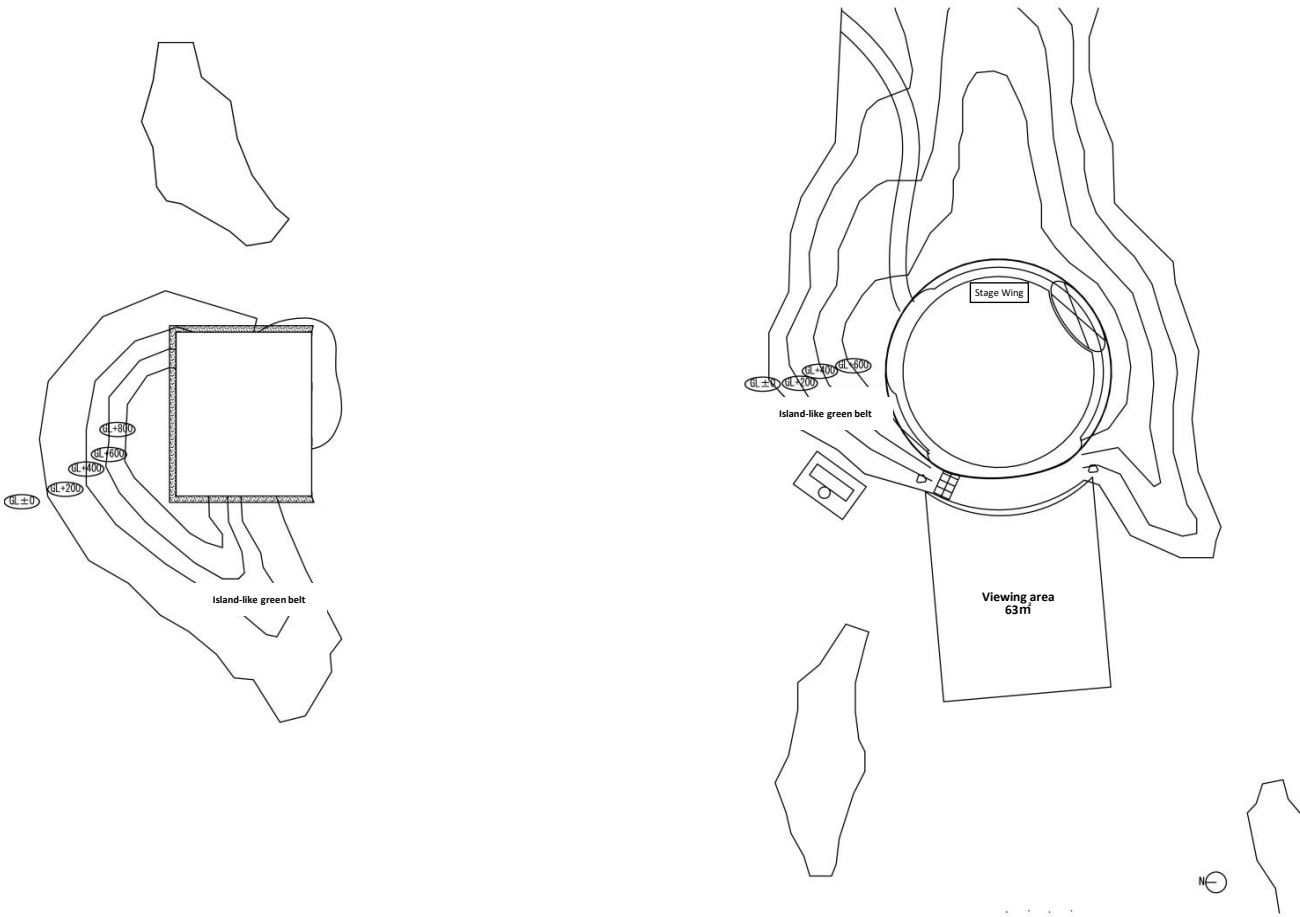


Image of stage

Form of stage	Circular Stage: approx. 78.22㎡ (Diameter approx. 10 m)
Auxiliary equipment (backyard)	backstage
Note	•No smoking in all areas •No food and drinks allowed on stage

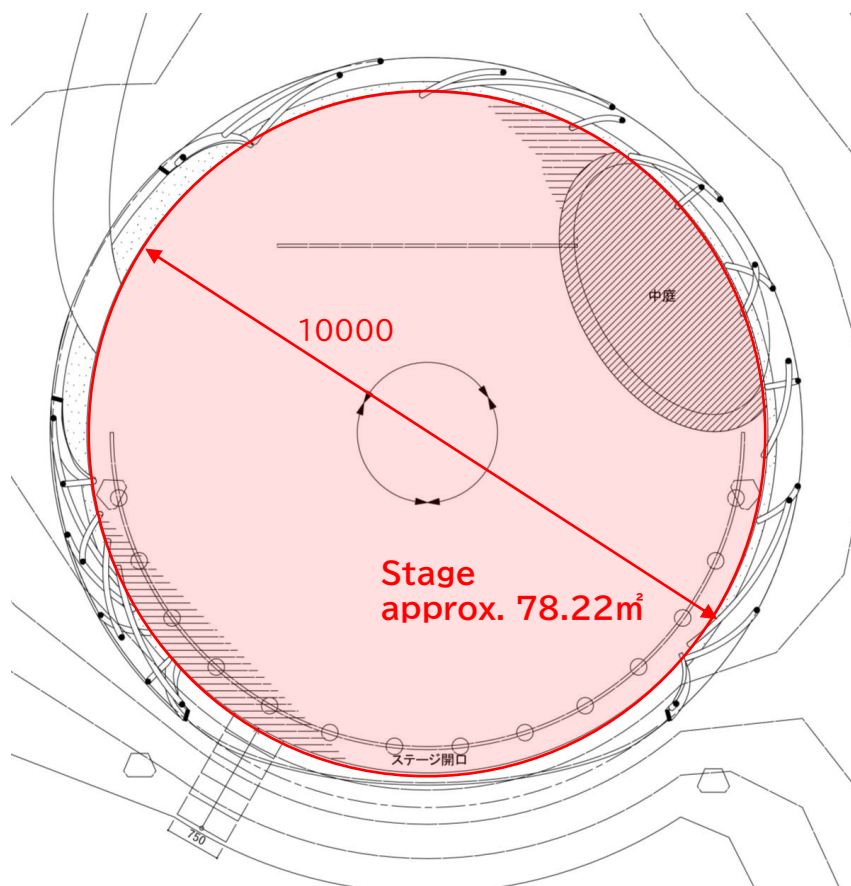
2) Drawings of the Facility

Ground plan

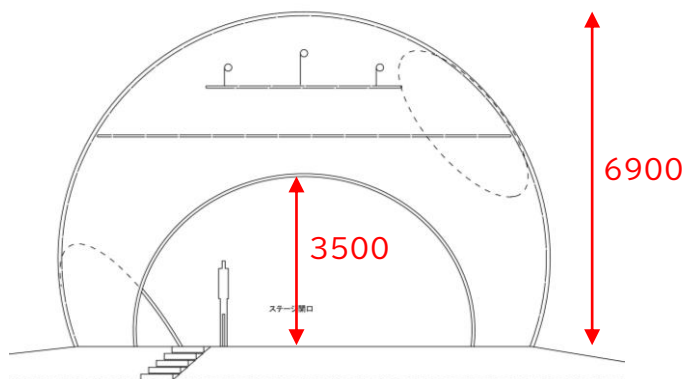


3) Outline of Stage Area

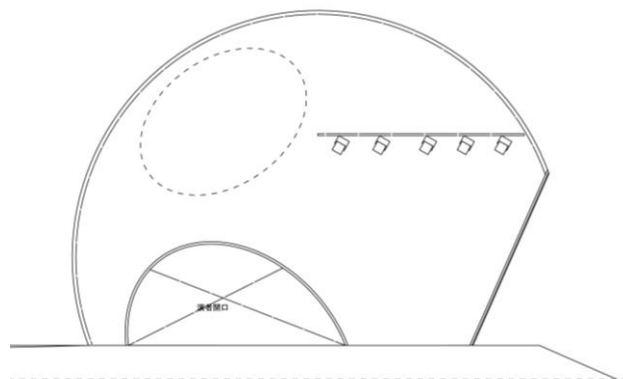
1. Stage area



Ground plan



Elevation plan

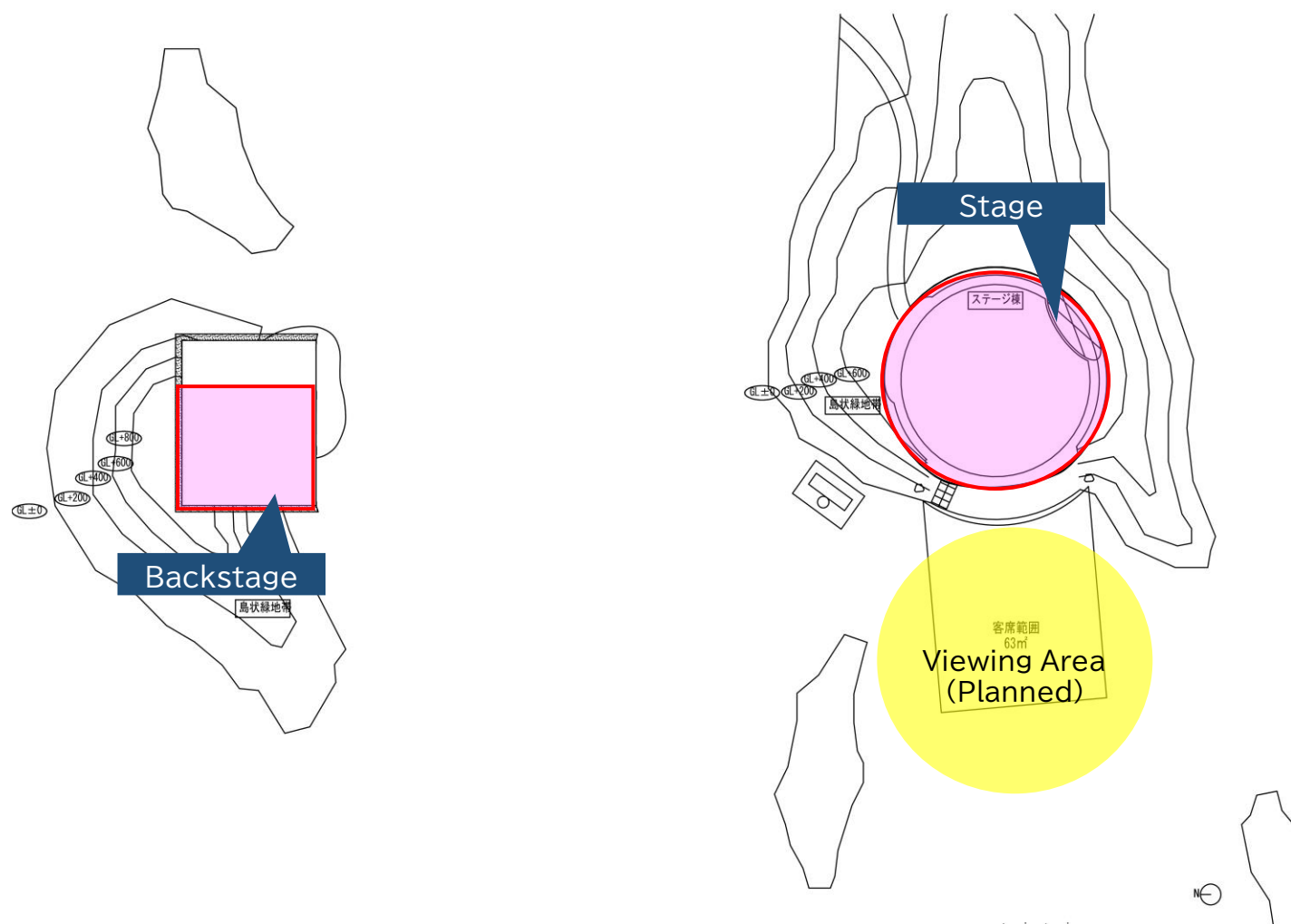


Side plan

4) Event Area

1. Usable location and space

The area encircled in red in the following drawing can be used.



5) Permanently Installed Equipment and Supplies in Facility

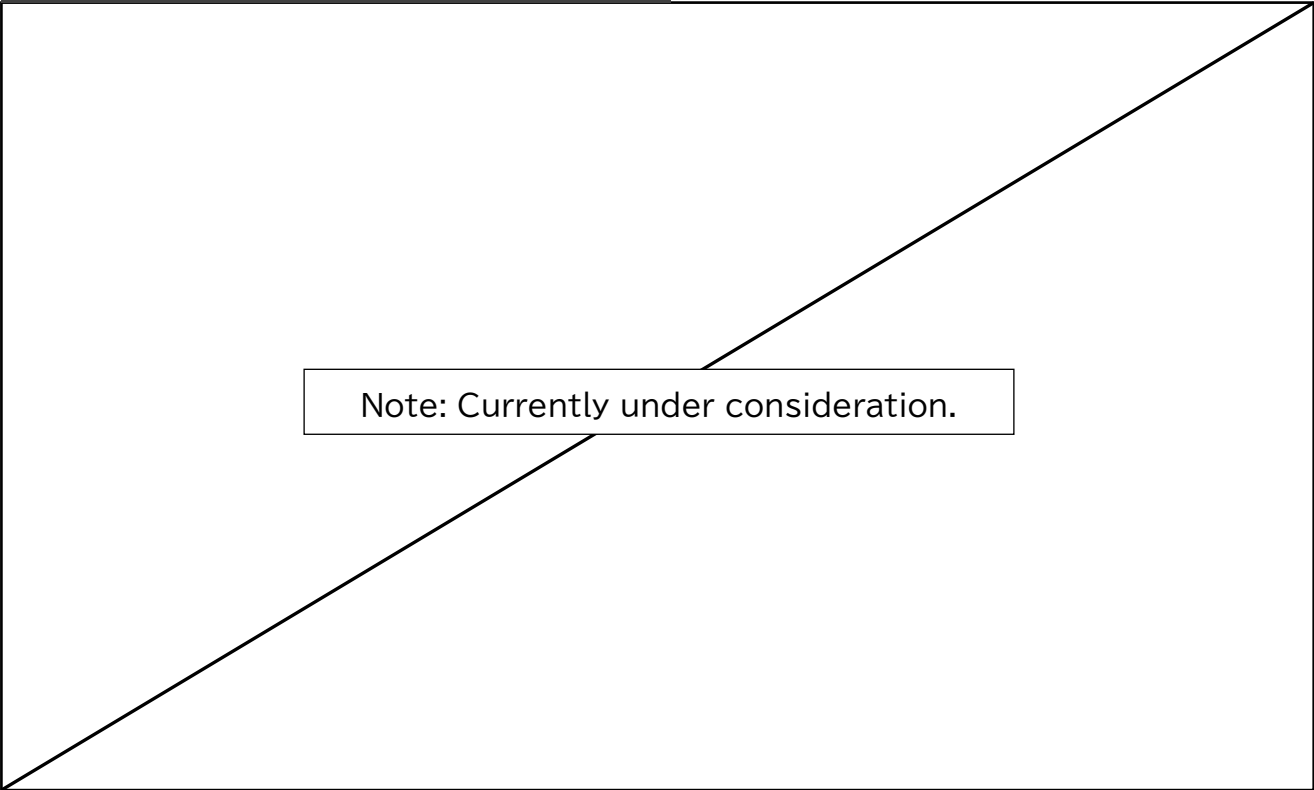
- Permanently installed equipment and supplies indicated in the list can be used for no charge.
Note: The list is currently being arranged and will therefore be notified once again.
- If any machinery, materials, and equipment are necessary, the event organisers are asked to prepare them.
- Regarding the audio and lighting equipment, be requested to use the ones in the list, and as a general rule, no additional equipment will be allowed.
- *The installation location for each equipment is being arranged.

1. List of sound equipment

Sound System	Main speaker	Details currently being arranged
	Side monitor speaker	
	Booth monitor speaker	
	Power amplifier	
	Mixer	
	CD deck	
	Wireless microphone	
	Digital mixing console	
	Other operational audio equipment	

Note: As of May 2024. They are subject to change going forward.

Installation location of audio equipment



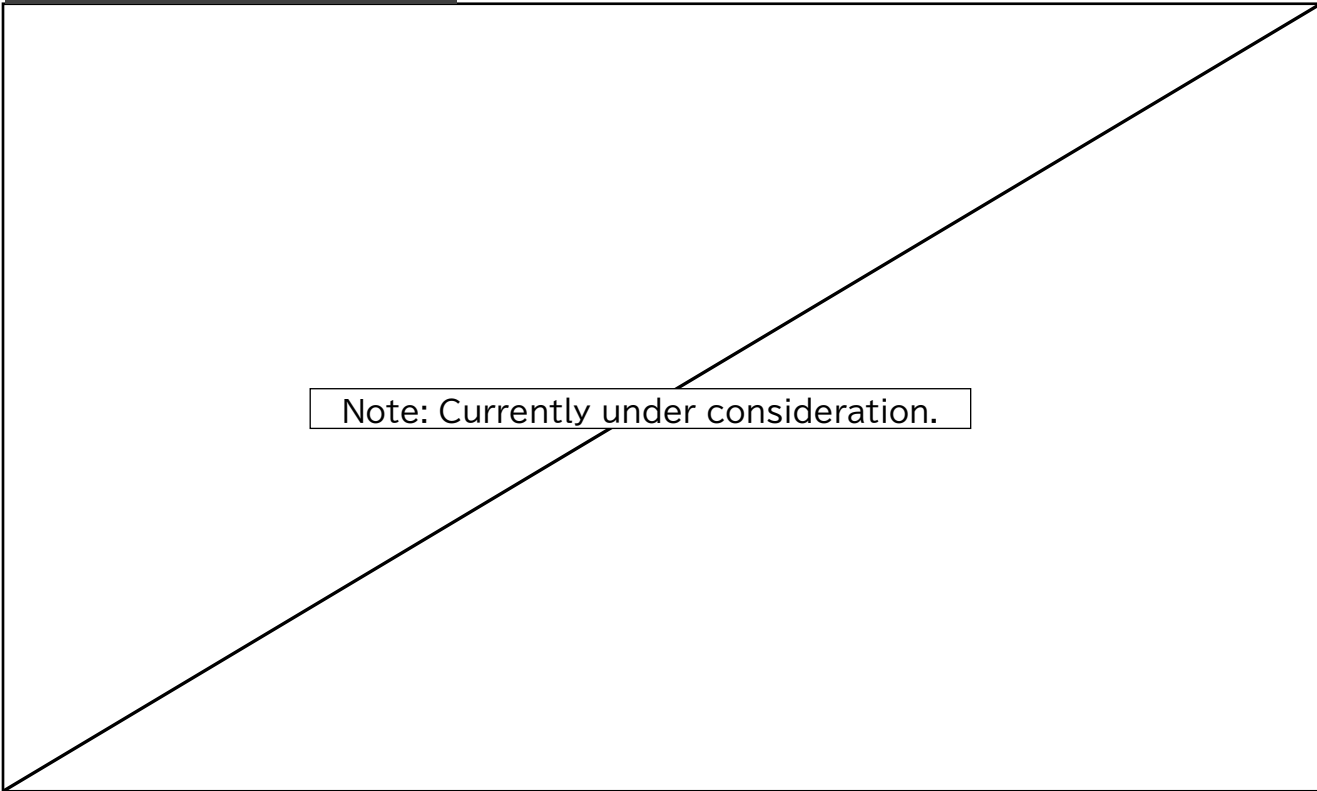
5) Permanently Installed Equipment and Supplies in Facility

2. List of lighting equipment

Lighting	LED PAR light	Details currently being arranged
	DMX controller	
	DMX splitter	

Note: As of May 2024. They are subject to change going forward.

Lighting installation location



3. List of stage supplies

No.	Supply	Specification	Volume	Remarks
1	Pipe chair	Details currently being arranged		
2	Long table			

Note: As of May 2024. They are subject to change going forward.

4. List of operation supplies

No.	Supply	Specification	Volume	Remarks
1	Belt partition	Details currently being arranged		

Note: As of May 2024. They are subject to change going forward.

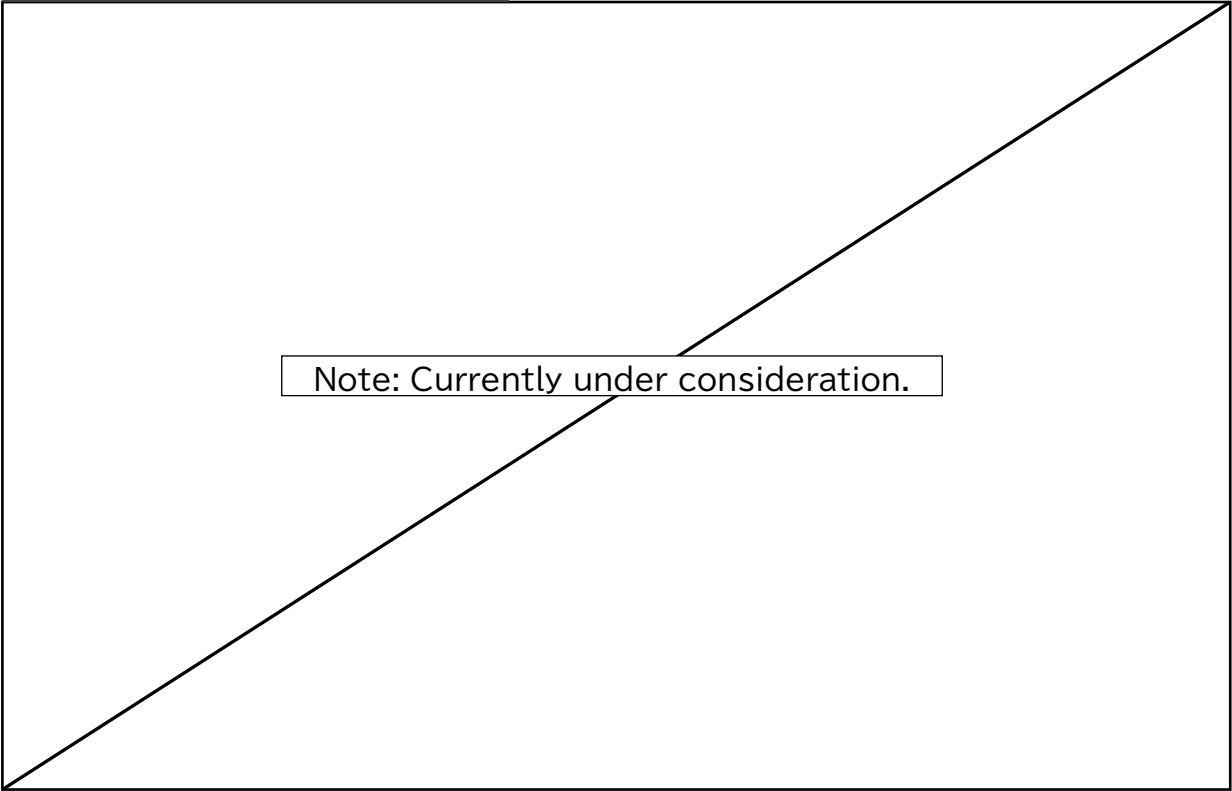
5) Permanently Installed Equipment and Supplies in Facility

5. List of video equipment

Video Equipment	Equipment for projection mapping	Details currently being arranged	
	Server for projection mapping		
	HUB		

Note: As of May 2024. They are subject to change going forward.

Video installation location



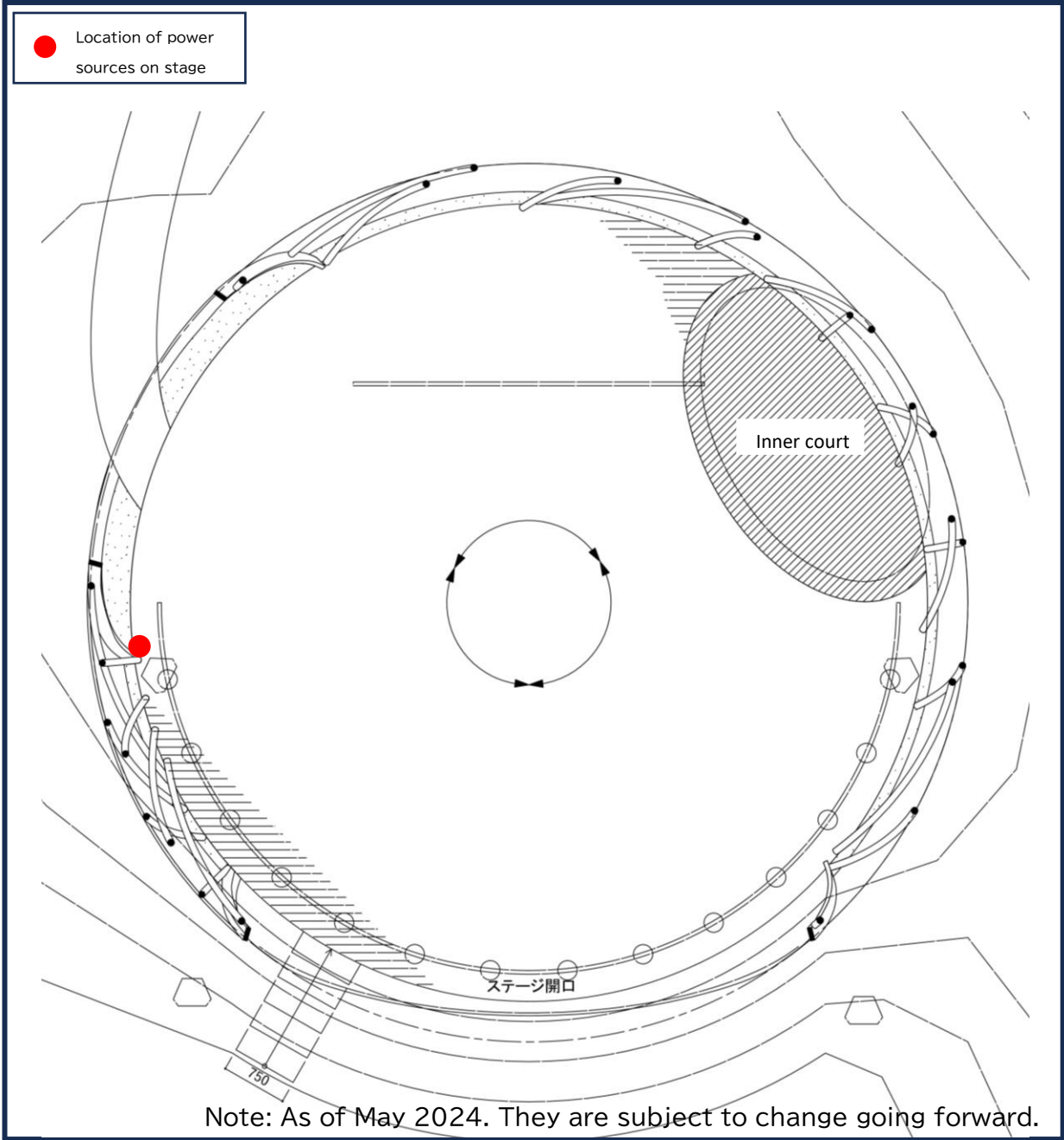
6) Permanently and Temporarily Installed Power Supply Equipment

1. Permanently and Temporarily Installed Power Supply Equipment

- At the Expo, which aims to actualise sustainability through its preparation and operation, Participants are prohibited from bringing in power generators and power-supply vehicles.
- As a general rule, limit power used at events to within the power volume in facilities.
- If the event organisers expect to exceed the power volume in facilities, they are asked to consult the Association in advance.

category		stage	others
	for stage	100V15A	

Note: As of May 2024. They are subject to change going forward.



7) Usage Fee

1. Facility usage fee and Common service fee

The full amount of the facility usage fee and common area fee must be paid in advance. In the event of cancellation by the event organiser, the facility usage fee is non-refundable. The cancellation policy and payment period will be announced separately (in the Terms of Use). *Consultation is required for 1 hour or 2 hours of use.

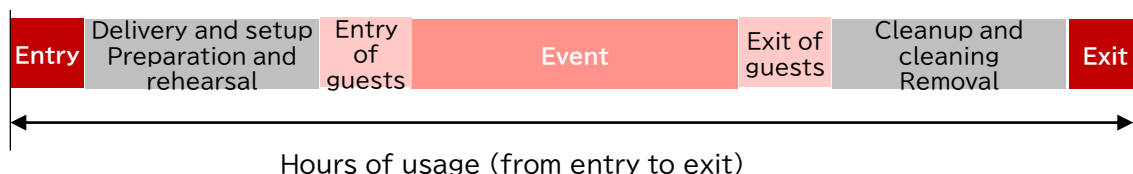
Facility Name	Usage Category		Event Facility Usage Fee (tax included)	
			1 slot	Basic Hours 9:00 a.m. to 9:00 p.m.
			3 hours	12 hours
Pop-Up Stage Inner East	3 hours	a. 9:00 a.m. to 12:00 p.m. b. 12:00 p.m. to 15:00 p.m. c. 15:00 p.m. to 18:00 p.m. d. 18:00 p.m. to 21:00 p.m.	23,100 yen	92,400 yen

*As a general rule, the use of facilities including installation and removal shall be allowed during the "basic usage hours." If there is a possibility that you will be using the facilities outside of these hours for unavoidable reasons, please consult with the Association in advance.

In such cases, there will be a facility usage fee for use outside general hours, a common area fee, and staff attendance labour fee. Details regarding the amounts will be provided during the individual consultation.

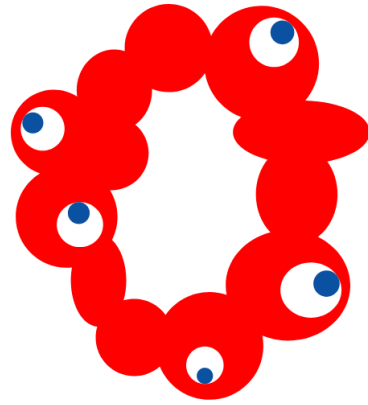
Hours of event facility usage

- Event facilities will be available for use only during the applied period.
- The hours of usage include the time from entry to exit of all associates.
- Please return the stage/backstage in its original state and leave the venue completely within the time you registered so that the next event organiser may use it.



Item	Details of Item	Basic Hours 9:00 a.m. to 9:00 p.m. Usage Fee (tax included)
Common service fee	Electricity, the cost of the proposed insurance coverage by the Expo Association(*excluding PL insurance: product liability insurance), and expenses related to the use of the dressing rooms (including ancillary facilities) *A flat fee is charged regardless of the scope of use. *For more details on the insurance coverage, please refer to pages 39 and 40.	7,670 yen / every 3 hours 30,680 yen / 12 hours

Depending on the nature of the event, there may be fees for disposing of waste on site.



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III

Users' Guide for
Pop-Up Stage Outer East
**Flow in
Holding Events**

1) Flow of Prior Meeting

The following are schedules and contents of prior coordination. Further details will be provided separately by Expo'25 Event Support Team for the event organisers.

1 Informational session on facility usage Note: Schedules are currently being arranged.

An informational session on facility usage will be held after the issuance of this Guide.
The event organisers may also view the distributed archive of the informational session at a later date. Details will be separately notified.

2 Submission of event overview form Note: The period of submission is by four months prior to the day of the event.

After understanding this Guide, consider the contents of the event, fill in the event overview form, and submit. The event overview sheet serves to coordinate in advance the scale of the event and contents of staging. When submitting, fill in all items so that there are no empty fields.
Note: Contents may be changed afterward.

3 First event meeting Note: The meeting will be held by two months prior to the day of the event.

The Event Administration Centre will issue explanations, notices, and documents alike those indicated below. The Association will ask the event organisers about plans, preparations, and progress of events. Bring documents that clarify the contents of events as much as possible. Note that the number of attendees from the event organisers should be the minimum necessary number of people when holding event meetings.

Notes:

- The event organisers may be asked to hold meetings early depending on the contents of the event.
- Meetings joined by police and relevant organisations may be necessary depending on the contents of the event.

▼Contents of the meeting

- a. Explanation on application procedures for respective permits on the day of the event.
- b. Explanation on the usage of the event facility.
- c. Explanation on respective rules on hours that vehicles can enter.
- d. Explanation on methods of parking space usage.
- e. Confirmation of prohibitions and notification on precautions concerning lighting, sound, and stage sets at respective event facilities.
- f. Issuance of respective application forms, notifications, formats of entries, and documents.
- g. Confirmation of machinery and materials the event organisers plan to bring in that require applications.

4 Second event meeting Note: The meeting will be held by one month prior to the day of the event.

The following will be confirmed and coordinated while taking into account the operation of the actual event. Submit filled in respective documents and application forms issued at the first meeting.

▼Contents of the meeting

- a. Receipt and confirmation of respective application forms (data) concerning day of the event.
- b. Receipt and confirmation of respective documents to be submitted, such as the event execution plan form.
- c. Confirmation and adjustment of execution schedule, and instructions on revision and changes (in general, from delivery to the event and removal).
- d. Confirmation of the contents of the event, and confirmation of the program and script.
- e. Confirmation of the setup map (plan map) for lighting, sound, and stage sets, and instructions on changes.
- f. Confirmation of the plan for backstage usage and plan for the usage of permanently installed equipment.
- g. Confirmation of the contents of the plan for security and leading of guests.
- h. Confirmation of plans for publicity and public relations activities (concerning sign boards, distributed items, exhibits, media, and others).
- i. Confirmation and guidance on respective required applications and notifications to respective relevant parties for the execution of the event.

1) Flow of Prior Meeting

5 Third event meeting Note: The meeting will be held by two weeks prior to the day of the event.

This is the last meeting to help the event organisers take all precautions in preparation for the event. Final confirmations and guidance will be provided for all matters. These include activities at the event and operational plans indicated below, such as the issuance of AD Pass and vehicle permits for entry, exit, and parking.

The event organisers should make sure to submit all documents that were asked to be changed, revised, or submitted at the second meeting.

▼Contents of the meeting

- a. Issuance of respective permits for the day of the event.
- b. Finalisation of schedules for event execution.
- c. Confirmation of the contents of the event, and confirmation of the program and script (final version).
- d. Confirmation of map (final version) on lighting, sound, and stage set preparation.
- e. Confirmation of breakdown of special effect equipment for staging that will be used.
- f. Confirmation of plan for backstage usage and plan for facility and supply usage.
- g. Confirmation of plan for security and leading of guests.
- h. Confirmation of copies of certificates of acceptance for respective necessary applications.
- i. Confirmation and revision of the contents of communication and PR activities.

<Precautions on meetings>

- ✓ The dates and places of event meetings will be separately notified.
- ✓ When the Event Administration Centre in the Expo Site serves as meeting venue, AD Pass will be required. Procedural methods will be notified at a later date. Note that AD Pass issued for event meetings serve to permit entry of people. The event organisers cannot enter the Expo Site with vehicles.
- ✓ When visiting the Expo Site for meetings, all participants should enter together, and all participants should exit together promptly after the meeting ends.
- ✓ Receipt procedures for respective documents and permits will require affixing of the responsible person's seal. The event organisers' requests to visit the Expo Site at occasions other than the pre-set dates and times will not be accepted.
- ✓ The event organisers will bear telecommunication expenses, travel expenses, and other expenses incurred for prior coordination, respective applications, and holding the event.
- ✓ Security checks including baggage inspections will be performed when entering the Expo Site. Do not bring in items prohibited from being brought into the Expo Site.

Notes:

- The periods respective meetings will be held are rough images. The period and frequency of meetings may change depending on the contents of the event. Specific location/date and time will be communicated later from the Association (Event Management Centre).
- Contact the Association (Event Administration Centre) for inquiries as needed even if it is outside of the event meeting period.

2) List of Documents to Submit

Documents to be submitted can largely be divided into two types: execution plans and respective application forms.

(1) Execution plans (Note: In the remarks section, those indicated with circles are submission required, and those indicated with triangles should be submitted as needed depending on the contents of the event.)

▼ **Submission due date: By four months prior to the day of the event. Due dates will vary depending on how prior reservations are made.**

Type	Main Contents	Form, Specification	No. of Copies	Remarks
a. Event overview form	Indicate event overview (e.g., contents of the event, scale of staff and presenters, overall schedule including time for setup and removal, plan and map for venue usage).	Form 1		○

▼ **Submission due date: Second meeting (one month prior).**

Type	Main Contents	Form, Specification	No. of Copies	Remarks
b. Event execution plan form	Specifically indicate the details, presenters, and staging of the event.	Form 2		○
c. Executorial operational schedule	Indicate time tables for the executorial operation from delivery to removal.	Form 3		○
d. Plan for indications of names	Specifically indicate locations and size of posting and design.	Form 4		○
e. Plan for items brought in	Indicate the names, specifications, and volume of items brought in that require applications (to respective governing organisations such as the police).	Form 5		○
f. Application for supply usage	Indicate the usage of permanently installed equipment and respective supplies.	Form 6		△
g. Application form for samplings	When holding samplings.	Form 7		△
h. List of power volume required for machinery and materials brought in	List of power volume required for machinery and materials brought in.	Form 8		△
Facilitation script	Specifically indicate the facilitator's comments, staging, entry and exit of presenters, cues, and set changes.			○
Map on stage set preparation	Indicate the setup of the area used for the event and allocation of installed items.			△
Respective types of specification maps	Indicate details and specifications of the setup and installed items (including sign boards, signs).			○
Respective types of samples	Samples of distributed items, and samples of tickets for reserved seats.			△

(2) Application forms (Note: In the remarks section, those indicated with circles are submission required, and those indicated with triangles should be submitted as needed depending on the contents of the event.)

▼ **Submission due date: Second meeting**

Type	Form, Specification	Remarks
a. Event security plan		○
b. Application form for AD Pass		○
c. Application form for vehicle entry, exit, and parking		△
d. Application form for radio microphones and radiotelephonies		△
e. Application form for copyrighted work		△

Otherwise, for documents applied to relevant organisations as needed, such as those for swords or fierce animals, submit the certificate of acceptance of application forms at the third meeting.



**Bureau
International
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Japan Association for the 2025 World Exposition