

Guidelines on Application to Host a Pavilion at Expo 2025 Osaka, Kansai, Japan

Expo 2025 Osaka, Kansai, Japan aims to demonstrate a vision of a future society where the Expo's theme 'Designing Future Society for Our Lives' is achieved inside the site through cooperation and co-creation of programmes among various countries, international organisations, enterprises, and other organisations.

As part of such initiatives, the Japan Association for the 2025 World Exposition (hereinafter, 'the Association') is going to invite aspiring enterprises, organisations, and other parties to host a pavilion by building a pavilion at the site of Expo 2025 Osaka, Kansai, Japan, and operating exhibitions and other kinds of events well-conceived in line with the Expo's theme in order to inspire visitors with a vision of a future society (hereinafter, 'Pavilion Hosting').

* For details about the theme, subthemes, concept, etc. of Expo 2025 Osaka, Kansai, Japan, refer to its Master Plan and Registration Dossier.

Master plan: <https://www.expo2025.or.jp/en/overview/masterplan/>

Registration Dossier:

https://www.meti.go.jp/english/policy/external_economy/expo/osaka_2025.html

1. Details of Invitation

(1) Pavilion Hosting

Enterprises, organisations, etc. who participate Pavilion Hosting (hereinafter, 'Participating Exhibitors') shall take part in Expo 2025 Osaka, Kansai, Japan, by planning, designing, and building a pavilion, and holding exhibitions and other kinds of events there.

We expect Pavilion Hosting will inspire visitors with a vision of a future society by applying their creative ideas and imagination unique to private sectors in line with the theme of Expo 2025 Osaka, Kansai, Japan.

* Expo 2025 Osaka, Kansai, Japan is planning to operate its 'Virtual Site' online as well, suitable for an Expo that designs a future society. In this context, Participating Exhibitors will also be entitled to host a pavilion at the Virtual Site. After details of the Virtual Site are determined, we will propose and consult with Participating Exhibitors about the specific ways of participation.

(2) Location of the pavilion

The Association will allocate one of the nine sections (about 3,500 m² each) at the site of Expo 2025 Osaka, Kansai, Japan, on Yumeshima Island to each Participating Exhibitor.

Please note that the area of each section is subject to adjustment according to the number of applicants and other circumstances.

The Association will allocate the section to each Participating Exhibitor after hearing the requests from applicants and give comprehensive consideration to the details of exhibition, harmony with the site, and other factors. Site allocation will be announced at the same time as the announcement of selected Participating Exhibitors.

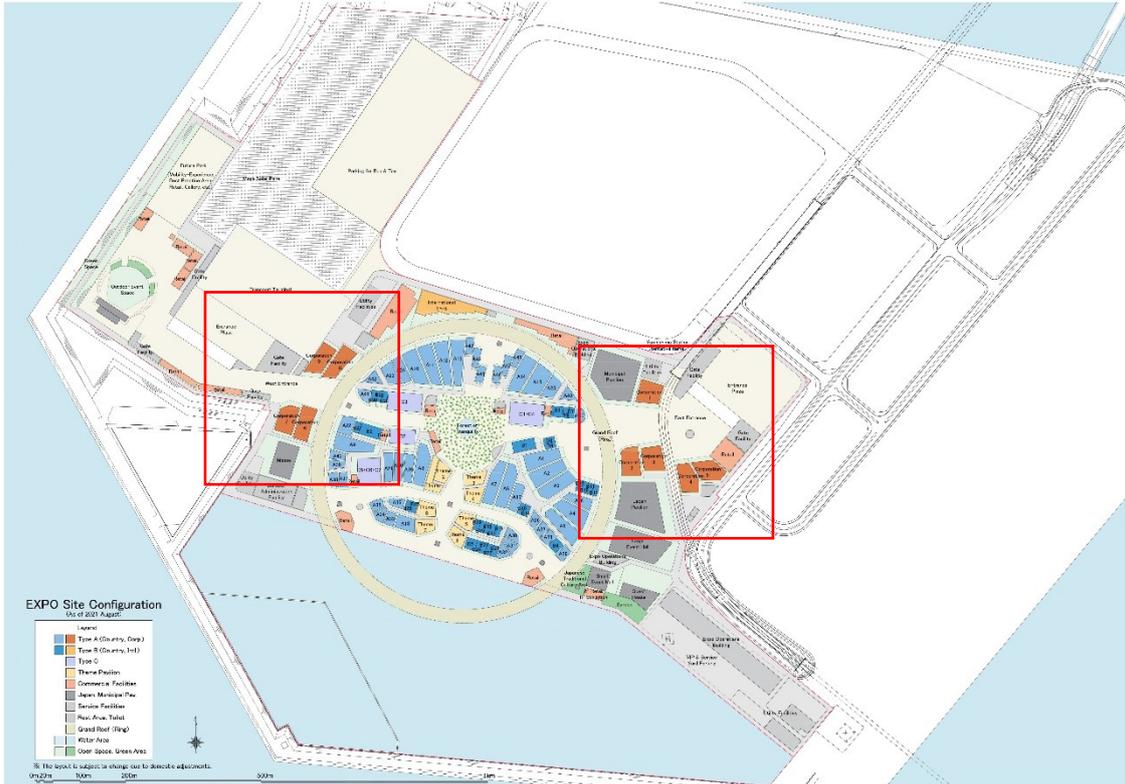


Figure: Planned site layout



Figure: Enlarged layout of the area near the West Entrance



Figure: Enlarged layout of the area near the East Entrance

(3) Schedule for the entire process from pavilion construction and exhibition to pavilion removal and section return

The schedule as of the time of the invitation for applicants is as follows. Please note that the schedule is subject to change due to some circumstances, except for the opening and closing dates.

From 13 April 2023: Sections to be brought into use by Participating Exhibitors

By 13 July 2024: Pavilion buildings to be completed

By 13 January 2025: Interior decorations and finishings to be completed

By 13 March 2025: Installation of Exhibits to be completed

13 April 2025: Opening of Expo 2025 Osaka, Kansai, Japan

13 October 2025: Closing of Expo 2025 Osaka, Kansai, Japan

By 13 April 2026: Return of sections after removal of pavilions and restoration to their original state

(4) Privileges of Participating Exhibitors

The privileges accompanying with Pavilion Hosting will be offered to Participating Exhibitors. The Association will give details about the privileges separately.

Participating Exhibitors may use part of their pavilion (up to 20% of the exhibition space) to sell food, beverages, and merchandise, provided that they comply with the procedures stipulated by the Food Sanitation Act and other applicable Japanese legal regulations.

Participating Exhibitors are not permitted to charge admission fees to pavilion visitors.

(5) Responsibilities and costs

Participating Exhibitors will be responsible for the entire process including planning, designing and building their pavilion (including selecting contractors to conduct these tasks), setting exhibits and planning events, operating the pavilion during the period of Expo 2025 Osaka, Kansai, Japan and maintaining the pavilion building and exhibits.

Participating Exhibitors are also required to remove the pavilion building, restore the section to its original condition, and return the section to the Association after the close of Expo 2025 Osaka, Kansai, Japan.

They must also bear all costs for fulfilling the abovementioned responsibilities (including energy costs, water charges, communication expenses, and the costs of obtaining fire insurance and liability insurance).

The Association is planning to collect an exhibition fee from every Participating Exhibitor.

In addition, if Participating Exhibitors sell food, beverages, and/or merchandise, they

are required to pay royalties on the sale of food, beverages, and/or merchandise to the Association based on rules that the Association will formulate later.

(6) Requirements for designing, building, and maintaining a pavilion building

Participating Exhibitors shall comply with Japanese laws, ordinances of Osaka Prefectural and Municipal governments, and other applicable regulations when they design, build, and maintain their pavilion building.

(7) Requirements for holding exhibitions and events

Participating Exhibitors shall ensure that exhibitions and events they hold will not fall under any of the following throughout the period of Expo 2025 Osaka, Kansai, Japan.

- a) Being likely to violate laws, ordinances, or public order and morals
- b) Being dangerous, harmful, or insanitary
- c) Destroying the dignity of Expo 2025 Osaka, Kansai, Japan, or preventing the Expo from being understood correctly
- d) Being aimed at earning unfair profits

(8) Requirements for being Participating Exhibitors

Participating Exhibitors shall comply with the General and Special Regulations for Expo 2025 Osaka, Kansai, Japan, and applicable guidelines on architecture, universal design, security, etc. (including regulations and guidelines to be formulated subsequently).

2. Schedule for the Selection of Participating Exhibitors

The schedule for the selection of Participating Exhibitors is as follows:

Thursday, 19 August 2021: Release of the application guidelines; start of acceptance of questions

5:00 p.m. on Tuesday, 31 August 2021: Deadline for questions

Thursday, 16 September 2021: Start of acceptance of applications

Friday, 29 October 2021: Deadline for applications

December 2021 or later: Selection of Participating Exhibitors

January 2022 or later: Conclusion of contracts with Participating Exhibitors

3. Qualifications for Application

(1) Qualifications for application

Applicants must be enterprises, organisations, or groups of multiple enterprises and/or organisations that meet all the following requirements. Individual persons or groups of individual persons are not permitted to apply to participate.

- a) they are authorised to conclude contracts for Pavilion Hosting

- b) a petition has not been filed for commencement of their rehabilitation proceedings pursuant to the Civil Rehabilitation Act (Act No. 225 of 1999) nor for commencement of their reorganisation proceedings pursuant to the Corporate Reorganisation Act (Act No. 154 of 2002)
- c) they do not include any persons stipulated in the items of Paragraph 1, Article 32 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991)

(2) Requirements for groups of multiple enterprises, organisations, etc. to apply

If groups of multiple enterprises, organisations, etc. apply to participate, all members of the group must meet the abovementioned requirements.

* As examples of group applicants, there may be application from the secretariats of industrial associations; committees or associations of Participating Exhibitors that supervise group of corporations; and joint enterprises that comprise multiple members. Such applicants must attach materials that can clearly explain the relationships between their multiple member enterprises, organisations, etc.

(3) Application made by enterprises, organisations, etc. having its headquarters or main office outside Japan

If enterprises, organisations, etc. having its headquarters or main office outside Japan apply to participate, the Association will inform the governments of the countries/regions where they have its headquarters or main office. The applications of those enterprises, organisations, etc. will be accepted only if the representatives of the relevant governments or the relevant governments themselves answer to the Association that they will approve the applicants' participation in the Expo.

4. Acceptance of Questions

(1) Period of acceptance

From the date of release of the application guidelines to 5:00 p.m. on Tuesday, 31 August 2021

(2) How to ask questions

Only questions sent by email will be accepted. No questions asked in person or by phone, brought in written form to the Association, or sent by fax will be accepted.

Fill in the Question Form (Form 4) in Japanese and send email to the Secretariat of the Association (pavilion-shutten@expo2025.or.jp) with the Question Form attached. Please enter '[Question] Pavilion Hosting at Expo 2025 Osaka, Kansai, Japan' in the Subject field of the email.

* The Secretariat will reply to senders at their email addresses within three business

days to inform them that their emails have been received. If no reply reaches you from the Secretariat in three business days, please contact the Secretariat by phone (+81-6-6625-8684) during the office hours below.

◇ Weekdays (The office is closed on Saturdays, Sundays, and Japanese national holidays.)

◇ From 10 a.m. to 5 p.m. (except for the break from noon to 1 p.m.)

(3) Answers to questions

Accepted questions will be answered by email individually. If there are matters to which other applicants should pay attention in common, those matters will be shared on the Association's website.

(<https://www.expo2025.or.jp/>)

5. Application Procedure

(1) Obtaining this application guidelines and acceptance of the application documents

a) Period for obtaining this application guidelines

From Thursday, 19 August 2021 to Friday, 29 October 2021

b) How to obtain the application guidelines

Download them from the Association's website. (The Association will not send them by post.)

(<https://www.expo2025.or.jp/>)

c) Period for application

From Thursday, 16 September 2021 to Friday, 29 October 2021

* Only letters of application postmarked on or before Friday, 29 October 2021 are valid.

d) How to submit an application

Send by post a complete set of application documents (the hard copy of the documents and an electronic medium [a USB flash drive, a CD-R, etc.] that contains the documents in Microsoft Word or PDF format) to the address given below.

After you send the letter of application by post, be sure to email the Secretariat (pavilion-shutten@expo2025.or.jp) from the email address designated as the contact address on the Application Form (Form 1) to notify us that you have submitted an application during the period for application.

◇ Address to send the application documents

Exhibition and Event Promotion Division, Policy and Planning Department,
Policy and Planning Bureau, Japan Association for the 2025 World Exposition

(Staff in charge: Mr. Michizoe, Mr. Fukui, Mr. Yamabe, Mr. Kinoshita, and Mr.

Azuma)

Address: 43F, Osaka Prefectural Government Sakishima Building 1-14-16 Nanko-Kita, Suminoe-ku, Osaka City 559-0034 Japan

Tel.: +81-6-6625-8684

e) Confirmation of submitted application

The Secretariat will reply to applicants at the email addresses from which the applicant send email to notify its application within three business days to inform them that their emails have been received. If no reply reaches you from the Secretariat, please contact the Secretariat by phone (+81-6-6625-8684) during the same office hours as given at '4. Acceptance of Questions'.

f) Burden of cost

Applicants must bear the cost for preparing and submitting the application documents.

(2) Documents to be submitted

- a) Submit one copy of each of the documents listed at [Documents necessary for application] below.
- b) The application documents must be written in Japanese. The amount of money must be denominated in Japanese yen, and time must be given in Japan Standard Time and measurement units set forth in the Measurement Act (Act No. 51 of 1992) must be used.
- c) Fill in each form completely. You may adjust size of box, ruled lines, column settings, etc. as needed to fill in each form.
- d) If there are items where you have nothing to write or propose in the Application Form for Hosting a Pavilion at Expo 2025 Osaka, Kansai, Japan, enter 'Nothing to report', 'Nothing to propose', or the like for such items.
- e) Please note that if you fail to submit a complete set of the documents necessary for application, your application will be treated as not submitted and you may be disqualified from participation.
- f) Applicants are not permitted to revise or replace the application documents that have already been submitted (except for correcting minor errors or following the Association's instructions).

[Documents necessary for application]

- [1] Application Form for Hosting a Pavilion at Expo 2025 Osaka, Kansai, Japan (Form 1)
- [2] Certificate of registered matters
- [3] Duplicate of financial statements for the last three years (Only financial statements

issued in compliance with applicable laws and regulations will be accepted.)

[4] Pledge (concerning qualifications for application) (Form 2)

[5] Notification of members of group (Representative Members) (Form 3-1) (only group applicants comprising multiple enterprises, organisations, etc. are required to submit.)

[6] Material explaining the relationships between members (such as rules of group or a relationship chart) (only group applicants comprising multiple enterprises, organisations, etc. are required to submit.)

[7] Electronic medium (USB flash drive, CD-R, etc.) that contains documents [1] to [6], with [1] and [5] as Microsoft Word documents and the others in PDF format

* Group applicants comprising multiple enterprises, organisations, etc. must submit documents [2] to [4] about their representative members. However, group applicants may be later requested to submit documents about each of their members as needed.

[Documents necessary for qualification examination after examining the application documents by the Association (only provisionally selected Participating Exhibitors are required to submit.)]

[8] Pledge (related to the Osaka Prefectural Ordinance for Exclusion of Crime Syndicates)

[9] Notification of the seal used

[10] Notification of Members (Other Than Representative Members) (Form 3-2) (only group applicants comprising multiple enterprises, organisations, etc. are required to submit.)

[11] Documents [2] to [4] concerning members other than representative members (only group applicants comprising multiple enterprises, organisations, etc. are required to submit.)

(3) Return of submitted documents

Once submitted, documents will not be returned to the applicants.

The Association will use the submitted documents only for examination of participation and will not use the documents for any other purpose.

The Association will handle and keep documents submitted by each applicant carefully not to be known by other applicants.

(4) Deficiency in submitted documents

If your submitted documents are incomplete or contain false statements, you may be disqualified from Pavilion Hosting.

(5) Other

a) Each enterprise or organisation can submit only one proposal. (This does not apply

to group applicants comprising multiple enterprises, organisations, etc.)

- b) Submit the hard copy of the application documents printed in A4-size and bound together, with the electronic medium (USB flash drive, CD-R, etc.).
- c) Write the title of the application and the name of the applicant enterprise/organisation/group on the cover of the A4-size file.

<Example>

Application for Hosting a Pavilion at Expo 2025 Osaka, Kansai, Japan XX Co., Ltd. (corporation name)

- d) Applicants are not permitted to replace application documents that have already been submitted (except for making corrections at the Association's request).
- e) The Association will use personal information given in the submitted documents only to the extent necessary for confirming the content of the applications and contacting the applicants concerning their applications. However, the Association may provide the Japanese government (including the Ministry of Economy, Trade and Industry and the Cabinet Secretariat's Headquarters for the World Expo 2025) with the personal information to the extent necessary for determining Participating Exhibitors. For other related matters, refer to the Association's Privacy Policy (<https://www.expo2025.or.jp/en/privacy/>).
- f) The Association may provide the Japanese government (including the Ministry of Economy, Trade and Industry and the Cabinet Secretariat's Headquarters for the World Expo 2025) with the submitted documents to the extent necessary for determining Participating Exhibitors. Please prepare the application documents with a full understanding of the above.

6. Matters concerning Determination of Participating Exhibitors

(1) Examination method

The Association will examine the submitted documents according to the examination standards given below and determine Participating Exhibitors after consultation with the Japanese government.

Please note that the Association may ask applicants individually about the content of their application documents.

◇ Examination standards

Category	Standards
Relevance to Expo's theme and subthemes	<ul style="list-style-type: none">• Whether the proposal aims to put into practice the theme of Expo 2025 Osaka, Kansai, Japan• Whether the proposal is applicable to any of the subthemes

Relevance to the SDGs	<ul style="list-style-type: none"> • Whether the exhibition is applicable to any of the SDGs • Whether the pavilion construction and operation are planned in due consideration of sustainability (including carbon neutrality and the 3Rs)
Reflection of contemporary trends and expectations for the future	<ul style="list-style-type: none"> • Whether the proposal conforms to the Expo's concept 'People's Living Lab' • Whether the proposal aims to achieve Society 5.0
Dynamism as the private sector	<ul style="list-style-type: none"> • Whether the proposal embodies its unique creativity and imagination of the applicant as a private sector body
Feasibility and concreteness of the proposed plan	<ul style="list-style-type: none"> • Whether the applicant has funding capabilities sufficient to implement the proposed plan • Whether the applicant has an organisational structure necessary to implement the proposed plan

(2) Notification of examination results

- a) Every applicant will be notified of the results of the examination of their application by both email and post, regardless of whether or not they have been selected.
- b) The names of selected Participating Exhibitors will be announced on the Association's website. (<https://www.expo2025.or.jp/>)

(3) Exclusion from examination (reasons for disqualification)

If an applicant falls under any of the following, the applicant will be immediately disqualified (excluded from examination).

- a) an applicant has made false statements in their application documents; or
- b) an applicant has implemented other unfair practices that can influence examination results

7. Contract Procedure

- (1) Each Participating Exhibitor will conclude a contract with the Association to host a pavilion after discussions with the Association. The contract for hosting a pavilion will mainly stipulate conditions for the temporary use of the allocated section and Pavilion Hosting.
- (2) The intentions of each Participating Exhibitor will be respected as much as possible with regard to matters concerning the Pavilion Hosting. However, the Association may request Participating Exhibitors to modify their plans in consideration of applicable laws and regulations, as well as other circumstances.
- (3) If any selected applicants are found to be not meeting the requirements for application,

subsequently fail to meet the requirements, or are found to be unsuitable as contract counterparts of the Association for other reasons before the execution, the Association may refuse to make any contract with those applicants.

8. Other

- (1) Before you submit your proposal application, please thoroughly read these application guidelines, the Expo's Master Plan, its Registration Dossier, and other related documents. Be sure to comply with them.
- (2) The Association may issue a second invitation for applicants depending on the future situation.
- (3) All communications between applicants and the Association shall be in Japanese language.