

TOYOTA GROUP PAVILION MEDIA COVERAGE GUIDELINES

1. Basic Policy

- ◆ As a general rule, reservations in advance are required for media coverage of the TOYOTA GROUP PAVILION.

2. Advance Reservation

- ◆ Please obtain a media accreditation application form at the Media Center or through the Public Relations office at the Japan Association for the 2005 World Exposition.
- ◆ Please submit the media accreditation application form to the Media Center or the Public Relations office at the Japan Association for the 2005 World Exposition **before the day of visitation.**
- ◆ After your media accreditation application form is accepted, a written reply will be sent to you. Please arrive at the specified time and date.
- ◆ Media coverage is possible from the second show (10:20 ~ 10:50) to the tenth show (17: 00 ~ 17: 30). In principle, media coverage will not be permitted during later shows.

3. Same-day Media Coverage Without Advance Reservation

- ◆ Please contact the Media Center or Public Relations office of the Japan Association for the 2005 World Exposition to inquire if same-day media coverage is possible. **Please refrain from contacting the TOYOTA GROUP PAVILION directly for same-day media coverage.**
- ◆ Due to limited seating for the press, there is a possibility that some journalists may not be admitted to a particular show.

4. Language Assistance

- ◆ English-language escorts are available on a limited basis. Please bring an interpreter, if possible.

5. Press Coverage Inside the Theater

- ◆ Photography/filming from the media section is permitted. However, please refrain from using flashes or lighting equipment of any kind during the show.
- ◆ Please refrain from leaving your seat during the show as it may hinder the view of other visitors.
- ◆ If you have any mobile phones, wireless radios, or PCs with you, please keep them turned off during the show as the electromagnetic frequencies given off by these devices may interrupt the show's operation.

Date: _____ / _____ / 2005
 month date

FAX : 0561 -61 - 7605 or 0561-61-2282
Toyota Group Pavilion Media Accreditation Application Form

Received by

Please fill in the blank except reply sheet below.

Access Div. Contact Detail	Company Name	Division Name	
	Person in Charge	Tel : Fax : e-mail :	
Company (Media Name)		Cell Phone Number : Tel : Fax :	Country
Crew Name	(Title)	TV Camera unit(s)	Total # of People: #of Interpreter:
Purpose of Visit (Circle all that apply)	Seeing the Show only Shooting Photos Filming Interview Shooting will be allowed only at designated areas.		
Preferred Date and Time of Admission Please assemble 20 minutes before the show time.	• Please choose two preferred shows. Date: _____ / _____ / 2005 month date		
	Request (1 st, 2nd)	Gathering Time	Show Time
	1 0 : 0 0	No.2 1 0 : 2 0 ~ 1 0 : 5 0	
	1 1 : 4 0	No.4 1 2 : 0 0 ~ 1 2 : 3 0	
	1 3 : 2 0	No.6 1 3 : 4 0 ~ 1 4 : 1 0	
	1 5 : 0 0	No.8 1 5 : 2 0 ~ 1 5 : 5 0	
	1 6 : 4 0	No.10 1 7 : 0 0 ~ 1 7 : 3 0	
Contents of Coverage (Issues of Interests) In case of Interview, please write questions which may be asked.	(If the coverage is for any special feature article or special program, please attach its schedule and contents.) Date of publication/broadcasting: _____ / _____ / 2005 month date (Time : ~ :)		
Preferred language (Circle one)	Japanese • English	Accompanied Interpreters	Yes • No Please be accompanied.
Press Admission Registration	Done • To be done Admission pass must be obtained in advance.		
Note			

To:	Reply Sheet	Replied on: _____ / _____ / 2005 month date
Please have the press admission pass with you.		
Admission	Date: _____ / _____ / 2005 month date	Time : ~ : No. show
Meeting Place & Time	1. In front of Morizo Gondola station bound for Seto Area Meeting Time : 2. ()	
Interview Place	Person in charge	TEL()

Accession Div. Reply Accession Div. • Input date (/ ())

When we have a national guest or VIP with special securities, press crew entry may be restricted or the appointed admission date/time may be changed.