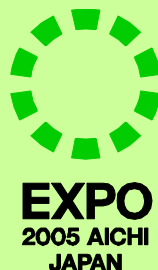


**EXPO2005 GUIDELINES
FOR
OFFICIAL PARTICIPANTS**

GL2-3

**Procedures for Handing over Pavilions
to Official Participants**

(September 2004)



Japan Association for the 2005 World Exposition

1. Objective

In this document, the Japan Association for the 2005 World Exposition (hereinafter referred to as “the Organizer”) explains necessary procedures for handing over modular buildings (hereinafter referred to as “Pavilions”) finally allocated to Official Participants (hereinafter referred to as “Participants”) in accordance with Article 2 of Participation Contract, which was concluded between the Organizer and Participants under Article 6 Section 1 of Special Regulation No. 2 concerning the conditions of participation in the Exhibition .

2. Timing of handover

In accordance with the provisions of Article 9 of Special Regulation No. 2, the Organizer shall hand over to Participants the Pavilions allocated to them on September 15 (Wed.), 2004 or later.

3. Arrangement of date and time for handover

Participants must communicate to the Organizer, in advance, more than one desired date and time for handover of their allocated Pavilions.

After due consideration, the Organizer will advise Participants as to the schedule of handover by mail and in writing as soon as fixed.

4. Witnesses to handover

As a general rule, those shown below shall be witness to Pavilion handovers, except that when all those indicated below cannot be present, the Organizer can hand over Pavilions to Participants in accordance with the procedures shown in 7 below.

(1) Participant side

① Pavilion Director or his/her representative

② Person in charge of design and construction partner in Japan

* Please note that, as for 1), when not the Pavilion Director but his/her representative is present at the handover, it is essential to present the letter of attorney issued by the government representative or the Pavilion Director.

(2) Organizer side

① Director-General, or his/her assistant, of Official Participation Group

② Senior Regional Director of Official Participation Group

③ Person in charge of each Common, Exhibition Installation Support Team of Official Participation Group

5. Procedures for handover

(1) Organizer

The Organizer shall hand over to Participants:

- ① A map indicating the location of the exhibition space within the modular building
- ② A list of facilities and equipment in the modular building
- ③ A list of (and diagram regarding) keys, and three keys to each door
- ④ Receipt for Keys (see attachment);

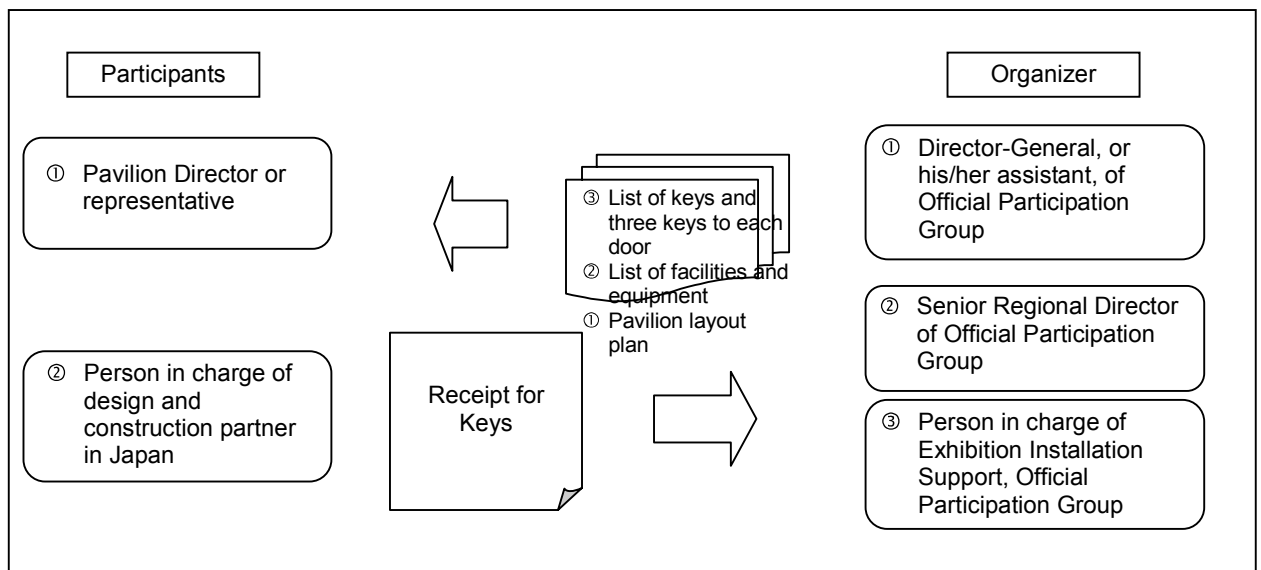
and then give Participants necessary information for handling facilities and equipment in the Pavilion.

(2) Participants

Participants shall receive 1) and 2) shown in (1) above, and after checking them, shall sign the Receipt of Keys, submit it to the Organizer and then receive 3) shown in (1) above.

Please note that when not the Pavilion Director but his/her representative receives the keys, it is essential to present the letter of attorney as mentioned in (1) of 4 above.

6. Conceptual diagram on handover procedures



7. Other procedures (when all concerned cannot be present at the handover)

As a rule, Pavilion keys shall be handed over to Participants in accordance with the procedure shown in 4 and 5 above. However, it is possible for Participants who have checked the facilities and functions in their allocated Pavilion at the Nagakute area, and who have received ① and ② shown in (1) of 5 above in advance, to receive “the List of keys and three keys to each door” and sign “the Receipt for Keys” elsewhere than the Nagakute area.

_____(M)_____(D), 2004

To: Dr. TOYODA Shoichiro
Chairman
Japan Association for the 2005 World Exposition

I, _____, hereby confirm that the Organizer has, in accordance with the provisions of Article 9 of Special Regulation No. 2, handed over to us the exhibition space in the modular building stipulated in Article 2 of the participation contract for Expo 2005 Aichi, Japan, together with the following materials:

1. A map indicating the location of the exhibition space within the modular building;
2. A list of facilities and equipment in the modular building; and
3. A list of (and diagram regarding) keys, and three keys to each door.
(x x x keys in total)

We will maintain and operate our pavilion in compliance with the General Regulations and the Special Regulations of Expo 2005 Aichi, Japan, and the Guidelines established by the Organizer.

(Name of Pavilion)

(Name of pavilion director or signatory in
block printing and signature)

* In case of joint pavilion, enter name of
representative.