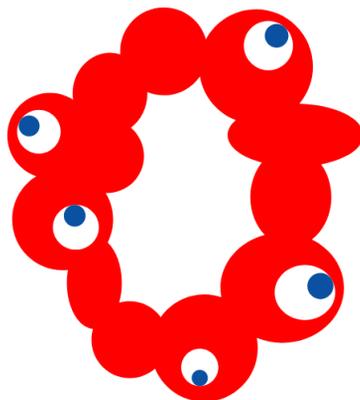


Event Guidelines (supplementary version)



OSAKA, KANSAI, JAPAN

EXPO
2025

Expo 2025 Osaka, Kansai, Japan

**Users' Guide for
EXPO Arena "Matsuri"**

2nd Edition

October 2024

(Note)

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

The updated information since the last issue is displayed as follows.

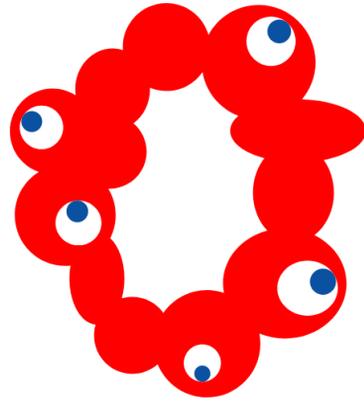
- (1) 'Updated' is displayed next to the number of relevant pages in the INDEX.
- (2) 'Updated' is displayed in the upper right-hand corner of each relevant page and next to the name of the relevant item.

INDEX

I	Basic Overview		
	1) Participation in Events	3	
	2) Concept of Events	4	
	3) List of Event Facilities	5	updated
II	Facility Overview		
	1) Facility Overview	7	
	2) Floor Plans	8	
	3) Seating Map	12	updated
	4) Event Area	13	
	5) Permanent Facilities and Equipment	14	updated
	6) Permanent/Temporary Power Supply Facilities	17	updated
	7) Internet	19	updated
	8) Usage Fees	20	

Terms in this document

Expo	Abbreviation for "Expo 2025 Osaka, Kansai, Japan"
Association	Abbreviation for "Japan Association for the 2025 World Exposition"
Event	Various projects and events held in the event facility
event holder	Users of the event facility (presenters, event staff, event associates, respective secretariats and agencies).
Event Facilities Management Centre	Organisation managing and operating the event facility indicated in this document.
Executional operation	All event organisers' work in preparation for the event up to delivery, operation, and removal.



OSAKA, KANSAI, JAPAN

EXPO
2025

I

**Users' Guide for
EXPO Arena "Matsuri"**

Basic Overview

1) Participation in Events

To the event organisers:

The purpose of the Users' Guide for EXPO Arena "Matsuri" (hereinafter referred to as "Guide") is to enable smooth operations, from prior preparations to execution, for events to be held at the EXPO Arena "Matsuri". 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 September 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.

- 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 EXPO Arena "Matsuri".
 - 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

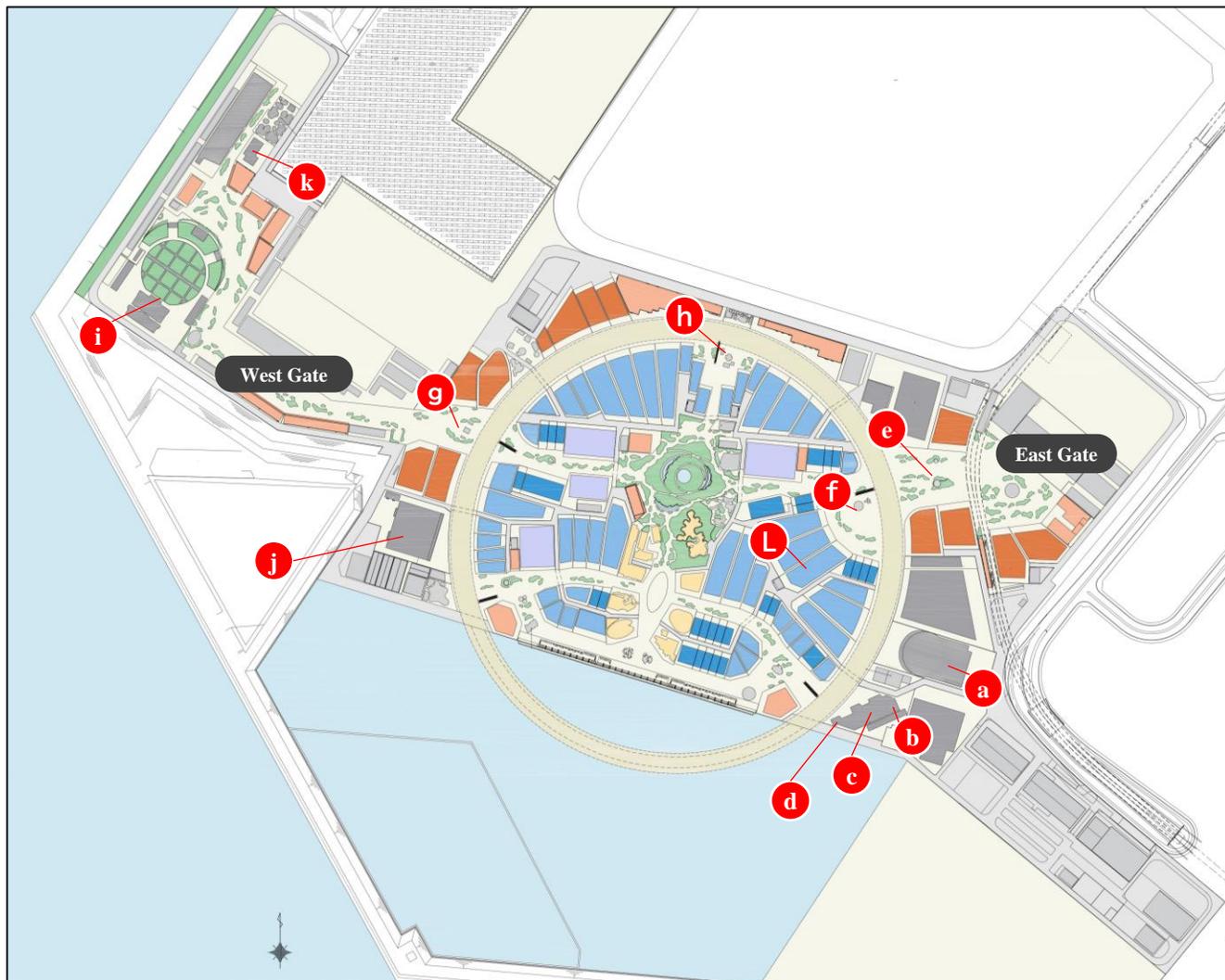
THAT ONE STEP WILL SHIFT THE FUTURE.

その一歩が、未来を動かす。

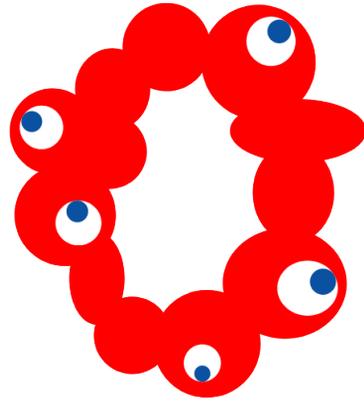
Create opportunities for all Expo Participants to take "a step that connects lives to the future."

- 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]" <small>Note: Nicknames indicated only for those given nicknames.</small>	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 480	Indoor (Semi-open air)
c	Gallery East	Japanese Traditional Culture Area 1F Exhibition Hall	Indoor exhibition space Floor area: approximately 292.5 m ² (Exhibition Room), approximately 41.7 m ² (Waiting Room)	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
L	Festival Station 	—	Stage: width around 12.6 m x depth 6.3 m x Height 1.2m Guest seats: approximately 300 Sound system, lighting, video equipment (LED screen 298 inches in front)	Indoor



OSAKA, KANSAI, JAPAN

EXPO
2025

II

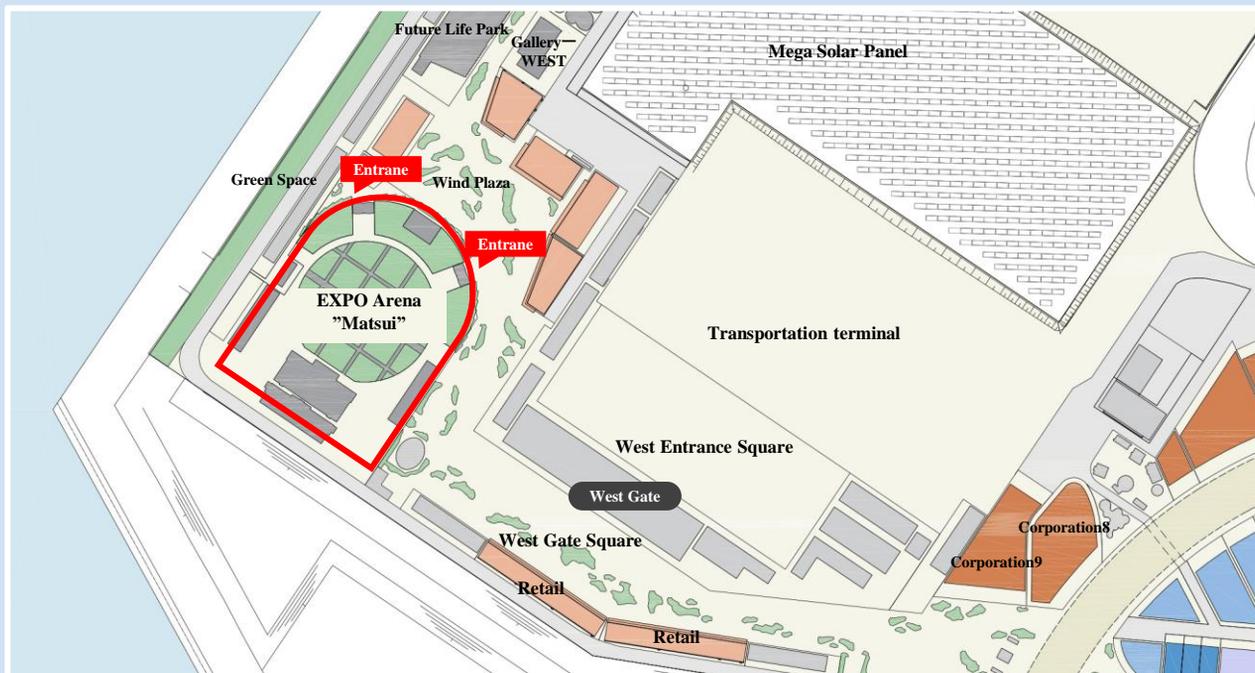
**Users' Guide for
EXPO Arena "Matsuri"**

**Outline of the
Facility**

1) Facility Overview

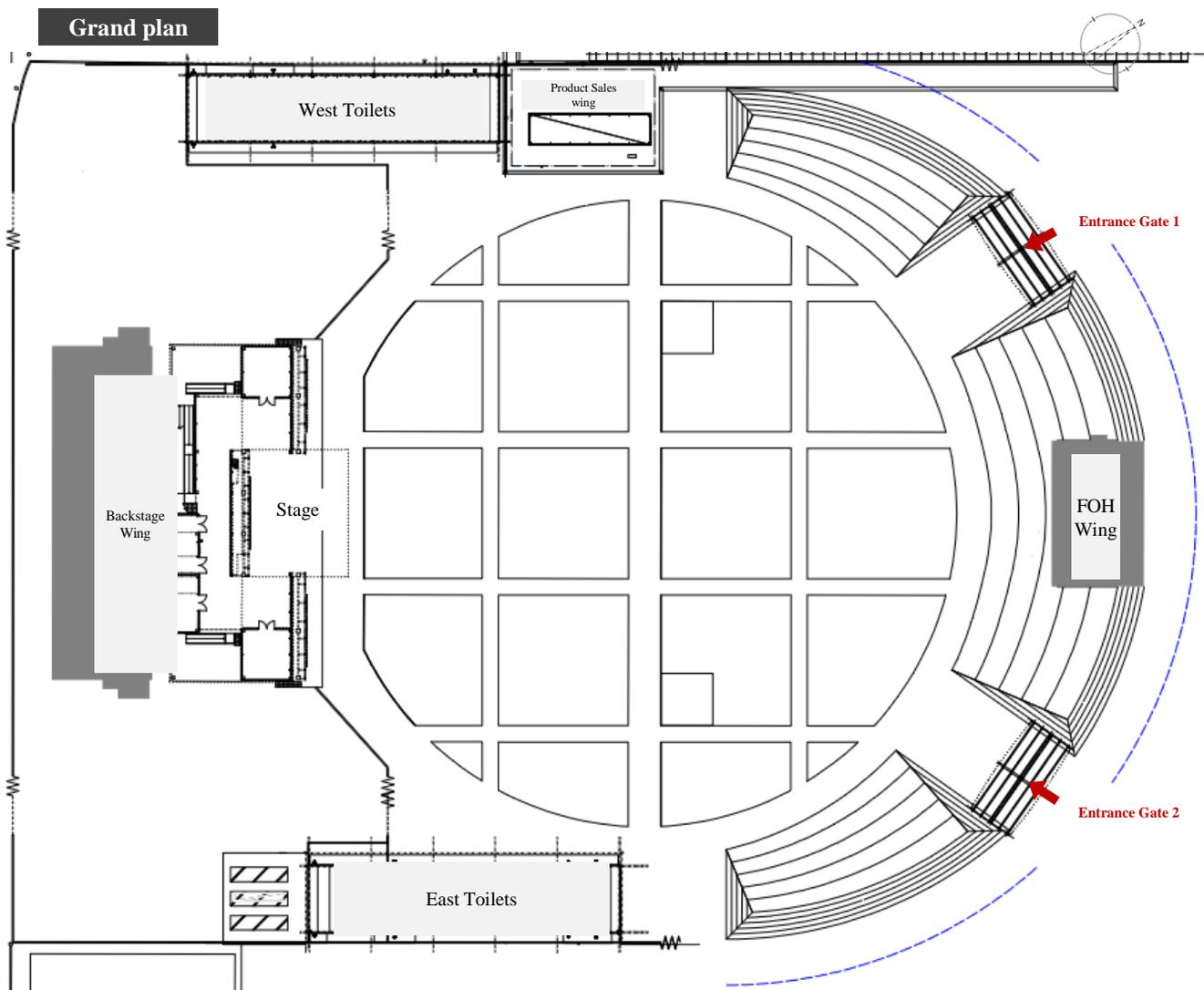


EXPO Arena "Matsuri"



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"> - Basic sounds and lighting equipment - Large LED video system - Height-adjustable hanging bars
Auxiliary Facilities	VIO rooms (FOH wing), dressing rooms, product sales wing, etc.

2) Floor Plans



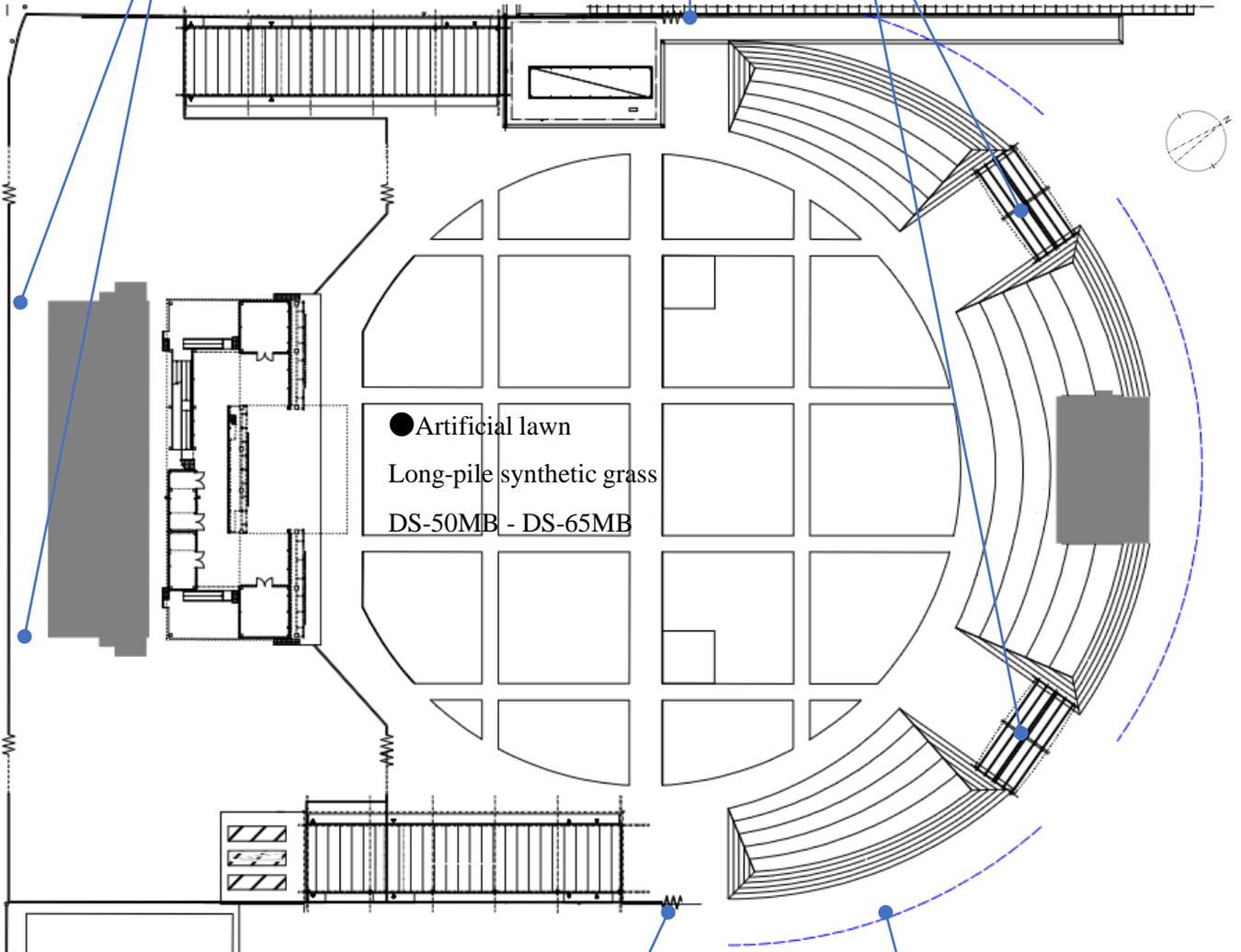
2) Floor Plans

Updated

● Mesh fence on the back of the product sales wing 2.0 m (H)
(the blind sheet comprises the existing equipment)

● Temporary sink

● Entrance Gate 3.0 m (H)



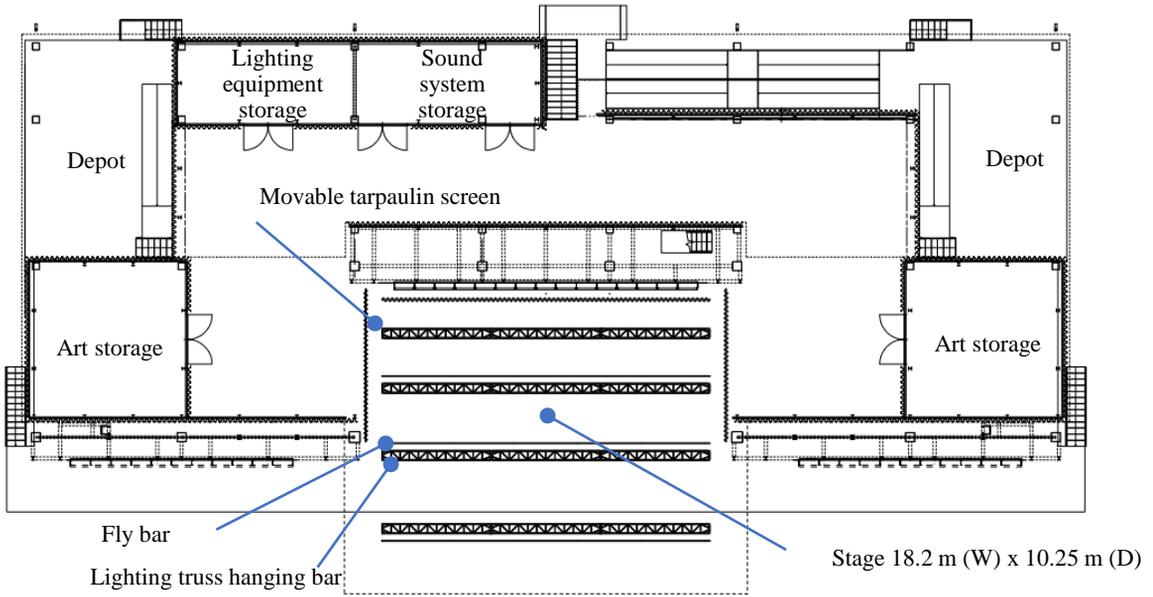
● Artificial lawn
Long-pile synthetic grass
DS-50MB - DS-65MB

● Privacy fence 2.0 m (H)

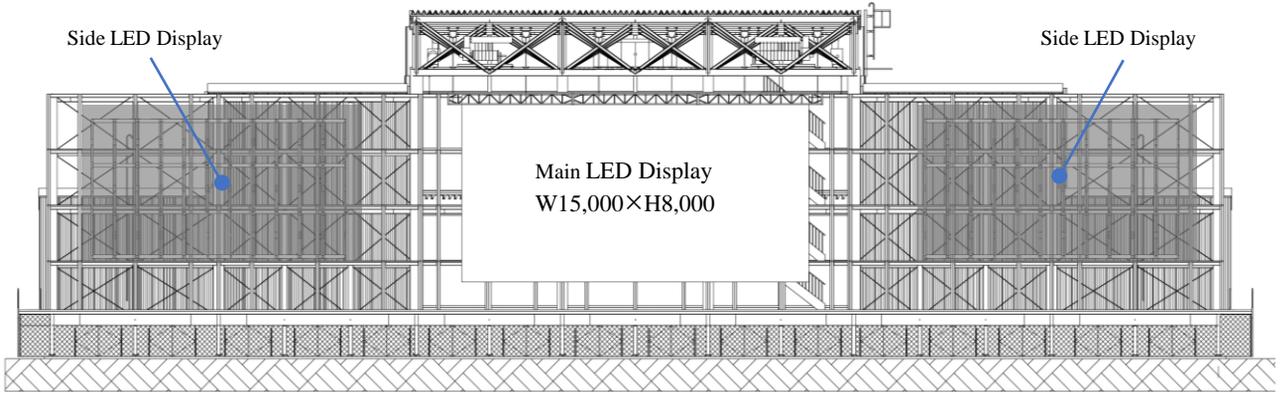
● Safety fence 1.2 m (H)

2) Floor Plans

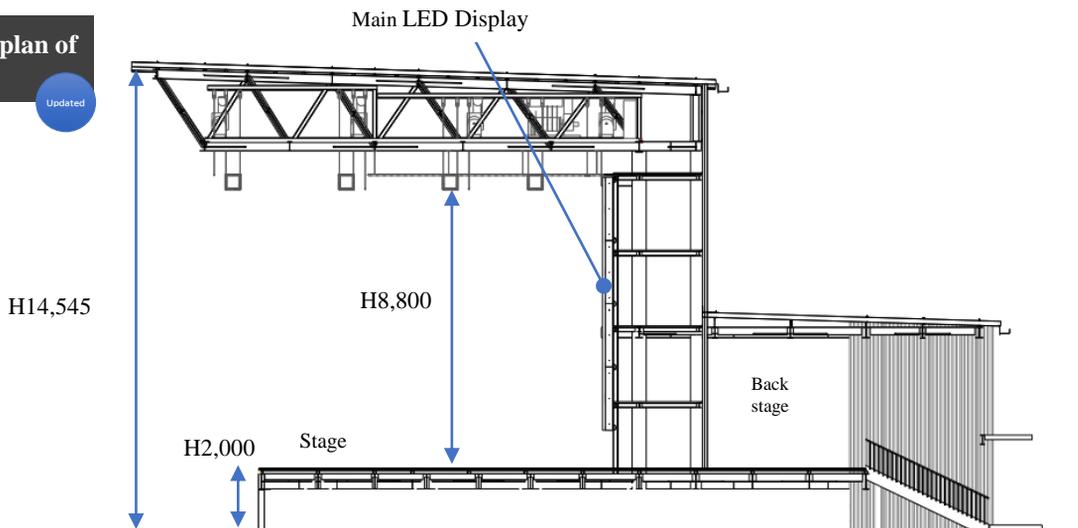
Ground plan of the stage Updated



Elevation plan of the stage Updated



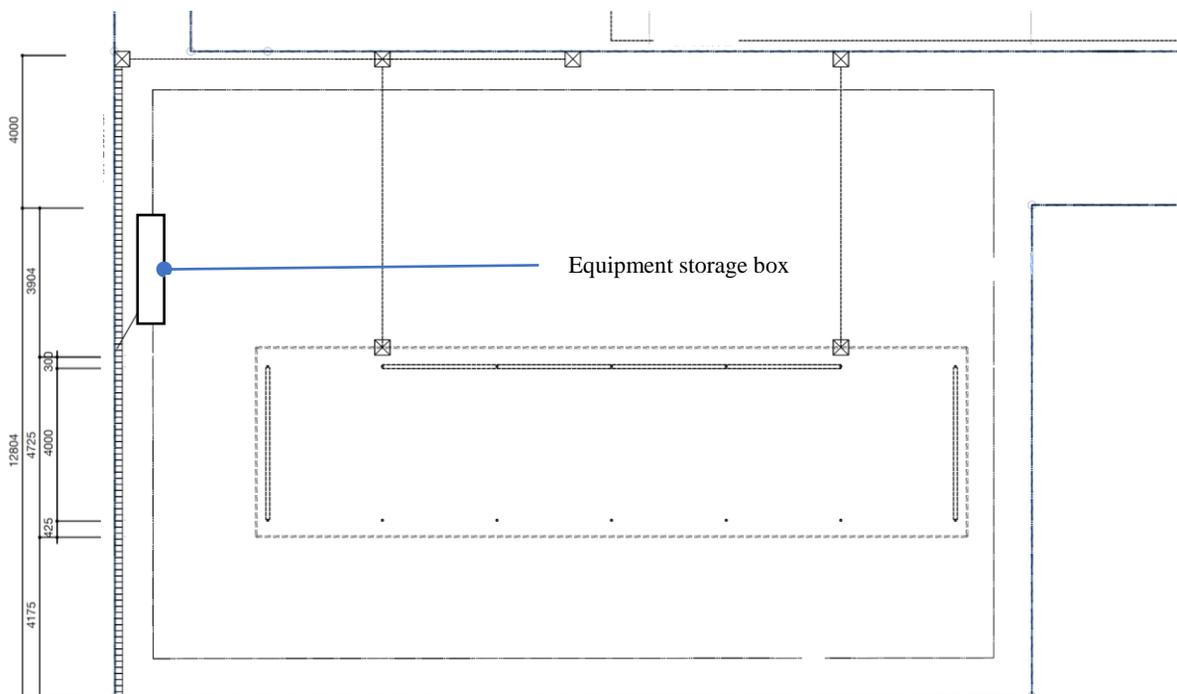
Cross-sectional plan of stage Updated



2) Floor Plans

Ground plan of the product sales wing

Updated



Elevation plan of the product sales wing

Updated

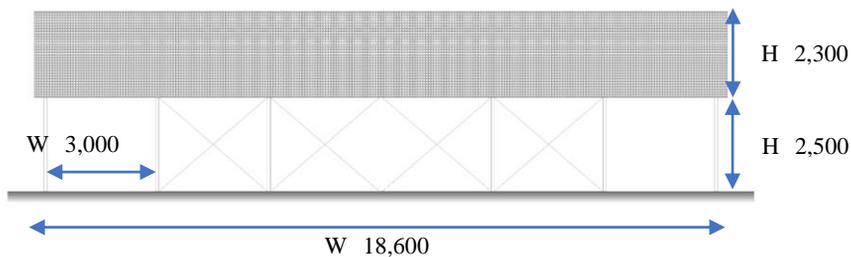


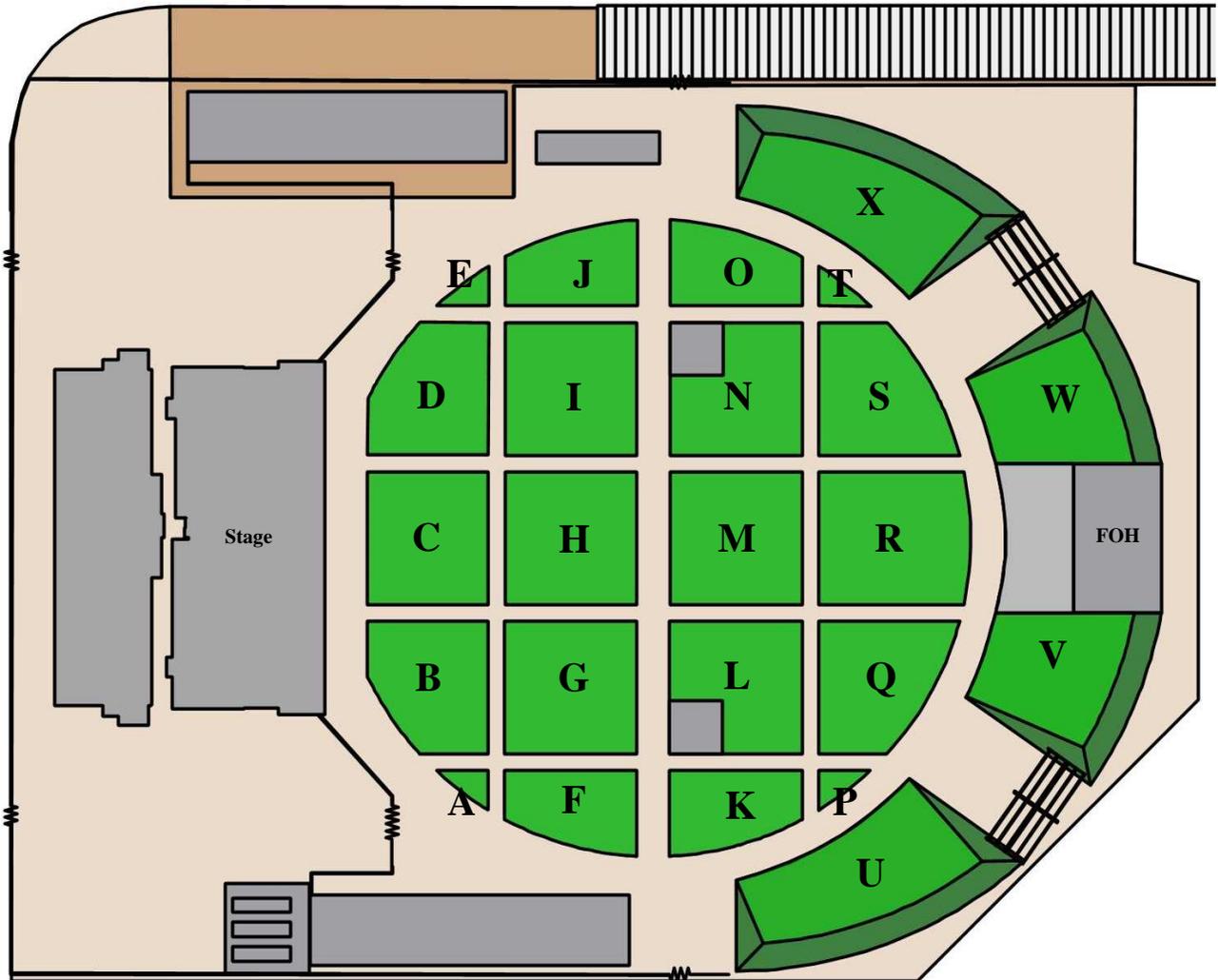
Image of the product sales wing



For the use other than the product sales purposes, consult the Event Facilities Management Centre

3) Seating Map

Basic seating plan



Capacity for each Area

Note) Capacity is reference number.

No.	Area	Size	Density (per person)	Capacity (number of people)
1	A	25	0.3㎡	83
2	B	323	0.3㎡	1,076
3	C	364	0.3㎡	1,213
4	D	323	0.3㎡	1,076
5	E	25	0.3㎡	83
6	F	219	0.3㎡	730
7	G	400	0.3㎡	1,333
8	H	400	0.3㎡	1,333
9	I	400	0.3㎡	1,333
10	J	219	0.3㎡	730
				8,990

No.	Area	Size	Density (per person)	Capacity (number of people)
11	K	219	0.5㎡	438
12	L	272	0.5㎡	544
13	M	400	0.5㎡	800
14	N	272	0.5㎡	544
15	O	219	0.5㎡	438
16	P	25	0.5㎡	50
17	Q	337	0.5㎡	674
18	R	453	0.5㎡	906
19	S	337	0.5㎡	674
20	T	25	0.5㎡	50
				5,118

No.	Area	Size	Density (per person)	Capacity (number of people)
21	Area (U·V·W·X) *Including the area for related persons			about 2,000

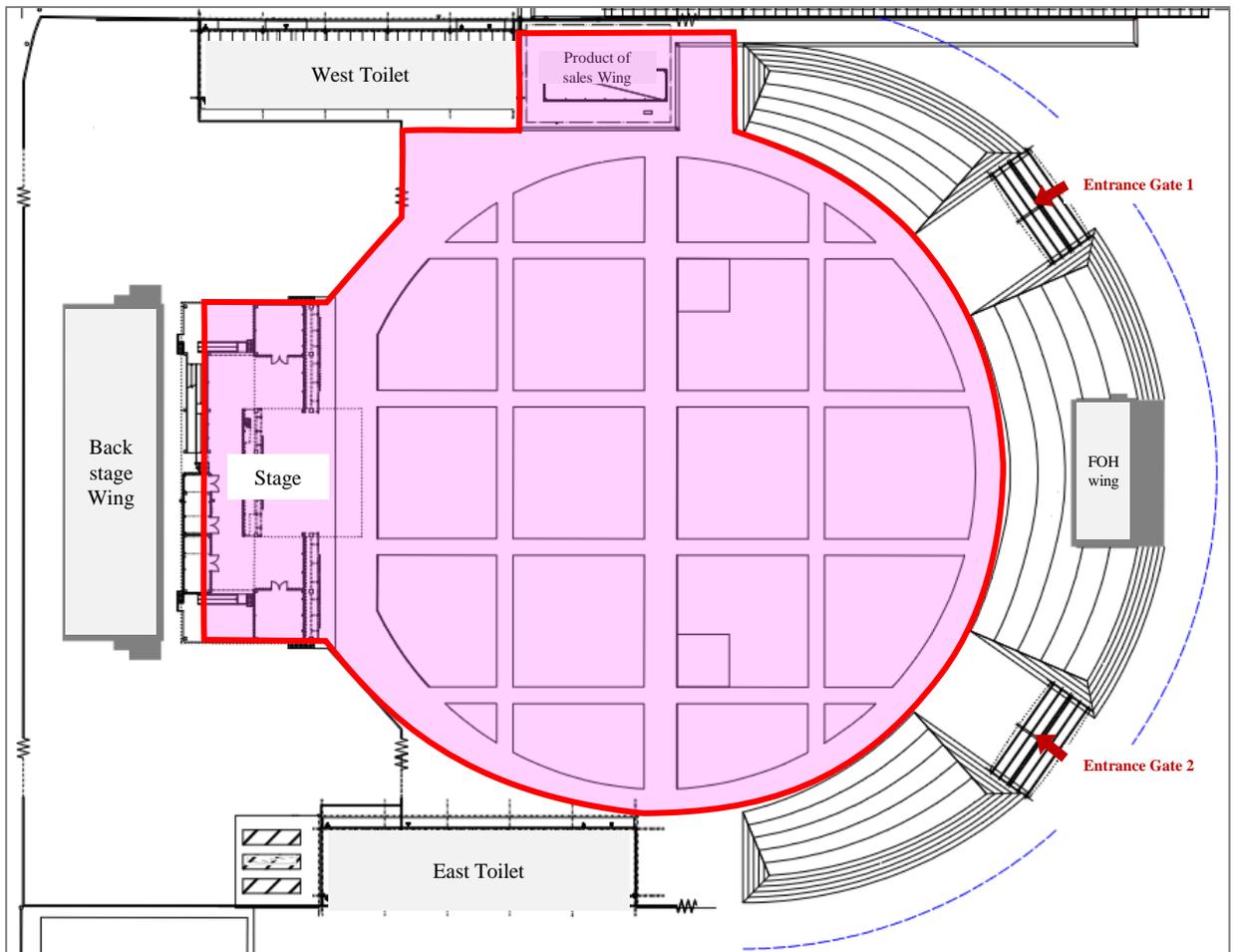
Maximum total number of people about 16,000

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 organiser needs any devices or equipment that are not listed, please prepare them on your side.

Note: The Organiser plans to issue a list of suppliers for reference when arranging additional machinery, equipment, and technical/operational staff.

(Commissioning to unlisted business operators is also allowed.)

③ Regardless of whether the equipment to be used is listed below or not, the event organisers are required to carry out the work necessary for the set up and restoration of the equipment used to the original condition on their side. (If the event organisers ask the Event Facilities 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

Updated

Sound System	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 WPS-B-MAR 12 units / SXCF118 4 units
		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 / RPio622
	Wireless Receivers (Stage Left)		SHURE AD4QJ-B 3 units
	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 Note) The maximum number of simultaneous users, and available frequencies are currently being adjusted.
	Wired Microphones		▼Dynamic microphones SHURE SM 58-LCE w/ WS 16 units SHURE SM 57-LCE w/ WS 20 units SHURE SM 58s w/ WS 6 units SHURE BETA 52A 2 units SHURE BETA 91A 2 units SHURE BETA 57A/ WS 10 units SHURE BETA 58A/ WS 10 units SENNHEISER e904 w/tomクリップ 6 units SENNHEISER MD421 6 units ▼Condenser microphones AKG C-451B 32 units AKG C414B-ULS w/ WS 6 units SHURE MX418/C w/K&M23250+20001 6 units DPA 4099-DC Various types, 13 units in total *Please inquire for details PCC160 4 units
	Sound Equipment		▼Microphone stands K&M ST210 45 units, ST259 45 units, ST310F 14 units TAMA MS200BK 6本, Desktop stands 23325 6 units 卓上スタンドDS-20KB+F-37(B) 12 units ▼Mute switches TCC60 6 units ▼DI units JRADIAL J48 15 units RADIAL PRO D2 5 units
	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

Temporarily installed power supply board equipment and transformer system for stage lighting		
Lighting truss hanging	Lighting truss hanging bar 1	<ul style="list-style-type: none"> ▼Power socket box 1 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) D-type 20A power socket, 4 units (2 direct circuits) Ethernet connector panel, 1 unit ▼Power socket box 2 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) D-type 20A power socket, 4 units (2 direct circuits) ▼DMX node <ul style="list-style-type: none"> 4 ports OUT
	Lighting truss hanging bar 2	<ul style="list-style-type: none"> ▼Power socket box 1 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) 4 D-type 20A power socket, 4 units (2 direct circuits) 1 Insert connector panel ▼Power socket box 2 <ul style="list-style-type: none"> C-type 20A power socket (2 direct circuits) D-type 20A power socket (2 direct circuits) ▼DMX node <ul style="list-style-type: none"> 4 port OUT
	Lighting truss hanging bar 3	<ul style="list-style-type: none"> ▼Power socket box 1 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) 4 D-type 20A power socket, 4 units (2 direct circuits) 1 Insert connector panel ▼Power socket box 2 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) D-type 20A power socket, 4 units (2 direct circuits) ▼DMX node <ul style="list-style-type: none"> 4 port OUT
	Lighting truss hanging bar 4	<ul style="list-style-type: none"> ▼Power socket box 1 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) 4 D-type 20A power socket, 4 units (2 direct circuits) 1 Insert connector panel ▼Power socket box 2 <ul style="list-style-type: none"> C-type 20A power socket, 4 units (2 direct circuits) D-type 20A power socket, 4 units (2 direct circuits) ▼DMX node <ul style="list-style-type: none"> 4 port OUT
Lighting	Waterproof moving lights	SGM G-7 Spot 12 units
	Light controller	MA Lighting grandMA3 compact XT
	Other lighting equipment	LED spotlights SILVER STAR super SOLAR2ze/ETZ MK4 60 units
		Blinder lights EK-PRO Blinder II IP 10 units (1 set/4 spots)
		LED PAR Minin-B Par LED Aqua 20 units
		Ellipsoidal spotlights ColorSource Spot VXT, 8 units
		A set of cables, hangers, and wires

5) Permanent Facilities and Equipment

3. List of Video Equipment

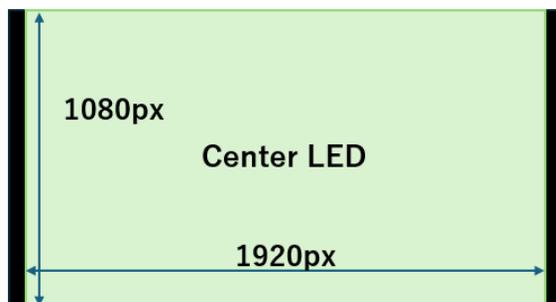
Video equipment	LED main display	Size: 15m×8m / Resolution: 2,520pix×1,344pix
	LED side display	Size: 11.5m×6.5m / Resolution: 1,932pix×1,092pix
	Multi format video switcher	Roland V-600UHD
	Live switcher	Panasonic AV-UHS500
	System camera	SONY HDC-3100, 2 units
	Camera lens	122-zoom telephoto lens / 24-zoom portable lens
	Remote camera system	Panasonic AW-UR100GJ 2 units / AW-RP150GJ
	Media player	xPressCue
	Video equipment	Currently being arranged

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

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

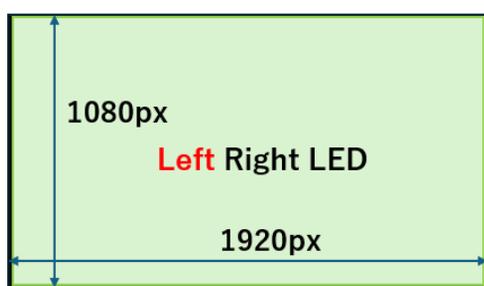
▼ Example of the LED screen

Center display



Resolution/2,520pix×1,344pix

Side display



Resolution/1,932pix×1,092pix

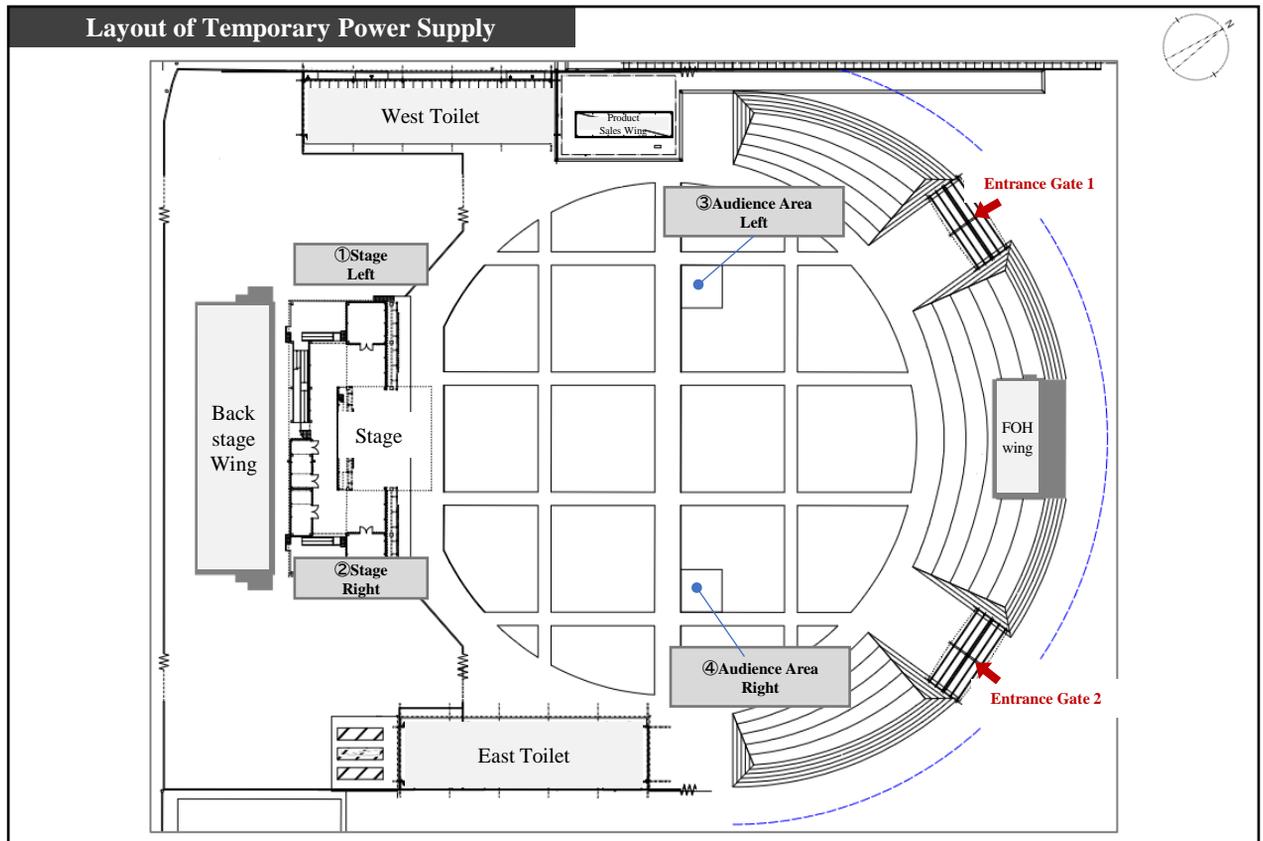
Note) Black frames appears on the sides of the LED screen when the system displays the screen vertically.

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 30kVA ※1	3 three-phase lines 200V 120kVA ※1
Type	C-type 30A/100V, 15 units	C-type 30A /100V, 20 units Camlock output connector	MCB3P50A 4 units	MCB3P250A 4 units
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 is 150KVA. The indicated capacities are the maximum values. The power plan must be prepared to ensure a safe capacity range.



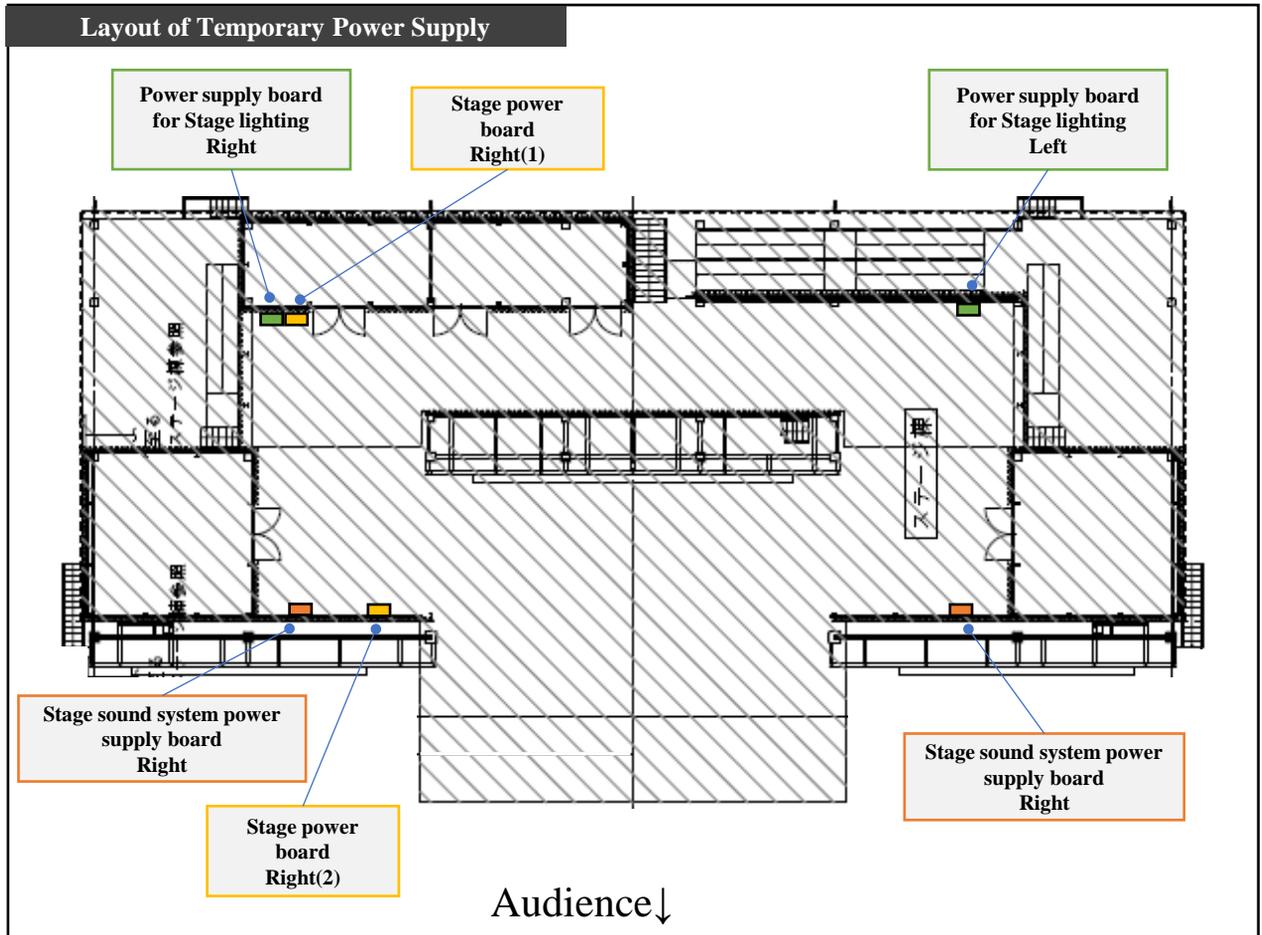
6) Permanent/ Temporary Power Supply Facilities

Updated

1. Temporary Power Supply Facilities and Type

As the Expo strives to achieve sustainability through the preparations and operations, it is prohibited to bring in generators or power source vehicles. As a general rule, the power used for events must be kept within the power capacity allocated to the facility.

○If you are planning an event which cannot be served by the electricity capacity provided by the permanent equipment, please consult separately.

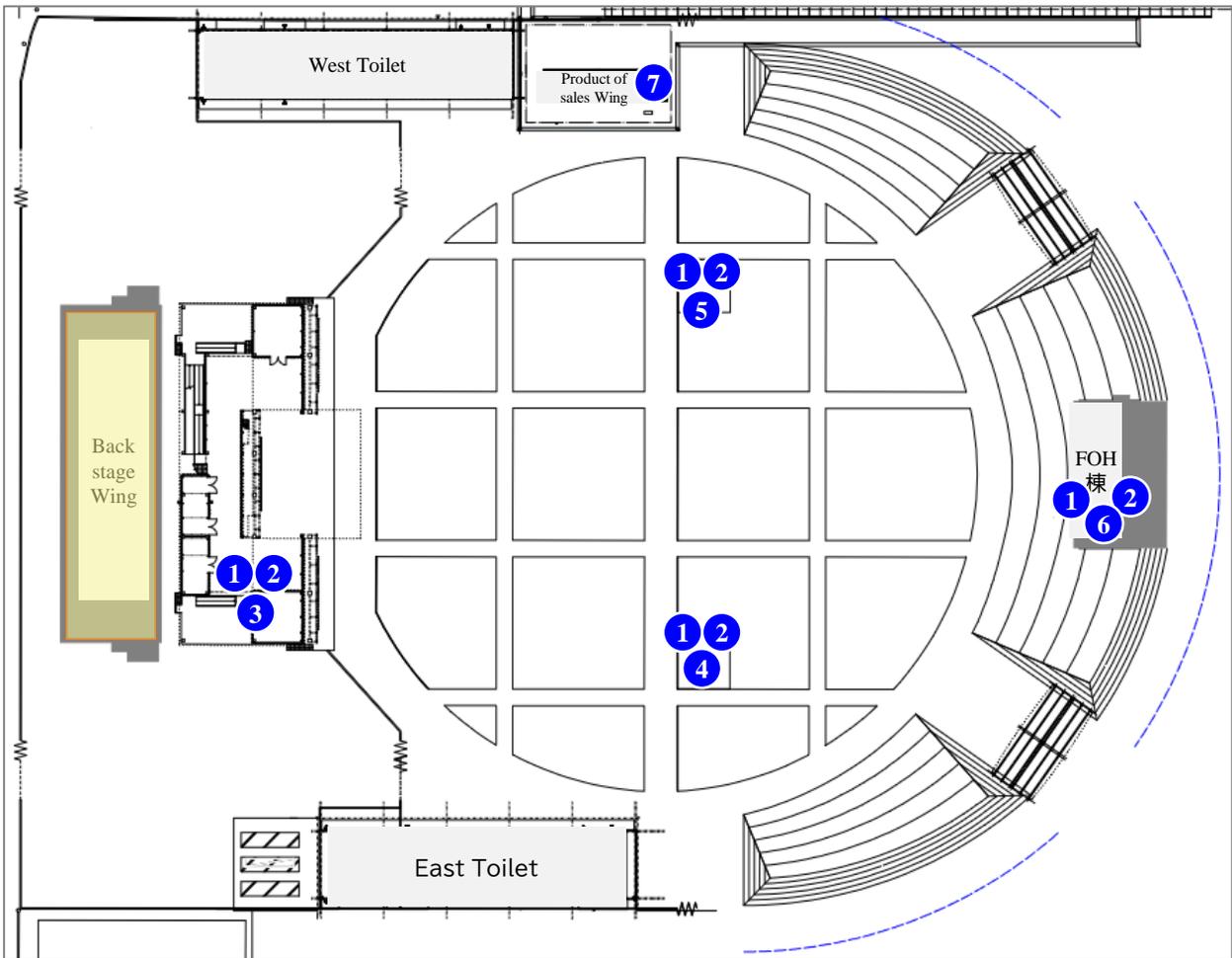
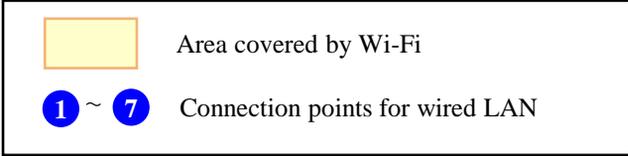


7) Internet

Updated 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 internet connection line is a best-effort delivery line with a line capacity of 1 Gbps.
- 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
 - b. Wired LAN connection: LAN cables are to be prepared by the event organisers.

Notes:
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	3hours	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 65 and 66.	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 53,54,56 for details.

8) Usage Fee

3. Other fee

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 event organiser.
- 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	55,000 yen

	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 Facilities 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 Facilities Management Centre when details of event preparations are decided.