

OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

Japan Association for the 2025 World Exposition

# **EXPO Arena “Matsuri” Guidelines**

10 June, 2024

\*The contents of this guide are current as of June 2024.  
Please note that there may be changes in the future.

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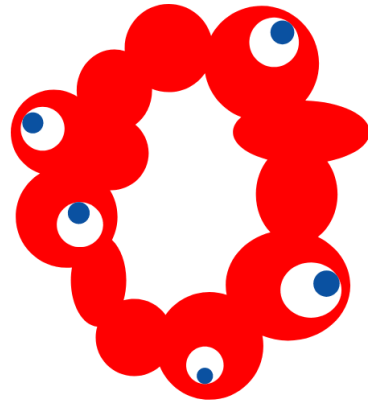
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<b>The Expo</b>	Abbreviation of “Expo 2025 Osaka, Kansai, Japan”
<b>The Association</b>	Japan Association for the 2025 World Exposition
<b>Event Management Center</b>	The organisation responsible for the management and operation of the event facilities described in this document. Serves as the point of contact for event organisers in the implementation of events.

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OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

# **EXPO Arena “Matsuri” Facility Guidelines**

**I**

## **Basic Overview**

## 1) Participation in Events

### To the event organisers:

The purpose of the Users' Guide for EXPO Arena (hereinafter referred to as "Guide") is to enable smooth operations, from prior preparations to execution, for events to be held at the EXPO Arena. 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, "The event organisers" to users of the event facility (presenters, event staff, event associates, respective secretariats and agencies).

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

- ① The event organizers 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 cards) 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 EXPO Arena.
  - 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。**

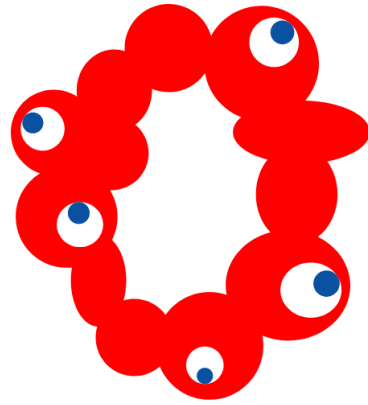
Create opportunities for all Expo Participants to take “a step that connects lives to the future.”

- 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
<b>a</b>	EXPO Hall "Shining Hat"	Event Hall 1	Circular stage Guest seats: approximately 1,900	Indoor
<b>b</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)
<b>c</b>	Gallery EAST	Japanese Traditional Culture Area (Exhibition Space on First Floor)	Indoor exhibition space Floor area: approximately 300 m <sup>2</sup>	Indoor
<b>d</b>	Pop-Up Stage South	Japanese Traditional Culture Area (Outdoor Small Stage)	Roofed outdoor stage Viewing space: space in front of stage	Outdoor
<b>e, f, g, h</b>	Pop-Up Stage e. Outer East, f. Inner West, g. West, h. North	Small Stages	Roofed stage of approximately 50 m <sup>2</sup> Viewing space: pathway and space in front of stage	Outdoor
<b>i</b>	EXPO Arena "Matsuri"	Outdoor Event Space	Roofed stage and open space Standing area: approximately 16,000 persons	Outdoor
<b>j</b>	EXPO Exhibition Center "WASSE"	Messe	Indoor exhibition space Floor area: 2 plots of approximately 2,000 m <sup>2</sup> (per plot) Note: Total floor area of approximately 4,000 m <sup>2</sup>	Indoor
<b>k</b>	Gallery WEST	Gallery	Indoor and outdoor exhibition space Floor area: Indoor exhibition space of approximately 200 m <sup>2</sup> , outdoor exhibition space of approximately 300 m <sup>2</sup> , indoor exhibition space of approximately 100 m <sup>2</sup>	Indoor or Outdoor



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## **EXPO Arena “Matsuri” Facility Guidelines**

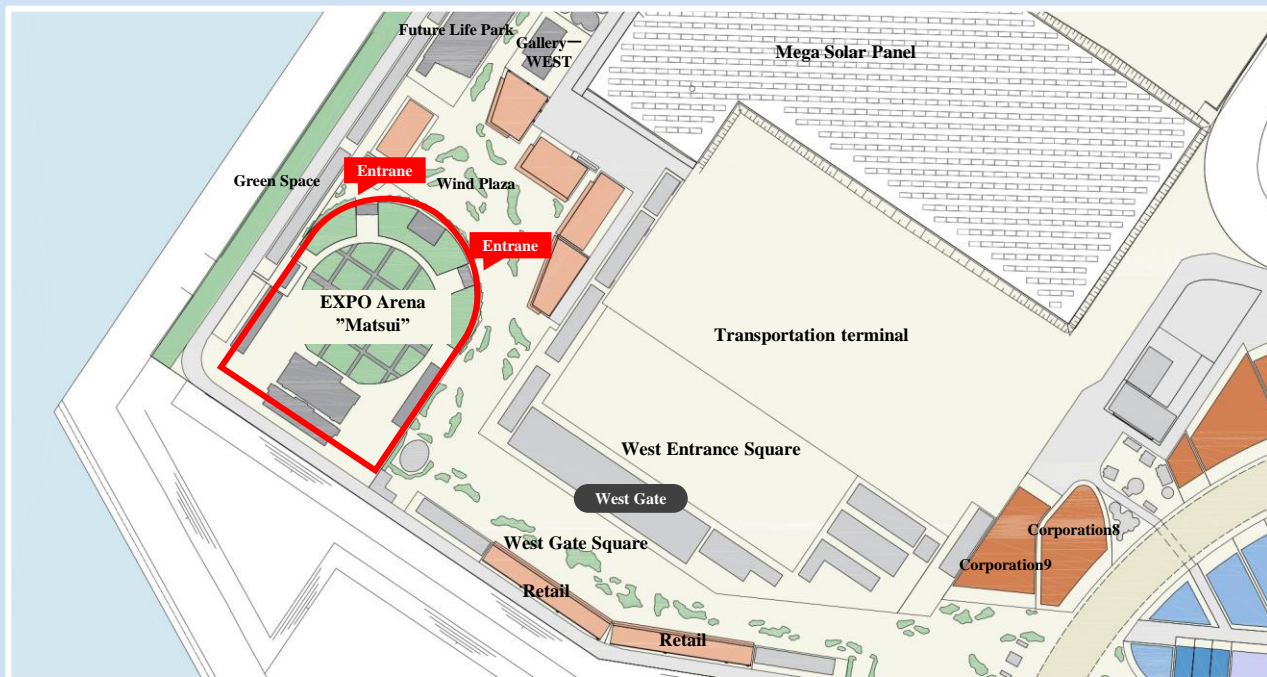
**II**

### **Facility Overview**

1) Facility Overview



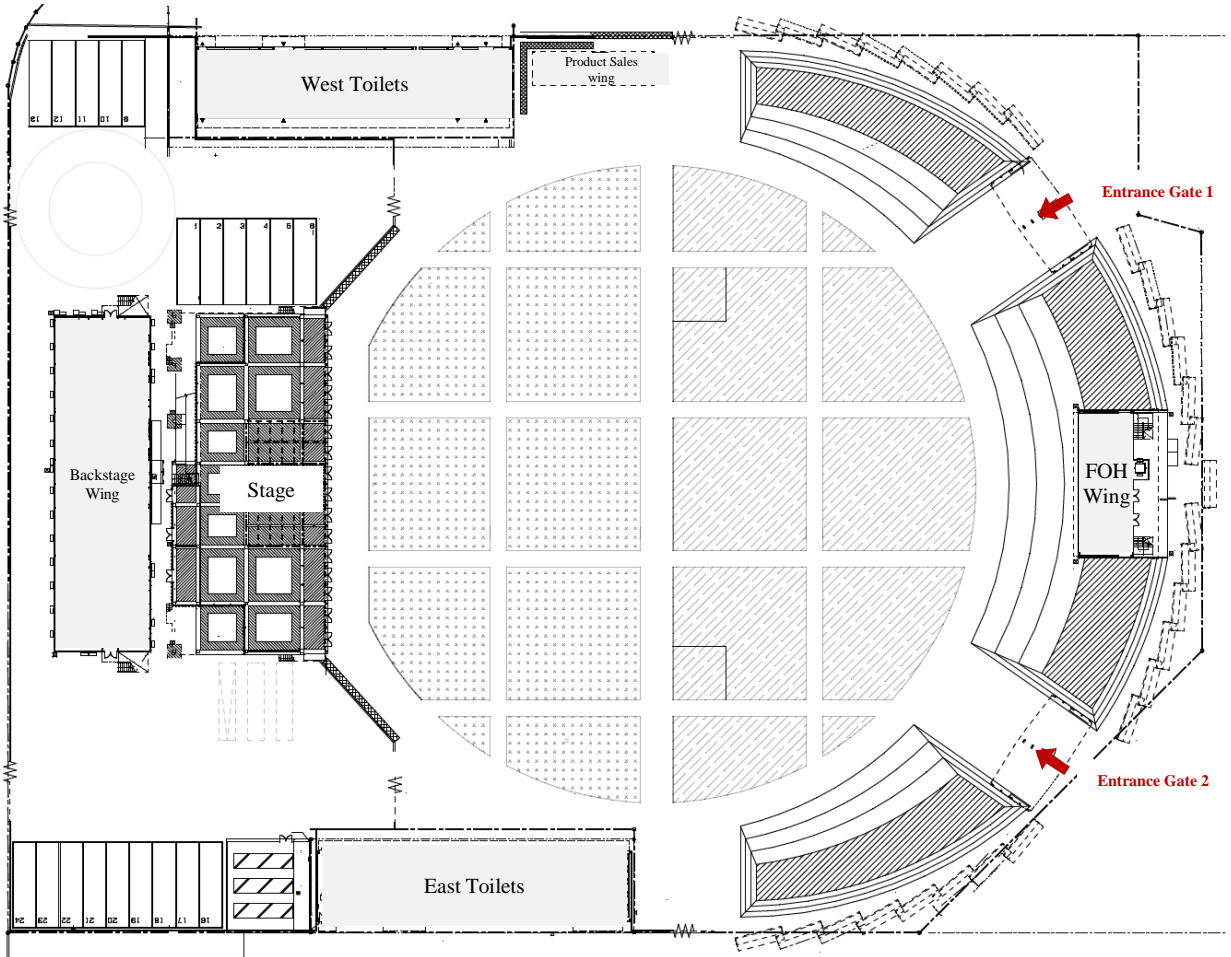
# EXPO Arena “Matsuri”



Building Overview	Steel-frame structure
Capacity	Approximately 16,000 persons (no audience seating; artificial grass used on the ground of the viewing space)
Form of Stage	Outdoor stage with roof (opening approximately 18m, opening height approximately 10m, depth 10.8m)
Overview of Equipment	<ul style="list-style-type: none"> <li>- Basic sounds and lighting equipment</li> <li>- Large LED video system</li> <li>- Height-adjustable hanging bars</li> </ul>
Auxiliary Facilities	VIO rooms(FOH wing), dressing rooms, product sales wing, etc.

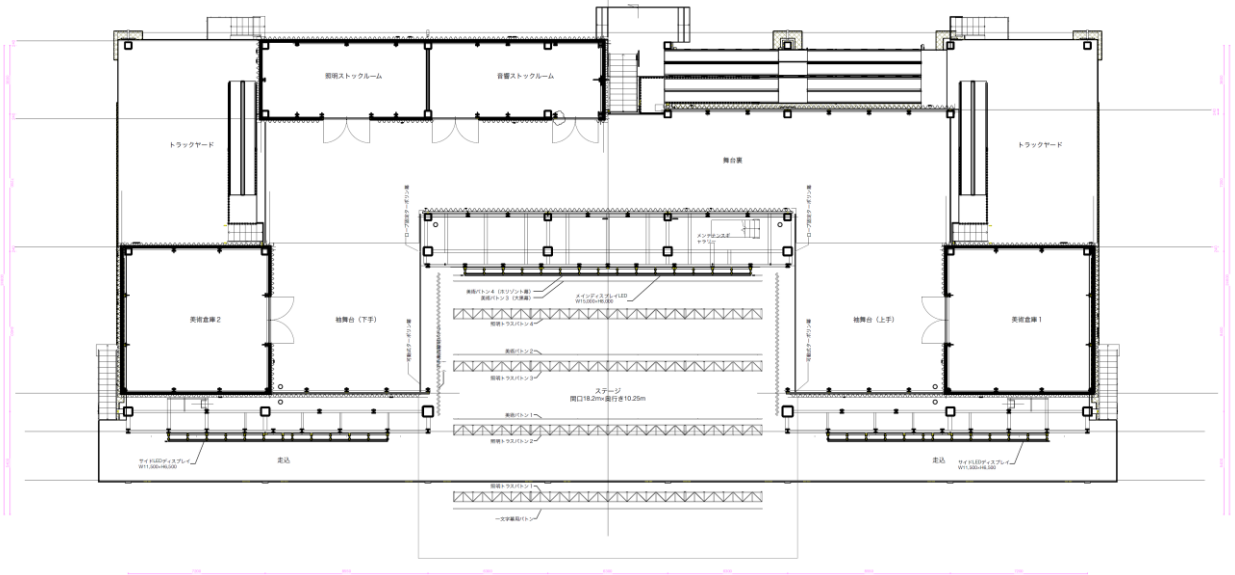
2) Floor Plans

Grand plan

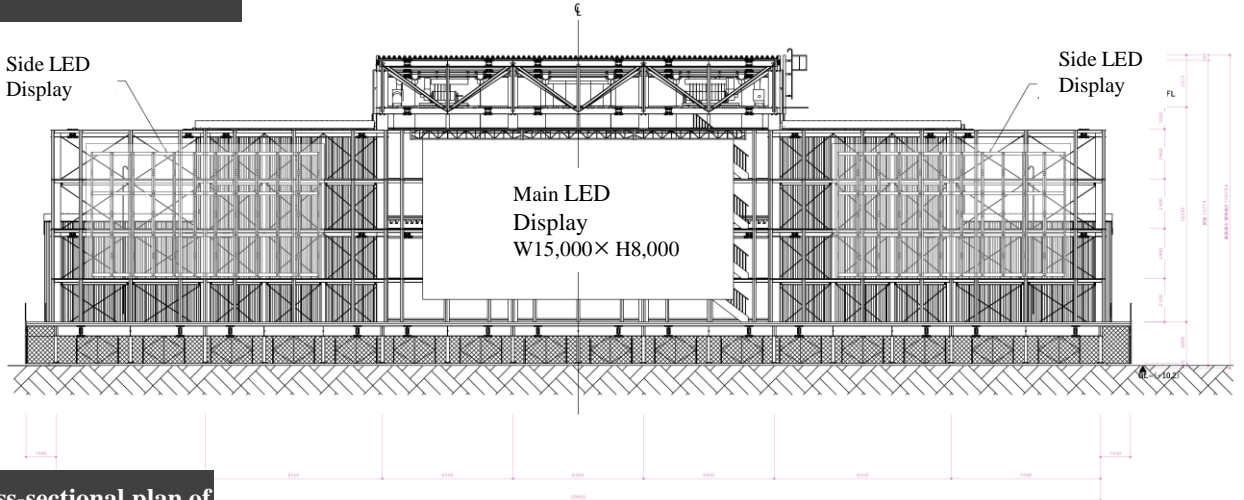


2) Floor Plans

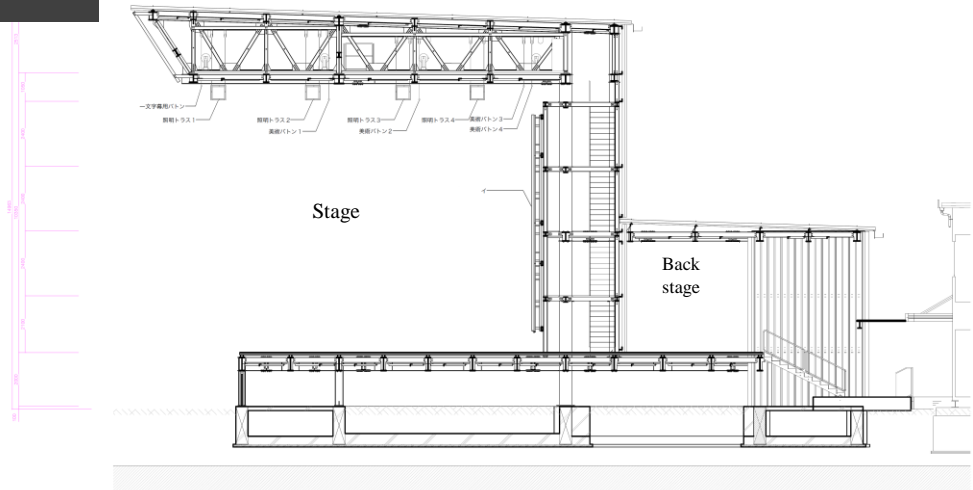
Ground plan of the stage



Elevation plan of the stage

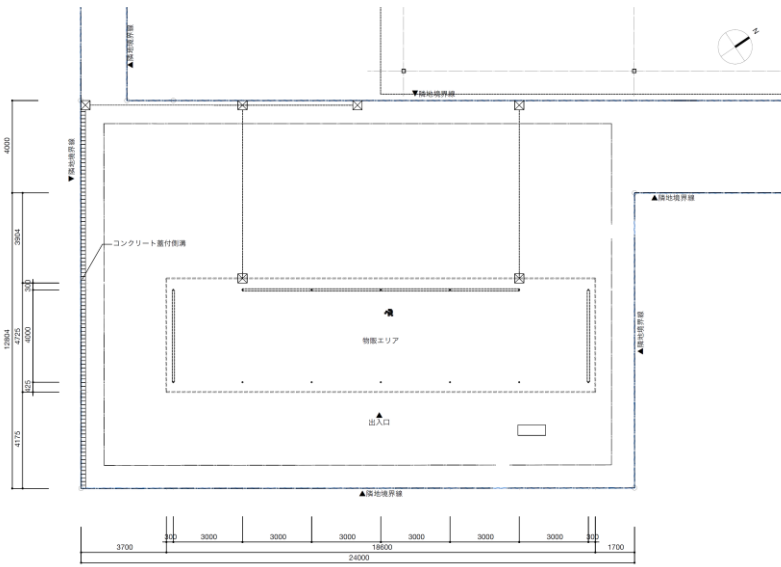


Cross-sectional plan of stage



2) Floor Plans

Ground plan of  
the product sales wing



Elevation plan of the  
product sales wing

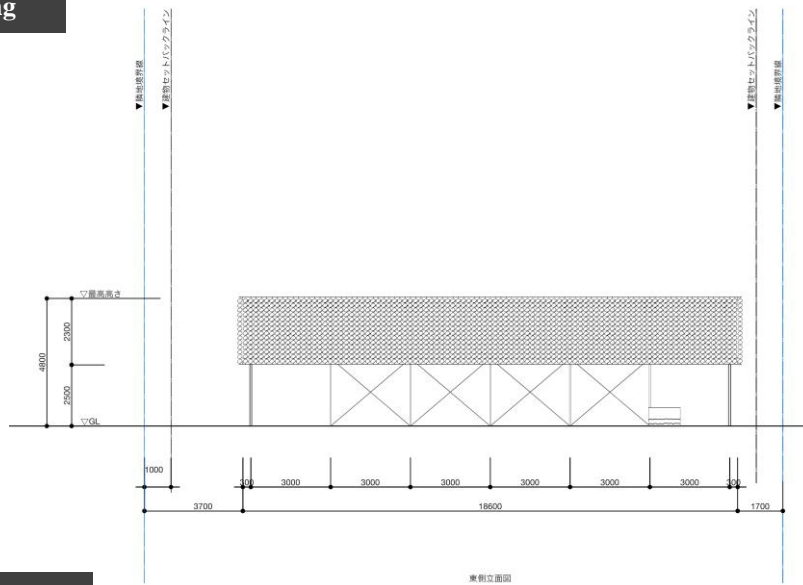
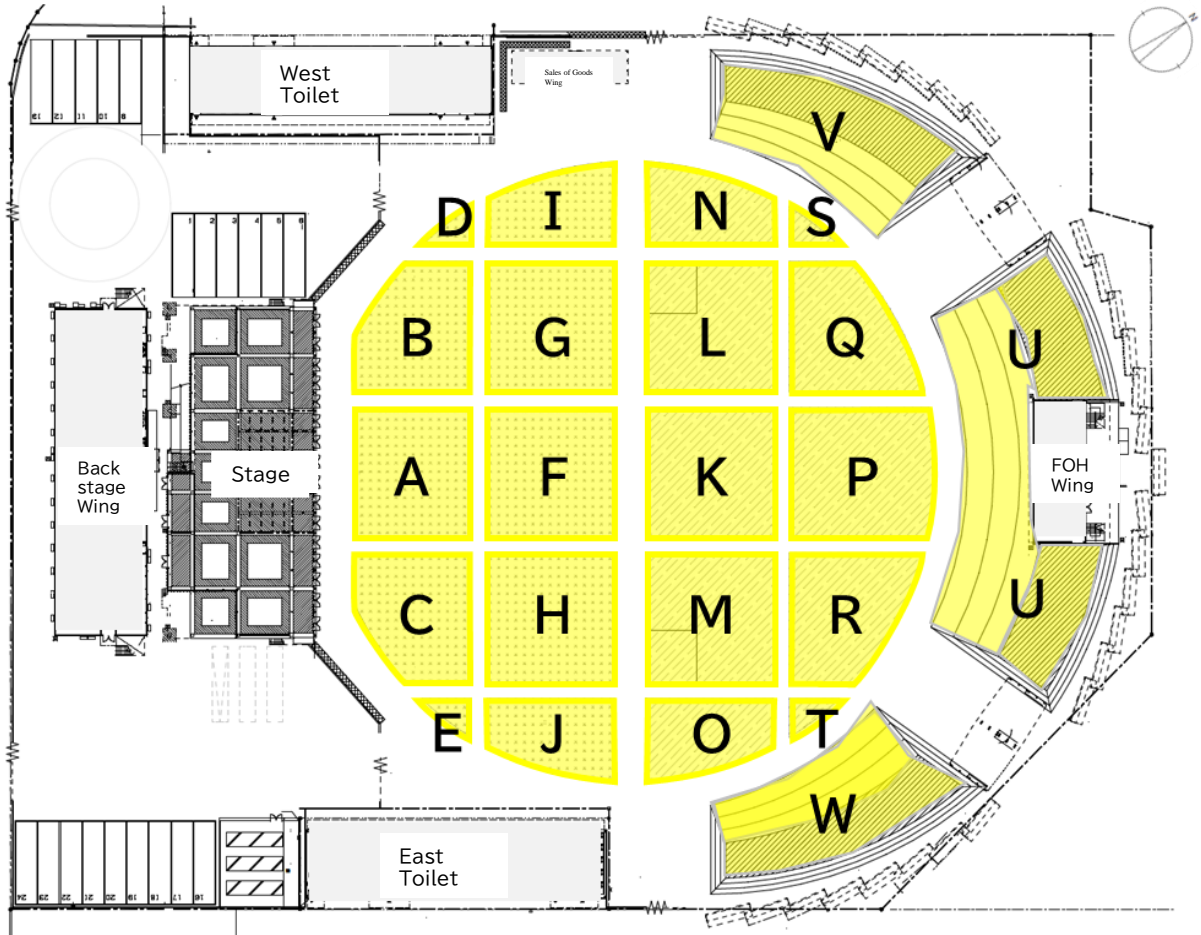


Image of  
the product sales wing



3) Seating Map



Capacity for each Area

\* Capacity is reference number.

No	Area	Size	Density (per person)	Capacity (number of people)
1	A	364㎡	0.3㎡	1,213
2	B	323㎡	0.3㎡	1,076
3	C	323㎡	0.3㎡	1,076
4	D	25㎡	0.3㎡	83
5	E	25㎡	0.3㎡	83
6	F	400㎡	0.3㎡	1,333
7	G	400㎡	0.3㎡	1,333
8	H	400㎡	0.3㎡	1,333
9	I	219㎡	0.3㎡	730
10	J	219㎡	0.3㎡	730
11	K	400㎡	0.5㎡	800
12	L	336㎡	0.5㎡	672
13	M	336㎡	0.5㎡	672
14	N	219㎡	0.5㎡	438
15	O	219㎡	0.5㎡	438
16	P	453㎡	0.5㎡	906
17	Q	337㎡	0.5㎡	674
18	R	337㎡	0.5㎡	674
19	S	25㎡	0.5㎡	50
20	T	25㎡	0.5㎡	50
21	U·V·W Area			about 2,000
Maximum total number				about 16,000

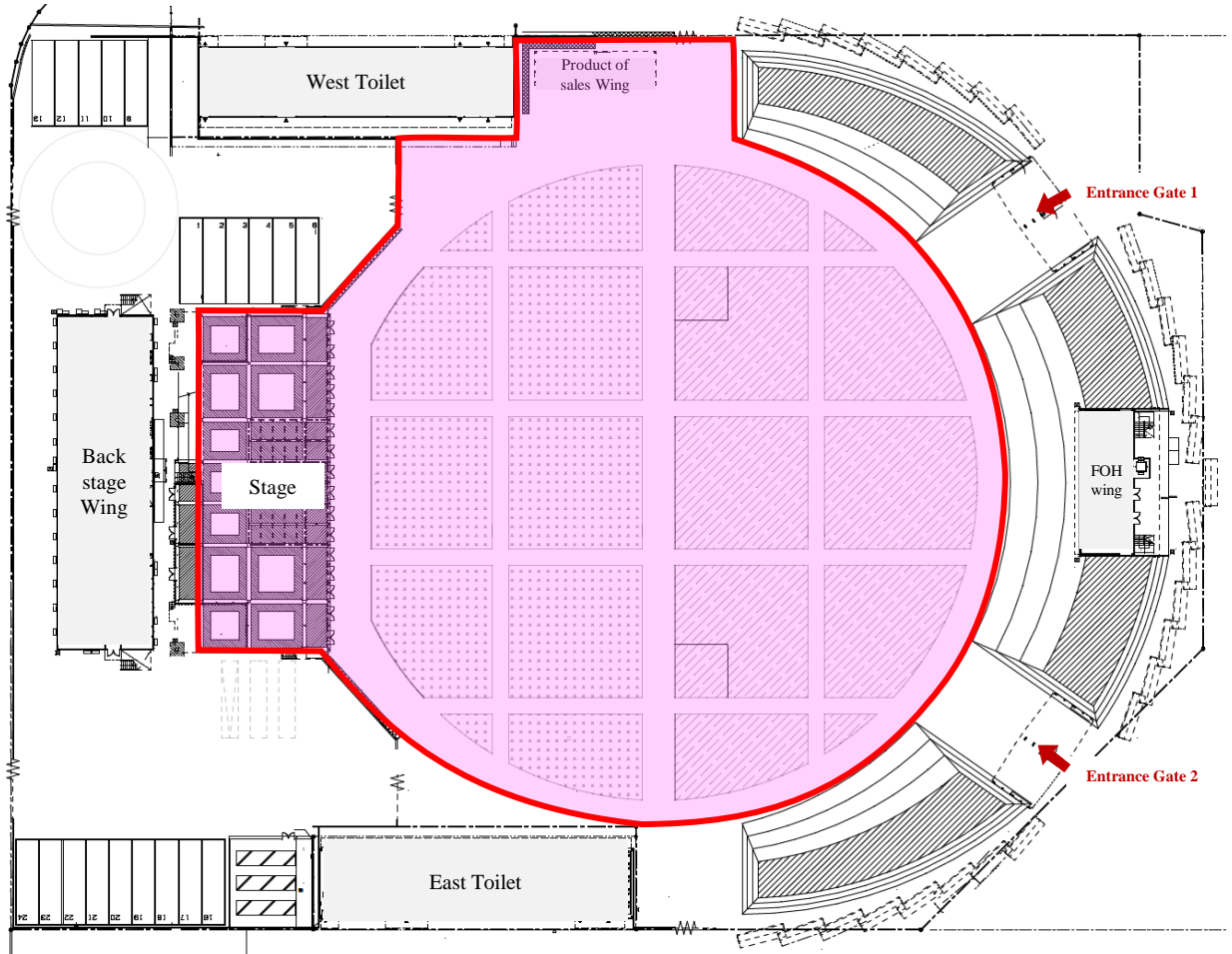
\* Sloping hill. Available for seated viewing.

## 4) Event Area

### 1. Available Area / Space

The area surrounded by red frame can be used at Arena events.

It is no limitation for sales of goods within the area surrounded by red frame (other than on the stage).



### 2. Venue Usage Guideline

Please be sure to design the venue ensuring that the evacuation routes are clear.

Depends on the type of event type, evacuation route may vary. Please adjust the venue design accordingly after confirming with the fire department.

In Addition, the venue is outdoor facility and close to the sea, so please take sufficient measures against the wind.

## 5) Permanent Facilities and Equipment

- ① The event organisers can use the equipment in the list below free of cost. \*A detailed list will be announced later.
- ② If the event organizers needs any devices or equipment that are not listed, please prepare them on your side.
- ③ Regardless of whether the equipment to be used in listed below or not, the event organisers are required to carry out the work necessary for the set up and restoration or the equipment used to the original condition on their side. (If the event organisers ask the Event Management Center to perform this work, there will be additional costs charged.)
- \* Please note that the listed items are subject to change.

### 1. List of Sound Equipment

Sound	Main Speaker	Main	MARTIN AUDIO WPL-PU, 32 units
		Front fills	MARTIN AUDIO WPS-B-MAR, 12 units
		Subwoofers	MARTIN AUDIO SXH218, 20 units
	Monitor Speaker	Side fills	MARTIN AUDIO 12 WPS-B-MAR, 12 units / 4 SXCF118, 4units
		Wedge monitors	MARTIN AUDIO XE300, 12 units
	Main mixer (FOH wing)		YAMAHA CS-R3
	SD/CD recorders (FOH wing)		TASCAM SS-CDR250N, 4 units
	Monitor mixer (Stage)		YAMAHA CS-R3 / RPi0622
	Wireless Receivers (Stage Left)		SHURE AD4QJ-B, 3units
	Wireless Microphones		Handheld SHURE AD2/B58, 6 units Lavalier SHURE AD1 + TL48B/O-MTQG-A, 6 units Headset SHURE AD1 + DPA 4488-DC-R-F00, 6 units *The maximum number of simultaneous users, and available frequencies are currently being adjusted.
	Wired Microphones		Currently being arranged
	Sound Equipment		Currently being arranged
	Intercom main unit (FOH wing)		Clear Com MS704
	Intercom handsets/stations (stage)		Clear Com RM704, 2 units (1 left, 1 right on stage)
	Intercom beltpacks		Clear Com RS-701, 12 units
	Intercom headsets		Clear Com CC-100, 12 units

## 5) Permanent Facilities and Equipment

### 2. List of Lighting Equipment

Lighting	Temporarily installed power supply board equipment and transformer system for stage lighting	
Lighting	Lighting truss hanging bar 1	<ul style="list-style-type: none"> <li>▼Power socket box 1</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>D-type 20A power socket, 4 units (2 direct circuits)</li> <li>Ethernet connector panel, 1 unit</li> <li>▼Power socket box 2</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>D-type 20A power socket, 4 units (2 direct circuits)</li> <li>▼DMX node</li> <li>4 ports OUT</li> </ul>
	Lighting truss hanging bar 2	<ul style="list-style-type: none"> <li>▼Power socket box 1</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>4 D-type 20A power socket, 4 units (2 direct circuits)</li> <li>1 Insert connector panel</li> <li>▼Power socket box 2</li> <li>C-type 20A power socket (2 direct circuits)</li> <li>D-type 20A power socket (2 direct circuits)</li> <li>▼DMX node</li> <li>4 port OUT</li> </ul>
	Lighting truss hanging bar 3	<ul style="list-style-type: none"> <li>▼Power socket box 1</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>4 D-type 20A power socket, 4 units (2 direct circuits)</li> <li>1 Insert connector panel</li> <li>▼Power socket box 2</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>D-type 20A power socket, 4 units (2 direct circuits)</li> <li>▼DMX node</li> <li>4 port OUT</li> </ul>
	Lighting truss hanging bar 4	<ul style="list-style-type: none"> <li>▼Power socket box 1</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>4 D-type 20A power socket, 4 units (2 direct circuits)</li> <li>1 Insert connector panel</li> <li>▼Power socket box 2</li> <li>C-type 20A power socket, 4 units (2 direct circuits)</li> <li>D-type 20A power socket, 4 units (2 direct circuits)</li> <li>▼DMX node</li> <li>4 port OUT</li> </ul>
Lighting	Waterproof moving lights	SGM G-7 Spot, 12 units
	Light controller	MA Lighting grand MA3 compact XT
	Other lighting equipment	Currently being arranged

\*Please note that the equipment listed above is subject to change.

## 5) Permanent Facilities and Equipment

### 3. List of Video Equipment

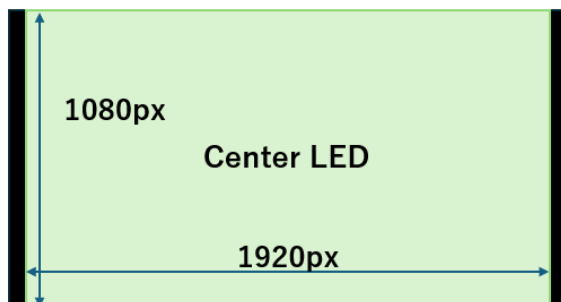
Video equipment	LED main display	Size: 15m×8m / Resolution: 2,520pix×1,344pix
	LED side display	Size: 11.5m×6.5m / Resolution: 1,932pix×1,092pix
	Multi format video switcher	Roland V-600UHD
	Live switcher	Panasonic AV-UHS500
	System camera	SONY HDC-3100, 2 units
	Camera lens	122-zoom telephoto lens / 24-zoom portable lens
	Remote camera system	2 BRC-X1000 / RM-IP500
	Media player	xPressCue
	Video equipment	Currently being arranged

Compatible video format		
Video	Video codec FHD	H264/AVC mp4 1920px×1080px * Not compatible with 4K
Audio	Audio codec	MP3

\*Please note that the equipment listed above is subject to change.

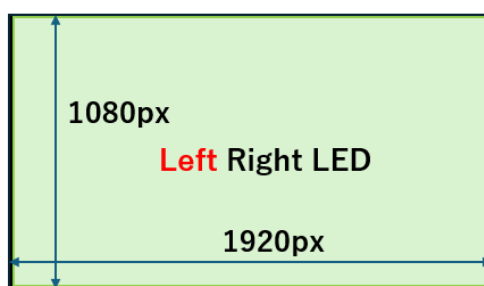
#### ▼ Example of the LED screen

Center display



Resolution/2,520pix×1,344pix

Side display



Resolution/1,932pix×1,092pix

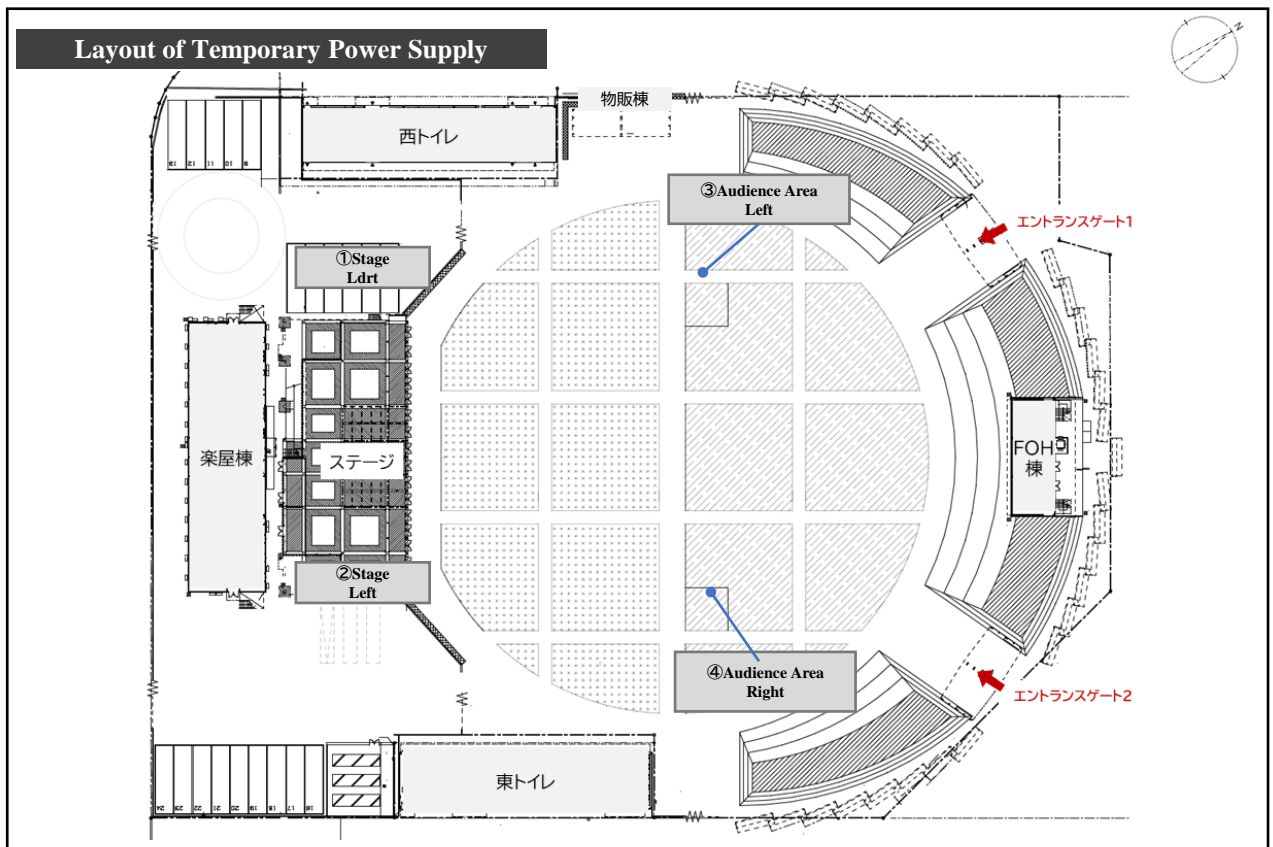
\*Black frames appears on the sides of the LED screen when the system displays the screen vertically.

6) Permanent/ Temporary Power Supply Facilities

1. Temporary Power Supply Facilities and type

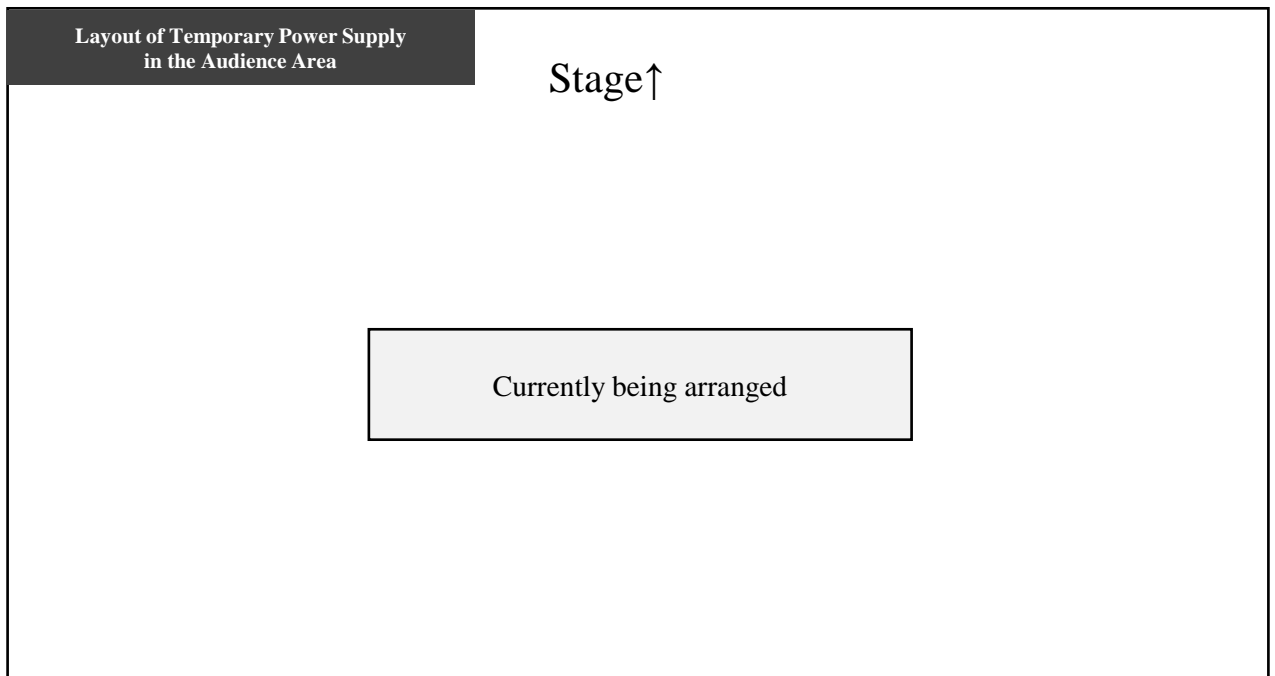
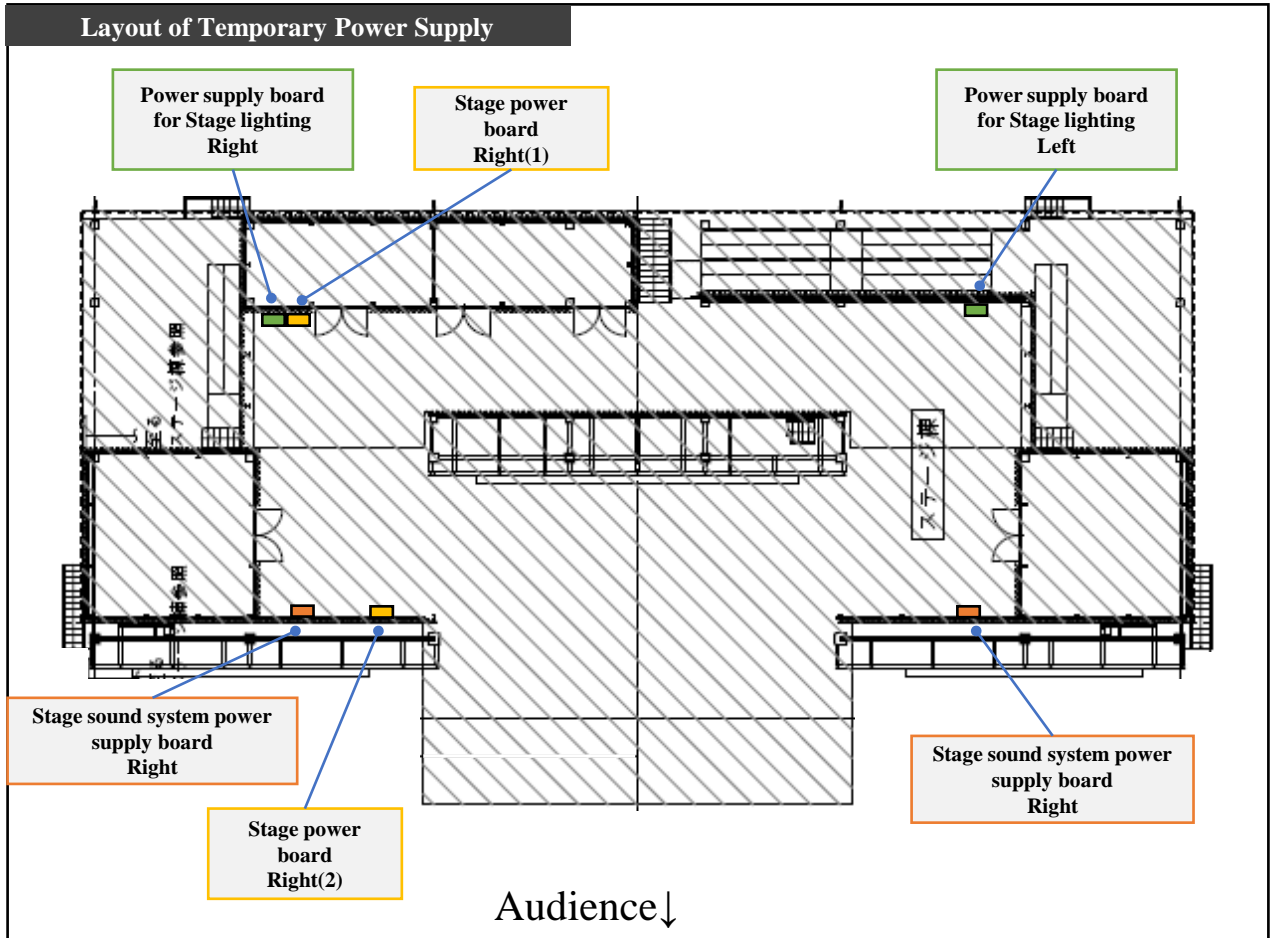
①Stage Right	Sound	Lighting	Electric power①	Electric power ②
Capacity/ main circuit	3 single-phase lines 100V/200V	3 single-phase lines 100V/200V 80kVA	3 three-phase lines 200V 34kVA ※1	3 three-phase lines 200V 187kVA ※1
Type	C-type 30A/100V, 15 units	C-type 30A /100V, 20 units Camlock output connector	Currently being arranged	Currently being arranged
②Stage Left	Sound	Lighting		
Capacity/main circuit	3 single-phase lines 100V/200V	3 single-phase lines 100V/200V 80kVA		
Type	C-type 30A/100V, 15 units	C-type 30A/100V, 20 units Camlock output connector		
③Audience area Right	Sound	Lighting	Electric power	Temporary FOH
Capacity/main circuit	3 single-phase lines 100V/200V	3 single-phase lines 100V/200V 50kVA	3 three-phase lines 200V 17kVA	3 single-phase lines 100V/200V
Type	C-type 30A/100V, 4 units	C-type 60A/100V, 2 units Terminal board socket	Terminal board socket	C-type 30A/100V, 4 units
④Audience area Left	Sound	Lighting	Electric power	
Capacity/main circuit	3 single-phase lines 100V/200V	3 single-phase lines 100V/200V 50kVA	3 three-phase lines 200V 17kVA	
Type	C-type 30A/100V, 4 units	C-type 60A/100V, 2 units Terminal board socket	Terminal board sockets	

※1 The power board for Electric Power ① and ② on Stage Right are COMMON style and total capacity is187KVA.



## 6) Permanent/ Temporary Power Supply Facilities

### 1. Temporary Power Supply Facilities and Type



## 7) Internet

### (1) Available internet connection

- Internet connection permanently installed at the event facility is available for the distribution and staging of events. For usage of the internet connection, the event organisers are required to submit an internet usage application in advance.
- The event organisers do not need to enter into provider contracts or public wireless LAN contracts to use the internet connection permanently installed at the event facility.
- The following two types of internet connection are available.
  - a. Wi-Fi connection: SSIDs and passwords will be notified by the day of usage.
  - b. Wired LAN connection: The internet will be available in wired form by plugging in LAN cables in routers.

#### Notes:

- The Association is currently arranging details including the number of lines, telecommunication speed, areas covered by Wi-Fi, and locations of wired LAN sockets.
- If the event organisers wish to add lines, separate constructions will be required at the expense of the event organisers. Due to the features of the Expo Site, the Association anticipates that applications will be required several months before execution of events.

## 8) Usage Fees

### 1. Facility Costs and Utilities

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.

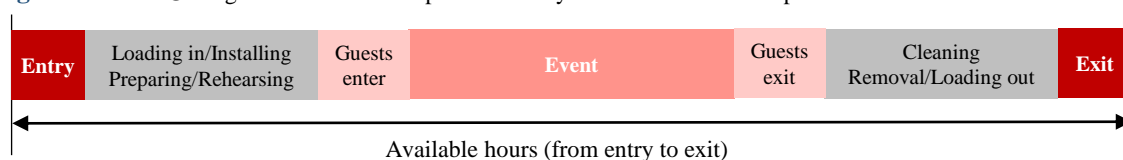
The cancellation policy and payment period will be announced separately (in the Terms of Use).

Facility	Time slot		Usage cost(Tax included)		Out of general hours (Tax included)
			1 slot	All day 9-21:00	0-9:00 21-24:00
EXPO Arena	3hrs	① 9-12:00	3hrs	12hrs	Each 1hr
		②12-15:00 ③15-18:00 ④18-21:00			

※The facility usage fees include the use of the viewing area and ancillary facilities/equipment.

#### Event facilities usage hours

- General usage hours of Events facilities shall be between **9:00-21:00**.
- Usage hours include the period of entry and exit of all related persons.



#### The maximum timeslot means...

- The maximum usage time including usage out of general hours is from 0:00 to 24:00 on the application date.
- After the event, it must be completely mantling and moved out the facility by 24:00. \*Extensions cannot be made after any longer than the date/times indicated on the application.

Item	Details of item	General Hours of Use(9-21:00) Usage cost(Tax included)	Out of general hours (0-9:00 and 9- 24:00)Rates (Tax included)
Utilities	Electricity (excluding equipment brought in by the event organiser), water, Internet connection, proposed insurance coverage by the exposition association Burden (excluding product liability insurance*), Costs for the use of dressing rooms (including ancillary equipment). *A flat fee is charged regardless of the scope of use. *For more details on the insurance coverage, please refer to pages 58 and 59.	85,400 yen/3h 341,600 yen/12h	19,800 yen/1h unit

### 2. Other fee 1

項目	項目詳細	単価(税込)
Electricity charges for equipment brought in	Costs related to the use of electricity for equipment brought in, such as sound, lighting, video equipment, special equipment, etc.	66 yen/kwh *Electric capacity of equipment × hours of facility use

・ Depending on the nature of the event, there may be fees for waste disposal if the waste is disposed of on site, in addition to royalties for commercial activities, etc. Please refer to page 46,47,49 for details.

## 8) Usage Fee

### 3. Other fee 2

Out-of-hour usage of the event facility will incur overtime labour fees for facility management staff, in addition to out-of-hour usage fees and common service fees.

#### ➤ Hall Staff: Overtime Labour Fee (main fees)

	Item	Out-of-hour Usage Fee (tax included)		
		0:00 a.m. to 7:00 a.m.		7:00 a.m. to 9:00 a.m. 9:00 p.m. to 0:00 a.m.
		Up to 3 hours Basic Fee	4 hours or longer Per Hour	
1	Event Coordination Director (1 person)	27,500 yen	6,600 yen/1h	6,600 yen/1h
2	Stage Administrator (per 1 person)	27,500 yen	6,600 yen/1h	6,600 yen/1h
3	Facility Management Director (1 person)	22,000 yen	4,950 yen/1h	4,950 yen/1h
4	Stage Technical Staff (per 1 person)	22,000 yen	4,950 yen/1h	4,950 yen/1h
5	Operation and Removal Staff (per 1 person)	16,500 yen	3,300 yen/1h	3,300 yen/1h

	Item	0:00 a.m. to 7:00 a.m., 11:00 p.m. to 0:00 a.m.
-	Late night accommodation and travel fee	Additional fee: 23,000 yen/person

Notes:

- 1 above will apply to all working hours of the the event organizers.
- For 2 above, the necessary number of personnel will be assigned for the necessary amount of time according to the contents of work of the event organisers.
- 3 above will be assigned for the necessary amount of time according to the contents of work of the event organisers.  
These are primarily staff in charge of backstage management, supply rental at backyards, and others.
- For 4 and 5 above, the necessary number of personnel will be assigned for the necessary amount of time if any preparations of permanently installed equipment need to be changed.

#### ➤ Facility Security Staff: Overtime Labour Fee

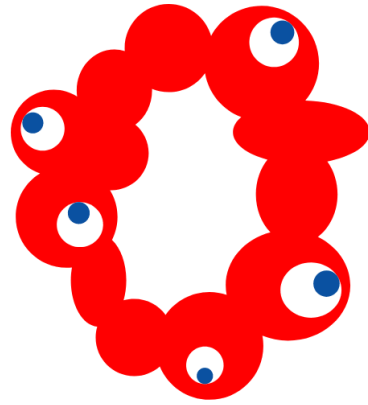
	Item	Fee (tax included)	
		0:00 a.m. to 8:00 a.m.	10:00 p.m. to 0:00 a.m.
1	Facility security staff (per 1 person)	55,000 yen (minimum guarantee of 8 hours)	55,000 yen (minimum guarantee of 8 hours)

	Item	0:00 a.m. to 7:00 a.m., 11:00 p.m. to 0:00 a.m.
-	Late night accommodation and travel fee	Additional fee: 23,000 yen/person

Notes:

- For facility security staff, two persons per post or one person per post may be assigned depending on the time of hour.
- Additional labour fees will not be incurred during 8:00 a.m. to 10:00 p.m. due to the basic assignment of facility security staff.

● Even when setting up and removing during the basic hours of 9:00 a.m. to 9:00 p.m., if Event Management Centre personnel need to be increased due to the contents of events, such as in changes in permanently installed equipment (stage-related or technical), additional labour fees may be incurred. Consult the Event Management Centre when details of event preparations are decided.



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

## **EXPO Arena “Matsuri” Facility Guidelines**



### **Event Implementation Flow**

## 1) Preliminary Meetings

The main content of the preliminary meetings and the schedule is outlined below.  
For more details, Expo'25 Event Support Team for the event organisers will contact you accordingly.

### 1 Briefing Session on the Use of the Event Facilities \*The schedule is being adjusted.

After the guideline have been issued, a briefing session on the use of the event facilities will be held.  
It is also possible to watch the briefing session later by accessing the archive. Details will be announced separately.

### 2 Submission of an Event Summary Sheet \* Due date: at least 4 months before the event

Please review the event details after you have read and understood this guide and then fill out and submit the necessary information on the "Event Summary Sheet." The "Event Summary Sheet" is for adjusting the size of the event and the content of the standing in advance. When submitting, please fill in all fields so that there are no blank fields.

\*The content can still be changed after this date.

### 3 1<sup>st</sup> Event Meeting \*At least 2 months before the event

The Event Management Center provides the explanations and communications, as well as the documents and materials listed below. The event organisers will inform us of the plans, preparations and progress of the event. Please bring materials that show the contents of the event in as much detail as possible. Please keep the number of the event organisers attending the meeting to a minimum.

\*Depending on the content of the event, we may ask you to hold the meeting as soon as possible.

\*Depending on the content of the event, it may be necessary to hold a meeting with the police and/or other relevant authorities.

#### ▼Meeting Details

- ① An explanation of application procedures for various permits on the day of the event.
- ② An explanation of the use of the event facilities.
- ③ An explanation of the various rules, such as the times when vehicles are allowed to enter.
- ④ An explanation of how to use the car park.
- ⑤ Confirmation of prohibited items at each event facility and explanation of precautions for lighting, sound, art etc.
- ⑥ Issuance of various application forms, notification forms, entry forms, materials, etc.
- ⑦ Confirmation of equipment to be brought in that requires an application, etc.

### 4 2<sup>nd</sup> Event Meeting \*At least 1 month before the event

The following items will be checked and adjusted with the actual operation of the event in mind. Please submit the documents and application forms that were issued at the first meeting.

#### ▼Meeting Details

- ① Receipt and confirmation of various application forms (data) on the day of the event.
- ② Receipt and confirmation of various submitted documents such as the Event Implementation Plan Sheet.
- ③ Confirmation and adjustment of the implementation schedule and instructions for corrections and changes. (From Load-in to actual event to load-out)
- ④ Confirmation of the event details in addition to checking the schedule and script(s).
- ⑤ Confirmation of the set-up drawings(plan drawings) for lighting, sound, art, etc., and instructions for changes.
- ⑥ Confirmation of the dressing room use plan, permanent equipment use plan, etc.
- ⑦ Confirmation of security and audience guidance plans.
- ⑧ Confirmation of plans for promotional and PR activities. (Signs, handouts, exhibits, media, etc.)
- ⑨ Confirming and providing guidance on applications and notifications to various related authorities necessary for the event.

## 1) Preliminary Meetings

### 5 3<sup>rd</sup> Event Meeting \* At least 2 weeks before the event

This is the final meeting to ensure that the event organisers are fully prepared for the event. The final confirmation and guidance will be given for all required documents: AD Pass, Vehicle Entry and Parking Permit, as well as the implementation details and operational plan for the event, as described below. Please submit all required documents that were requested to be changed, revised, or submitted at the 2<sup>nd</sup> event meeting.

#### ▼Meeting Details

- ① Issuance of various license applications for the day of the event.
- ② Determining the schedule for the event.
- ③ Confirmation of the event content, schedule and script (final draft).
- ④ Confirmation of preparation drawings (final drafts) for lighting, sound, and art.
- ⑤ Confirmation of the usage details of special effects equipment, etc.
- ⑥ Confirmation of the dressing room use plan, facility and equipment use plan, etc.
- ⑦ Confirmation of security and audience guidance plans.
- ⑧ Confirmation of copies of various necessary application receipts, etc.
- ⑨ Confirmation and revision of the details of plans for promotional and PR activities.

#### <Important Notes for the Meetings >

- ✓ We will inform you about the schedule and location of the event meetings separately.
- ✓ If the "Event Management Center" in the Expo site is the meeting place, an admission permit is required. We will inform you about the necessary procedure separately. Also, only those with an admission permit issued for the event meetings are allowed to enter. You cannot enter the Expo site by car.
- ✓ When you come to the Expo site for a meeting, all participants must enter together and exit as soon as the meeting ends.
- ✓ The signature of the person in charge is required for the receipt of documents and permits.
- ✓ We cannot accommodate the event organisers' requests to visit the Expo site outside the pre-determined dates and times.
- ✓ The event organisers will be responsible for all expenses such as those associated with pre-arrangements and various applications, as well as communication and transportation expenses associated with the event.
- ✓ Security checks, such as baggage checks, will be carried out when entering the Expo site. Please do not bring any prohibited items to the Expo site.

\* The indicated timing of meetings is simply for reference. The timing and number of meetings may vary depending on the event details.

\* Please contact the Association at any time with any questions or concerns you may have, regardless of scheduled meeting dates.

## 2) List of Required Documents

There are mainly two types of documents that need to be submitted: implementation plan documents and application forms.

① Implementation plan documents (\* ○: required, △: depends on the event content)

▼ **Submission due date: at least 4 months before the event. Varies depending on the timing of the advance reservation.**

Documents	Details	Form number	Copies	Note
(a) Event Overview Sheet	Provides an overview of the event (Content, size of staff and performers, overall schedule from installation to removal times, floor plans for venue use, etc.)	Form No.1		○

▼ **Submission due date: by the day of the 2<sup>nd</sup> Event Meeting \*1 month before the event**

Documents/Items	Details	Form number	Copies	Note
(b) Event Implementation Plan Sheet	Provides details of the event, performers, and staging	Form No.2		○
(c) Implementation and Operation Plan	Provides details of the timetable of implementation operations from load-in to load-out	Form No.3		○
(d) Name Display Plan	Provides details about the location, size, and design of display(s)	Form No.4		○
(e) Dressing Room Plan	Provides details of the dressing room to be used and the intended use	Form No.5		○
(f) Load-In Plan	Provides details of the name, specifications, quantity, etc. of the items to be brought in that require an application (to relevant authorities such as the police)	Form No.6		○
(g) Application Form for Equipment Use	Provides details of the use of permanent facilities and various types of equipment.	Form No.7		△
(h) Product Registration Statement	Provides details of product names and prices when selling goods	Form No.8		△
(i) Internet Use Application Form	In cases when using an Internet connection on stage	Form No.9		△
(j) Tasting/Sampling Application	For holding tastings and samplings	Form No.10		△
(k) List of the Electrical Capacities of Equipment to be Loaded In	Lists the electrical capacities of the equipment to be loaded in	Form No.11		△
Event Script	Provides details and comments on how the event will proceed, staging, entry and exit of performers, cues, transitions, etc.			○
Lighting Installation Drawing	Provides details of the lighting equipment layout, wiring, etc.			△
Acoustical Installation Drawing	Provides details of the layout and wiring of the sound equipment			△
Art Preparation Drawing	Provides details of the setup of the area(s) to be used for an event and the layout of installation(s)			△
Other Specification Diagrams	Provides details and specifications of other set-ups and installations (including signage, etc.)			○
Various Samples	Handout samples, seat reservation ticket samples, etc.			△

Documents	Form number	Note
(a) Event Security Plan		○
(b) AD Pass Application Form		○
(c) Vehicle Entry and Parking Permit		△
(d) Application for Wireless Microphones and Two-Way Radios		△
(e) Copyright Application Form		△

Please submit a copy of the application receipt(s) received for any other documents you have submitted to relevant authorities as necessary, such as for "swords" and "wild animals", by the third event meeting.

### 3) Required Documents for Fire Department

If the event organisers wish to apply for special provisions regarding event content, bringing in or using dangerous items (such as smoke machines), or installing seats in the audience seating area, they need to submit an application to the local fire department to obtain approval, after prior consultation with the Association.

※Please note that the use of fire is prohibited.

#### 1. Required documents

- When submitting an application to the fire department, an event notification form: “催物開催届出書” (including a self-defence fire-fighting organisation chart, event floor map, evacuation route map, etc.), notification form for lifting the prohibition on bringing dangerous goods into the premises: “危険物持込み禁止行為に関する解除の届出書”, etc. are required.

#### 2. Reference information

- Procedures and notifications for fire and disaster prevention  
<https://www.city.osaka.lg.jp/shobo/category/3036-13-0-0-0-0-0-0-0.html>

#### 3. Notes

- Please note that required submission timings vary depending on the content of the application and notification.
- Please submit applications to the Event Management Center first before submitting to the fire department.

【Where to apply】

大阪市此花消防署3階 万博担当  
/ Osaka-city Konohana Fire Department 3F, Expo liaison  
〒554-0021 大阪市此花区春日出北1-8-30  
/1-8-30, Kasugade kita, Konohana-ku, Osaka-city 554-0021  
TEL +81-6-6461-0590

## 4) Required Documents for Public Health Center

If you would like to serve food or drinks at events, an application and notifications to the public health center are required.

### 1. Required Documents

- When submitting an application to the public health center, a food business licence application & business notification: Application for Food Business License , temporary exhibition notification, etc. are required.

### 2. Reference Information

- Business Licences for Restaurants and Other Business Based on the Food Sanitation Act  
<https://www.city.osaka.lg.jp/kenko/page/0000537192.html#shinki>
- Street Stall Businesses and Temporary Stall Openings  
<https://www.city.osaka.lg.jp/kenko/page/0000537353.html>
- Food Businesses from Motor Vehicles <https://www.city.osaka.lg.jp/kenko/page/0000538403.html>

### 3. Notes

- Depending on content of the food and drink for tasting, it may be necessary to submit an application to the public health center.
- One qualified food sanitation supervisor: “Food Safety Officer” is mandatory in one of the booths at the event area.

#### 【Where to apply】

大阪市保健所西部生活衛生監視事務所(万博対応準備室)  
/Osaka-City Seibu Public Health Center Sanitary Surveillance Office  
(Response and Preparation Office for the Expo )  
TEL +81-6-6647-1004

## 5) Application for Use of Radio Devices Including Radio Microphones and Radiotelephonies

The use of radio devices requires the acquisition of licenses pursuant to the Radio Regulatory Law. When using radio devices in the Expo Site, the event organisers will be required to apply for use in advance and receive approval.

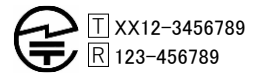
For details, refer to the Guidelines for Use of Radio Devices in the Expo Site (Operations).

However, note in advance that the event organisers may not be able to use radio devices as applied.

### (1) Application

- Radio station licenses
  - Radio devices used in Japan, as a general rule, require Japanese radio station licenses.
  - If the event organisers wish to use radio devices without Japanese technical conformity marks in the Expo Site, they must consult the Association in advance by six months prior to the planned use.  
(The event organisers may not be able to acquire radio station licenses despite prior consultation.)
- Use of radio devices in the Expo Site
  - Apply for use to the Association in advance.  
Notes:
- - The Association will arrange frequencies (channels) and power used.
  - The event organisers should apply labels (tag) and operate radio devices after receiving approval for use by the Association.
  - Schedules for application are currently being arranged.

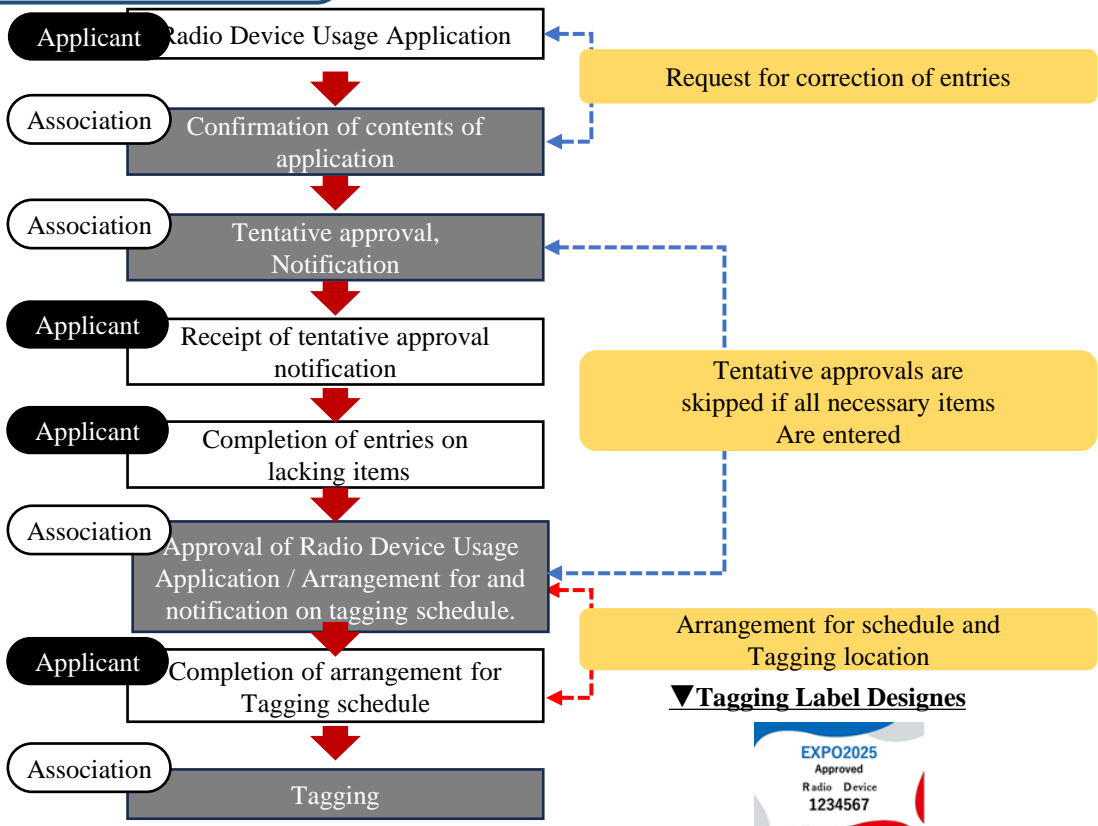
**Sample indication of technical conformity mark**



### (2) Reason for Application

- The use of numerous radio microphones (including radio devices) in the Expo Site is anticipated, and radio wave interference needs to be mitigated as much as possible.
- Any radio wave interference of radio microphones (including radio devices) may cause significant disruption of event operations.

### (3) Flow of Applications



## 5) Approval for Use of Telecommunication Equipment Including Radio Microphones and Radiotelephonies

### 4. Radio Devices subject to Usage Application

Radio Devices subject to Radio Device Usage Application and tagging are as in the following table.

By type of Radio Device	Radio Device Usage Application	Tagging
Radio Devices requiring Radio Station license (e.g., convenience radios, radio microphones [type A])	Required* <sup>1</sup>	Required* <sup>1</sup>
Specified low-power transceivers (not requiring Radio Station licenses)	Required	Required
Radio microphones (type B; not requiring Radio Station licenses)	Required	Required
Wi-Fi access points* <sup>2</sup>	Required	Required
Wi-Fi and other devices (applicable to those without the Japanese Technical Conformity Mark)* <sup>3</sup>	Not required* <sup>4</sup>	Required
Reference		
IP Radio Devices	Not required	Not required* <sup>5</sup>
MCA Radio Devices	Not required	Not required* <sup>5</sup>

\*1. Usage applications/tagging are not required for Radio Devices for Japanese police, Radio Devices for fire control, Radio Devices for radio monitoring, Radio Devices for mobile phone base stations and mobile phones (Satellite Mobile Phones), MCA Radio Devices, Radio Devices that have been arranged in advance with the Japanese government for overseas VIP security and Radio Devices installed in vehicles that temporarily enter and exit the Expo Site for the transportation of goods.

Note that Radio Devices for broadcasting are subject to usage application since they may interfere with radio microphones.

Additionally, if the event organisers expect to use Radio Devices of construction-related parties (limited to those used at the Expo Site) on and after Saturday, the 15th of February, 2025, such devices will be subject to Radio Device Usage Applications.

\*2. Wi-Fi access points without the Japanese Technical Conformity Mark may not be used at the Expo Site.

\*3. For PCs and tablets brought in from overseas (equipment installed with Wi-Fi and Bluetooth [limited to those with no application of the Japanese Technical Conformity Mark]) that are owned by person whose stay in Japan is expected to exceed 90 consecutive days from the date of entry, or if it is found that the stay in Japan will exceed 90 consecutive days from the date of entry, the event organisers should promptly notify the Association the types and models of subject devices via email (radio-team@expo2025.or.jp). The Association will coordinate with the event organisers and process necessary procedures. In particular, surely attend to those used in Pavilions, since they are expected to be used for more than 90 consecutive days.

\*4. The Association will confirm Wi-Fi Devices without the Technical Conformity Mark for foreign certification and model.

\*5. Tagging is voluntary-based. Note that for Radio Devices with exteriors that are difficult to distinguish from other Radio Devices, if such Radio Devices are used outside of Pavilions, the event organisers are advised to receive tagging, since the Association may confirm whether they have received usage approvals.