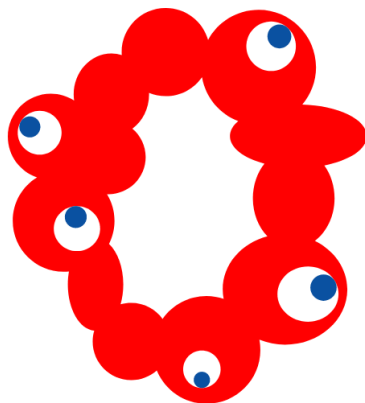


# Event Guidelines (supplementary version)



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

Expo 2025 Osaka, Kansai, Japan

## Users' Guide for Festival Station

February 2025

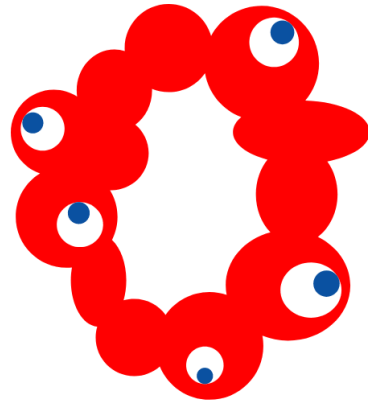
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## Terms in this document

<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).



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

**I**

Users' Guide for  
Festival Station

# Basic Overview

## 1) Participation in Events

### To the event organiser:

The purpose of the Users' Guide for Festival Station (hereinafter referred to as "Guide") is to enable smooth operations, from prior preparations to execution, for events to be held at the Festival Station. 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 February 2025. 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 Festival Station.
  - 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

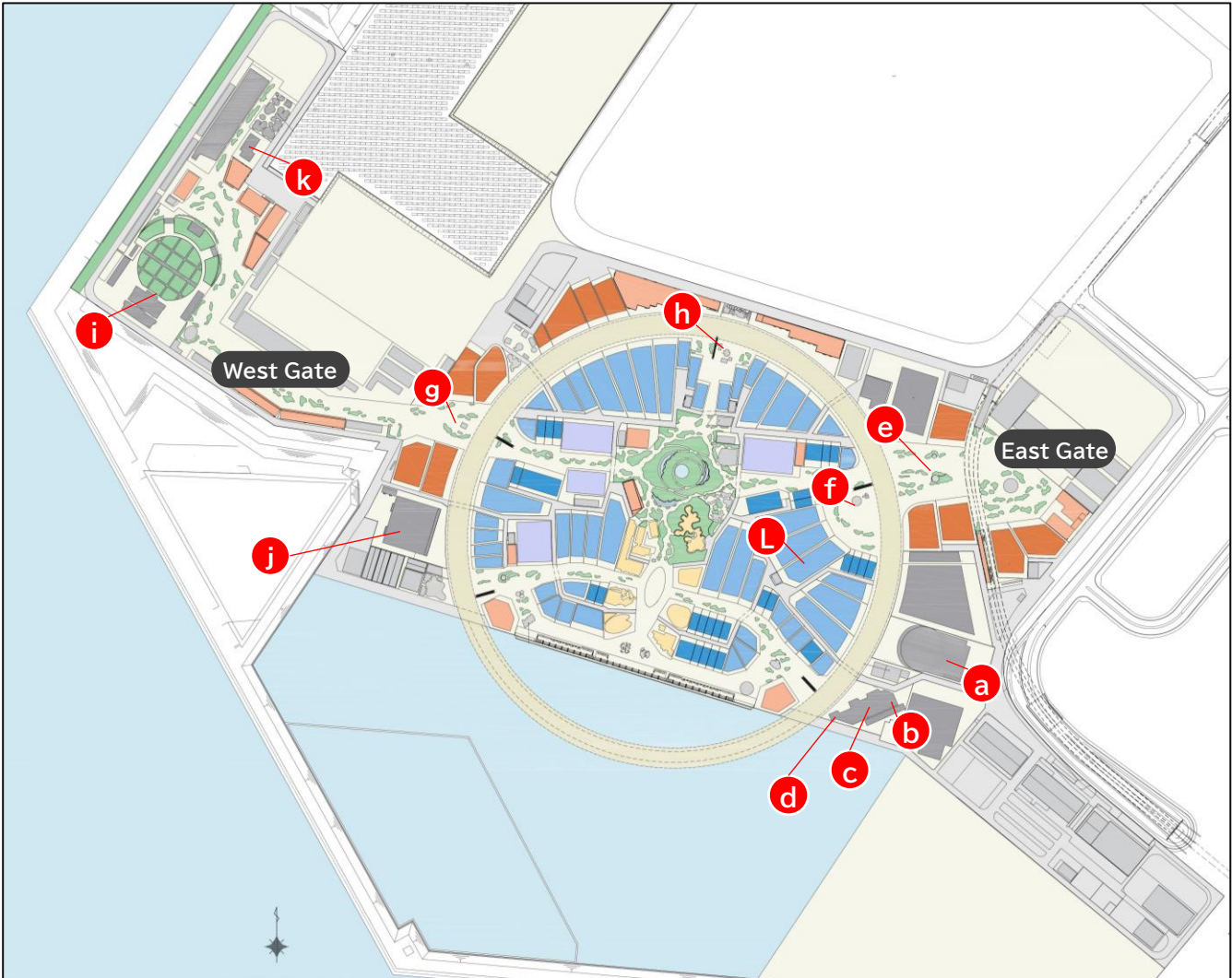
THAT ONE STEP WILL SHIFT THE FUTURE.

その一歩が、未来を動かす。

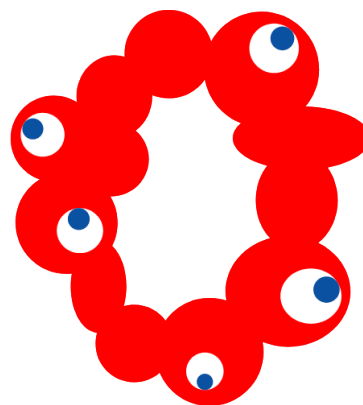
Create opportunities for all Expo Participants to take "a step that connects lives to the future."

- 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
<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: approximately 292.5 m <sup>2</sup> (Exhibition Room), approximately 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	—	Exhibition Gallery [1. Indoor Event Space] Exhibition Specifications: Approximately 800 people [2. Interactive Event Booth] 1 booth for about 9 people	Indoor



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**



Users' Guide for  
Festival Station

# Outline of the Facility

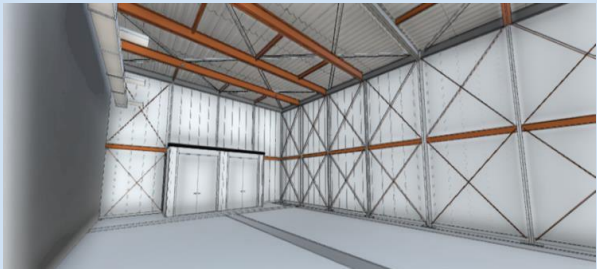


1) Outline of the Facility

**L** Festival Station



Image of exterior



Indoor image

\*The design being adjusted

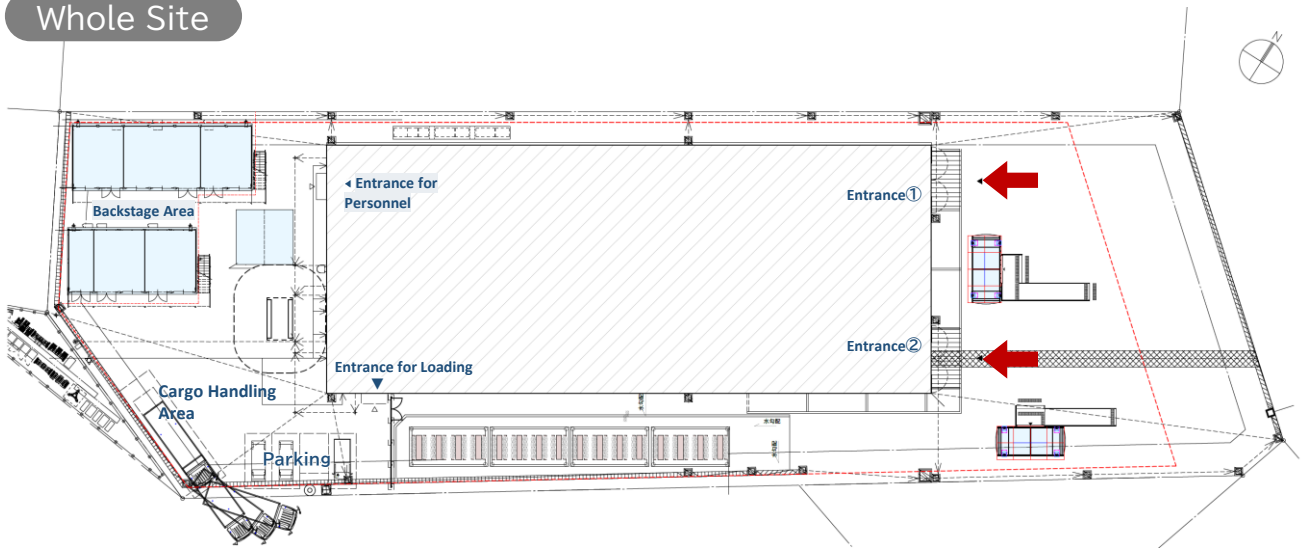
Overview of construction	Steel-frame structure, exhibition gallery
Capacity	[1. Indoor event space] Exhibition specifications: Approx. 800 persons [2. Experiential Event Booths] Roughly 9 persons per booth
Area of exhibition space	[1. Indoor event space] 1061.93m <sup>2</sup> (Effective ceiling height: 5m) [2. Experiential Event Booths] 13.4m <sup>2</sup> ×2 booths
Overview of equipment	[1. Indoor event space] Sound system, lighting, and LED vision [Common to 1 & 2] Backstage for exhibitors, restrooms for associates, etc.
Note	[Common to 1 & 2] No smoking in all areas [1. Indoor event space] No drinking except for drinks with lids such as plastic bottles in audience seating areas (including aisles) and on the stage



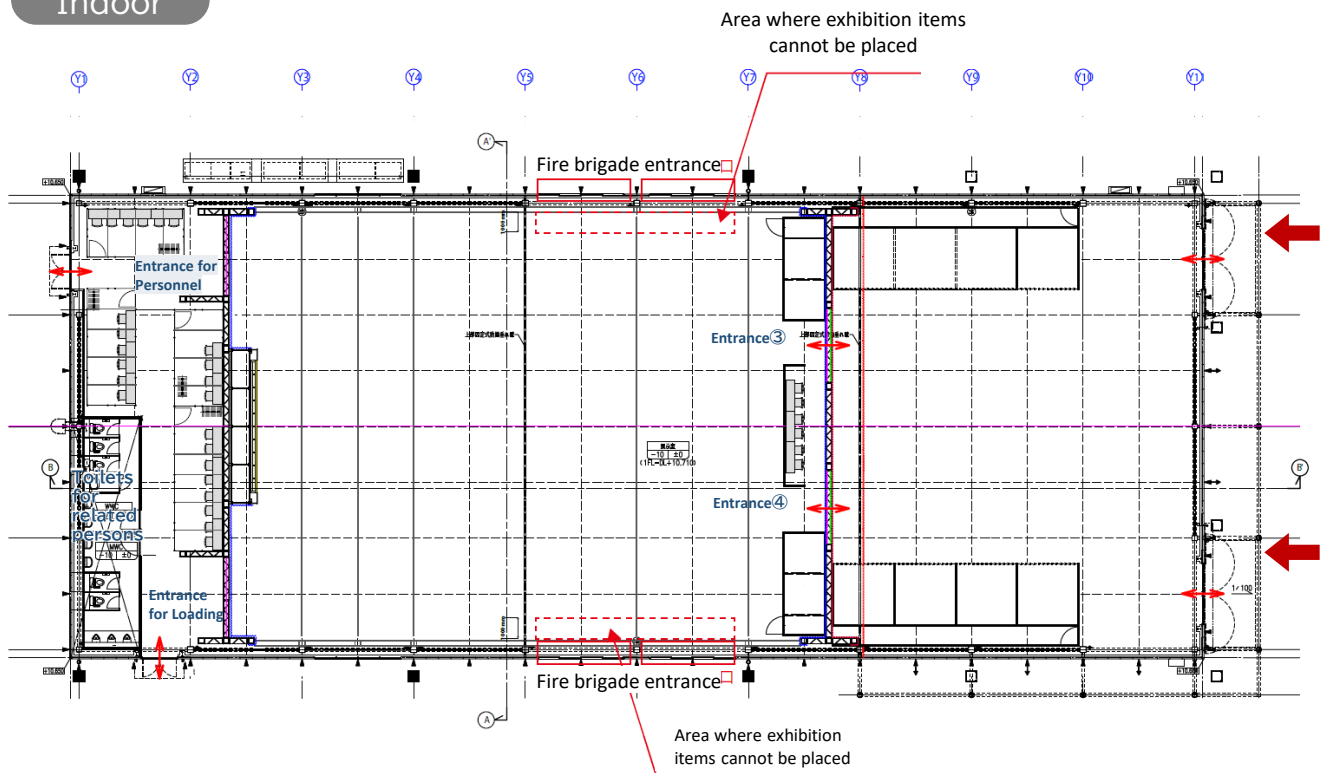
## 2) Drawings of the Facility

## Ground plan

Whole Site



Indoor

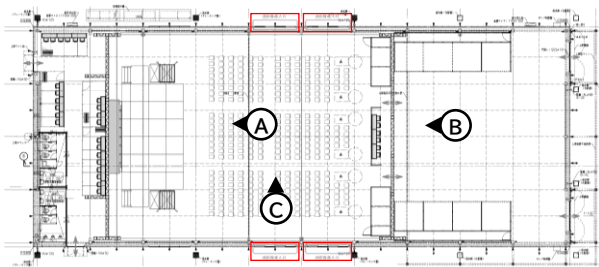


←: Visitor entrances/exits

2) Drawings of the Facility

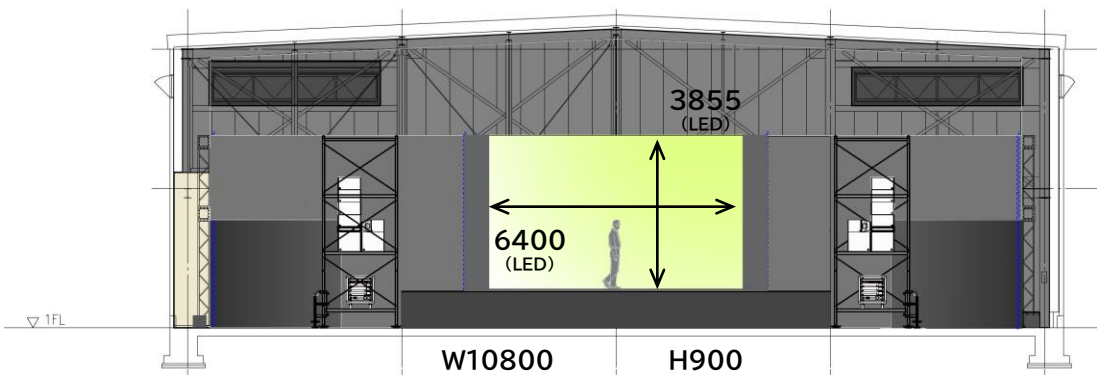
1. Indoor event space

Cross-Sectional  
Plan

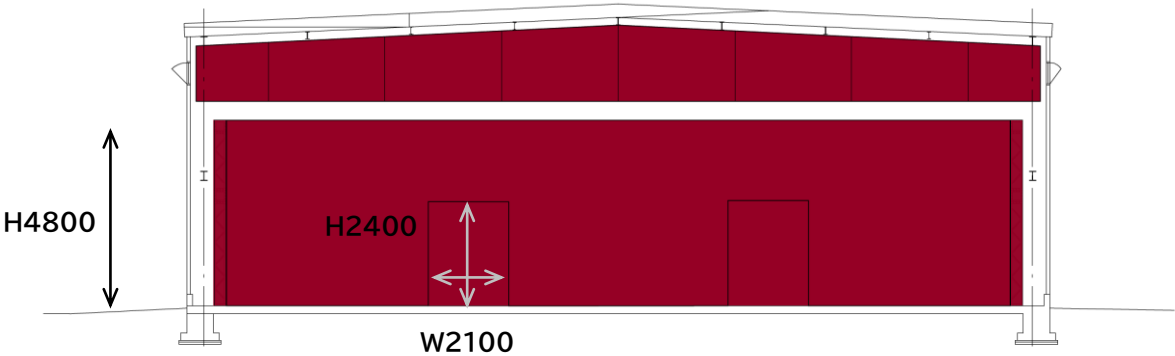


Fire brigade entrances  
(4 locations)

A



B



C

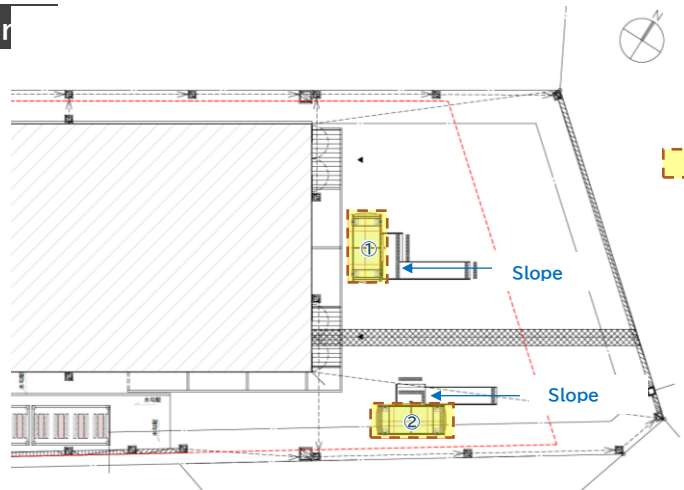
Fire brigade entrances: 2 locations on each side wall of  
the indoor event space (total of 4 locations).



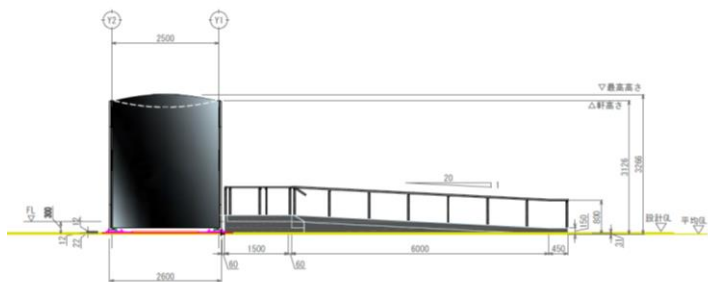
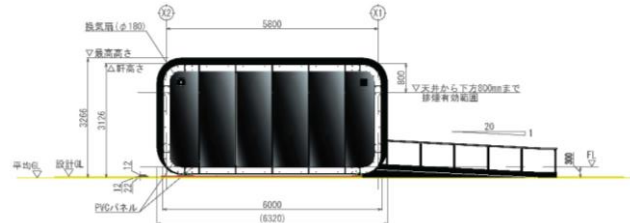
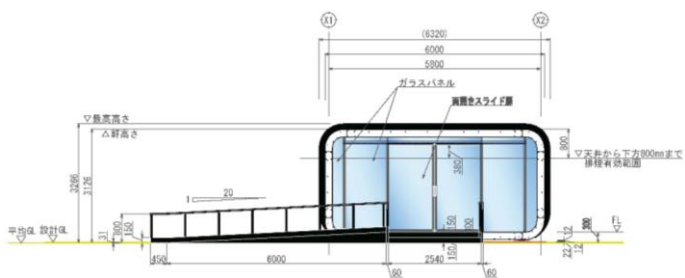
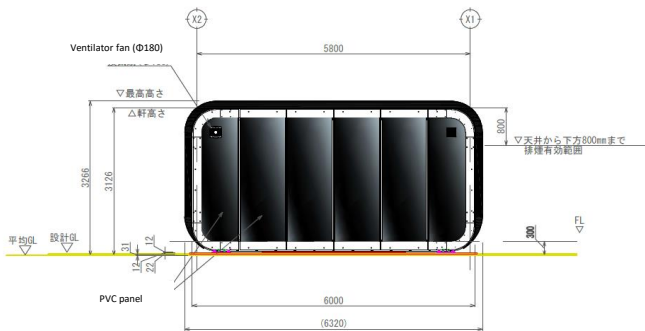
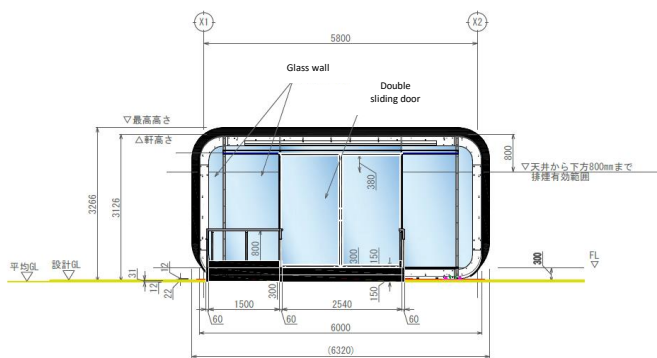
2) Drawings of the Facility

2. Experiential Event Booths

Ground plan



Available space



名称	Double sliding door
外観図	<p>The exterior view shows the facility with dimensions: 2488.5mm height, 2400mm width, and 2610mm depth. It also shows the 'Effective smoke vent opening' area and the 'Dotted area Effective opening'.</p>

### 3) Available space

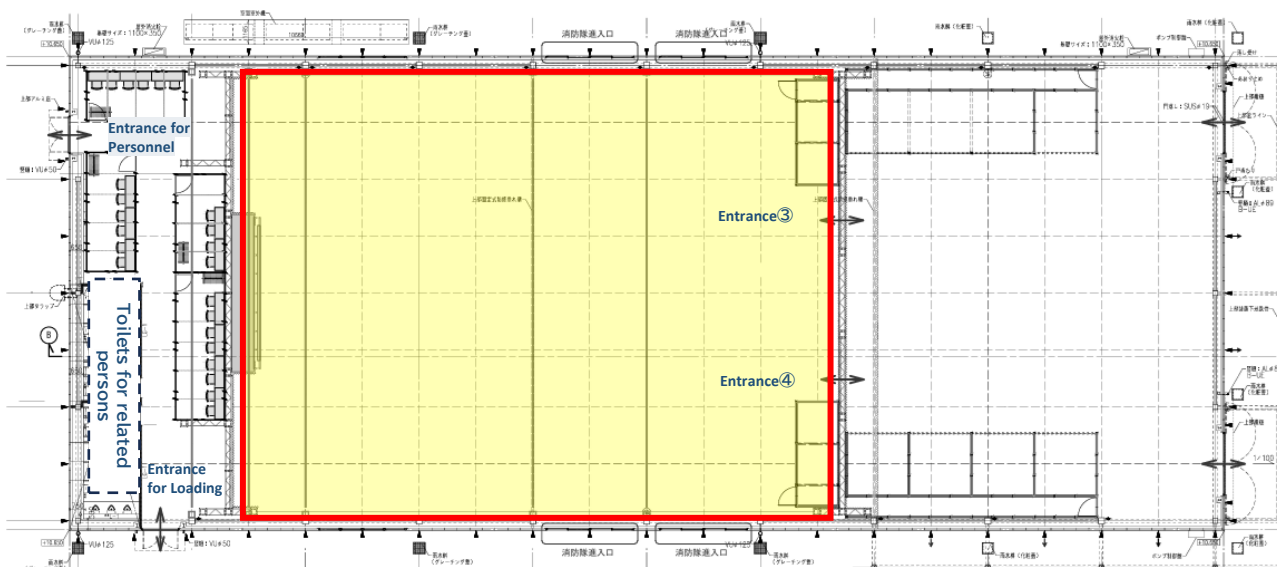
## 1. Indoor event space

### 1. Available location and space

The area available for events in the Festival Station is indicated by the red frame in the drawing below.

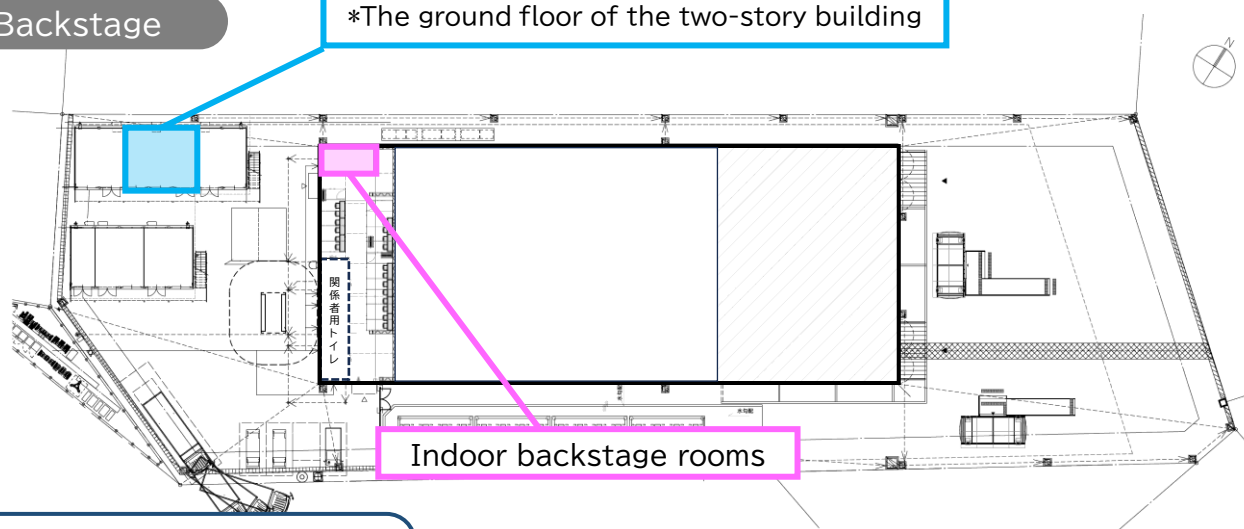
There is no restriction for the area used to sell goods as long as it is within the event area. Please note, however, that there are some restrictions on sales of food and beverages within the Exhibition Space.

#### Indoor



#### Backstage

Outdoorbackstagege rooms  
\*The ground floor of the two-story building



### 2. How to use the venue

- As several event holders will be exhibiting at this facility at the same time, please use the facility with consideration for each other. (Adjustments can be made for delivery and removal, various operations, etc.)
- Please note that the toilets for related persons are also shared by several event holders at this facility.
- Please note that the back of the seating area (the boundary with the foyer area) is a temporary partition with velvet installed on trusses (with a gap of about 2m from the ceiling), and there may be sound interference between this area and the foyer area.

### 3) Available space

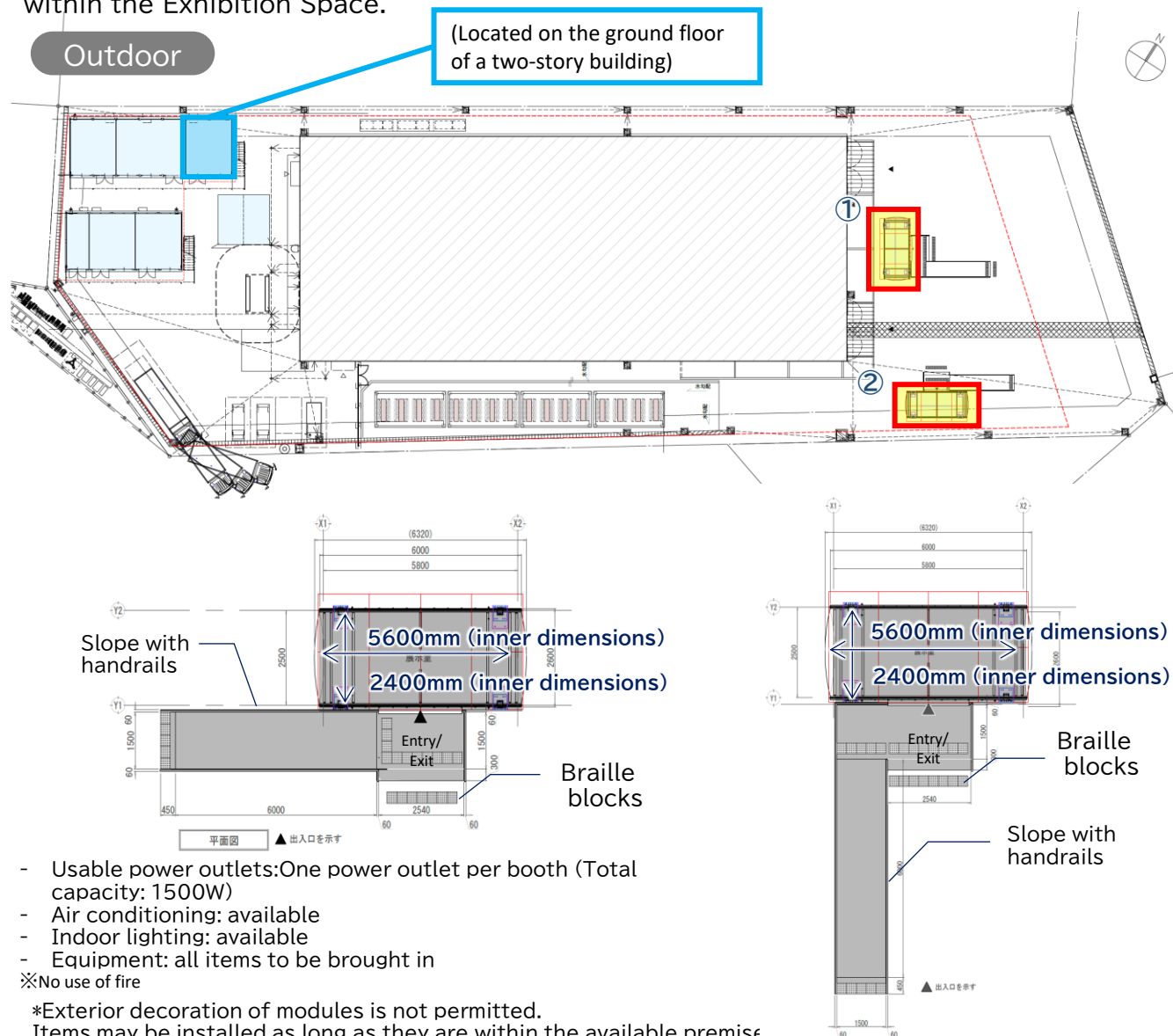
## 2. Experiential Event Booths

### 1. Available location and space

The area available for events in the Festival Station is indicated by the red frame in the drawing below.

There is no restriction for the area used to sell goods as long as it is within the available place or space.

Please note, however, that there are some restrictions on sales of food and beverages within the Exhibition Space.



- Usable power outlets: One power outlet per booth (Total capacity: 1500W)
- Air conditioning: available
- Indoor lighting: available
- Equipment: all items to be brought in

※No use of fire

\*Exterior decoration of modules is not permitted.

Items may be installed as long as they are within the available premise

However, signs must be freestanding and thorough measures must be taken to prevent them from falling over. Please consult us in advance together with the design.

### 2. How to use the venue

•As several event holders will be exhibiting at this facility at the same time, please use the facility with consideration for each other. (Adjustments can be made for delivery and removal, various operations, etc.)

•Please note that the toilets for related persons are also shared by several event holders at this facility.

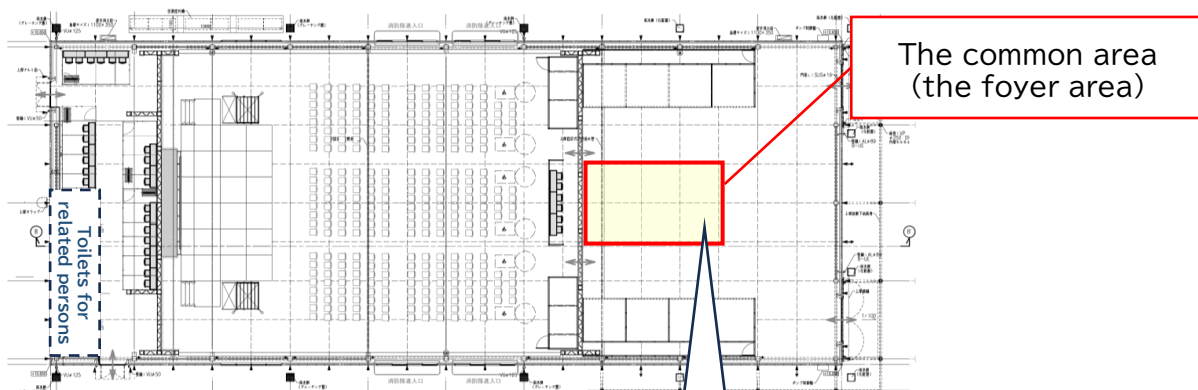
• Common backstage rooms are available to facility users.

### 3) Available space

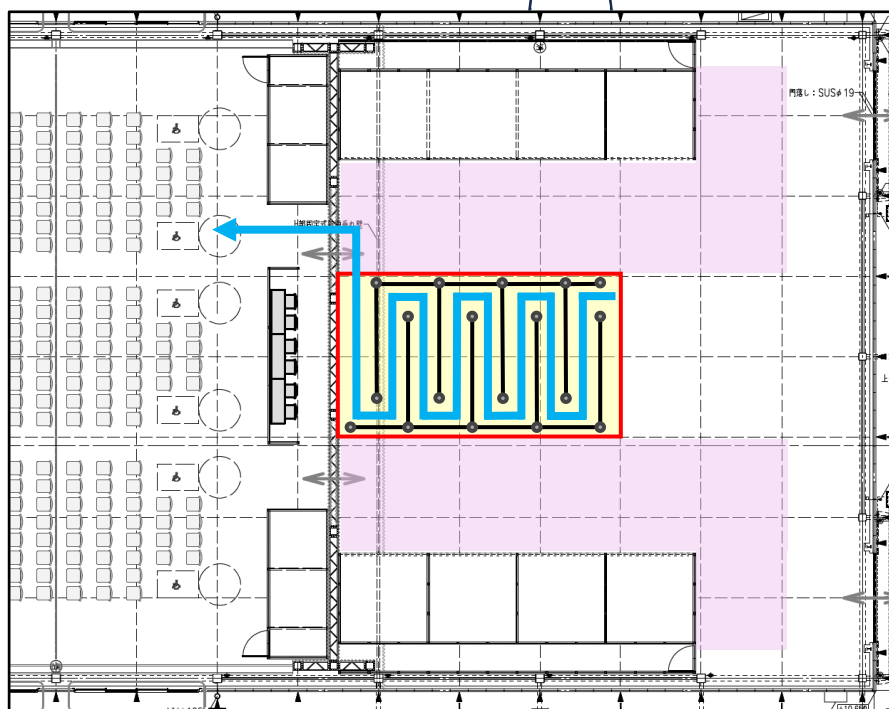
## 1. Indoor event space

### 3. Common area

The area that can be used as the common area for events in the Festival Station is indicated by the red frame in the drawing below. The common area can be used, for example, to form a waiting line for the Indoor Event Space. For the common area, you also need to secure the line of movement for visitors.



When a waiting line is formed in the common area



\*Please make sure to secure spaces before other exhibitors' booths.

Common area Belt partition, etc. Formed waiting line/line of movement



### 3) Available space

## 1. Indoor event space

### 4. Standards for setting up audience seats

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 m 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

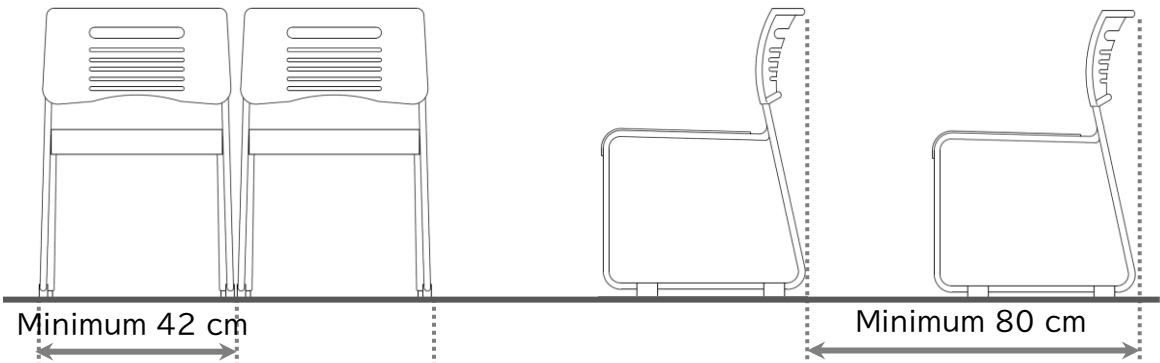
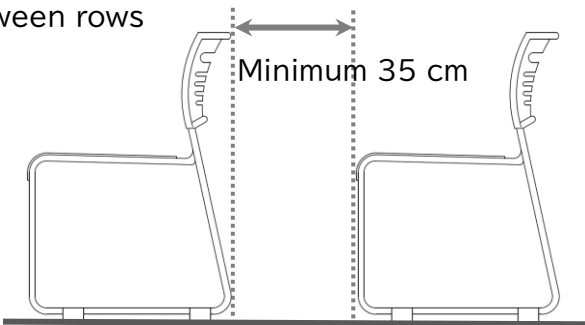


Figure 2 Distance between rows

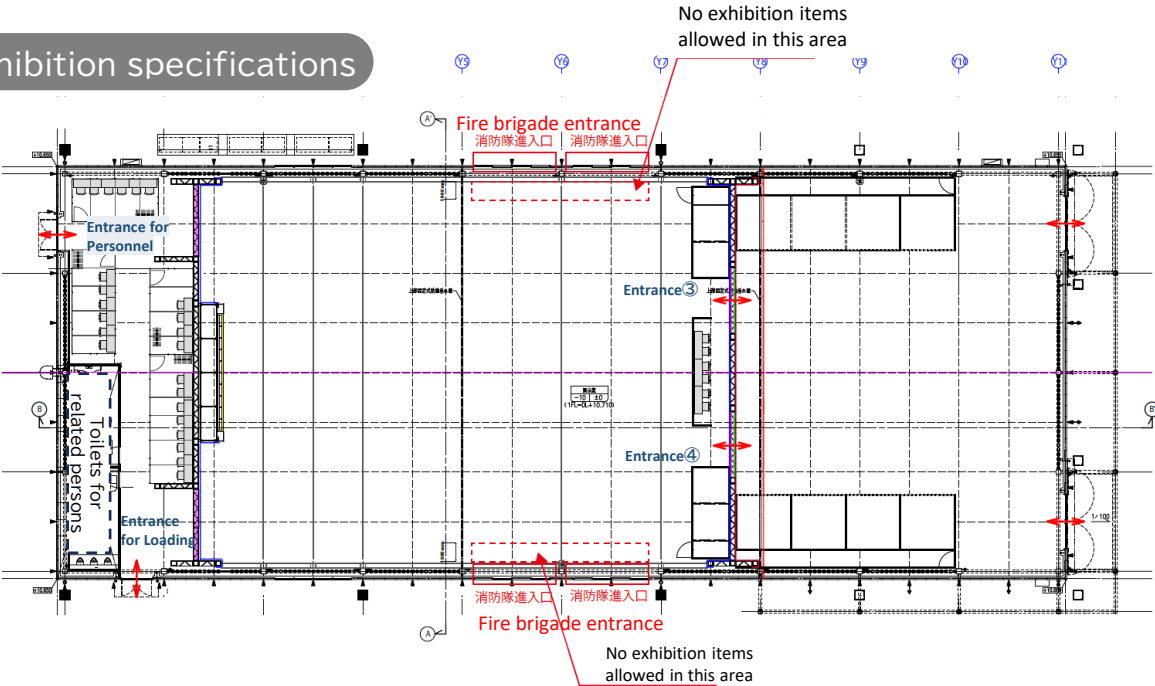




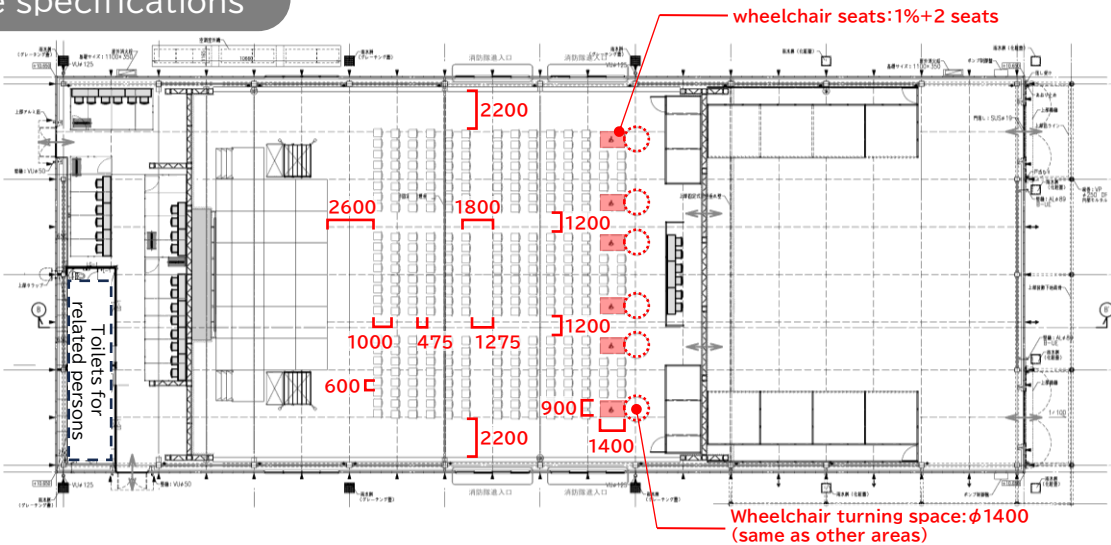
4) Layout example

1. Indoor event space

Exhibition specifications



Stage specifications



Category	Form	General seats
Stage specifications	Movable	336 seats max. (of which the space for 24 seats is used as six wheelchair seats)

1. Precautions

- Make sure to design the venue in such a way to secure the line of movement for evacuation. Different lines of movement for evacuation are used for different types of events. Check with the fire department and adjust your venue design.
- The seating area may be opened to other visitors as a "rest area" at certain times of the day. In such cases the Association will consult with the event organisers about the schedule/arrangements for performance/rehearsal/set-up, etc.

## 5) Outline of Stage Area

### 1. Temporary stage

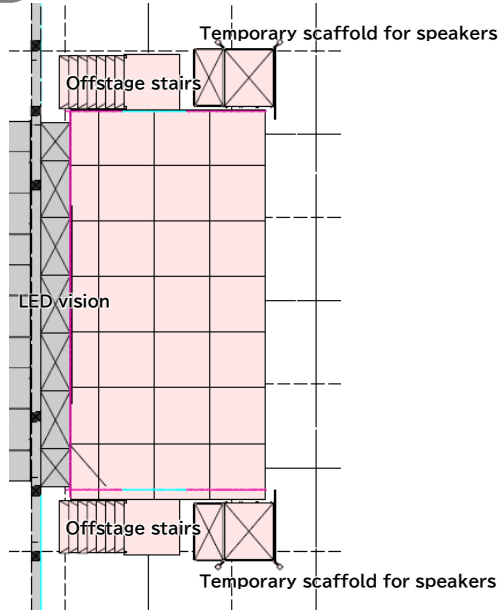
You can use auxiliary equipment of the venue such as the temporary stage and LED vision.

The stage size can be adjusted according to the purpose of use.

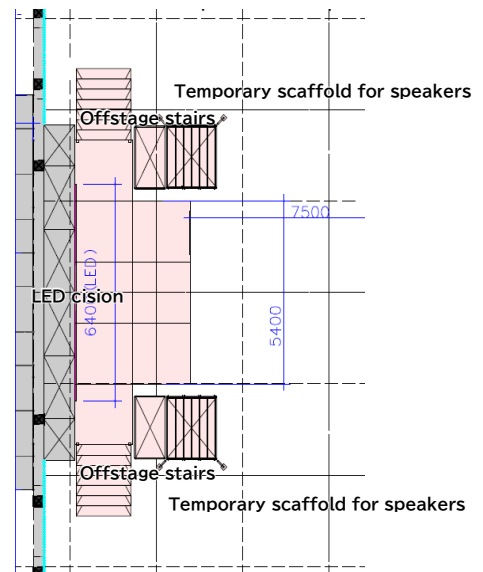
\* If Event Organisers do not use the stage as the auxiliary equipment of the venue or if they move the stage from the base position when using it, they must bear the costs of removal, changing the layout, or restoring it to original state.

#### Ground plan

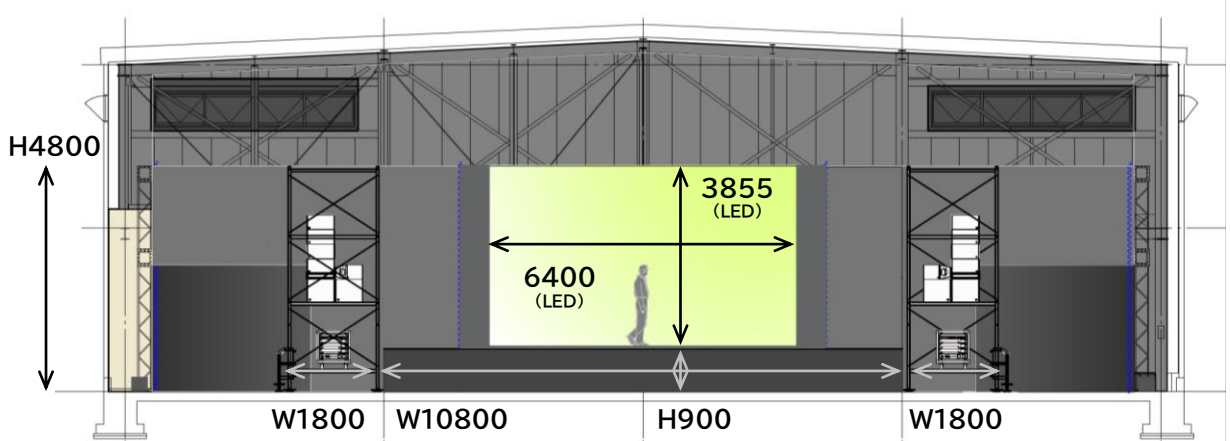
##### Full size



##### Usage example: mini-sized stage



#### Front view drawing



※If full size

### 2. Stage specifications

• Estimated stage size is approximately 79 m<sup>2</sup> (width around 12.6 m x depth 6.3 m)  
\*including LED display installation area

• The height of the stage : 0.9 m

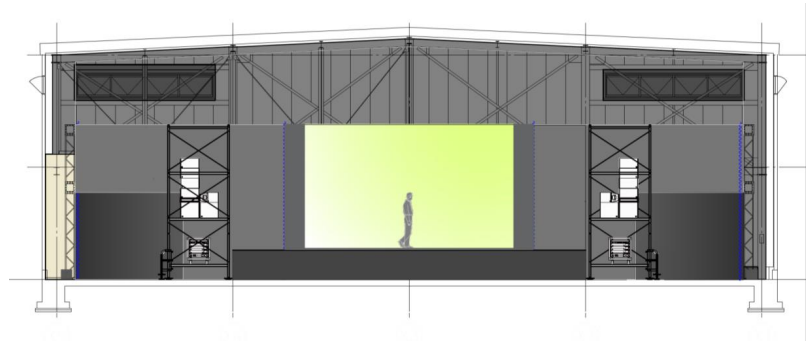
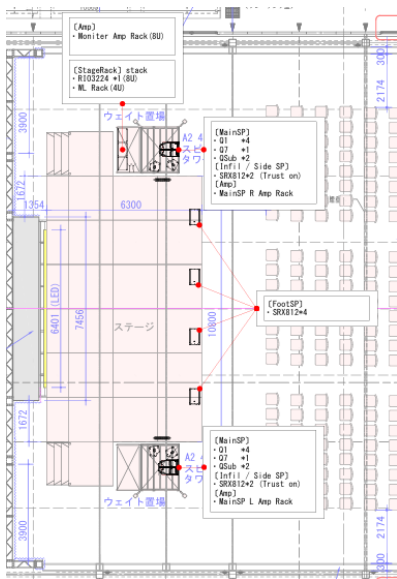
• The height from the surface of the stage to the upper truss is expected to be about 4 m.

※Basic equipment is available, including LED vision, sound system and lighting equipment (with which to project documents or screen videos)

## 6) Permanently Installed Equipment and Supplies in Facility

- 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.)
- If you wish to use the in-house broadcasting system, detailed information will be provided through a one-on-one meeting.
- When using sound equipment, lighting equipment, film equipment, and stage equipment in setups other than those in the basic plan, the event organisers are asked to make the changes from the basic plan and perform work for restoration to the original state. (If such work is requested to the Event facilities Management Centre, separate fees will occur.) Note: Currently, the setting of respective basic plans are being arranged.

## Basic sound system plan



Note: As of February 2025.  
They are subject to change going forward.

## 6) Permanently Installed Equipment and Supplies in Facility

### 1. List of sound equipment

No	List of sound equipment	Specifications	Volume	Remarks
1	Digital mixing console	QL5(YAMAHA)	1	
2	Audio player	SS-CDR250(TASCAM)	4	
3	Front speakers	Q1(d&b Audiotechnik)	8	
4	Lip-fill speakers	Q7(d&b Audiotechnik)	2	
5	Front speakers	Q-SUB(d&b Audiotechnik)	4	
6	Power amplifier	D12(d&b Audiotechnik)	4	
7	Monitor Speaker	SRX812 Passive(JBL PROFESSIONAL)	8	
8	Small speaker	MS101-4(YAMAHA)	4	
9	Wireless receiver	ULXD4Q(SHURE)	2	
10	Handheld transmitter	ULXD2/SM58(SHURE)	8	
11	Lavalier transmitter	ULXD1(SHURE)	8	
12	WL Lavalier Pin Microphone	ME2(SENHEISER)	8	
13	Headset microphone	TH53T/O-MTQG(SHURE)	8	
14	Dynamic microphone	SM58-LCE(SHURE)	10	
15	Dynamic microphone	SM58SE(SHURE)	5	
16	Dynamic microphone	SM57-LCE(SHURE)	10	
17	Dynamic microphone	Beta57A-J(SHURE)	10	
18	Dynamic microphone	MD421-II(SHURE)	4	
19	Dynamic microphone	Bate52A-J(SHURE)	1	
20	Dynamic microphone	Bate91(SHURE)	1	
21	Dynamic microphone	e904(SENHEISER)	3	
22	Condenser microphone	C451(AKG)	8	
23	Condenser microphone	C414 XLS-Y4(AKG)	2	
24	Condenser microphone	4099-DC-1-10-1-P(DPA)	2 sets	
25	Attachment for 4099	Vn*2, Vc*1, Tp*1, Ba*1, Sax*2(DPA)	1	
26	Condenser microphone	MX418/C-X(SHURE)	2	
27	Condenser microphone	C-38B(SONY)	1	
28	Direct box	J48(RADIAL)	6	
29	Direct box	PCDI(whirlwind)	2	
30	Main station	MS-702(Clear Com)	1	
31	Speaker station	KB-702(Clear Com)	6	Installed in 3 OP booths
32	Beltpacks	RS-701(Clear Com)	10	
33	Headsets	CC-100(Clear Com)	16	Installed in 3 OP booths

Note: As of February 2025.  
They are subject to change going forward.

6) Permanently Installed Equipment and Supplies in Facility

2. List of lighting equipment

No	List of lighting equipment	Specifications	Volume	Remarks
1	Moving lights	NEPTUNE300WBS(SILVER STAR)	15	
2	LED spot lights	Super SOLAR2ze/ETZ MK4(SILVER STAR)	12	
3	LED cutter spot lights	ECLIPSE PRIME HEX(SILVER STAR)	10	
4	Lens for the above	ECLIPSE 750/1000-36°Lens(SILVER STAR)	10	
5	Blinder	Blinder II IP(EK-PRO)	9	2 units per set
6	LED spot lights	BOLD 360/90(TSJ)	1	
7	Bar type LED lights	Lite Bar Pro(EK-PRO)	10	
8	Lighting control panel	Arena(AVOLITES)	1	
9	Accessories	Hangers, stands, control sticks, etc.	1 set	

Note: As of February 2025. They are subject to change going forward.

Stage specifications with basic lighting plan

Cutter spot light



Wash light



Spot light



Moving light



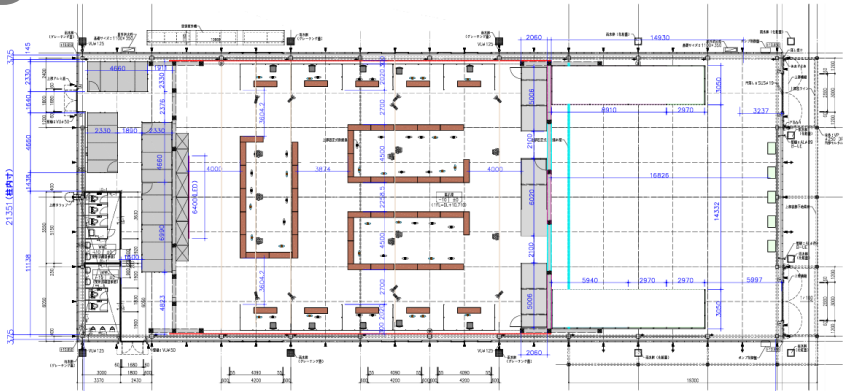
Blinder light



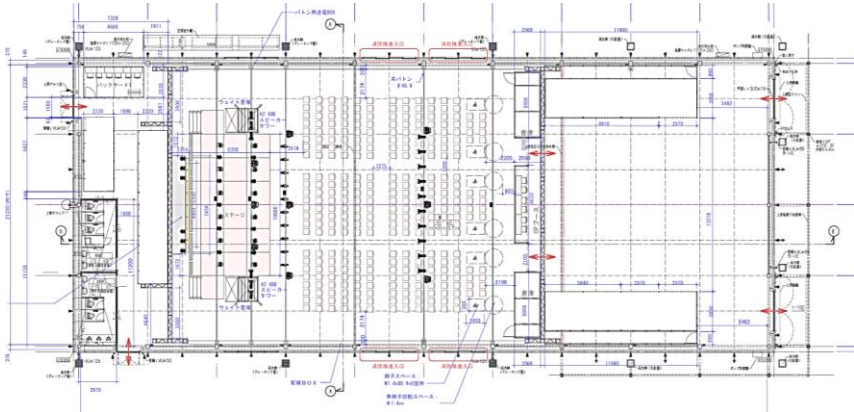
Bar type light



Exhibition specifications



Stage specifications



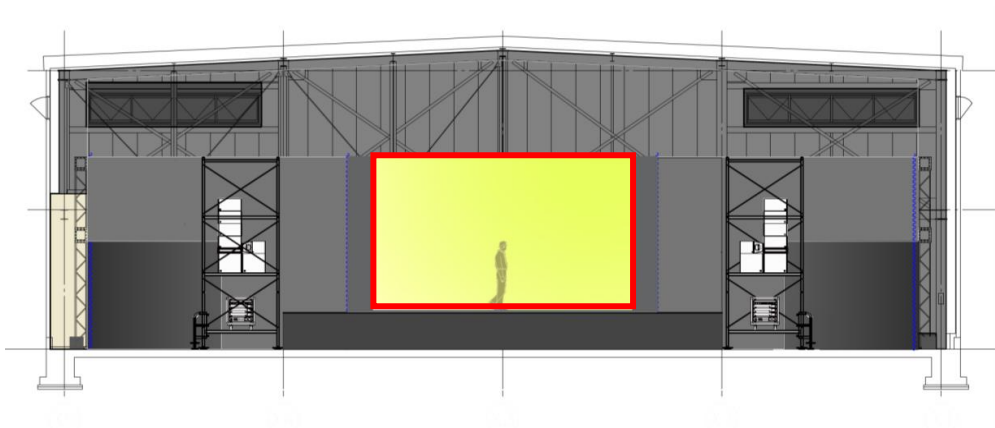
6) Permanently Installed Equipment and Supplies in Facility

3. List of film equipment

No	List of film equipment	Specifications	Volume	Remarks
1	LED vision	W800px × H480px <i>Standard setting: W1920px × H1080px due to scaler function.</i>	1	300 inches, 8mm pitch
2	LED controller	HLC-2K(HIBINO)	1	
3	Video switcher	V-160HD(ROLAND)	1	With 24-inch monitor
4	iPad	PRO 11Inch(Apple)	1	
5	Laptop (with Office installed)	L5-I7U01BK-B(MOUSE PRO)	4	
6	Video recorder	Hyper Deck studio HD Mini(BMD)	1	
7	4K media player	xPressCue(TechnoHouse)	2	
8	Mixer	ZED-16(Allen&Heath)	1	
9	Video switcher	V-600UHD(ROLAND)	1	For temporary use, with 24-inch monitor
10	Laptop (with Office installed)	L5-I7U01BK-B(MOUSE PRO)	1	For temporary use
11	Small monitor display	LCD1560S(AD-TECHNO)	3	For temporary use
12	Monitor display	PN-HS431(SHARP)	2	For temporary use

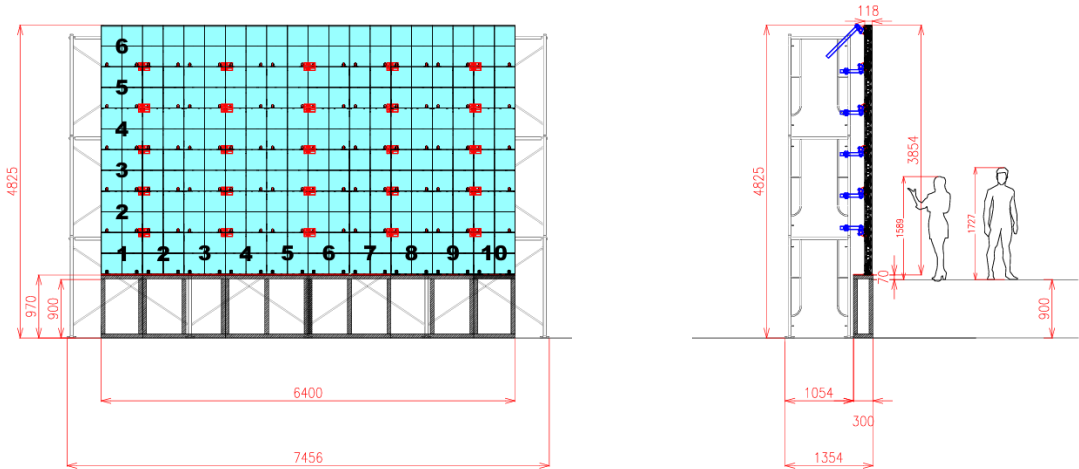
Note: As of February 2025. They are subject to change going forward.

Basic video plan



Front

Cross section



## 6) Permanently Installed Equipment and Supplies in Facility

### 4. List of supplies

※The list of equipment is as of February 2025. It may be subject to change in the future.

#### ■1. Indoor event space

No	Supply	Specification	Volume	Remarks
1	Stacking chairs for guest seats		350	Basic pattern with 312 seats + 38 spare seats
2	Trolley to store the chairs		1	
3	Fire extinguisher (OP booth)		1	
4	Fire extinguisher (stage)		1	
5				
6				
7				
8				

#### ■2. Experiential Event Booths

No	Supply	Specification	Volume	Remarks
1	A-frame sign	※Under adjustment		
2	Air conditioning system (air conditioner)	For an 8-tatami room (≈ 13 square meters / 140 square feet)	2	One unit per booth, for a total of two units.
3				
4				
5				

### 5. List of operation supplies

※ The list of equipment is as of February 2025. It may be subject to change in the future.

#### ■1. Indoor event space

No	Supply	Specification	Volume	Remarks
1	handcart	W600 x L900 / with brake	2	
2	Chain partition stand	H837, base diameter 255, white, 3.3kg when filled with water.	80	
3	Chain for partition	120m	80	
4	Full-length mirror		1	
5				
6				
7				
8				
9				
10				

#### ■2. Experiential Event Booths

n/a



## 7) Temporarily Installed Power Supply Equipment

### 1. Temporarily Installed Power Supply Equipment

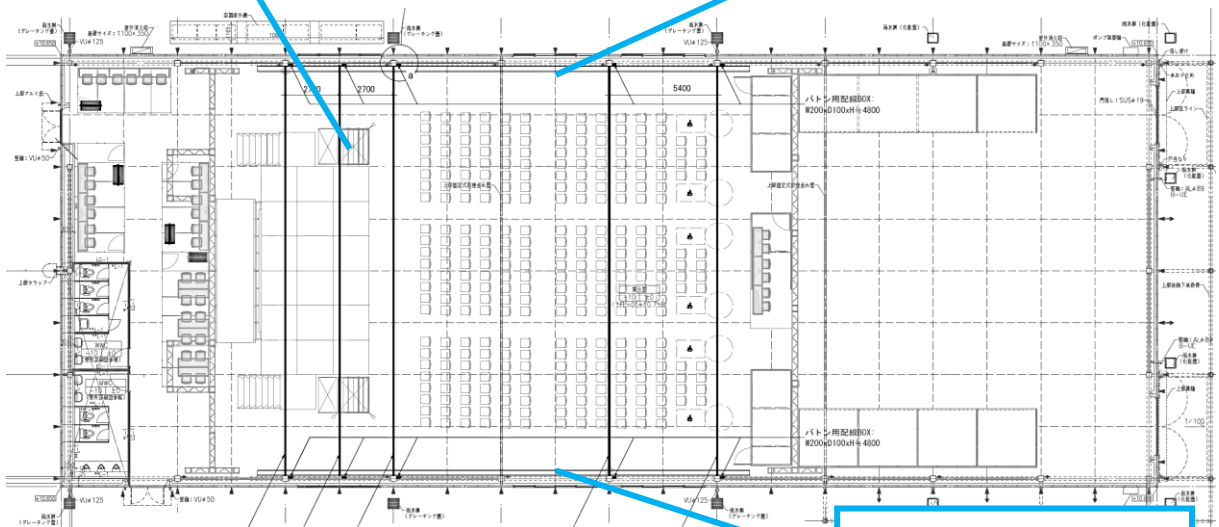
At the Expo, which aims to actualise sustainability through its preparation and operation, Participants are prohibited from bringing in power generators and power-supply vehicles. As a general rule, limit power used at events to within the power volume in facilities.

- For any events that cannot be supported by permanently installed power supply capacity, separately consult with the Organiser.

#### 1. Indoor event space

C-type 30A power socket ×1  
※For stage use

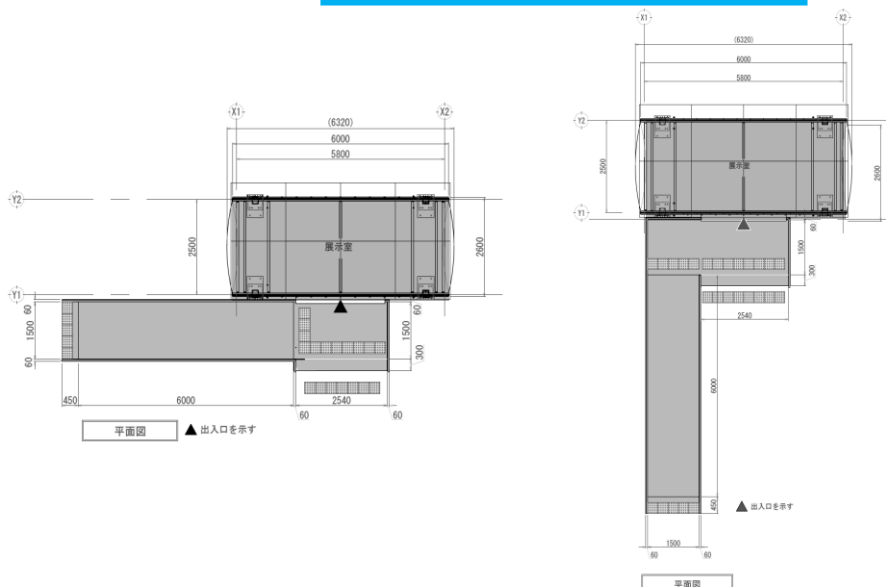
Parallel 15A ×4



Parallel 15A ×4

#### 2. Experiential Event Booths

Parallel 15A × 1 outlet per unit  
(position adjustment in progress)



## 8) Telecommunication Environment

### 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 : Permanent
  - b. Wired LAN connection: LAN cables are to be prepared by the event organisers .

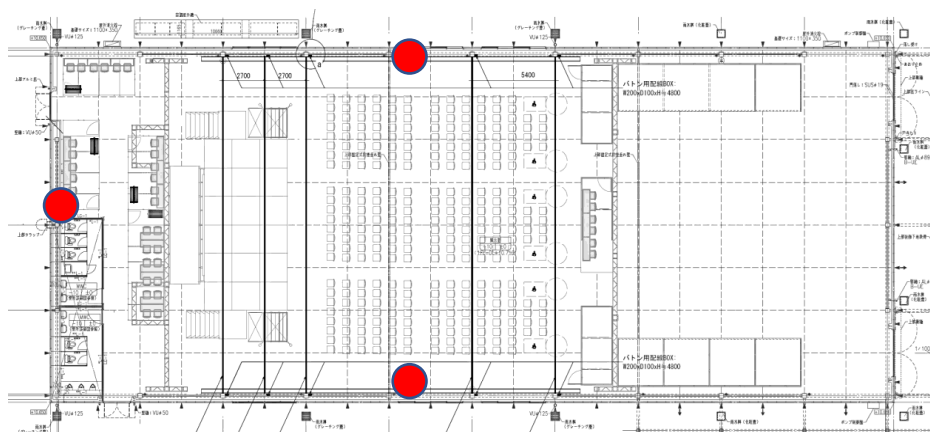
#### Notes:

- Specific details on the number of access lines, communication speeds, Wi-Fi coverage and wired LAN outlet points are currently under the process of final adjustments.
  - For performances and streaming, we recommend contracting a separate temporary line.
- 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.

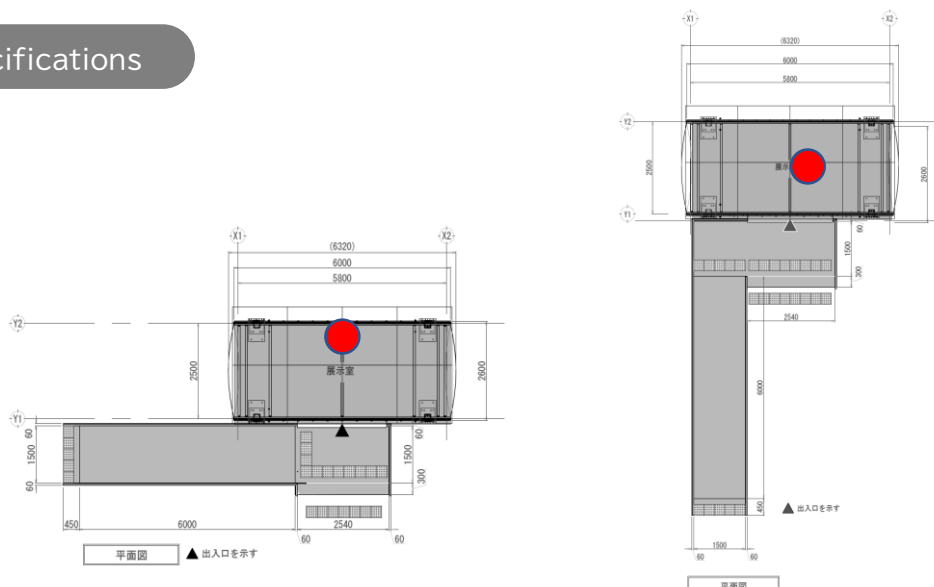
#### Exhibition specifications



Access point location



#### Stage specifications



## 9) Usage Fee

### 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.

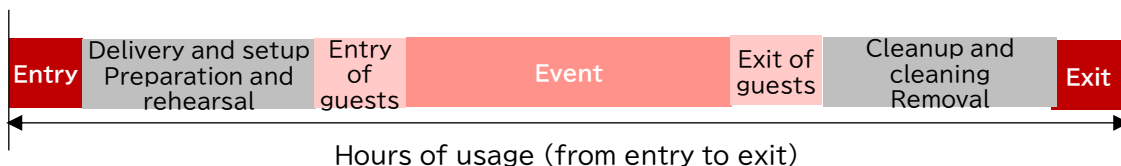
The cancellation policy and payment period will be announced separately (in the Terms of Use).

Facility Name	Usage Category		Event Facility Usage Fee (tax included)	Out-of-hour Usage Fee (tax included)
			Basic Hours 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.
			12 hours	Per 1 hour
Festival Station (1. Indoor event space)	1 day	9:00 a.m. to 21:00 p.m.	100,000 yen	11,000 yen
Festival Station (2. Experiential Event Booths) * Per booth	1 day	9:00 a.m. to 21:00 p.m.	40,000 yen	3,000 yen

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

#### Hours of event facility usage

- The basic hours of usage of the event facility is 9:00 a.m. to 9:00 p.m.
- The hours of usage include the time from entry to exit of all associates.



#### Maximum hours of usage

- The maximum hours of usage, including out-of-hour usage, is from 0:00 a.m. on the first day to 0:00 a.m. of the last day that usage is applied for.
- As a general rule, the event organisers are asked to fully exit the building after the event ends by 0:00 a.m. Note: the event organisers may not use facilities beyond the dates applied for.

Item	Details of Item	Facility Name	Usage Fee (tax included)	Out-of-hour Usage Fee (tax included)
Utilities	Electricity, 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).	Festival Station (1. Indoor event space)	88,530 yen/12h	6,000 yen/1h
	*A flat fee is charged regardless of the scope of use. *For more details on the insurance coverage are provided in a separate guide.	Festival Station (2. Experiential Event Booths) * Per booth	3,480 yen/12h	300 yen/1h

• 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.

### 2. Other fee ①

Item	Details of item	unit price (tax included)
(Only 1. Indoor event space) 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

## 9) Usage Fee

### 3. Other Fees②

\* Common to “1. Indoor Event Space” and “2. Experiential Event Booths”

Out-of-hour usage of the event facility will incur overtime labour fees for facility management staff.

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

	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 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	Technical Staff (per person)	22,000 yen	4,950 yen/1h	4,950 yen/1h
5	Operation and Removal Staff (per 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 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.
- 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 person)	55,000 yen (minimum guarantee of 8 hours)	55,000 yen (minimum guarantee of 8 hours)
-	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 Administration 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 Administration Centre when details of event preparations are decided.



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