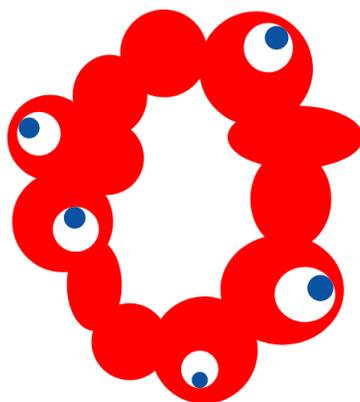


# Event Guidelines (supplementary version)



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

Expo 2025 Osaka, Kansai, Japan

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

2<sup>nd</sup> Edition

October 2024

(Note)

The contents described in this guide are current 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.

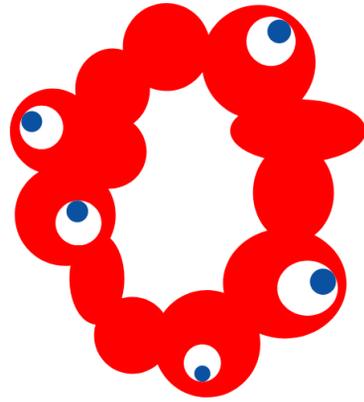
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Updated

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## Terms in this document

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



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

**I**

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

**Basic  
Overview**

## 1) Participation in Events

### To the event organisers:

The purpose of the Users' Guide for Pop-Up Stage Outer East (hereinafter referred to as "Guide") is to enable smooth operations, from prior preparations to execution, for events to be held at the Pop-Up Stage Outer East. Make sure to sufficiently understand the contents described before planning and working on the executional operation of events. Note that the contents described in this guide is as of 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 Pop-up Stage Outer East.
  - a. Contents that violate public order and morality, and contents that breach laws and treaties
  - b. Contents that are problematic in terms of security
  - c. Defamation or slander toward specific countries, associations, and companies
  - d. Contents that may pose dangers to visitors or facilities
  - e. Contents that extremely deviates from plans at the time of applications
  - f. Other than the above, contents deemed to be difficult in terms of management and operation
- ⑨ As a general rule, provisions in this guide and respective guidelines should be complied with when executing events. If there are any unclear points regarding contents, notify about them.

## 2) Concept of Events

### Role of events at the Expo

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

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

### Concept of Events

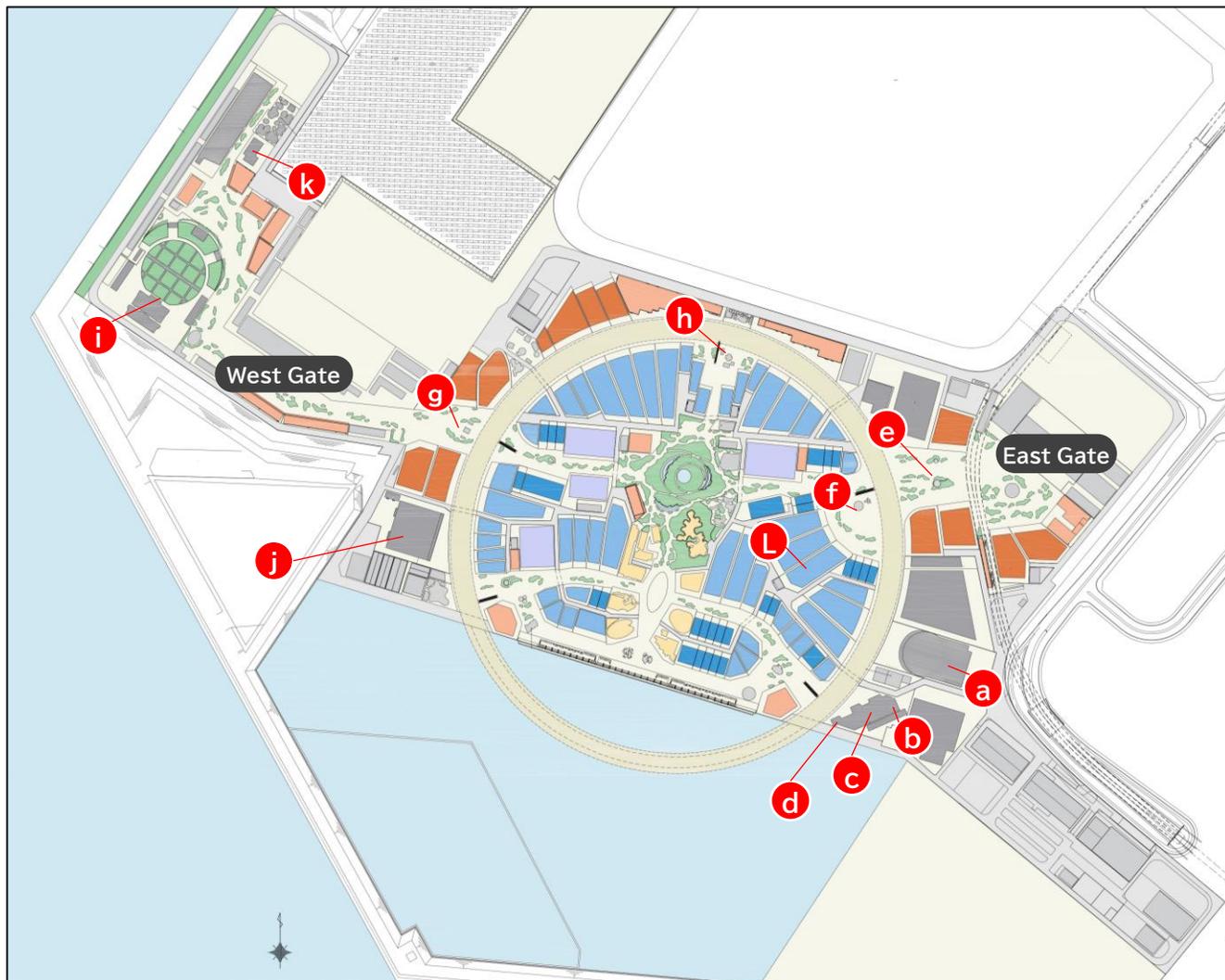
THAT ONE STEP WILL SHIFT THE FUTURE.

その一歩が、未来を動かす。

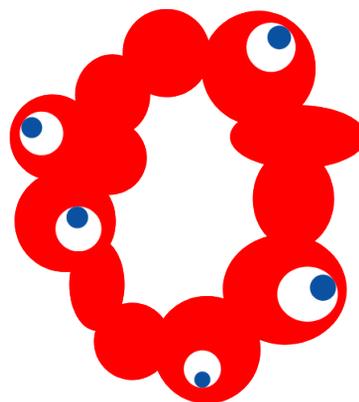
Create opportunities for all Expo Participants to take “a step that connects lives to the future.”

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

### 3) List of Event Facilities



	Official Name "[Nickname]" Note: Nicknames indicated only for those given nicknames.	Former Name	Description of Facility	Indoor or Outdoor
<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 480	Indoor (Semi-open air)
<b>c</b>	Gallery East	Japanese Traditional Culture Area, 1F Exhibition Hall	Indoor exhibition space Floor area: approx. 292.5 m <sup>2</sup> (Exhibition Room) approx. 41.7 m <sup>2</sup> (Waiting Room)	Indoor
<b>d</b>	Pop-Up Stage South	Japanese Traditional Culture Area, Small Outdoor 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 East, g. West, h. North	Small Stage	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
<b>L</b>	Festival Station <span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; color: white; font-weight: bold;">Updated</span>	—	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  
Pop-Up Stage Outer East

**Outline of  
the Facility**

1) Outline of the Facility

e Pop-Up Stage Outer East

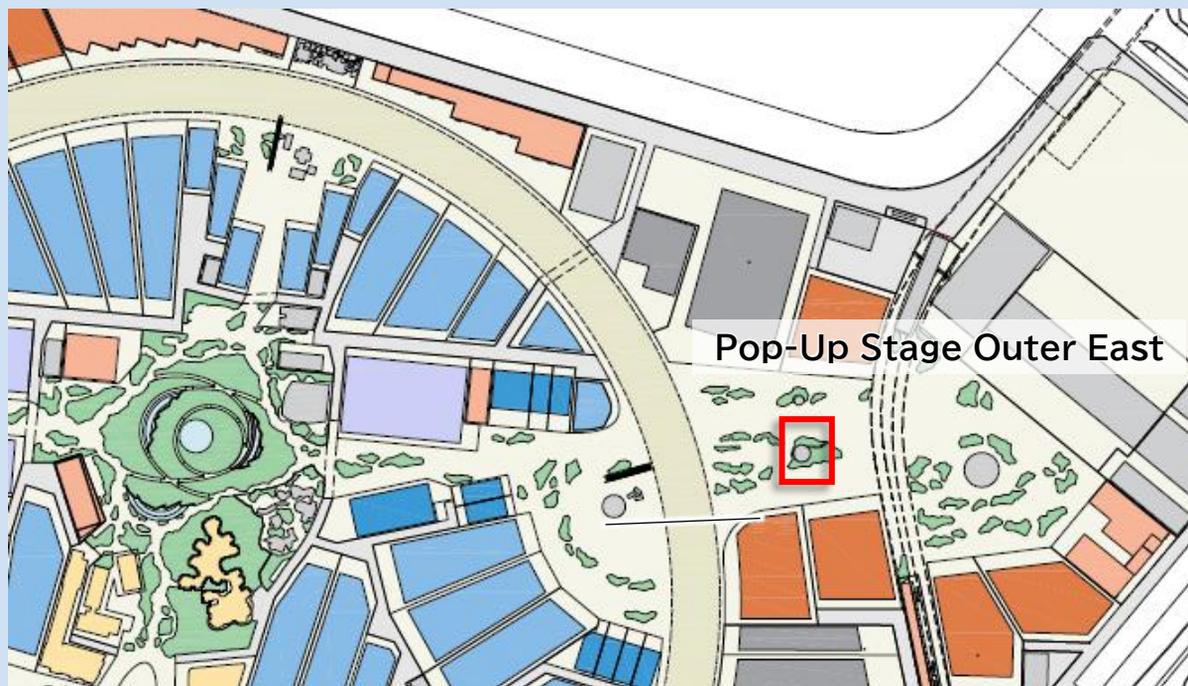


Image of exterior



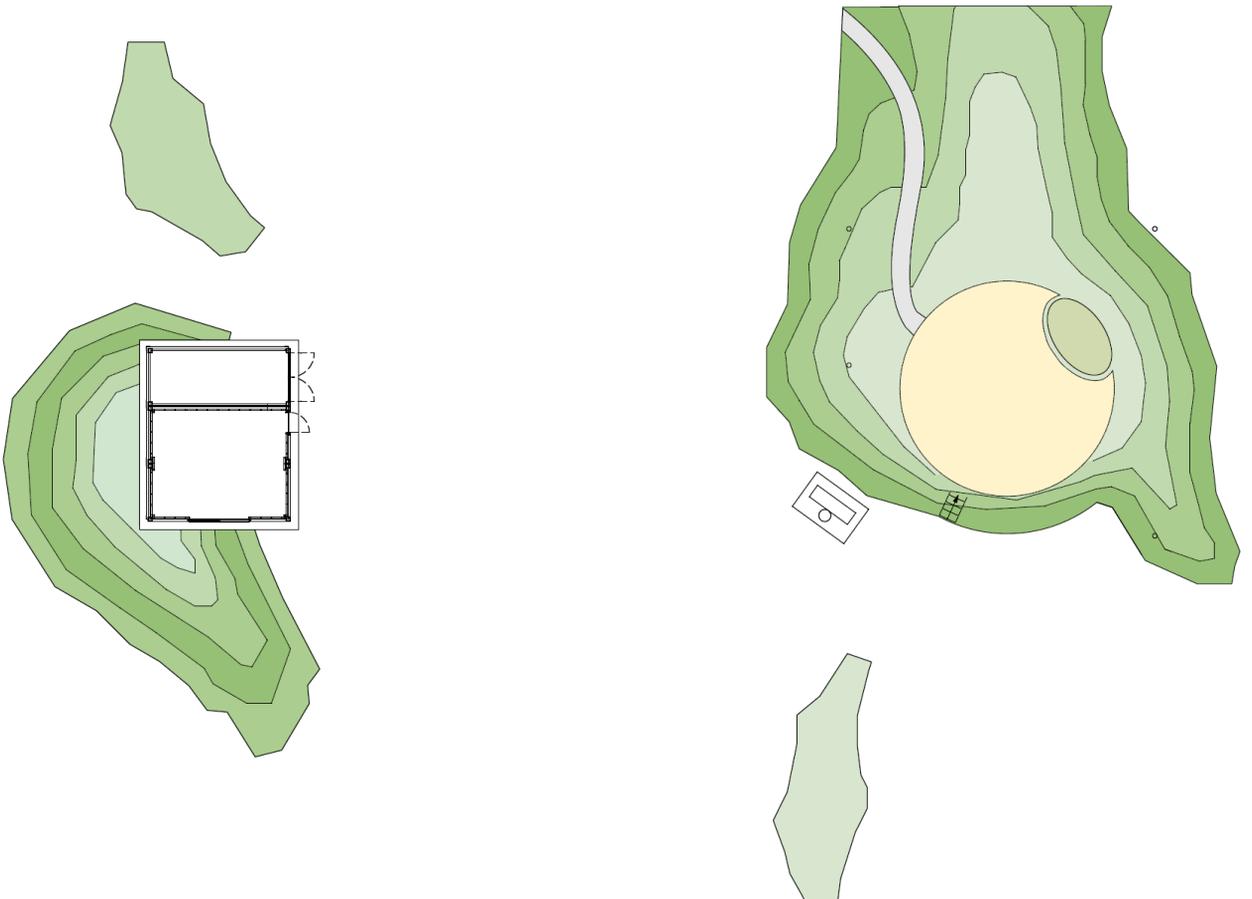
Image of stage

\*Please do not reuse these images. Note that they are subject to change.

Form of stage	Circular Stage: approx. 78.22㎡ (Diameter approx. 10 m)
Auxiliary equipment (backyard)	backstage
Note	<ul style="list-style-type: none"> <li>•No smoking in all areas</li> <li>•No food and drinks allowed on stage</li> </ul>

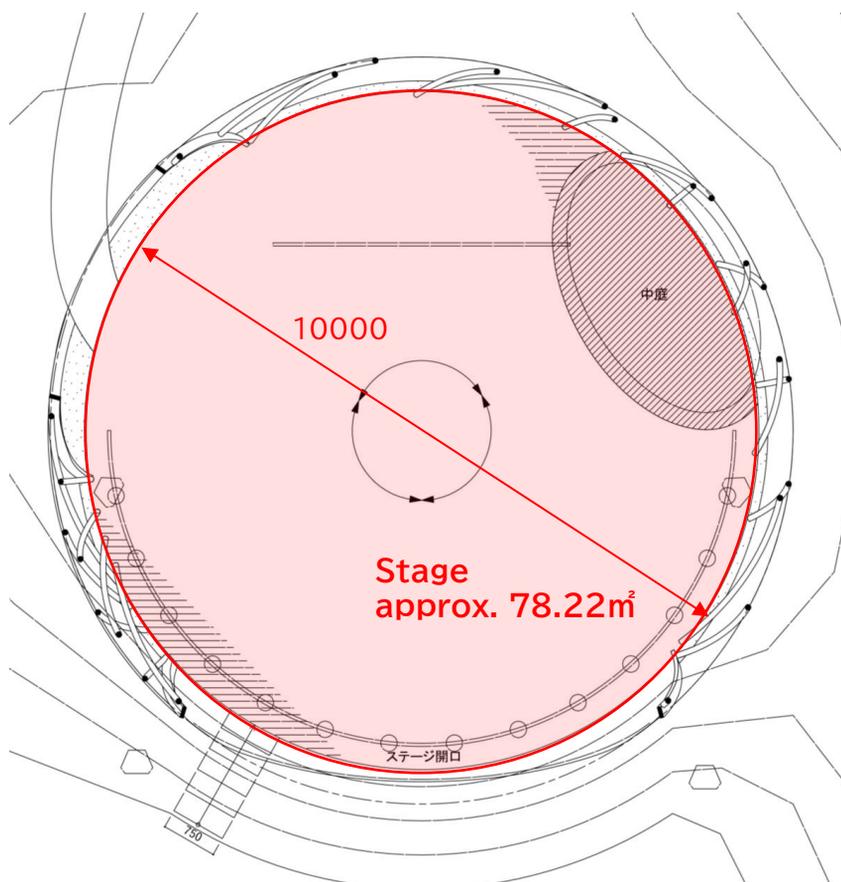
2) Drawings of the Facility

Ground plan

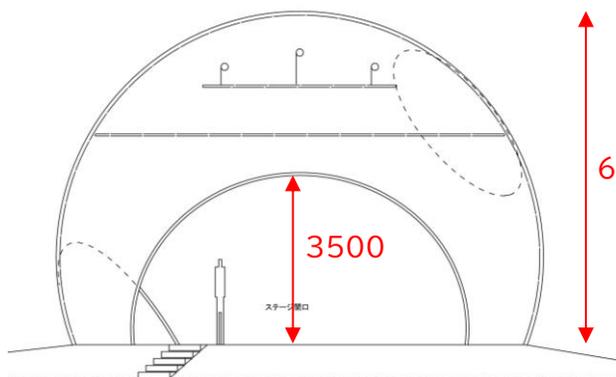


### 3) Outline of Stage Area

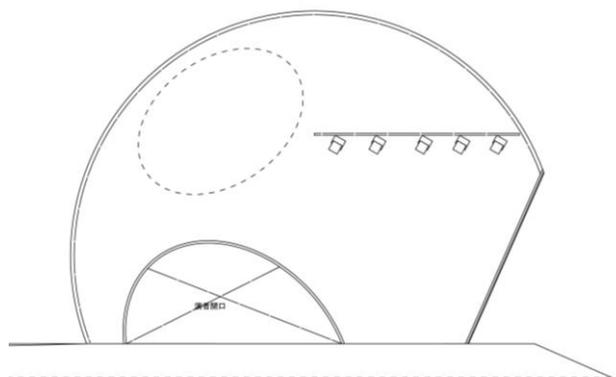
#### 1. Stage area



Ground plan



Elevation plan

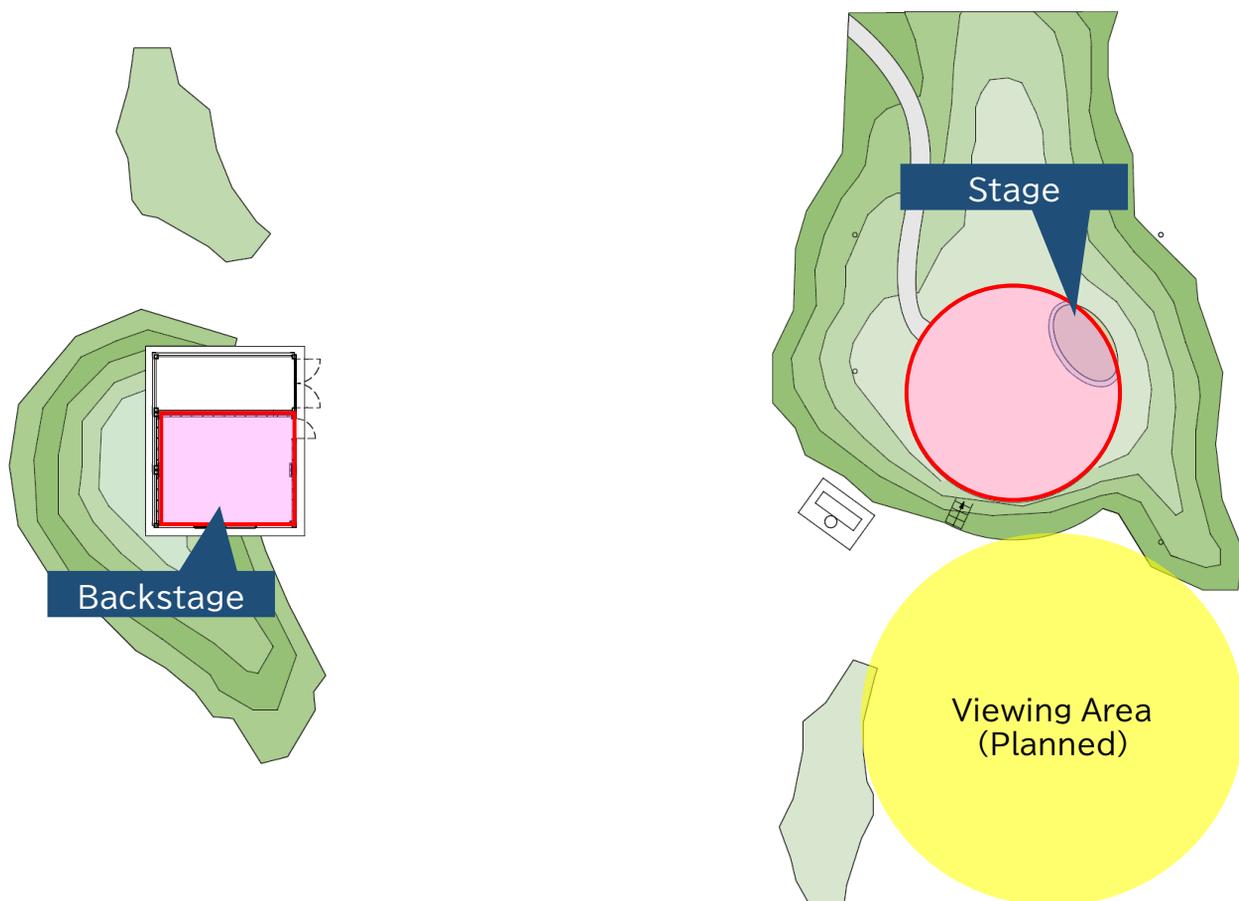


Side plan

## 4) Event Area

### 1. Usable location and space

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



## 5) Permanently Installed Equipment and Supplies in Facility

Updated

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

### 1. List of sound equipment

Updated

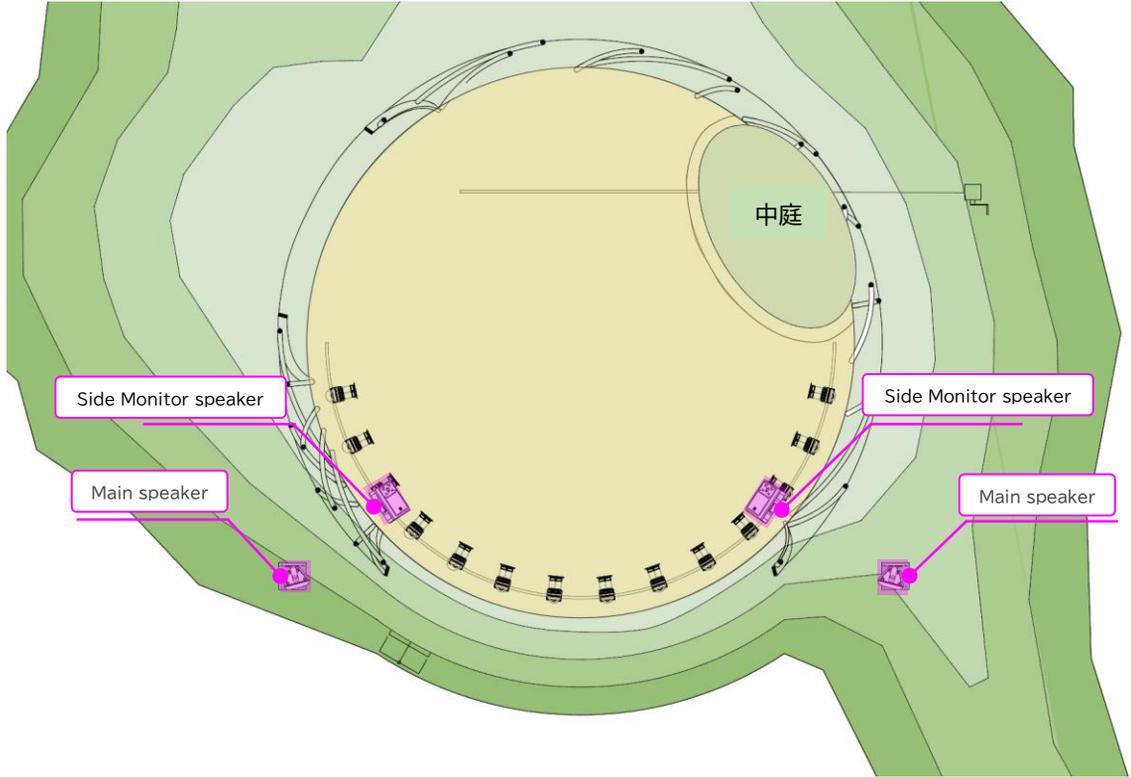
Sound system	Main speaker	Electro-Voice Sx300PI 2 units
	Side Monitor speaker	Electro-Voice Sx300PI 2 units
	Digital mixer	YAMAHA DM3 1 unit
	Playback equipment	TASCAM SS-CDR250N 2 units
	Audio interface	PlayAUDIO12 1 unit
	Power amplifier	YAMAHA PC406-D 2 units
	Wireless microphone receiver (single channel)	SHURE QLXD4J-L53 2 units
	Wireless microphone transmitter (hand-held model)	SHURE QLXD2/SM58-L53 2 units
	Wireless microphone transmitter (bodypack model)	SHURE QLXD1-L53 2 units
	Headset microphone (wireless)	SHURE SM35-TQG 2 units
	Dynamic microphone	SHURE SM58-LCE 6units
	Dynamic microphone	SHURE SM57-LCE 4units
	Boom microphone stand	K&M ST210/2C (chrome) 6 units
Short boom microphone stand	K&M ST259C (chrome) 4 units	

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

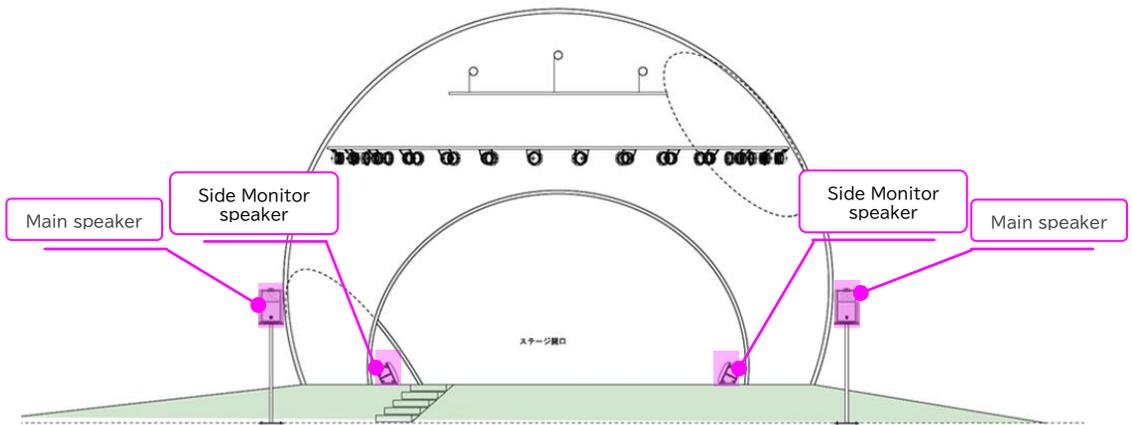
5) Permanently Installed Equipment and Supplies in Facility Updated

Audio equipment installation location Updated

Ground plan



Elevation plan



5) Permanently Installed Equipment and Supplies in Facility

Updated

2. List of lighting equipment

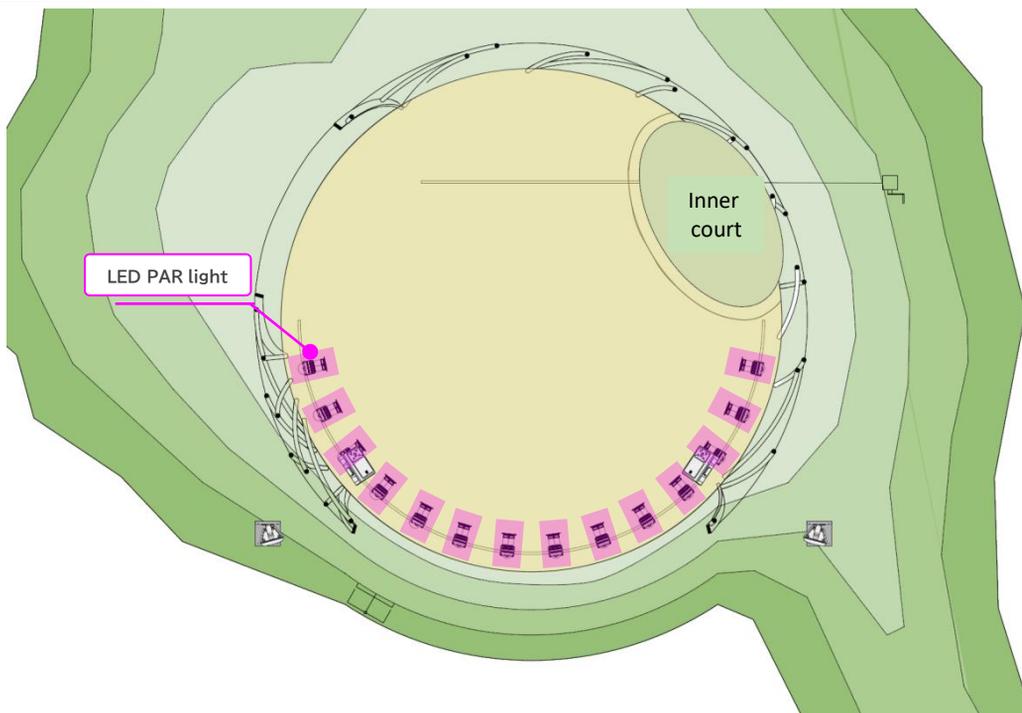
Updated

Lightning	LED PAR light	AcmeJAPAN LED-PAR100 RGBA IP 14 units
	DMX controller	TamaTechLab. DMX CF RECORDER IV 1 unit
	DMX remote controller	ZERO88 Splitteer 8 1 unit
	DMX splitter	TamaTechLab DS4 1 unit

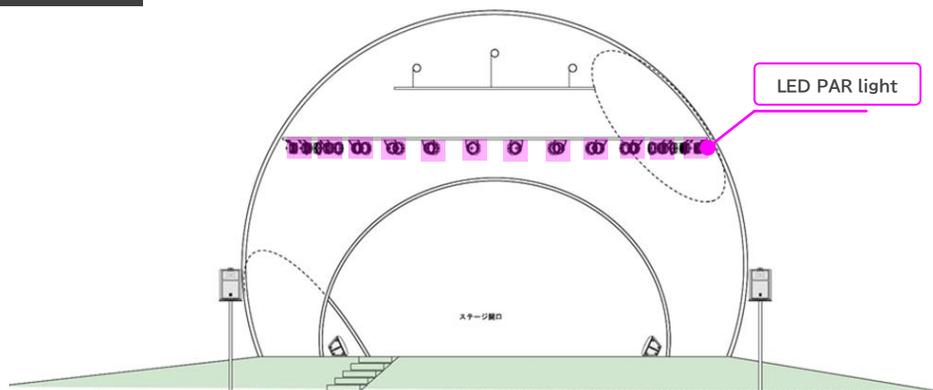
Note: As of September 2024. They are subject to change going forward.

Lighting installation location

Ground plan



Elevation plan



## 5) Permanently Installed Equipment and Supplies in Facility

Updated

### 3. List of stage supplies

Updated

No.	Supply	Specification	Volume	Remarks
1	Pipe chair		8 units	
2	Long table	W1800*D450	4 units	

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

### 4. List of operation supplies

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

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

### 5. List of projection mapping equipment

Updated

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

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

6) Permanently and Temporarily Installed Power Supply Equipment

Updated

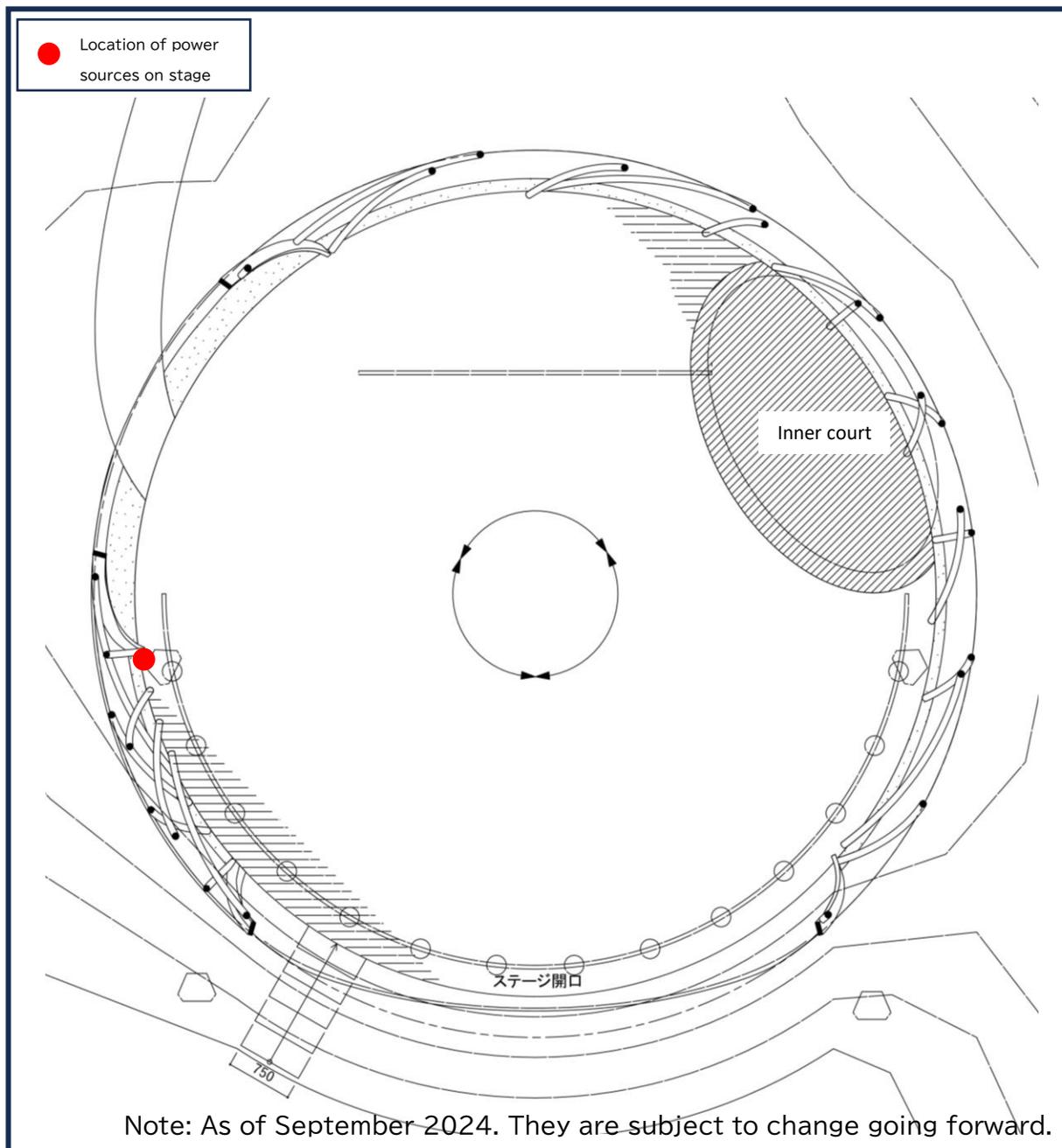
1. Permanently and Temporarily Installed Power Supply Equipment

Updated

- At the Expo, which aims to actualise sustainability through its preparation and operation, Participants are prohibited from bringing in power generators and power-supply vehicles.
- Limit power used at events to within the power volume in facilities.

category		stage	others
	for stage	100V15A	

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



2. Internet connectivity

Updated

The internet connectivity is not provided.

## 7) Usage Fee

Updated

### 1. Facility usage fee and Common service fee

Updated

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).

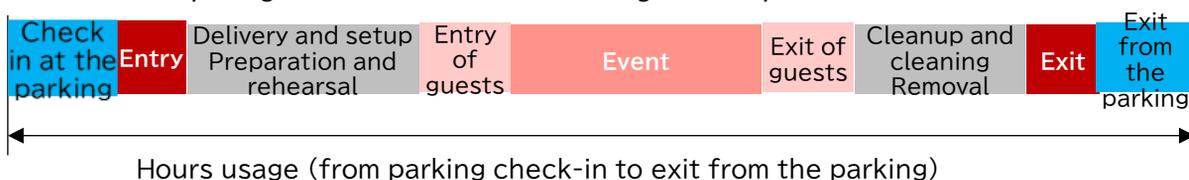
Facility Name	Usage Category		Event Facility Usage Fee (tax included)	
			1 slot	Basic Hours 9:00 a.m. to 9:00 p.m.
			3 hours	12 hours
Pop-Up Stage Outer East	3 hours	a. 9:00 a.m. to 12:00 p.m. b. 12:00 p.m. to 15:00 p.m. c. 15:00 p.m. to 18:00 p.m. d. 18:00 p.m. to 21:00 p.m.	23,100 yen	92,400 yen

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

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

#### Hours of event facility usage

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



Item	Details of Item	Basic Hours 9:00 a.m. to 9:00 p.m. Usage Fee (tax included)
Common service fee	Electricity, the cost of the proposed insurance coverage by the Expo Association(*excluding PL insurance: product liability insurance), and expenses related to the use of the dressing rooms (including ancillary facilities) *A flat fee is charged regardless of the scope of use. *For more details on the insurance coverage, please refer to pages 43 and 44.	7,670 yen / every 3 hours 30,680 yen / 12 hours

Depending on the nature of the event, there may be fees for disposing of waste on site. Please refer to page 35 for details.

## 7) Usage Fee

Updated

### 3. Other fee

Updated

Use of the event facilities outside the applied period will incur extra-hour usage fee, common service fee, and the fees for facility management staff's extra hours of labour.

#### ➤ Fees for facility management staff extra hours of labour (summary)

	Item	Overtime 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	Programme director (per 1 person)	27,500 yen	6,600 yen/1h	6,600 yen/1h
3	Programme staff (1 person)	16,500 yen	3,300 yen/1h	3,300 yen/1h
4	Technical director (per 1 person)	22,000 yen	4,950 yen/1h	4,950 yen/1h
5	Technical staff (per 1 person)	16,500 yen	3,300 yen/1h	3,300 yen/1h
-	Late night accommodation and travel fee	0:00 a.m. to 7:00 a.m., 11:00 p.m. to 0:00 a.m.		
		Additional fee: 23,000 yen/person		

#### Notes:

- 1 and 2 above will apply to all working hours of the event organisers .
- For 3, 4 and 5 above, the necessary number of personnel will be assigned for the necessary amount of time according to the contents of work of the event organiser.