

EXPO2005 GUIDELINES
FOR
OFFICIAL PARTICIPANTS

GL 10-7

Guidelines for Security and Surveillance by Participants

(November 2004)



Japan Association for the 2005 World Exposition

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Introduction

The present Guidelines are based on General Regulations Article 29 and Special Regulation No. 10 concerning General Services, Articles 13 - 19 of the Japan Association for the 2005 World Exposition (hereinafter referred to as the “Association”), which stipulate rules and regulations concerning security and surveillance.

The present Guidelines are applicable to security and surveillance by Official and Non-official Participants and Concessionaires (hereinafter collectively referred to as “Participants”) in spaces and facilities allotted to them (hereinafter referred to as “Control Zones”) on the site of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”).

Chapter 1 Basic Concept of Security and Surveillance

1. Objectives

The objectives of the present Guidelines shall be to prevent and control crime, fire and other disasters, accidents from overcrowding and violations of Exhibition-related Laws and Regulations in Participants’ Control Zones, and contribute to the realization and maintenance of a safe, comfortable visitor environment and smooth event operation.

2. Policy

The maintenance of order and the prevention of crime, fire and other disasters, accidents from overcrowding and violations of Exhibition-related Laws and Regulations on the site of Exhibition (hereinafter referred to as “Exhibition site”) shall be pursued by the Association and the Participants, who shall devise a security and surveillance system comprising appointed officers representing each party, with instruction and cooperation by the police and disaster-prevention authorities.

- * The term “security” shall refer to the execution of actions and measures aimed at preventing incidents and accidents (crime, fire and other disasters, accidents from overcrowding etc.) in the Control Zones of the Exhibition site.
- * The term “surveillance” shall refer to the execution of supervision and instruction within the range authorized for the Association and Participants (where they have management right) for the maintenance of order and the observance of applicable laws and regulations.

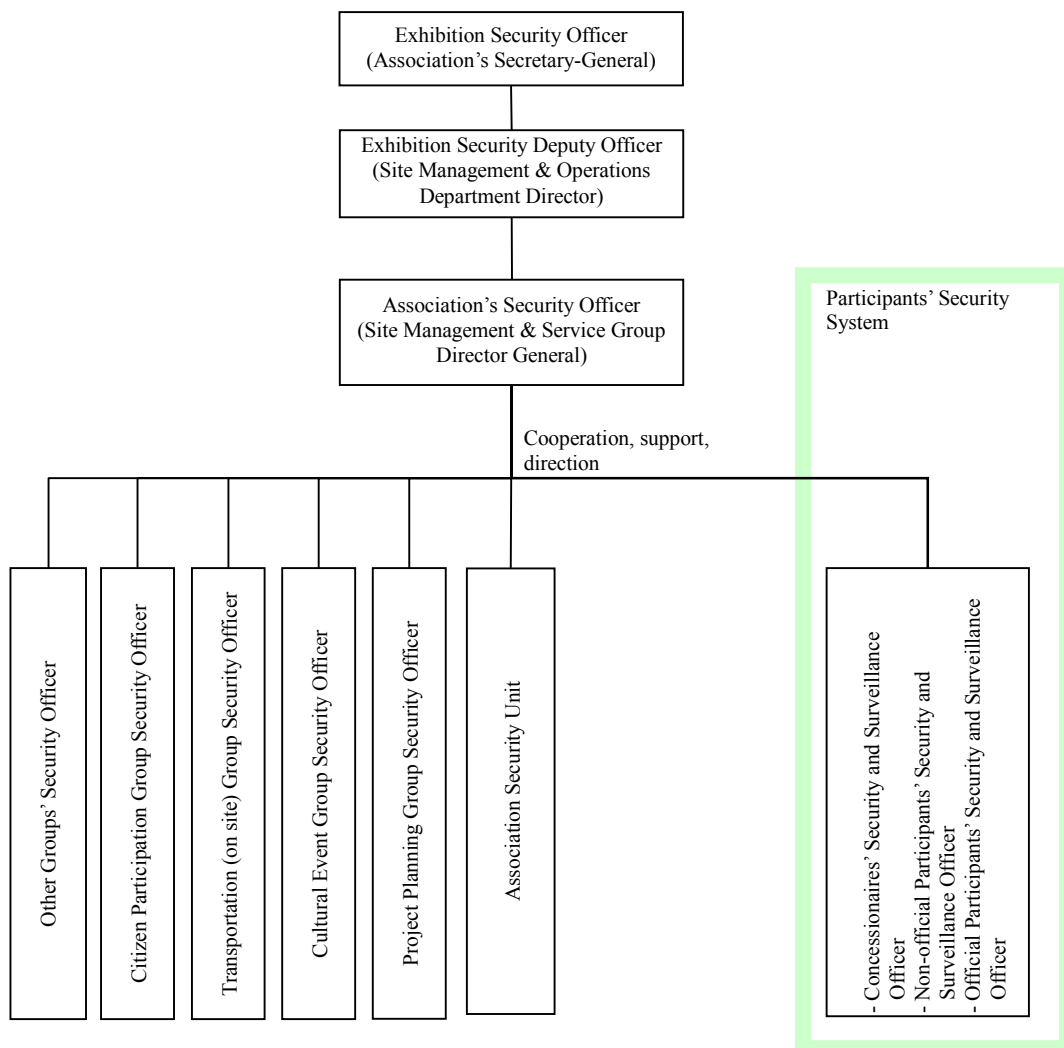
(1) Security and surveillance by the Association

In compliance with Article 29 of the General Regulations and Article 13 of Special Regulation No. 10 concerning General Services, the Association shall form an Association Security Unit for security and surveillance on the entire Exhibition site.

The authority and responsibility for security and surveillance of Exhibition as a whole shall reside with the Exhibition Security Officer (the Association's Secretary-General), while security and surveillance of the entire Exhibition site shall be comprehensively managed by the Association's Security Officer (Site Management & Service Group Director General). Each of the Association's Groups shall have an officer in charge of security.

The Association's Security Officer shall summon security officers representing the Association's Groups and Participants to discuss and coordinate matters related to security and surveillance, and shall offer instruction and advice.

○ Association's Exhibition Site Security System



* Titles are subject to change following future organizational modifications.

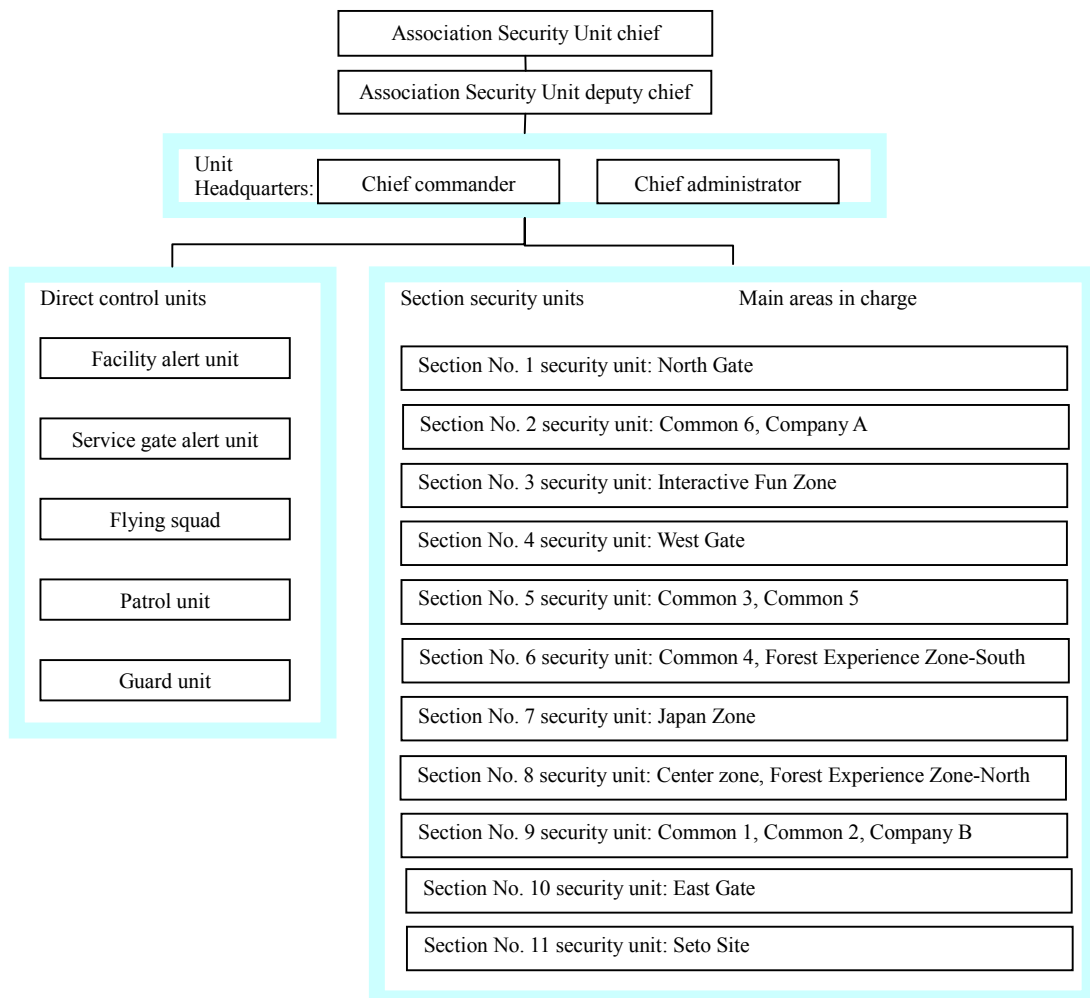
* Security and surveillance duties of the Association's Group Security Officers shall conform to those of security and surveillance officers (see below).

* Association Security Unit

An Association Security Unit shall be established as a security and surveillance organism covering the entire Exhibition site. As its headquarters, the Association Security Unit's office shall be located within the General Direction Center in the EXPO Administration Office Premises.

The Association Security Unit shall be headed by a chief and shall comprise headquarters, direct control units and section security units, which shall be charged with security and surveillance in respective Areas, including Commons divided into 11 sections allotted to respective units. Standard mobilization shall be approximately 650 persons per day.

○ Association Security Unit's Organizational Chart



(2) Security and surveillance by Participants

In compliance with Article 29, Item 2 of the General Regulations and Article 14 of the Special Regulation No. 10 concerning General Services, Participants shall execute actions and measures for security and surveillance in their Control Zones at their own expense and upon their own responsibility.

Participants shall, upon consulting with the Association's Security Officer, appoint a security and surveillance officer and establish and maintain a voluntary security system necessary for their Control Zones at their own expense and upon their own responsibility.

(3) Relation between Association's and Participants' security and surveillance

A. Association's Security Officer (Site Management & Service Group Director General) shall maintain communication with security and surveillance officers representing Participants for necessary cooperation, support and instruction.

B. Participants' security and surveillance officers shall maintain communication with the Association's Security Officer, as well as with the police and fire and disaster prevention authorities, for necessary cooperation.

In the event of crime, accident and the like in their Control Zones, Participants' security and surveillance officers shall immediately take appropriate actions and measures, contact the Association Security Unit, the police and the fire and disaster prevention authorities, to seek cooperation or instruction and establish an active security system.

C. Support by the Association Security Unit

In the event of an incident that cannot be handled solely by the Participants, they may ask the Association's Security Officer for necessary cooperation. The Association's Security Officer shall in turn determine whether or not to provide cooperation. If such cooperation is granted, Participants' security and surveillance officers must ensure appropriate coordination and provide sufficient cooperation to facilitate the Association Security Unit's action.

- If Participants request cooperation,
- If the incident in question develops in such a way as to risk greater impact, and
- If it is deemed necessary for security reasons,

The Association's Security Officer may order the Association Security Unit to handle the situation in cooperation with the security personnel concerned, even in Participants' Control Zone(s). In such a situation, the Association Security Unit may enter Participants' Control Zones and carry out necessary actions.

(4) Coordination with related organizations

The Headquarters of the Association, police and fire and disaster prevention authorities shall be set up in the General Direction Center in the EXPO Administration Office Premises to maintain close ties for communication and cooperation, thereby establishing a system of emergency preparedness against crime, accident, fire and other disasters.

The Association and Participants shall actively cooperate with the above-mentioned authorities in the pursuit of their activities.

(5) Security and surveillance officers' meetings

The Association's Security Officer (Site Management & Service Group Director General) shall, whenever necessary, organize meetings and summon persons in charge of security and surveillance so as to consolidate matters relevant to security and surveillance, thereby promoting exchange of opinions on related subjects among the parties concerned, discussing, adjusting and providing instruction and advice, and making decisions on emergency and other relevant matters. Representatives of the police, fire and other disaster-prevention authorities may also be asked to attend such meetings.

* The Association's Group Security Officers shall hold their own security meetings.

Chapter 2 Security and Surveillance by Participants

1. Period of security and surveillance

From March 25 2005 to September 25, 2005

- * Refer to Chapter 6 for further details on security and surveillance before and after Exhibition:
 - Before EXPO: from hand-over of facilities, etc. to March 24, 2005
 - After EXPO : from September 26, 2005 to hand-over of facilities

2. Scope of security and surveillance

Participants shall execute security and surveillance in their Control Zones, spaces and facilities allotted to them.

Lines of visitors awaiting admission shall, in principle, be formed inside the pavilion or under the eaves of the pavilion within the concerned Participant's Control Zone. Waiting lines that unavoidably extend beyond the Control Zone shall be controlled under the concerned Participant's responsibility.

Participants must not allow waiting lines to form outside their own Control Zones in such a way as to cause inconvenience to other visitors and passengers. If such waiting lines are noted, necessary measures shall be immediately activated, such as division of waiting lines, under instruction from the Association's Security Officer.

* Participants' "Control Zones" refer to spaces and facilities allotted to Participants, including waiting lines of visitors under the eaves of Participants' facilities and areas, awaiting admission to events organized by the Participants; that is, zones in which control by Participants is required. Participants shall also be responsible for the control and guidance of visitors outside their Control Zone, who are in waiting lines for admission to the facilities, events organized by Participants and the like.

3. Main responsibilities of Participants

(1) Appointment of the security and surveillance officer

Participants shall appoint a security and surveillance officer, in consultation with the Association's Security Officer (Site Management & Service Group Director General).

The Pavilion Director or Pavilion Deputy Director or their proxy shall be appointed the security and surveillance officer. In the even of the security and surveillance officer's absence, or to complement this post, a security and surveillance deputy officer and/or a security and surveillance officer's assistant may also be appointed.

The appointment of the security and surveillance officer and other officers or relevant modifications shall be promptly communicated to the Association's Security Officer.

Participants' security and surveillance officer shall be appointed, in principle, by the end of February 2005.

* For a Joint Pavilion, a representative security and surveillance officer shall be appointed to clarify security responsibility for the entire pavilion.

(2) Observance of rules regarding conduct within the Exhibition site

Participants shall instruct their personnel engaged in exhibitions and commercial and other activities regarding observance of the rules stipulated by the Association, for the purpose of maintaining order and the observance of applicable Laws and Regulations.

4. Security and surveillance officer's main duties

The security and surveillance officer shall have the authority and responsibility for security-related incidents occurring in the concerned Participant's Control Zone and shall also be responsible for organizing a system for actions and measures for security and surveillance.

The security and surveillance officer shall prepare, in consultation with the Association's Security Officer (Site Management & Service Group Director General), a security and surveillance plan for the concerned Participant's Control Zone (hereinafter referred to as "Security Plan"), whereby to execute actions and measures for security and surveillance so as to maintain order and safety in the Control Zone.

The security and surveillance officer shall establish a system of communication, coordination and cooperation with related individuals and organizations, for cooperation with the police, fire and other disaster prevention authorities, and the Association Security Unit and emergency communication.

* To facilitate emergency communication, a Japanese-speaking interpreter must be stationed in each Control Zone.

○ Security Plan formulation

The security and surveillance officer shall formulate a Security Plan, based on communication, coordination and sufficient consultation with the Association's Security Officer (Site Management & Service Group Director General), regarding a full range of matters relevant to security and surveillance.

The Association's Security Officer may provide necessary advice and instruction regarding the Security Plan being prepared by the security and surveillance officer.

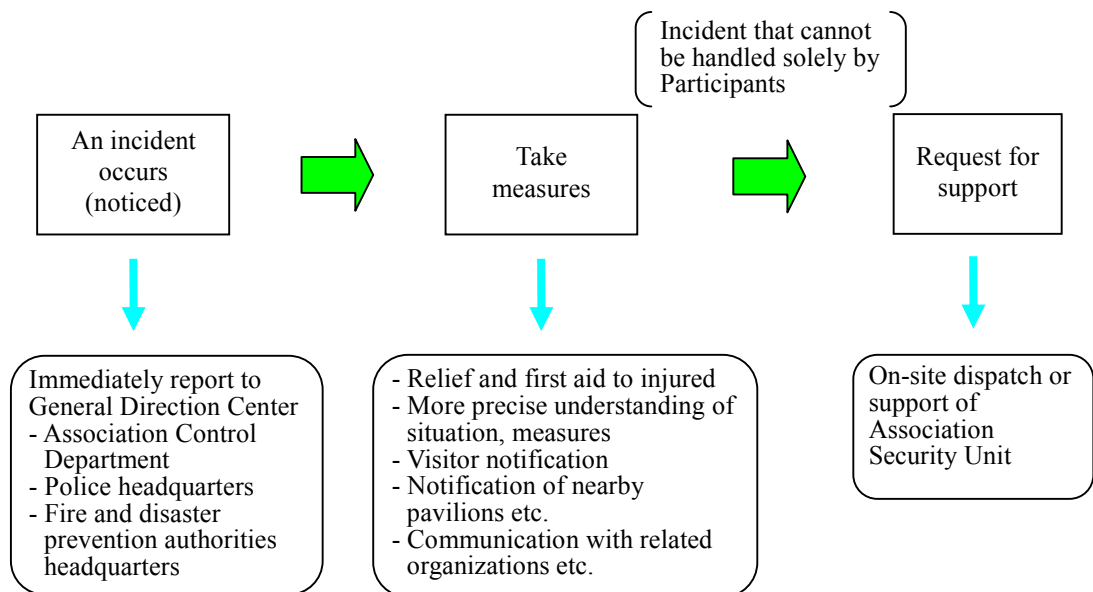
In addition to the Security Plan for the pavilion, separate Security Plans shall be prepared and submitted covering events, parades, on-site transportation and so forth.

* See Chapter 4 for the rules and schedule of Security Plan formulation.

5. Measures and notification regarding incidents and accidents

Participants and their security and surveillance officers shall immediately take necessary actions and measures in the event of an incident or accident in their Control Zones, shall notify the police, fire and disaster prevention authorities and the Association Security Unit, and shall follow their instructions.

○ Measures to be taken by Participants (flow chart)



6. Measures to be taken in event of major incident or accident

In the event of a major incident, accident or disaster, the Association shall adopt an emergency operation mode at the General Direction Center (facility in the EXPO Administration Office Premises housing headquarters of the Association Security Unit, police and fire/disaster prevention authorities) in collaboration with the respective lines of command of police and fire/disaster-prevention authorities.

A crisis control system (comprising crisis preparedness and crisis control offices and headquarters) shall be established within the Association, to facilitate rapid decision-making in accordance with the nature of the incident or accident.

Establishment of the crisis control headquarters shall be communicated to Participants, who shall then be placed under command of the headquarters and be required to provide necessary cooperation so as to ensure order and safety throughout the Exhibition site.

* Details for emergency evacuation shall be separately stipulated by the Association.

Chapter 3 Details of Security and Surveillance

1. Security and surveillance activities

Item	Description
Visitor control and guidance	Visitor control and guidance inside the pavilion, marking of visitor entrance routes for smooth admission, control of waiting lines inside (and outside) Control Zone
Event security	Clear indication of event venues to avoid congestion and confusion (handling of visitors and waiting lines for events outside Control Zone)
Facility and exhibit management	Environmental arrangement inside Control Zone, including anti-crime devices for exhibits; emergency preparedness and emergency communication system for thoroughgoing facility/exhibit management
Patrol and permanent stationing	Patrol inside Control Zone, detection, removal and caution against suspicious persons and objects; permanent staff stationing at accident-prone locations
Cooperation with VIP guard	Cooperation with guard and security activities by policy and Association Security Unit; marking of VIP visitor route, entrance and exit; briefing, liaison and coordination (appointment of liaison personnel)
Supervision and guidance in observance of rules and regulations	Instruction and warning concerning prohibitions, rules and regulations, unauthorized commercial (sales) and other activities
Emergency actions	Actions and measures in event of incidents or accidents; lifesaving; prevention of damage expansion; site restoration; evacuation guidance; immediate reporting to policy and Association's headquarters
Care of injured persons and lost children	Relief to and care of the injured, sick, lost children etc. * Details on care of lost children and objects shall be separately stipulated by Association.
Processing of notifications	Temporary processing of damage declarations, reports of lost and found items etc.

2. Security actions and measures

(1) Visitor control and guidance

A. Preventing congestion inside the pavilion

A necessary number of guards shall be positioned to mitigate congestion inside the pavilion and ensure smooth visitation, viewing or attendance.

* Example measures

Measures during admission	Priority admission to visitors with reservations	Issuance of reservation tickets, reservation system
	First-come, first-served	Issuance of numbered tickets
	Gradual admission	Admission of as many visitors as are exiting, with temporary closures of entrance doors
	Total replacement	Admission to pavilion's normal capacity, following exit of all visitors inside
	Sub-total replacement	Total replacement in a section of the pavilion where visitor capacity is fixed

	Group admission	Setting of group entrance doors
Measures inside pavilion	Installation of information boards	Routes, waiting time, emergency exits
	Establishment of viewing route	
	One-way viewing route	

B. Waiting lines

Waiting lines and modes within the Control Zone, as well as necessary measures in regard to waiting, shall be determined in advance to ensure safe visitor control and guidance. In principle, waiting lines must not form outside the Control Zone of each pavilion (Control Zone including areas beneath eaves).

Should waiting lines extend outside the Control Zone, guards or pavilion personnel shall carry out visitor control and guidance by devising appropriate measures, such as rerouting waiting lines and indicating expected admission times, so as to prevent congestion, confusion or other adverse impacts outside the Control Zone. (Emergency vehicle and general visitor routes must be secured at all times.)

* Example measures

- Indication of entrance and exit doors and waiting lines
- Indication of expected waiting time (installation of information boards etc.)
- Marking of waiting areas and lines
- Stationing of staff for visitor control, guidance and information service
- Adoption of reservation system (with reservation tickets etc.)

(2) Event security

The Control Zone of each event shall be clearly indicated, to mark off visitor areas and keep visitors within the Control Zone, ensuring order and safety.

Should visitors extend outside the Control Zone, or should congestion occur, visitor control and guidance shall be carried out under the responsibility of the event's security officer.

An event or parade held outdoors or on an event square shall be organized under Participants' responsibility, following sufficient consultation and coordination with the concerned Groups and organizations and Association Security Unit.

* Refer to attached "Security Plan (Pavilion)" for formulation of the Security Plan for an event, and prepare a written Security Plan accordingly. The Association's Groups concerned with corresponding events shall provide assistance for the formulation of Security Plans.

(3) Facility and exhibit management

Necessary measures shall be devised to prevent the theft of, damage to and accidents involving exhibits, for example by carrying out patrols and stationing guards in the pavilion. The stationing of guards, installation of mechanical security devices or other measures shall be adopted to comprise a system enabling immediate detection and notification in the event of abnormality after daily closure of the pavilion, thereby ensuring thoroughgoing facility and exhibit management.

* Example measures

- Security checks of entrances and exits
- Periodic inspection of facilities for breakdowns and defects
- Supervision against damage to or theft of exhibits
- Key control (in principle, the Association will not hold pavilion keys)
- Installation of surveillance cameras, telephone recorders, sensors and other security devices
- Nighttime security system (including use of mechanical security service)

* The presence of certain exhibits, such as objects of exceptionally high value, firearms, swords and the like must be communicated in advance to the Site Management & Service Group.

(4) Patrol and permanent stationing

Guards shall be stationed within the Control Zone for periodic and non-periodic inspections to prevent terrorist acts and detect suspicious persons and objects at an early stage. Overall pavilion safety shall be ensured through constant surveillance of persons entering and exiting the pavilion. In particular, to facilitate early detection of suspicious objects, materials to be carried inside the pavilion for exhibition purposes shall never be left or stored outside around the facility, even within the Control Zone.

* Example measures

- Measures prohibiting dangerous objects inside the pavilion
- Measures prohibiting unauthorized entry via service doors
- Periodic inspection of trash boxes, use of skeleton-type trash boxes

(5) Cooperation for VIP guard

Association and Participants shall follow the instructions of the Japanese police, which heads VIP guard (police guard and protection) for the entire Exhibition site (including Participants' Control Zones), and shall cooperate with the police in all aspects concerned.

For VIP guests designated in advance by the Association's Security Officer (Site Management & Service Group Director General), autonomous VIP guard and escort shall be conducted mainly by the Association Security Unit, in cooperation with Participants in physical proximity, along the passage and inside the facilities concerned.

A. Categories of VIP guests subject to security guard

- VIP guests designated by police (subject to police guard and protection)
- VIP guests designated by Association (subject to guard and escort)

B. VIP guard categories

Category by guard	Activities
VIP guard by police (police guard and protection)	Guard led by police, with cooperation from Association Security Unit and Participants
VIP guard by Association Security Unit (guard and escort)	Security guard led by Association Security Unit, with cooperation from Participants

C. VIP guest security guard area coverage

Category by guard	Area coverage
VIP guard by police (police guard and protection)	Entire Exhibition site (including Participants' Control Zones)
VIP guard by Association Security Unit (guard and escort)	Entire Exhibition site When the Association Security Unit carries out VIP guest guarding in Participants' Control Zones, such as inside the pavilions, the Security Officers concerned shall be notified in advance, except in the event of emergency, to hold consultation regarding pavilion admission and other relevant matters.

* Independent VIP guest guard by Participants and Association's Groups, necessitated under certain conditions, shall be conducted upon their respective responsibility. Security guarding by Participants in their Control Zones shall be communicated to the Association's Security Officer in advance, to have the authorized range of conduct indicated. Traffic regulation or priority passage must not be provided without the Association's advance permission.

D. Appointment of personnel in charge of VIP guest liaison

For VIP guarding by the police and the Association Security Unit inside Participants' facilities (pavilions etc.), personnel in charge of VIP guest liaison (possibly doubled by security and surveillance officers) may be appointed according to necessity, to facilitate communication and coordination.

E. Communication of VIP guest schedules

Schedules for Exhibition site visits by governmental representatives of Official Participants and other countries, monarchs, heads of state (president, prime minister etc.) and the like shall be communicated to the Association Security Unit as soon as the schedules are known, even provisionally, to facilitate preparation.

(6) Supervision and guidance for observance of rules and regulations

Participants shall endeavor to prevent unauthorized sales, prohibited conduct and violation of the Laws and Regulations, and shall maintain order in their pavilions.

The adoption of rules and regulations particular for the pavilions (Control Zones) regarding prohibited activities and objects shall be communicated to the Association's Security Officer to seek coordination with the Association's rules and regulations.

* Example measures

- Indication of activities and objects prohibited within Control Zones
- Accurate announcement of rules and regulations in Control Zones (via information boards, etc.)

3. Use of security materials and devices

Security materials and devices, such as colored cones, poles, stanchions, ropes, fences, information boards and lights, shall be effectively used to conduct visitor control and guidance, and to ensure order and safety.

The use of special instruments, such as radio equipment, metal detectors and X-ray examiners shall be communicated to the Association's Security Officer in advance, with written Security Plans outlining such use.

- * Instruments required for security and surveillance shall be prepared at the expense of Participants concerned.

Chapter 4 Procedure of Security Plan Formulation

In preparation for the above-mentioned actions and measures for security and surveillance, security and surveillance officers representing Participants shall formulate a Security Plan for each facility (pavilion etc.) or event, for submission to the Association's Security Officer.

In principle, guards shall conduct security and surveillance. Guards need not be stationed at night (may be replaced by mechanical security service). Nevertheless, careful Security Plans shall be drawn up to include stationing of guards at night as well, taking into consideration possible consequences of entry and exit by related parties and service providers after daily closure of the pavilions.

* Guards:

Security may be entrusted only to security companies certified as such by the Public Safety Commission of the concerned Prefectural Government. The term "guards" above refers to employees of such security companies who engage in security service (Security Service Law, Articles 2 and 4).

Pavilion personnel, on the other hand, may engage in activities aimed at supervising and preventing accidents and the like, without recognition by said Commission.

Guards shall be subject to the applicable Japanese laws in terms of uniforms, authorized self-defense instruments and methods, and so on.

* Mechanical security service

The term “mechanical security service” refers to the service provided in supervising offices, houses, entertainment establishments, parking lots, amusement facilities and the like, with the use of mechanical devices (recognized as such under the Cabinet Office order; Security Service Law, Article 2), to prevent thefts and other crimes.

Devices recognized under the Cabinet Office order refer to devices other than telephones and other instruments designed to transmit and receive vocal messages.

1. Submission of the Security Plan

(1) Addressee

Site Management Team, Site Management & Service Group, Japan Association for the 2005 World Exposition

(2) Period of submission

The Security Plan must be submitted to the above addressee up to ten days before the opening of the facility (pavilion, etc.; no later than March 15, 2005).

(3) Documents required

Security Plan (Attachment 1 - Form No. 1 “Security Plan (Pavilion)” A3-format) and attachments

○ Information required

- Name, secretariat (Pavilion Director, security and surveillance officer, personnel)
- Exhibition outline
- Performance/program/visit outline
- Security system
- Equipped devices and instruments
- Emergency contact
- Other

- Attachments to the Security Plan (drawings may be combined on one sheet)
 - Drawing indicating Control Zone
 - Drawing indicating visitor viewing route and security guard posts
 - Drawing indicating areas reserved for waiting lines and mode of waiting line formation
 - Drawing indicating visitor entrance/exit routes and emergency evacuation routes
 - Drawing indicating VIP guest entrance, exit and viewing routes, VIP lounge etc. and VIP guard posts
 - List of activities and objects prohibited in the pavilion (if applicable)

* Should the submitted Security Plan be judged inappropriate in substance by the Association's Security Officer, in consultation with the concerned party, the former shall provide necessary instruction and advice to the security and surveillance officer responsible for the Security Plan in question, who shall endeavor to modify the Plan accordingly. Matters relating to the Security Plan on which consultation has been concluded may be subjected to further examination, as the need arises.

Modifications to matters included in the Security Plan shall be promptly communicated to the Association's Security Officer, as they occur.

2. Standard stationing of guards (model example)

○ Security system

- (1) During pavilion's open hours
In principle, security by guards
- (2) After pavilion's daily closure (nighttime)
Security by guards or mechanical security service

* In principle, guards must be stationed during the pavilion's open hours, to protect exhibits, control and guide visitors inside the pavilion and in waiting lines, ensure emergency evacuation and activate other emergency measures as needed.

After the pavilion's daily closure, necessary security measures shall comprise stationing guards or using mechanical security service to prevent theft of or damage to exhibits; necessary arrangements for nighttime security, such as setting up an anteroom for night guards, shall be made at Participants' expense.

(3) Guard posts

Main posts	Measures and actions
Visitor entrance, exit	Ensure smooth and safe visitor entrance and exit
Service entrance/exit	Prevent unauthorized entry, check entry permit
Visitor routes	Control, guide and provide information to visitors
Waiting line	Keep waiting lines within Control Zone
Emergency evacuation	Indicate and guide to emergency exits, handle public relations

(4) Number of guards to be stationed

In principle, the total numbers of guards stationed shall be:

- Normal days: up to 100,000 visitors
 - Crowded days: more than 100,000 visitors ,
- with adjustment according to the numbers of visitors.

The number of guards per pavilion is not fixed, but shall be determined taking into consideration the following:

- The nature of the exhibition in the pavilion or facility
- The size of the pavilion or facility
- Whether or not events, theaters and other special programs are held
- Anticipated state of congestion
- Pavilion staff (attendants etc.) stationing plan

(5) Mechanical security

Participants employing mechanical security devices shall serve advance notice to the Association's Security Officer regarding the types and methods of mechanical security, operating hours, name of security company contracted, information on company's vehicles etc.

Participants using contracted service by security companies shall contact the Association's Security Officer to seek coordination regarding the following:

- Contact for primary reporting of abnormality
- Immediate reporting to Association's headquarters
- Access to locations where abnormality is detected (inside Participants' facilities, such as pavilions)
- Methods of entrance to Exhibition site by security company
- System of contact with security and surveillance officer or proxy

* Regarding the aforementioned, separate basic agreements (provisional) may be concluded between the concerned parties, as the need arises (details will be provided separately).

Chapter 5 Contract with a Security Company

The Association presents a list of security companies from which Participants may procure security service. The selection of security companies and signing contracts with them shall be directly conducted by Participants at their own expense and responsibility. Participants are not obliged to choose a security company from the list provided by the Association.

Participants contracting a security company for security and surveillance service shall convey the security company's name and the content of the contract (describing security methods etc.) to the Association's Security Officer (Site Management & Service Group Director General).

* List of security companies is provided separately from present Guidelines.

Chapter 6 Security and Surveillance before and after Exhibition

1. Period

- Before EXPO (facility handover - March 24, 2005)
- After EXPO (September 26, 2005 - facility handover)

2. Methods of security and surveillance

Security and surveillance before and after Exhibition shall comply with the above provisions applicable to security and surveillance during Exhibition.

Specific provisions shall be stipulated for the following:

(1) Security and surveillance officer

Before the appointment and after the dismissal of the security and surveillance officer, a person shall be appointed to temporarily fill this post (from among liaison personnel etc.).

(2) Security measures and actions

In principle, security shall be ensured by the stationing of guards implementation of mechanical security service.

However, if under certain circumstances security cannot be secured by these methods for a period of time, a person in charge of liaison shall be appointed to maintain close communication with the Association during said period. This person (or proxy) shall be able to be present on the site as required by the Association.

- * Security and surveillance executed by the Association before and after the Exhibition period shall mainly involve gate control and on-site patrols, with adjustment of the number of guards depending on the progress of construction or removal works on the Exhibition site.

(3) Security plan notification

No fixed form shall be adopted for security plans before and after the Exhibition period. However, Participants shall convey to the Association's Security Officer the name of the representative (manager), his or her contact (including emergency contact) and other information regarding the security system, the contracted security company and so forth, as soon as such are decided.

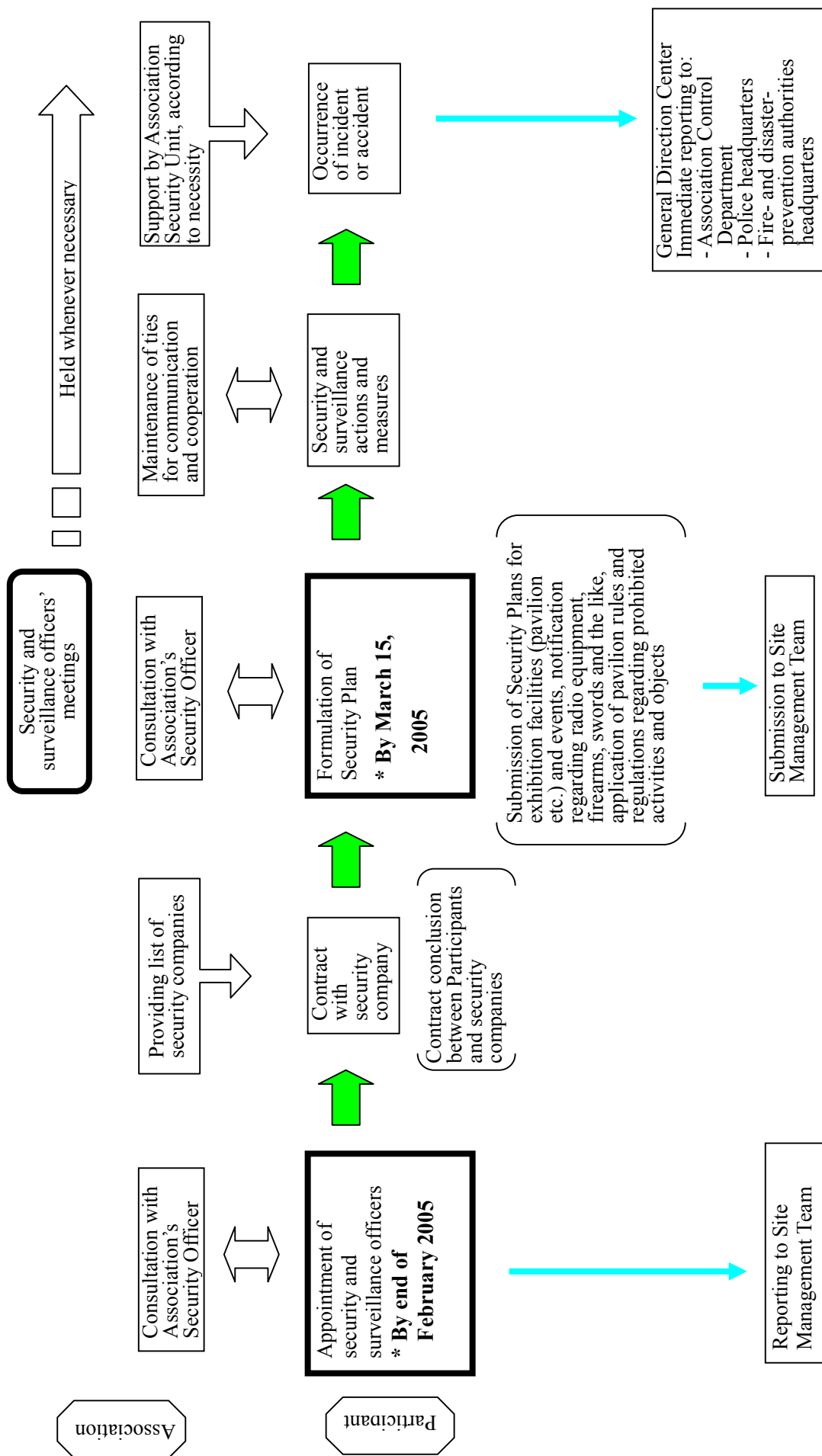
- * Upon the receipt of security plans, the Association's Security Officer shall provide necessary instruction and advice regarding the content of plans, in consultation with the concerned Participants. For concrete details to security plans, the above-mentioned provisions regarding Security Plans shall be consulted. (A simpler form than that of the Security Plan may be adopted.)

Chapter 7 Others

- Security Plan (Attachment 1, p. 21)
- Activities and Objected Prohibited on the Exhibition Site (Attachment 2, p. 22)
 - Operational procedures regarding activities and objects prohibited on the Exhibition site
- Summary of the Guidelines

Item	Description	Addressee, contact etc.
○ Submission	- Security Plan (facility, event, parade, sales and other commercial activities, on-site broadcast etc.)	Association's Security Officer (Site Management & Service Group Director General)
	- Security plans before and after Exhibition period	Same as above
○ Applying for permission	- Activities and objects prohibited on the Exhibition site	Same as above
	- Storage and use of gunpowder and other harmful substances, firearms, swords and the like	Same as above
○ Appointment or designation	- Security and surveillance officer (deputy officer)	Same as above
	- Personnel representing Participants in charge of VIP guest liaison (may be doubled by security and surveillance officer) * if necessary	Same as above
	- Security and surveillance officer before and after Exhibition period (liaison personnel)	Same as above
○ Notification etc.	- Attendance at security and surveillance officers' meetings	
	- Change of security and surveillance officer	Association's Security Officer
	- Exhibits of objects of exceptionally high value, firearms, swords and the like	Same as above
	- VIP guest guarding by Participants outside their Control Zones	Same as above
	- Visiting schedules of governmental representatives, monarchs, heads of state (president, prime minister etc.)	Same as above
	- Individual application of rules and regulations regarding activities and objects prohibited in the pavilion (Control Zone)	Same as above
	- Use of special instruments and devices (radio equipment, metal detectors, X-ray examiners etc.)	Same as above
	- Contracting commercial security and surveillance services (contracted company name, contents of contract, security methods etc.)	Same as above
	- Mechanical security service (contracted company name, types and methods of devices, operating hours, security company vehicles etc.)	Same as above
○ Consultation and coordination	Appointment of security and surveillance officer	Same as above
	Formulation of Security Plan	Same as above
	Installation of mechanical security devices	Same as above
	Outdoor events, parades etc.	Same as above

○ Security and Surveillance-Related Procedures by Participants (flow chart)



○ Main Procedures and Points of Note

Item	Procedures and points of note
Theft or material damage (nuisance, violence etc.)	Report to Association Control Department (Ex. xxx) or police (110) *110: Police headquarters (Communications Command Center) in Nagoya City.
Emergency (sudden illness) and fire	Report to Association Control Department (Ex. xxx)
Lost objects	Refer to Lost & Found Center
Lost children	Report to Lost Persons Center * The Association shall separately determine the procedures for handling lost children.
Observation of rules and regulations regarding activities and objects prohibited on the Exhibition site	Rules and regulations regarding activities and objects prohibited on the Exhibition site, as well as other rules and regulations stipulated by the Association, must be observed (Prohibited activities and objects that are required for exhibition operation must be communicated to the Site Management Team to obtain permission.) Certain activities and objects permitted outside Japan are prohibited in Japan, under Japanese law (e.g. possession of firearms, swords and the like, gunpowder, narcotics, etc.); Japanese law must be observed on the Exhibition site.
Entry to the Exhibition site	Entry via the service entrance gate is granted on presentation of entry permits for personnel and vehicle entry permits for vehicles; the same permits must also be presented in the staff-only areas of the Exhibition site. Entry will be refused without these permits.
Vehicle passage	On the Exhibition site, driver's license holders (including international driver's licenses) must drive and observe traffic rules on the site. Note that on certain occasions even permitted vehicles may be subject to passage control within the Exhibition site. During police and Association Security Unit control, instructions by the authorities must be observed to secure safety of visitors and others.
Applying for entry permits	Persons and vehicles without entry permits cannot enter the Exhibition site. Entry permit Applications must be submitted in advance to the Group in charge: - Official participants: Official Participation Group - Non-official participants: Exhibition Group - Concessionaires: Commercial Activities Group * For the application procedure, refer to the Guidelines for the Treatment of Entry Permits and Vehicle Entry Permits.
On-site trouble	Trouble and incidents detected on the Exhibition site (outside Participants' Control Zones) must be reported to the Groups concerned or to Association Control Department (Association Security Unit)
Others	Any questions regarding security and surveillance must be directed to the Site Management Team of the Site Management & Service Group via the Official Participant Group.

警 備 計 画 書 (展示館)

Security Plan (Pavilion)

1 施設名称 Facility name		(内) (inside)		国 名 Country					
				コモン又はゾーン名 Common or Zone Name					
				受理月日 Date of reception					
				配置番号 Location number					
2 事務局等 Secretariat		館長 (管理者) Pavilion Director (manager)		氏名 Name		携帯 Cellular phone number			
		副館長 Pavilion Deputy Director		氏名 Name		携帯 Cellular phone number			
		警備監察責任者 Security and surveillance officer		役職 氏名 Title Name		携帯 Cellular phone number			
		警備監察副責任者 Security and surveillance deputy officer		役職 氏名 Title Name		携帯 Cellular phone number			
		(警備監察補助者) (security and surveillance officer's assistant)		役職 氏名 Title Name		携帯 Cellular phone number			
		賓客警備連絡責任者 Person in charge of VIP guest liaison		役職 氏名 Title Name		携帯 Cellular phone number			
				内線電話番号 Extension telephone number		① ②			
				施設独自の設置電話 Facility telephone		① ② 録音装置の有無 Recorder installed? Yes/ No			
				職員数 No. of staff members		正職員 Full-time formal staff 人 (日本人 XX persons 外国人 XX persons)		臨時職員 Temporary staff 人 (日本人 XX persons 外国人 XX persons)	
				通訳員 Interpreters		人 XX persons 使用外国語 Languages		英語 English 人 XX persons 仏語 French 人 XX persons その他 Other () 人 XX persons	
3 緊急連絡先 ※夜間連絡可能な者 Emergency contact ※Person accessible at night		役職 Title		氏名 Name					
		住所 Address		TEL 携帯 Cellular phone number					
4 建築概要 Building outline		構造様式等 Building structure		構造 : Structure 高さ : Height		・階数 : ・No. of floors			
		敷地面積 Area surface		m ²		建築面積 Building area m ²			
		各階床面積 Floor area		階数 Floor		用途 Use			
				床面積 Floor area		収容人員 Capacity (persons)			
				m ²		人			
				m ²		人			
		合計 Total		m ²		人			
		入館待ちスペース Waiting space		m ² (収容人員 Capacity (persons))					
		最高待ち時間 Maximum waiting time							
		エレベーター Elevator		台数 (number: units)		基 (操作員の有無 Operator stationed? Yes/ No)			
エスカレーター Escalator		台数 (number: units)		基 (操作員の有無 Operator stationed? Yes/ No)					
出入口 Entrance/exit		一般入場者 入口 General visitor entrance		箇所		出口 Exit			
		VIP 出入口 VIP entrance/exit		箇所		非常口 Emergency exit			
		その他出入口 Other entrance/exit		箇所		屋上の有無 Rooftop, Yes/No			
施設平面図等 Facility floor plans		・別図第1 「施設平面図」(管理エリア・出入口等を図示) ・Drawing No. 1: Facility floor plan (indicating Control Zone, entrances and exits etc.) ・別図第2 「賓客警備員配置図」(SVIP 出入口、動線、VIP 室等) ・Drawing No. 2: VIP guest guard post (indicating SVIP entrance/exit, routes, VIP lounge etc.)							
5 展示概要 Exhibition outline		① 展示概要 Exhibition outline							
		② 展示物品の管理方法 Exhibit management method							
		③ 特に警戒を要する物件 (危険物の使用、希少価値のある物、高価な物等)、施設等の有無 Exhibits and facilities requiring special attention (harmful objects, rare objects, objects of high value etc.)							
6 観覧概要等 Viewing outline		① 観覧概要 Viewing outline							
		観客収容人数 Visitor capacity: persons		人		観覧所要時間 Average time required for viewing		分 minutes	
		一回の入館人数 No. of visitors admitted per event/viewing: persons		人		一日の入館回数 No. of events/viewings per day		回 times	
		一日の入館人数 No. of visitors per day: persons		人		期間中の入数 No. of visitors during EXPO		万人 Approx. 0,000 (persons)	
		② 入館方式等及び整理券の配布の有無 Mode of visitor admission; distribution of numbered tickets?							

	<p>③ 入館規制の有無及び規制方法 Admission control executed? If yes, how?</p> <p>④ 観覧コース及び警備員等の配置図 Viewing route and guard posts</p> <ul style="list-style-type: none"> ・ 別図第3 「観覧コース及び警備員配置図」 ・ 別図第4 「避難誘導動線図」 ・ Drawing No. 3: Viewing route and security guard posts ・ Drawing No. 4: Emergency evacuation route <p>⑤ 待ち客列の整理方法及び警備員等の配置図 Waiting visitor control methods and security guard posts</p> <ul style="list-style-type: none"> ・ 別図第5 「待ち客列の配列図」 ・ Drawing No. 5: Mode of waiting line formation <p>⑥ 館内独自の禁止行為・禁止物の有無 有・無 (有の場合は添付して下さい) Will the pavilion impose its own rules regarding prohibited activities and objects inside the facility, apart from the (generally applicable) Laws and Regulations? Yes/ No (If yes, attach a list)</p>																																																																																						
7 警備体制 Security system	<p>① 警備要員総数 Total number of security personnel</p> <table border="1" data-bbox="352 533 1380 649"> <thead> <tr> <th colspan="3">館内 Inside</th> <th colspan="3">館外 Outside</th> </tr> </thead> <tbody> <tr> <td>自館員 Pavilion personnel</td> <td>人 persons</td> <td>計 Total: persons</td> <td>自館員 Pavilion personnel</td> <td>人 persons</td> <td>計 Total: persons</td> </tr> <tr> <td>警備員 Security guards</td> <td>人 persons</td> <td>人 persons</td> <td>警備員 Security guards</td> <td>人 persons</td> <td>人 persons</td> </tr> </tbody> </table> <p>② 平常時 Normal days</p> <table border="1" data-bbox="352 703 818 954"> <thead> <tr> <th colspan="2"></th> <th>常駐 Permanently stationed</th> <th>巡回 Patrol</th> <th>合 計 Total</th> </tr> </thead> <tbody> <tr> <td colspan="2">自館員 Pavilion personnel</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td rowspan="4">警備員 Security guards</td> <td>早番 Early-morning shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td>遅番 Late-night shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td>昼夜 Day-night shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td></td> <td></td> <td></td> <td>人 persons</td> </tr> </tbody> </table> <p>③ 多客日 Crowded days</p> <table border="1" data-bbox="909 703 1375 954"> <thead> <tr> <th colspan="2"></th> <th>常駐 Permanently stationed</th> <th>巡回 Patrol</th> <th>合 計 Total</th> </tr> </thead> <tbody> <tr> <td>自館員</td> <td>自館員 Pavilion personnel</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td rowspan="4">警備員 Security guards</td> <td>早番 Early-morning shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td>遅番 Late-night shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td>昼夜 Day-night shift</td> <td></td> <td></td> <td>人 persons</td> </tr> <tr> <td></td> <td></td> <td></td> <td>人 persons</td> </tr> </tbody> </table> <p>④ 閉場後夜間体制 Nighttime security after daily closure</p> <table border="1" data-bbox="352 1010 818 1088"> <thead> <tr> <th></th> <th>人 persons</th> <th>計 Total</th> </tr> </thead> <tbody> <tr> <td>自館員 Pavilion personnel</td> <td></td> <td></td> </tr> <tr> <td>警 備 員 Security guards</td> <td>人 persons</td> <td>人 persons</td> </tr> </tbody> </table>						館内 Inside			館外 Outside			自館員 Pavilion personnel	人 persons	計 Total: persons	自館員 Pavilion personnel	人 persons	計 Total: persons	警備員 Security guards	人 persons	人 persons	警備員 Security guards	人 persons	人 persons			常駐 Permanently stationed	巡回 Patrol	合 計 Total	自館員 Pavilion personnel				人 persons	警備員 Security guards	早番 Early-morning shift			人 persons	遅番 Late-night shift			人 persons	昼夜 Day-night shift			人 persons				人 persons			常駐 Permanently stationed	巡回 Patrol	合 計 Total	自館員	自館員 Pavilion personnel			人 persons	警備員 Security guards	早番 Early-morning shift			人 persons	遅番 Late-night shift			人 persons	昼夜 Day-night shift			人 persons				人 persons		人 persons	計 Total	自館員 Pavilion personnel			警 備 員 Security guards	人 persons	人 persons
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備考 Remarks	<p>※ 別図第1～第5の図面については、1枚に合わせて記載可</p> <p>※ 本様式はA3サイズとする。</p> <p>※ Drawings No. 1 - 5 may be combined on one sheet.</p> <p>※ This form must be A3 size.</p>																																																																																						

Activities and Objects Prohibited on the Exhibition Site

In compliance with Special Regulation No. 10 concerning General Services, Article 18, the Japan Association for the 2005 World Exposition (hereinafter referred to as the “Association”) hereby stipulates activities and objects that are prohibited throughout the site of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”), so as to maintain public order and visitor safety.

In addition to the prohibited activities and objects stipulated below, Participants may independently stipulate activities and objects to be prohibited in the Control Zone under their management, in consultation with the Association.

1. Activities prohibited on the Exhibition site (entire site)

Activities stipulated below shall be prohibited on the Exhibition site, unless permitted by the Association if their necessity is exceptionally acknowledged.

○ Dangerous activities

- Occupying space with aggressiveness; intentionally causing trouble or inconvenience to others
- Blocking or hindering passage, rendering passage dangerous
- Carrying objects and/or engaging in activities that are likely to injure humans or damage material objects and properties
- Dispersal of gaseous, liquid or powdery substances, or engaging in similar acts
- Unauthorized entry into off-limit zones
- Roller skating and the like

○ Destructive activities

- Destroying or soiling exhibits, facilities, furniture, equipment or other materials and properties used for the Exhibition
- Discarding paper, used materials and other forms of waste or soil outside designated areas
- Catching, picking and/or damaging plants, insects etc.
- Feeding, catching, hurting and/or killing birds, animals or fish

○ Prohibited use or activities

- Use of loudspeakers, megaphones and the like
- Demonstration or carrying of placards, banners and the like
- Demonstration and/or distribution of posters, flyers and the like
- Commercial activities, display of objects (including distribution of souvenirs and the like), photographing and/or recording for commercial purposes
- Use of radio communication equipment (excluding personal cellular phones, radios and the like)

○ Others

- Eating and drinking outside designated areas
- Smoking outside designated areas, activities adjudged dangerous in terms of fire prevention
- Solicitation of donations, signature collection (for petitions), conducting surveys (sampling, questionnaire etc.)
- Collective demonstrations, public assemblies, speeches and the like for the purpose of assembling and stopping passers-by
- Releasing animals
- Planting seeds
- Other activities not mentioned above that are likely to disturb public order and peace on the Exhibition site

2. Objects prohibited on the Exhibition site (entire site)

Objects stipulated below shall be prohibited on the Exhibition site, unless permitted by the Association if their necessity is exceptionally acknowledged.

○ Dangerous objects

- Gunpowder and similar harmful substances likely to cause explosion, ignition, toxic gas emission or the like
- Tear gas sprays and similar substances likely to cause injury and/or discomfort to persons
- Fireworks, gas cylinder, exceptionally large quantities of lighters, matches or other flammable objects
- Cutlery, including cutters, fruit knives, scissors, chisels, bodkins and the like
- Golf clubs, baseball bats, rackets, insect nets and other similar objects that may serve as weapons
- Objects whose possession is prohibited by law

○ Others

- PET bottles, bottles and jars, cans and alcoholic beverages
- Brought-in lunches (excluding lunches permitted under prescribed conditions, such as lunches brought in by kindergarten, primary or junior high school students on school excursions under instructor's supervision)
- Animals and plants, except walking, hearing and seeing dogs
- Radio communication equipment such as amateur radio equipment, specified low-power radio equipment and transceivers (excluding personal cellular phones and radios)
- Placards, banners, streamers and similar objects
- Loudspeakers, megaphones and other items likely to cause obtrusive noise
- Roller skates, skateboards and other similar items likely to cause inconvenience to others' passage
- Carts, exceptionally large cases and the like
- Other objects adjudged inappropriate on the Exhibition site respective to the maintenance of public order and safety

3. Measures concerning prohibited activities and objects

(1) Refusal of admission

To maintain public order and safety on the Exhibition site, the Association may refuse admission to persons found to engage in or possess the above mentioned prohibited activities or objects, or demand that such persons leave the site; the Association also reserves the right to refuse admission and demand departure of persons who:

- Attempt to bring in prohibited objects or are found to possess prohibited objects on site
- Do not observe instructions issued by the Association-related personnel as part of their legitimate duties
- Are intoxicated, are adjudged inimical to the maintenance of public order and safety on the Exhibition site because of exceptionally peculiar clothing and/or aggressive or violent behavior and speech, causing trouble and discomfort to others
- Those who attempt to enter with false admission tickets
- Others whom the Association adjudges unfavorable for Exhibition operation

(2) Measures concerning prohibited objects

○ Visitors found to possess prohibited objects detected upon entrance shall be instructed to store such objects in coin-operated lockers or other suitable places outside the Exhibition site or, depending on the nature of the objects, they will be stored in the Exhibition's security-related facilities or disposed of.

* Security inspection upon entrance

At the entrance gates, visitors and their belongings shall be inspected by metal detectors, and some belongings shall be opened for direct inspection; suspicious objects shall be subjected to x-ray examination.

Materials brought in by service personnel shall be subjected to similar inspection, as deemed necessary.