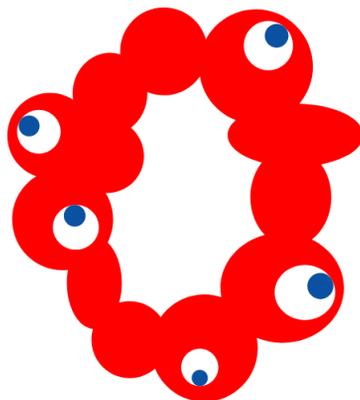


Event Guidelines (supplementary version)



OSAKA, KANSAI, JAPAN

EXPO
2025

Expo 2025 Osaka, Kansai, Japan

Users' Guide for Pop-up Stage South

2nd Edition

October 2024

(Note)

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

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.

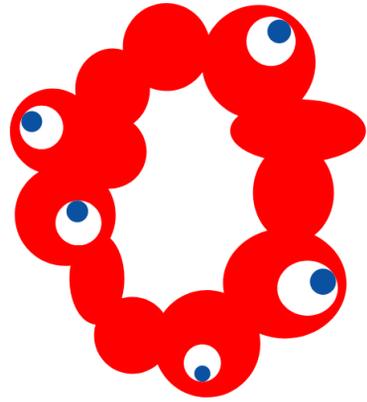
INDEX

Updated

I	Basic Overview		
	1) Participation in Events	3	Updated
	2) Concept of Events	4	
	3) List of Event Facilities	5	Updated
II	Facility Overview		
	1) Facility Overview	7	
	2) Floor Plans	8	Updated
	3) Event Area	10	Updated
	4) Permanent Facilities and Equipment	13	Updated
	5) Internet	15	Updated
	6) Usage Fees	16	Updated
III	Event Implementation Flow		
	1) Preliminary Meetings	19	Updated
	2) List of Required Documents	21	Updated
	3) Required Documents for Fire Department	22	
	4) Application for Use of Radio Devices Including Radio Microphones and Radiotelephonies	23	Updated

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.
Executorial 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
Pop-Up Stage South**

**Basic
Overview**

1) Participation in Events

To the event organisers:

The purpose of the Users' Guide for Pop-up Stage South (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 South. 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 South.
 - a. Contents that violate public order and morality, and contents that breach laws and treaties
 - b. Contents that are problematic in terms of security
 - c. Defamation or slander toward specific countries, associations, and companies
 - d. Contents that may pose dangers to visitors or facilities
 - e. Contents that extremely deviates from plans at the time of applications
 - f. Other than the above, contents deemed to be difficult in terms of management and operation
- ⑨ As a general rule, provisions in this guide and respective guidelines should be complied with when executing events. If there are any unclear points regarding contents, notify about them.

2) Concept of Events

Role of events at the Expo

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

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

Concept of Events

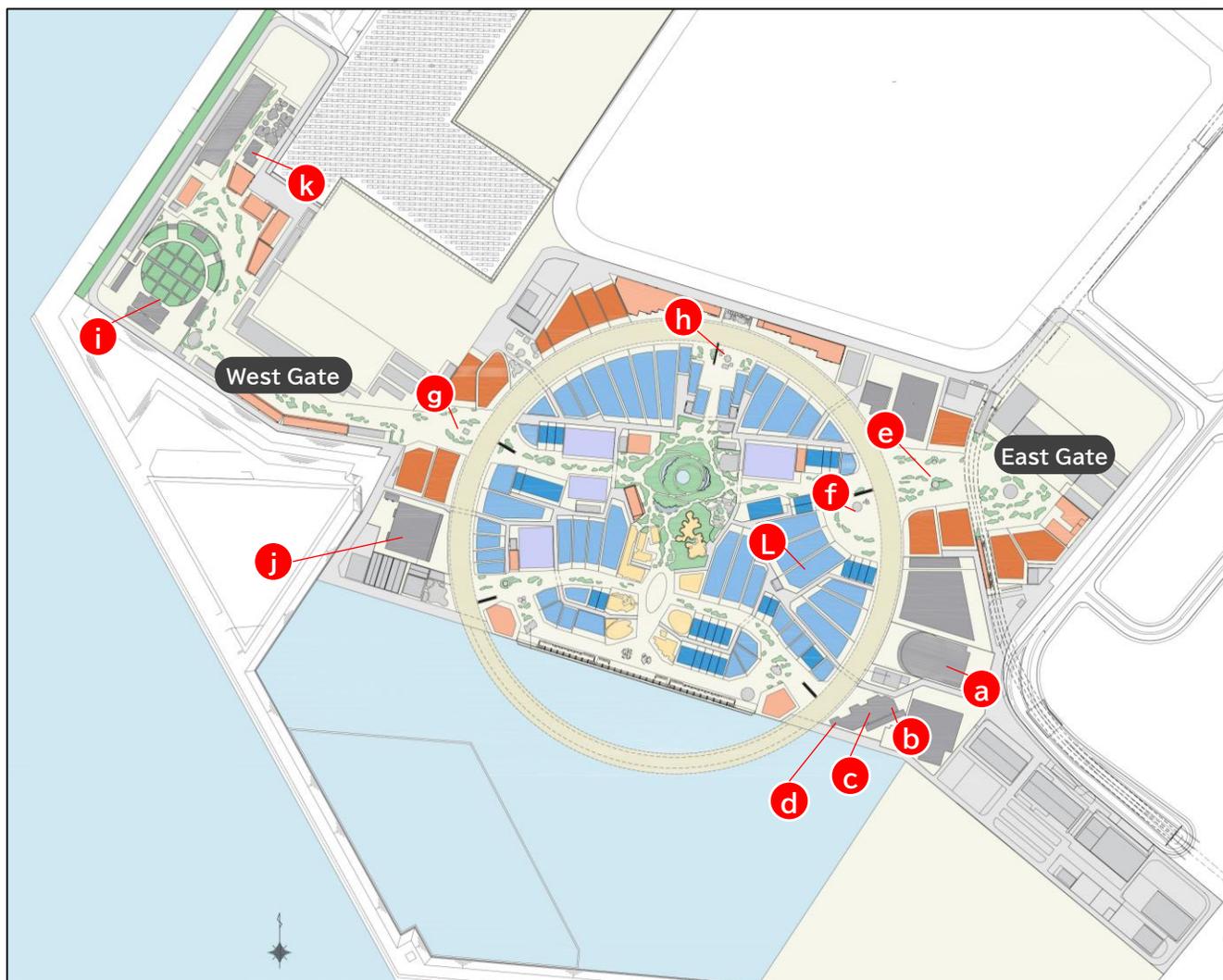
THAT ONE STEP WILL SHIFT THE FUTURE.

その一歩が、未来を動かす。

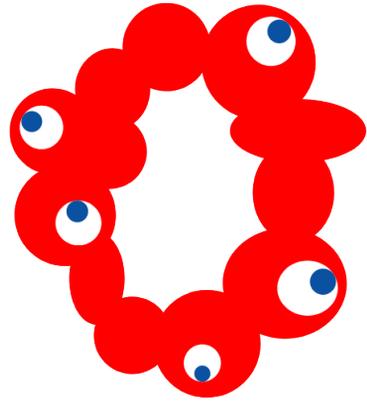
Create opportunities for all Expo Participants to take “a step that connects lives to the future.”

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

3) List of Event Facilities



	Official Name "[Nickname]" Note: Nicknames indicated only for those given nicknames.	Former Name	Description of Facility	Indoor or Outdoor
a	EXPO Hall "Shining Hat"	Event Hall 1	Circular stage Guest seats: approximately 1,900	Indoor
b	EXPO National Day Hall "Ray Garden"	Event Hall 2	Semi-open air hall serving as main venue for National Day and Special Day Guest seats: approximately 480	Indoor (Semi-open air)
c	Gallery East	Japanese Traditional Culture Area, 1F Exhibition Hall	Indoor exhibition space Floor area: approx. 292.5 m ² (Exhibition Room) approx. 41.7 m ² (Waiting Room)	Indoor
d	Pop-Up Stage South	Japanese Traditional Culture Area, Small Outdoor 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 Updated	—	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

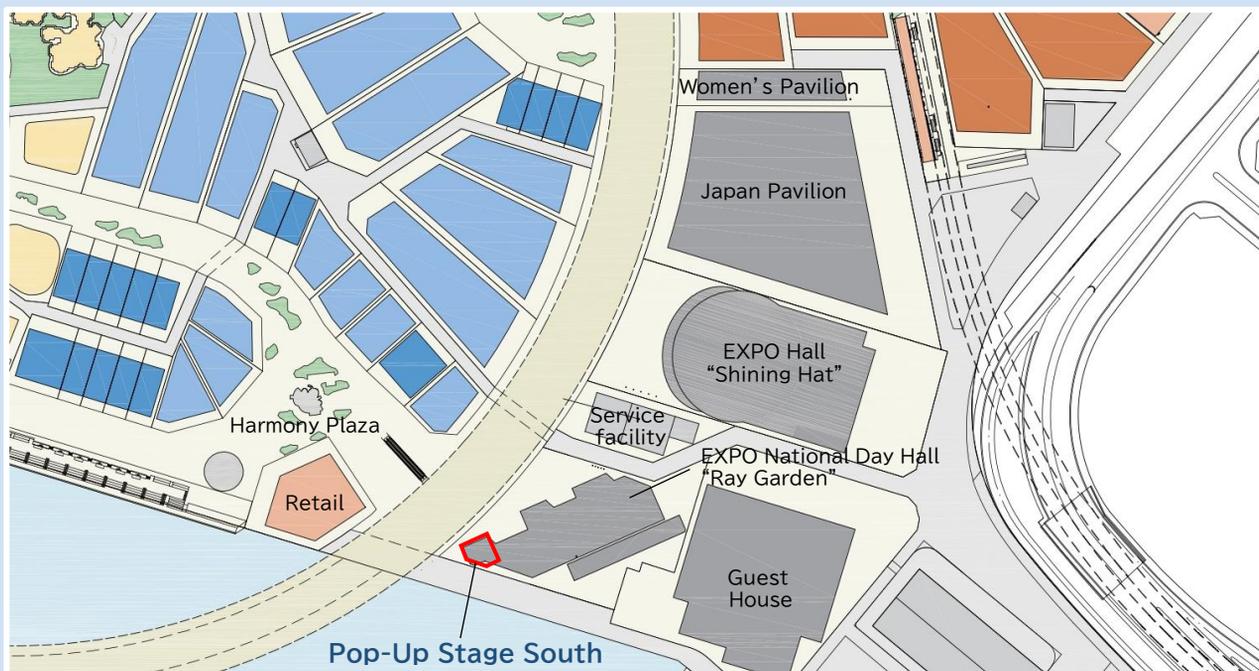


Users' Guide for
Pop-Up Stage South

Outline of the Facility

1) Facility Overview

d **Pop-Up Stage South** (former name: Japanese Traditional Culture Area, Small Stage)



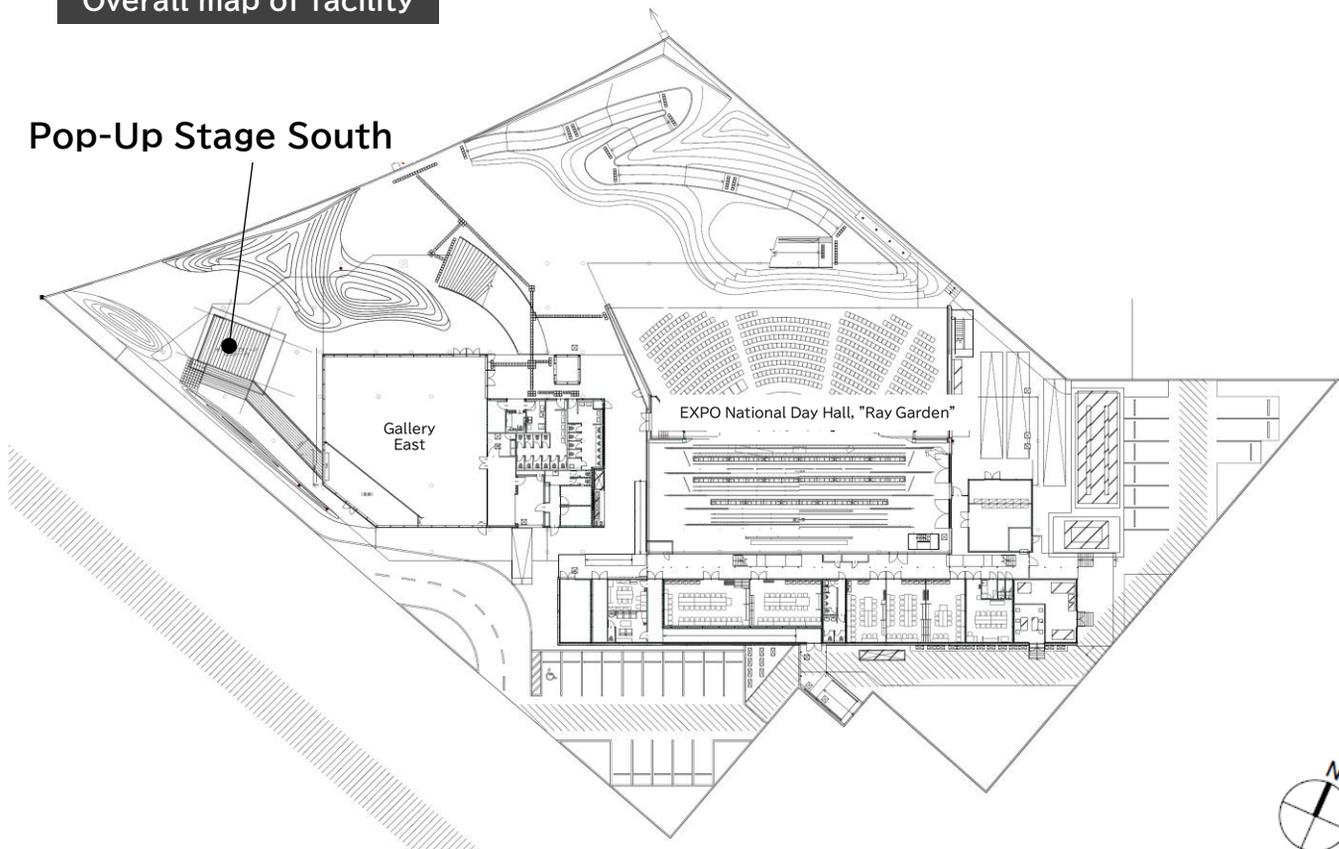
Facility Overview

Building Overview	Steel-frame structure
Capacity	Approximately 290 persons (no guest seats)
Form of Stage	Outdoor stage with roof ※the dedicated passageway connects the stage to the exhibition space.
Overview of Equipment	Basic sounds and lighting equipment
Auxiliary Facilities	Waiting Rooms

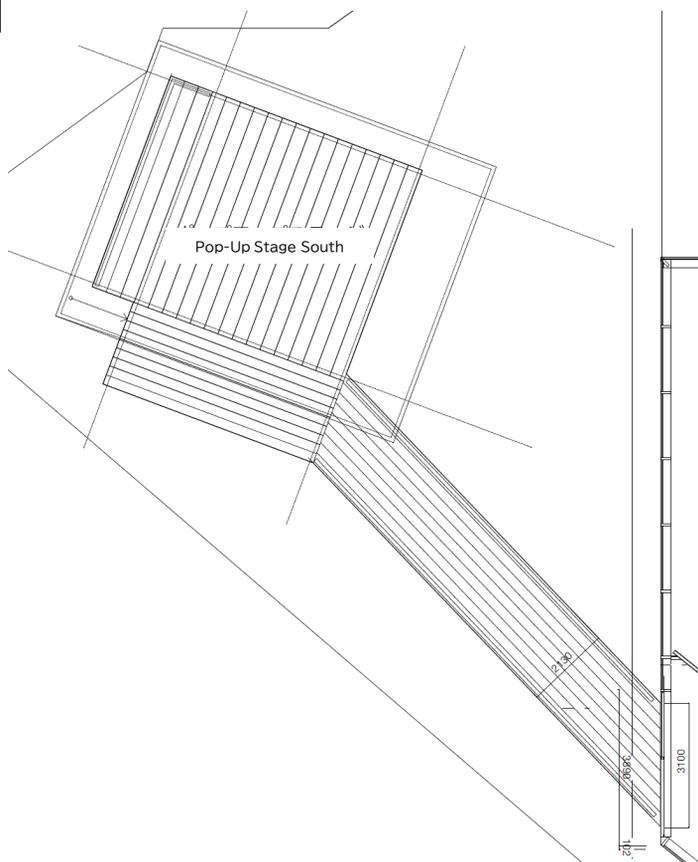
2) Floor Plans

Overall map of facility

Pop-Up Stage South



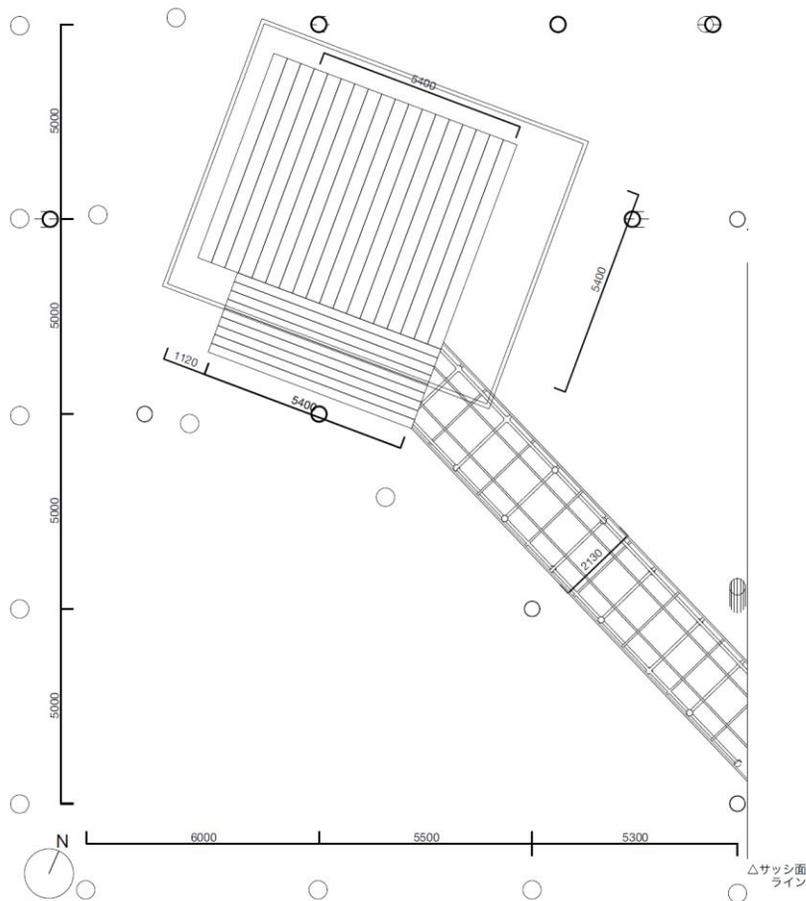
Stage close-up



※As of September 2024

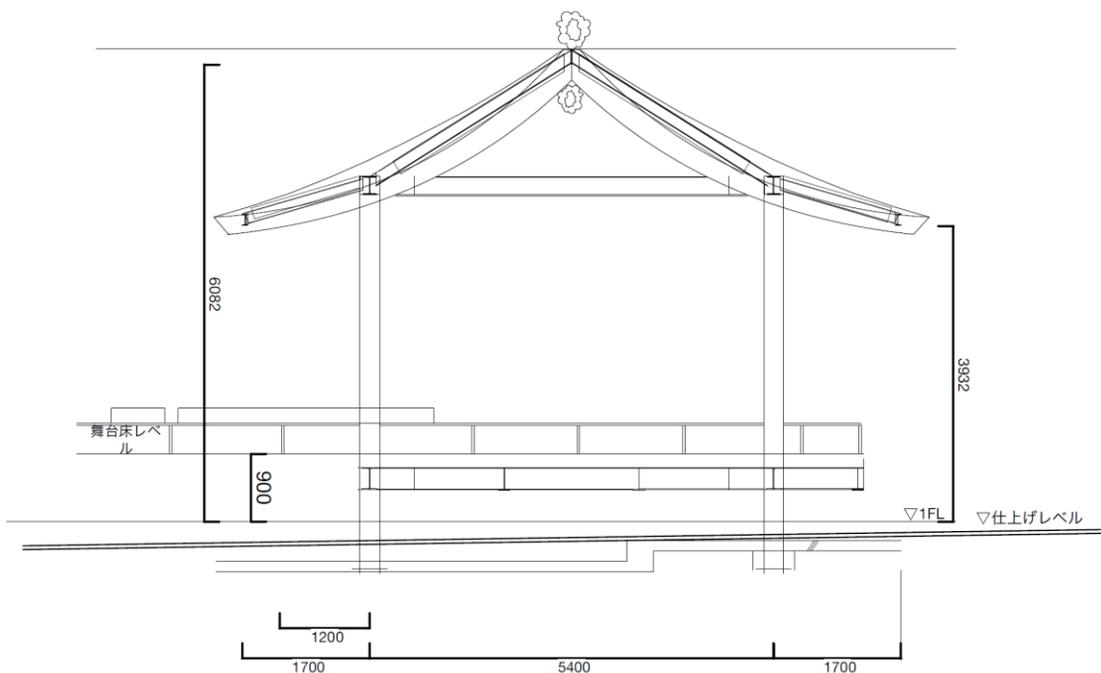
2) Floor Plans

Ground plan of the stage



※As of June 2024

Elevation plan of the stage

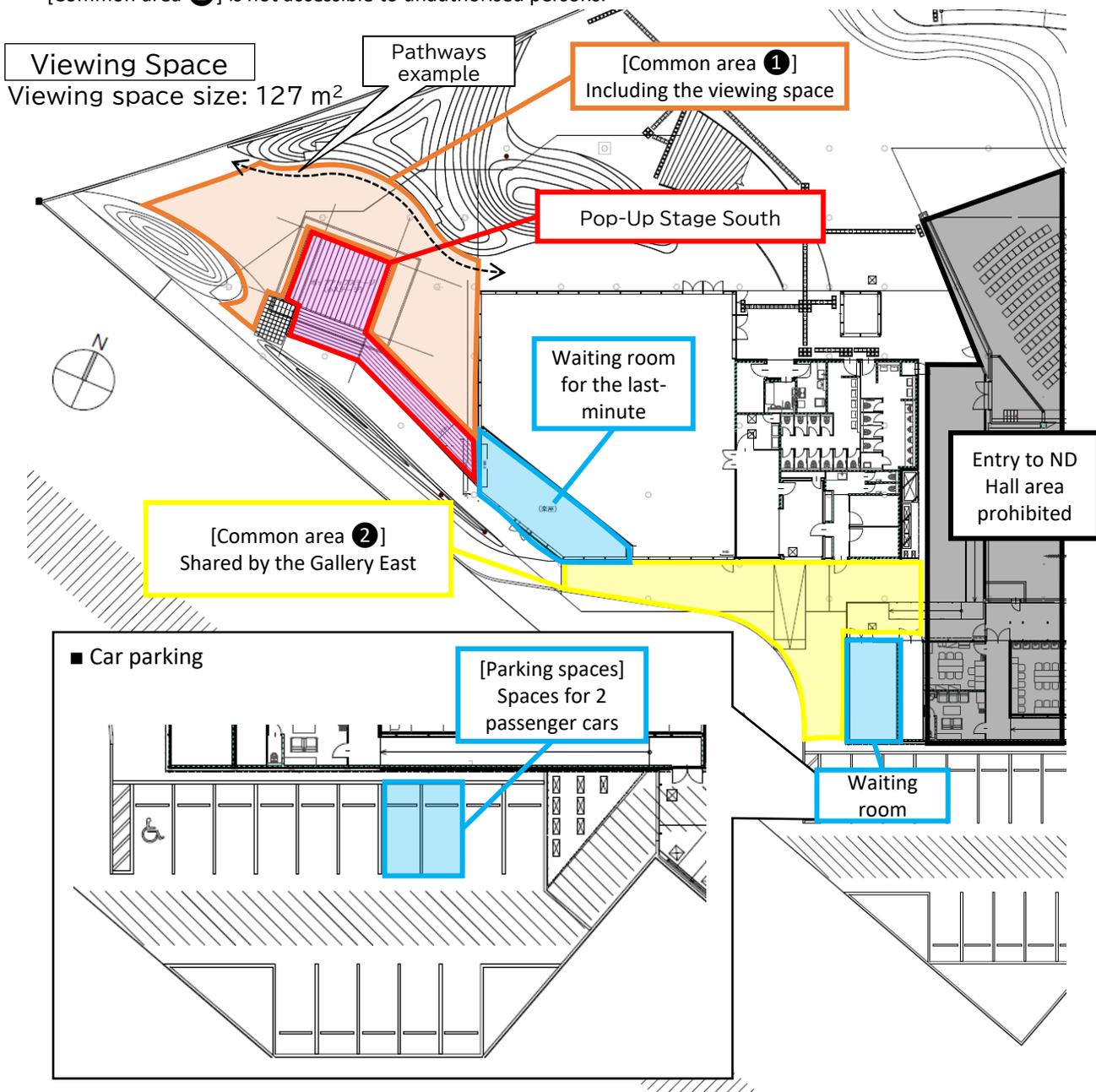


※As of June 2024

3) Event Area

1. Available Area / Space Updated

The area surrounded by red frame can be used at events at Pop-Up Stage South.
In the [Common area ①] within the plot borders, which will serve as the viewing area, it is necessary to reserve visitors' passage routes.
[Common area ②] is not accessible to unauthorised persons.



2. Venue Usage Guideline

- ① 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.
- ② No shoes are allowed on the stage. For events where shoes are worn, the stage floor should be cured or wear slippers (shoes for indoors).

3) Event Area

3. Standards for setting up audience seats

Updated

Regarding the audience seats, Article 48 of the Ordinance of Fire Prevention provides for the number of seats in proportion to the evacuation route, the width of the evacuation route, and other details.

Figures 1 and 2 illustrate the key points of the audience seat standards.

○ Article 48 of the Ordinance of Fire Prevention (excerpt)

4 The evacuation route in the audience area must conform to the following:

- i. In the area where chairs will be arranged, every row of 10 chairs (20 if the chair has no backrest and the seat is fixed) or fewer has pathways of at least 80 cm wide, perpendicular to the row on both ends. Note that a row of 5 chairs (10 if the chair has no backrest and the seat is fixed) or fewer can have the perpendicular pathway only on one end.
- ii. In the area where chairs will be arranged, pathways of at least 1 m wide are arranged so that they can be reached from any seat within 15 m of walking and lead to the emergency exits within the walking distance of 40 m.

5 The evacuation routes in the audience area must conform to the following:

- i. In the area where chairs will be arranged, every row of a standard number of chairs (adding 1 to 8 chairs for every 1 cm beyond 35 cm for the distance between rows; maximum of 20 chairs) or fewer has pathways perpendicular to the row on both ends. Note that a row of half of the standard number of chairs or fewer can have the perpendicular pathway only on one end.
- ii. The width of the pathway stated in i. is at least as wide as 0.6 cm multiplied by the number of people anticipated to pass at a time for evacuation through the point along the pathway at which the number is greatest (hereinafter referred to as the 'calculated width').
Note that the width of such a pathway may not be less than 80 cm (60 cm for the pathways with the rows of chairs arranged only on one side).
- iii. In the area where chairs will be arranged, pathways of the calculated width or wider and parallel to the rows of chairs are arranged every 20 rows of chairs or fewer and in front of the very front row on the bottom floor. Note that the width of such a pathway may not be less than 1 m.

Figure 1 Distance from backrest to backrest and seat width

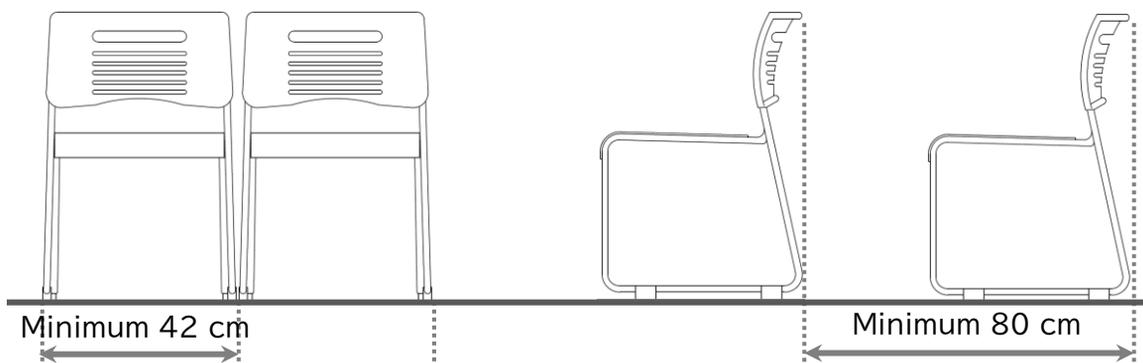
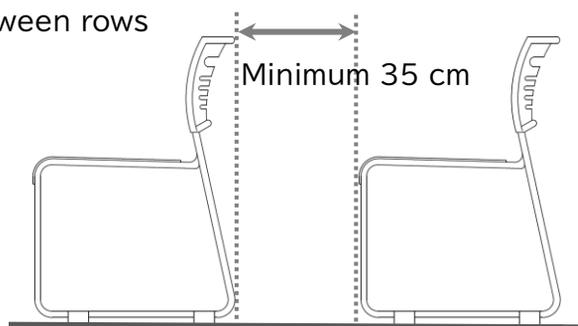


Figure 2 Distance between rows



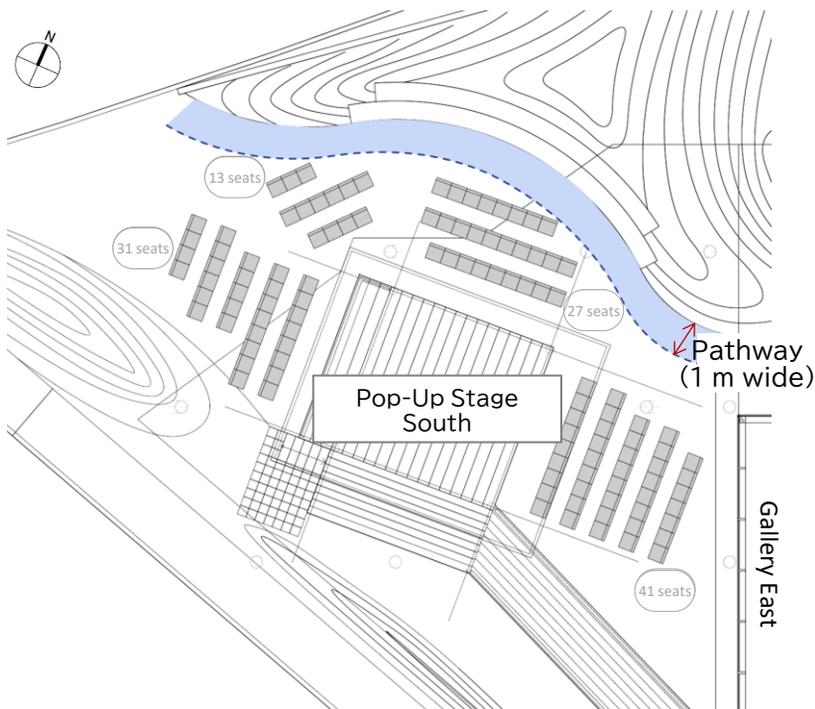
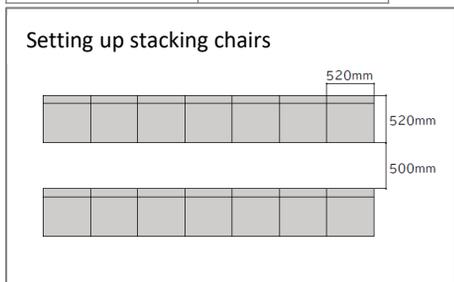
3) Event Area

4. Audience seats set-up examples Updated

- ※ When arranging audience seats in the viewing area, it is necessary to reserve pathways (1 m wide) for visitors.
- ※ The permanent equipment does not include stacking chairs/aluminium benches.

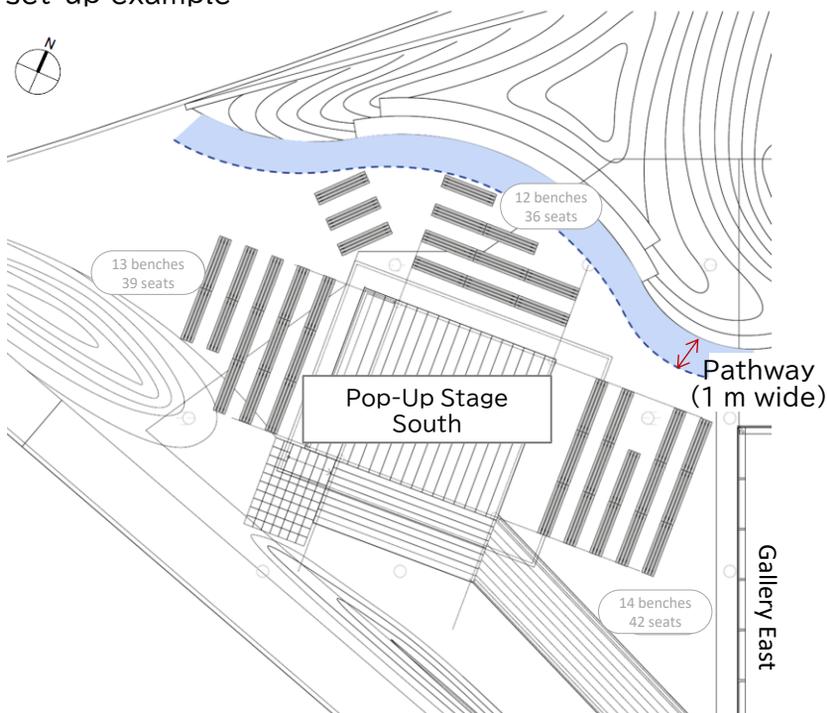
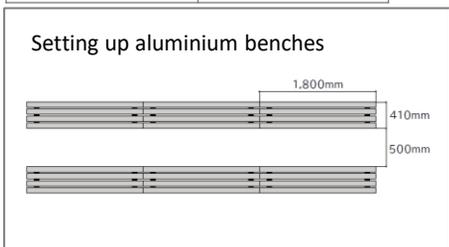
◆ Stacking chairs set-up example

Chairs	Audience seats
112	112



◆ Aluminium benches (3-seaters) set-up example

Benches	Audience seats
39	117



4) 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.
- 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 or the equipment used to the original condition on their side.
(If the event organisers ask the Event Facilities Management Centre 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

Note: The indicated information is the plan as of this time point. It is subject to change.

Updated

Sound system	Main speaker	1 set of column type array speakers, 1 set of subwoofers
	Monitor speaker	1 set of 2-way speakers
	Digital mixing console	1 set
	CD/memory deck	2
	Wireless microphone	4 handheld microphones, 4 pin microphones * Due to the limited availability of frequency bandwidth, only up to 4 channels can be used

2. List of Lighting Equipment

Note: The indicated information is the plan as of this time point. It is subject to change.

Lightning	LED PAR light	26
	LED flood light	14
	LED bar light	12
	Light modulation controller	AVO Quartz

3. Power Supply Equipment

Updated

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.

The total power capacity in the event facilities is still being adjusted.

4) Permanent Facilities and Equipment

4. List of stage equipment Updated

The stage equipment is as follows:

Floor surface	Cypress boards	Load capacity 300 kg, protection covering required for installing objects
Ceiling	SunDream (translucent) (membrane materials)	Staging with lighting possible
Viewing space	Pedestrian interlocking blocks	No setting up other than chairs

* If you wish to install objects other than chairs in the viewing space, consult the Event Facilities Management Centre.

5. Other equipment Updated

There is no visual system in the event facility.

If necessary, the event organisers can make their own arrangements and bring in.

Where this is the case, ensure that the equipment to use does not exceed the power capacity allocated to the facility.

5) Internet

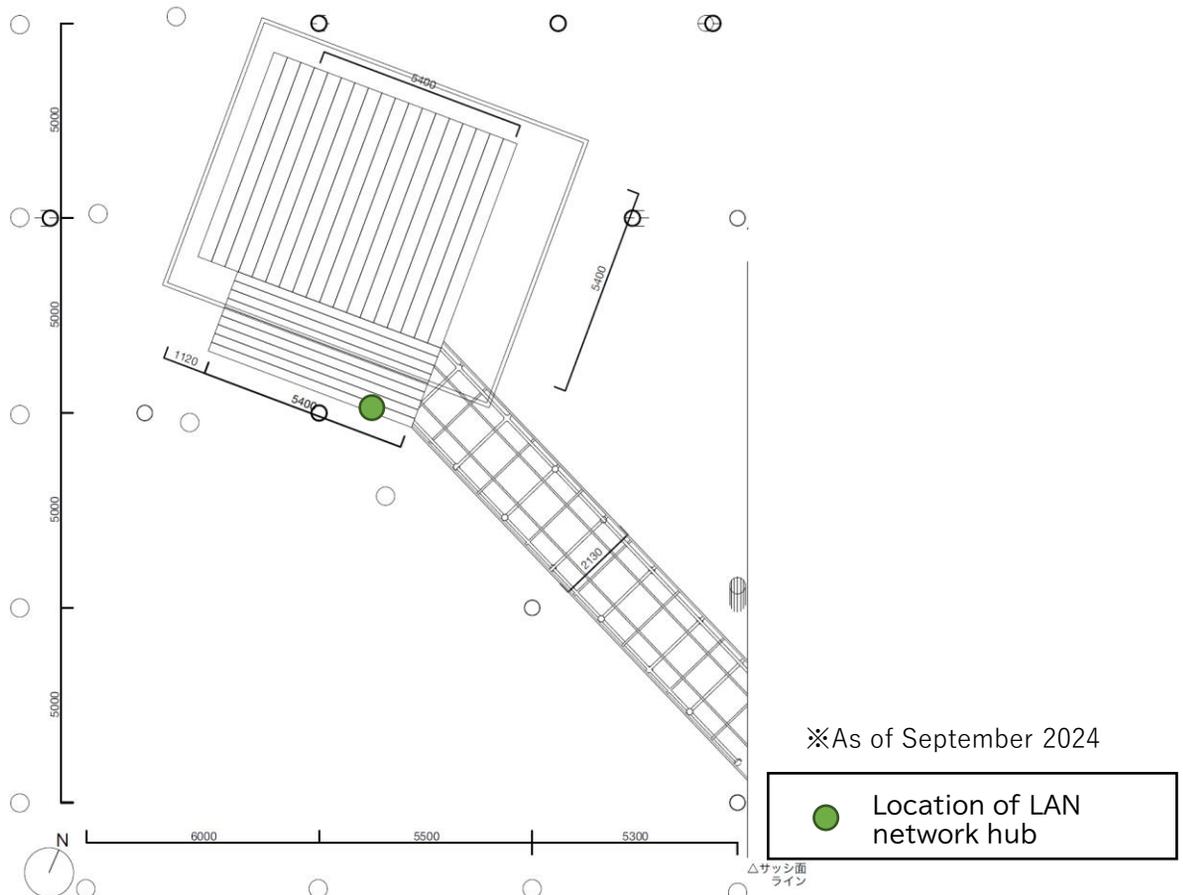
1. Available internet connection

Updated

- 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.
- As to the internet connectivity, the only available option is the cable LAN connection.
 - * LAN cables are to be prepared by the event organisers
 - * The event organisers may arrange and bring in the equipment to connect via wireless LAN if they so wish.
 To use the wireless LAN access point, it is necessary to obtain the approval for using the telecommunication equipment.

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 usage fee and Common service fee

The full amount of the facility usage fee and common area fee must be paid in advance. In the event of cancellation by the event organiser, the facility usage fee is non-refundable.

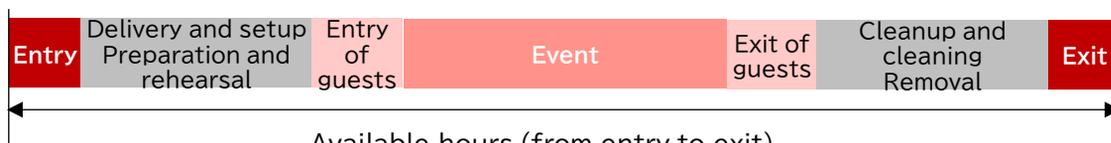
The cancellation policy and payment period will be announced separately (in the Terms of Use).

*Consultation is required for 1 hour or 2 hours of use.

Facility Name	Usage Category		Event Facility Usage Fee (tax included)		Out-of-hour Usage Fee (tax included)
			1 slot	All day 9:00 a.m. to 9:00 p.m.	0:00 a.m. to 9:00 a.m. 9:00 p.m. to 0:00 a.m.
			3 hours	12 hours	Per 1 hour
Pop-Up Stage South	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.	26,400 yen	105,600 yen	11,000 yen

Hours of event facility usage

- General usage hours of Events facilities shall be between 9:00-21:00.
- The hours of usage include the time from entry to exit of all associates.
- Please return the stage/backstage in its original state and leave the venue completely within the time you registered so that the next event organiser may use it.



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	Basic Hours 9:00 a.m. to 9:00 p.m. Usage Fee (tax included)	Out-of-hour Usage Fee 0:00 a.m. to 9:00 a.m. 9:00 p.m. to 0:00 a.m. (tax included)
Common service fee	Fees for power, water supply, internet lines, 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 65 and 66.	12,400 yen / every 3 hours 49,600 yen / 12 hours	4,070 yen / every 1 hours

· 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

2. Other fee

Updated

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	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	Technical Staff (per 1 person)	22,000 yen	4,950 yen/1h	4,950 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 above will apply to all working hours of the event organisers .
- 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.

➤ Facility Security Staff: Overtime Labour Fee

	Item	Setting up Fee (tax included)	Removal 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
-	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:

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