

Table of Contents

	Page
Foreword	1
I. Guidelines for National and Special Days	2
1. Basic concept	
2. Preparations	
3. Additional information	
II. Guidelines for Events Organized by Official Participants	5
1. Basic concept	
2. Preparations	
III. Outline of Facilities	8
1. EXPO Dome	
2. EXPO Hall	
3. EXPO Plaza	
4. Event Spaces within the six Global Commons	
IV. Official Events (reference)	19
1. Opening Ceremony	
2. Closing Ceremony	
V. Additional Information	20

Annex: Application form for Events Organized by Official Participants

Foreword

The events to be implemented by the official participant nations and international organizations (hereinafter referred to as “Official Participants”) will play a crucial role in embodying the main theme of *Nature’s Wisdom* and concept of *Grand Intercultural Symphony* of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as the “Exhibition”).

We in the Japan Association for the 2005 World Exposition (hereinafter referred to as the “Organizer”) hope the Official Participants will be cognizant of this approach and their role under the Exhibition, and have produced this guideline with the aim of encouraging them to initiate meaningful and appealing events in line with this perspective.

The Organizer will also produce and distribute as needed in the future more detailed and additional information regarding the development of Official Participant events.

Finally, this guide briefly touches on the Opening and Closing Ceremonies for reference purposes, as these official events do not require an application to participate.

I. Guidelines for National and Special Days

Based on *GL12-1 Procedures for National Days and Special Days Program*, distributed in September 2003, National and Special Days are planned under the following outline.

The information provided below may be referenced in regard to *GL12-1*, as the numbering used in those guidelines conforms to that used here.

1. Basic concept

- (1) National Days: Official event days for Official Participant countries
- (2) Special Days: Official event days for non-national participants falling under one of the below categories:

Official Participants such as international organizations, foreign regional governmental bodies, and the BIE;

Local regional governmental bodies offering an exhibit in the Exhibition (Prefectures and government-designated cities).

2. Preparations

(1) Basis for plans

Below is the standard program planned by the Organizer for delegates of Official Participants at National or Special Days.

	<u>Time</u>	<u>Event</u>
Day before		Delegate arrives at Nagoya Station
Event day	1020	Delegate arrives at Guesthouse
	1100	Official ceremony (at event site)
		Play national anthem and raise national flag
		Salutations
		(Commissioner General of the Exhibition, Organizer representative, head of delegate)
	1120	Performance
	1200	Delegate return to Guesthouse
	1235	Luncheon (at Guesthouse) sponsored by the Commissioner General of the Exhibition
	1400	Depart for tour of the Expo site
		View Japan Pavilion, Official Participant pavilions, and site areas
	1600	Site tour concluded

(2) Related matters

Costs

Please reference *GL12-1*.

The facilities and equipment at each event location may be used for free. An outline of the stage lighting and audio equipment to be provided is attached. The specifics regarding equipment are now being worked out, and the Organizer will notify all involved as soon as a final decision is reached.

Any additional equipment beyond those provided at event locations that is considered necessary shall be the responsibility of the Official Participant.

Participation procedures

- Sept. 15 to Nov. 30, 2003 Accept requests for reservation of event dates

- End of Jan. 2004 Decide event scheduling
(The Organizer will notify, in writing, the Commissioners General of the date and location of the events they have applied for, and also provide information concerning lodging for delegates.)

- From Feb. 2004 Decide on event content
(In advance, Official Participants should decide upon and convey to the Organizer the performances they will include in their ceremonies and any plans for special entertainment programs. The deadline for this notification is being considered. Official Participants may also consult the Organizer regarding event content.)

- From Dec. 2004 Site visits and content consultations
(The Organizer will hold consultations with event representatives to discuss details concerning implementation of their event. Site tours will also be conducted. Details are attached separately.)

3 . Additional matters

- (1) The invitation plan for National and Special Days is under consideration. Details will be sent out separately as soon as they are decided.
- (2) A procedural framework for Events Organized by Official Participants has been established. The Organizer asks that all events be implemented within this framework. (Please see Implementation Guidelines for Events Organized by Official Participants for details.)
- (3) The host prefecture, Aichi, has established a basic program to support National Days and is also considering additional measures. To be known as Aichi International Campaign for Hometown Interchange and Hospitality (Aichi Hospitality), the program aims to encourage exchange between Official Participants and the prefecture's 86 municipalities (excluding Nagoya City).

— Aichi International Campaign for Hometown Interchange and Hospitality—

This program aims to heighten interest in the Expo throughout the prefecture and facilitate international exchange by having the municipalities in Aichi support the National Days of Official Participants and by conducting local grass roots-level exchange.

II. Guidelines for Events Organized by Official Participants

1. Basic concept

The term “Events Organized by Official Participants” is meant to mean not only National and Special Days but also those events that Official Participants have independently created and implemented for the basic purpose of fostering international exchange and that are in line with the theme of the Exhibition.

In order to encourage as many Official Participants as possible to hold events that further develop the Exhibition’s concept of a *Grand Intercultural Symphony*, the Organizer will solicit the opinions of participants regarding such events in advance and coordinate these events into the program schedule during the Exhibition. The Organizer will also provide and make available event facilities within the Exhibition site to Official Participants.

2. Preparations

(1) Basis for plans

In accordance with the procedures given in these event guidelines, Official Participants may apply to use the event facilities within the Exhibition site.

Aside from National and Special Days and outside the classification of ceremony or performance, Official Participants may develop such events as concerts they themselves have planned as well as symposia and other similar cultural events.

(2) Program schedules

The Organizer shall decide program schedules after individually consulting with each applying Official Participant that desires to hold an event. No limit has been established as to which days (e.g., weekdays, Saturdays, Sundays, and Japanese national holidays) the events of Official Participants may be scheduled. However, in deciding scheduling priority will be given to National and Special Days, and because scheduling will be adjusted for the thematic events of the Association, it will not always be possible to accommodate the desired scheduling date of Official Participants.

The application procedures (e.g., applications acceptance period, application deadline, etc.) for requesting the scheduling of an event shall differ depending upon the event facilities the Official Participant would like to use.

(3) Event facilities

The event facilities within the Exhibition site that are available for use by Official Participants for their events shall, in principle, be as follows.

EXPO Dome (Semi-indoor dome design with seating for 3000)

EXPO Hall (Indoor theater with seating for 500)

EXPO Plaza (semi-outdoor)

Event spaces within each Global Common (Please see *Facilities Outline* for an explanation of these event spaces.)

*The stage equipment provided at each event facility is outlined in an attached document. The final equipment list shall be separately provided as soon as a final decision has been made as to what will be provided.

(4) Application method and schedule finalization

Please fill in the requisite portions of the application form attached to these guidelines and submit it to the Organizer.

Whenever there is a scheduling conflict due to more than one Official Participant applying to hold an event at the same day or time or at the same location, the application date (order received) shall in principle be used to prioritize scheduling.

The dates for the application period and schedule finalization of event spaces differs depending on the requested space, as explained below.

EXPO Dome, EXPO Hall, EXPO Plaza

Application period: Dec. 1, 2003, to Jan. 31, 2004. Schedule finalization will be made in consultation with the Official Participant, and concluded between the end of March and the beginning of April 2004. The results will be conveyed to the participant.

Event space within a Global Common

Application period: Mar. 1 to Jun. 30, 2004. The period for schedule finalization will be sent separately at a later date. Event spaces may also be applied for and used even after the application deadline, depending on event content and the availability of the event space. Please contact the Organizer help desk for details.

(a) As explained above, no limit has been established as to the days events may be scheduled. The Organizer will allot days by giving priority to Saturdays, Sundays, and Japanese national holidays, as these days are expected to draw the largest number of visitors.

Should a request be made to hold an event on a different day, the Organizer shall decide scheduling in consultation with the applying Official Participant.

- (b) There will be no special limits placed on public performances that are to be repeated throughout a single day. Such repeating events should in principle be repeated two to three times during a day.

For example:

<u>Time</u>	<u>Event</u>
1100	1 st performance (morning)
1400	2 nd performance (afternoon)
1600	3 rd performance (evening)

(5) Implementation conditions

Official Participants may not charge an admission fee to their events.

(6) Related matters

Costs

No fee will be charged for the use of the spaces and incidental equipment in event facilities on the Exhibition site, including those for electricity, gas, and water. Any other fees necessary in the implementation of an event shall be borne entirely by the Official Participant. In addition, if any additional equipment or materials above those provided by the Organizer in event spaces is needed, the Official Participant shall be responsible for all fees associated with such additional equipment or materials.

Inquiries

For any questions or requests, please contact the Official Participation Group within the EXPO 2005 Association.

III. Outline of Facilities

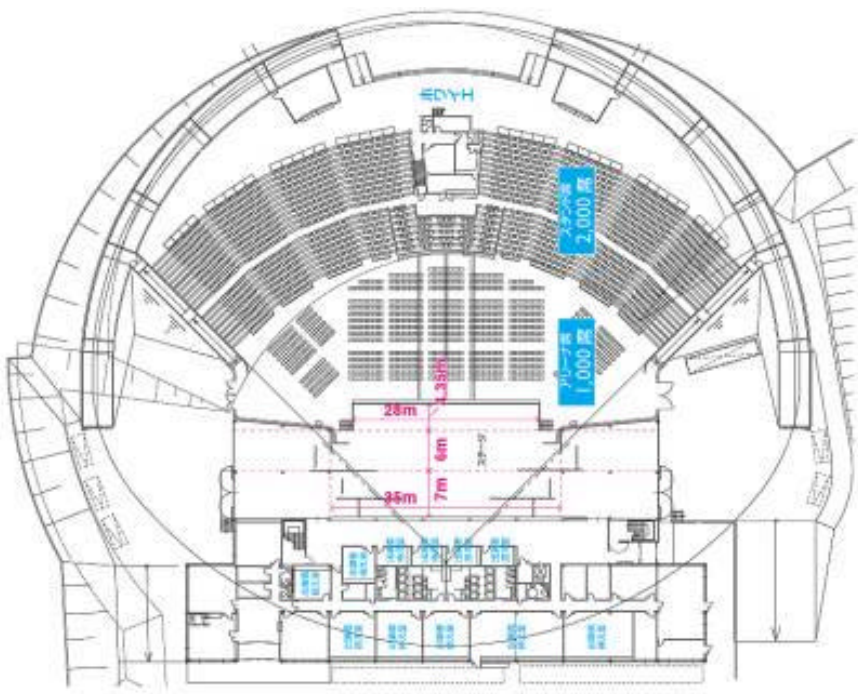
1. EXPO Dome



Artist’s rendition of EXPO Dome



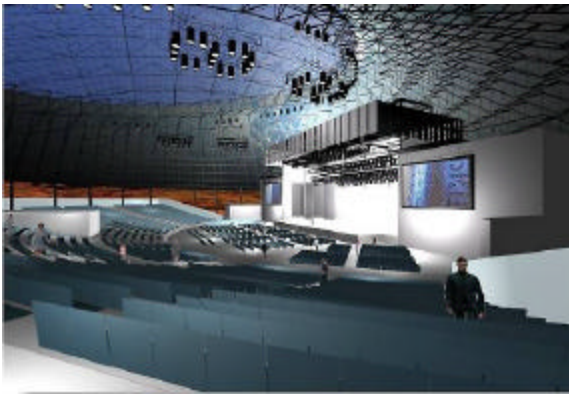
Location of EXPO Dome



1st floor plan

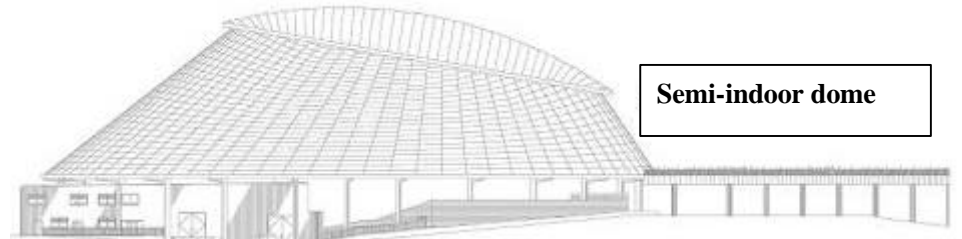


2nd floor plan

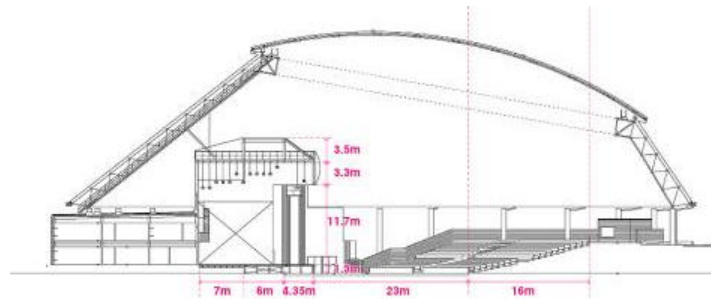


Artist's rendition of the EXPO Dome stage

Side view of EXPO Dome



Semi-indoor dome



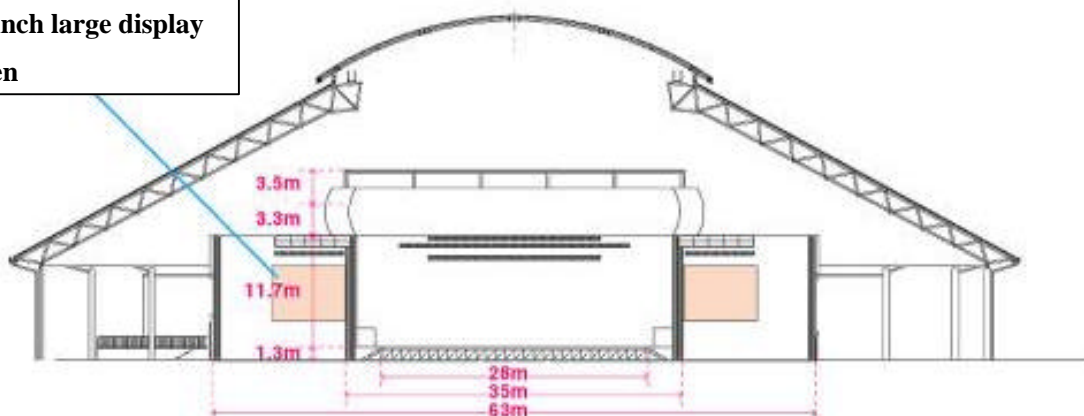
Large display screen in EXPO



Artist's rendition of seating in EXPO Dome



380-inch large display screen



Front view of EXPO Dome stage

Facility Outline

Expo Dome

Building outline	Building area		7,991.38 m ²
	Total floor area		8,030.52 m ²
	Building construction		Steel-frame construction
	Number of seats		3,047
	Breakdown: arena seats (1,006), stand seats (1,926), VIP seats (100), VIP/Royal seats (15)		
Stage	Stage width		35 m
	Length		13 m
	Eaves height		11.7 m
	Stage height		1.3 m
	Sound system		To be determined in detail
	Lighting		To be determined in detail
Waiting rooms etc.	1F	Dressing room for performers 1	23.5 m ²
		Dressing room for performers 2	27.5 m ²
		Dressing room for performers 3 - 6	15.7 m ²
		Dressing room for performers 7 - 9	49 m ²
		Dressing room for performers 10	73.5 m ²
		Dressing room for National Day staff	98 m ²
		Dressing room for character costume performers	17.5 m ²
		Stock room for character costume performers	17.5 m ²
		Waiting room for VIP 1	49 m ²
		Waiting room for VIP 2 - 3	12.4 m ²
		Waiting room for VIP 4	49 m ²
		5 Waiting room for VIP	49 m ²
		VIP office	49 m ²
	2F	Dressing room for performers 12	17.6 m ²
		Dressing room for performers 13	37.5 m ²
		Dressing room for performers 14 - 16	35 m ²
		Dressing room for performers 17	196 m ²
		Dressing room for performers 18 -20	49 m ²
		Dressing room for performers 21	35 m ²
		Dressing room for performers 22	49 m ²
		Meeting rooms 1 and 2	25 m ²
		Locker room 1	15.4 m ²
		Locker room 2	33.6 m ²
	1F	Restrooms (backyard/men)	Urinals: 4, restrooms: 2
		Restrooms (backyard/women)	Restrooms: 3
		Restrooms (VIP/men)	Urinals: 1, restrooms: 1
		Restrooms (VIP/women)	Restrooms: 1
		Shower room (men)	7 units
		Shower room (women)	7 units
		Dressing room (men)	17.5 m ²
		Dressing room (women)	17.5 m ²
	2F	Restrooms (backyard/men)	Urinals: 4, restrooms: 2
		Restrooms (backyard/women)	Restrooms: 3
Parking area	Large cars		6
	Passenger cars		37
	Outside broadcast vans		
	VIP		

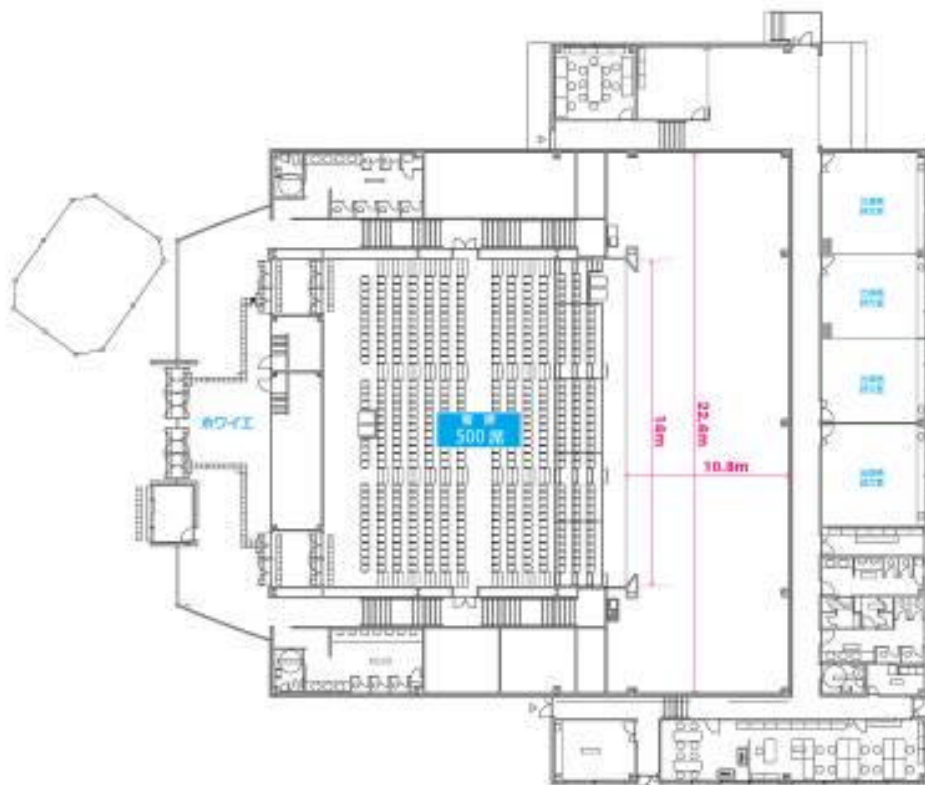
2. EXPO Hall



Artist's rendition of EXPO Hall



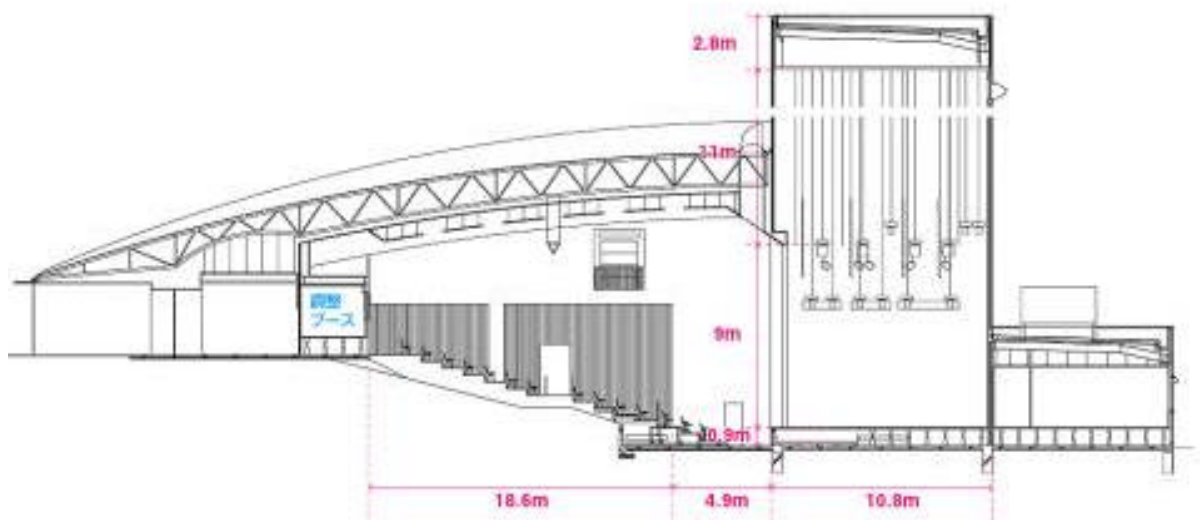
Location of EXPO Hall



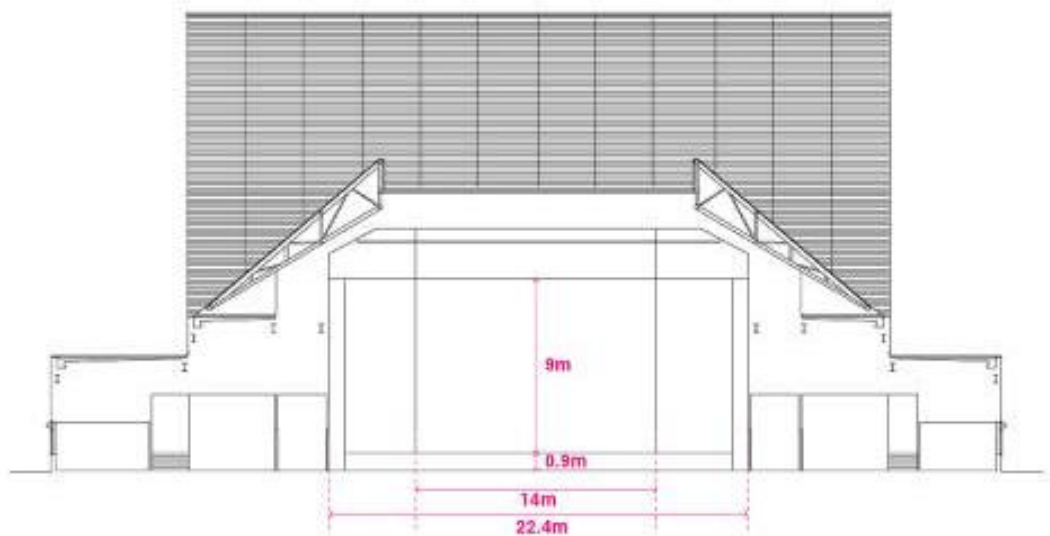
EXPO Hall floor plan



Artist's rendition of the EXPO Hall stage



Side view of EXPO Hall



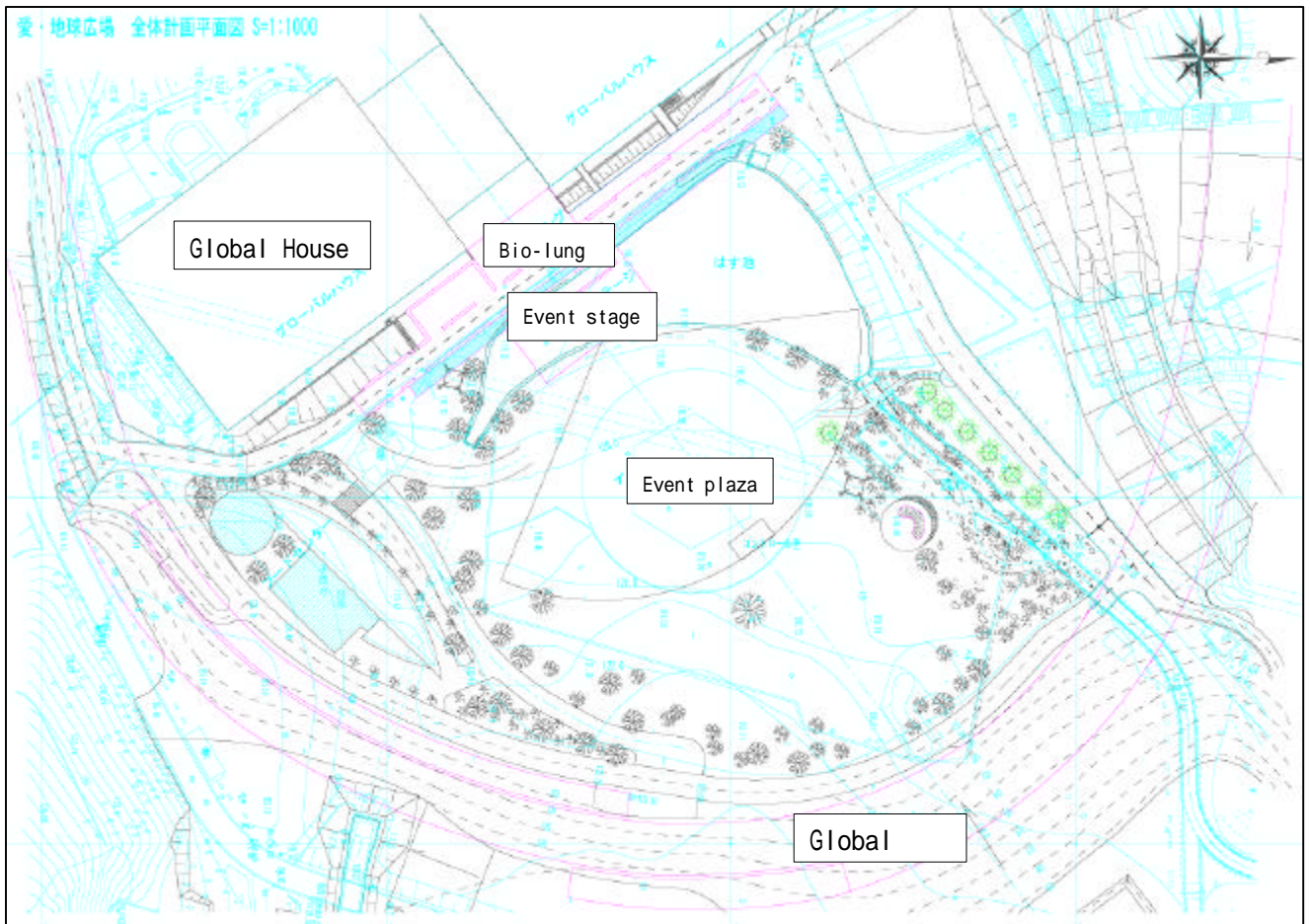
Front view of the EXPO Hall stage

Facility Outline

Expo Hall

Building outline	Building area	2,120.79 m ²
	1 st floor area	1,966.07 m ²
	2 nd floor area	91.08 m ²
	Total floor area	2,057.15 m ²
	Building construction	Steel-frame construction
	Number of floors	B0/2F
	Number of seats	500
	Breakdown: fixed seats (392), movable seats (104), spaces for wheelchairs (4)	
Stage	Stage width	22.4 m
	Length	10.8 m
	Eave height	9 m
	Stage height	0.9 m
	Sound system	To be determined in detail
	Lighting	To be determined in detail
Waiting rooms etc.	Dressing room 1 (* This room can be divided into 3 rooms with an area of: ① 47.6 m ² . ② 49.2 m ² . and ③ 39.2 m ²)	136 m ²
	Dressing room 2	47.6 m ²
	Waiting room for VIP 1	22.8 m ²
	Waiting room for VIP 2	approx. 23 m ²
	Office 1	73 m ²
	Office 2	approx. 23 m ²
	Meeting room	22.5 m ²
	Stock room	23 m ²
	Locker room	7 units
	Restrooms (audience area/men)	Urinals: 6, restrooms: 3
	Restrooms (audience area/women)	Restrooms: 7
	Restrooms (backyard/men)	Urinals: 2, restrooms: 2
	Restrooms (backyard/women)	Restrooms: 4
	Shower rooms	2
	Administration office	11 m ²
	Adjustment room	35.7 m ²
Parking area	Motor coach	1
	11-t truck (for TV relay work)	1
	4-t trucks (for carrying equipment and materials in and out)	2
	Vans (for technical/operation staff)	8
	Passenger cars (for performers)	5

3. EXPO Plaza

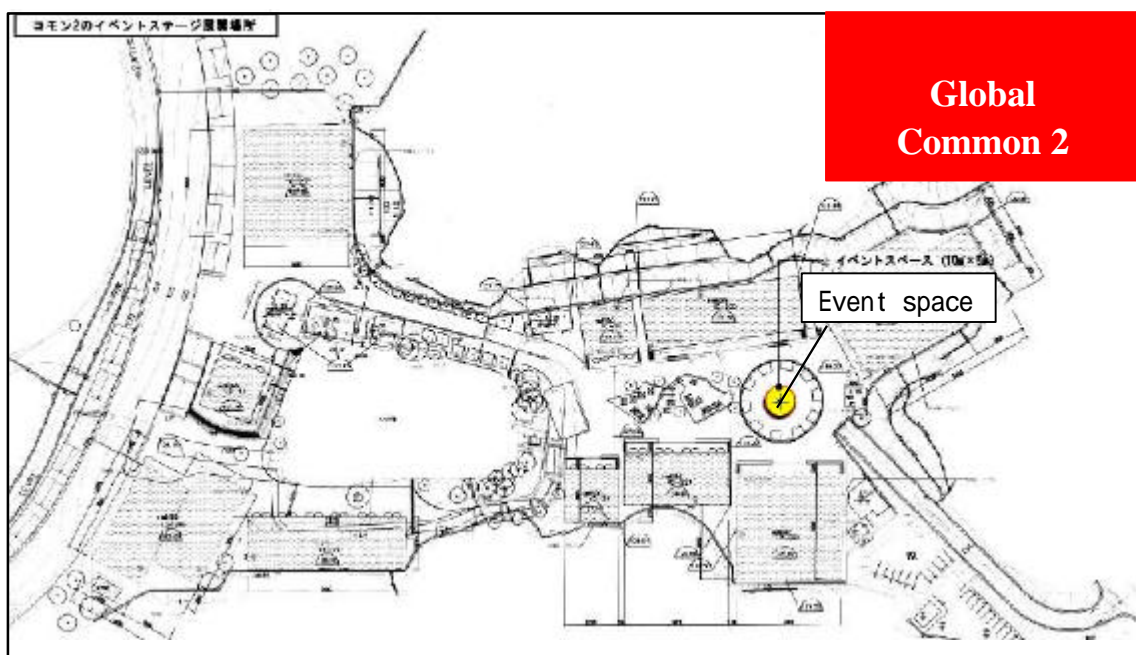
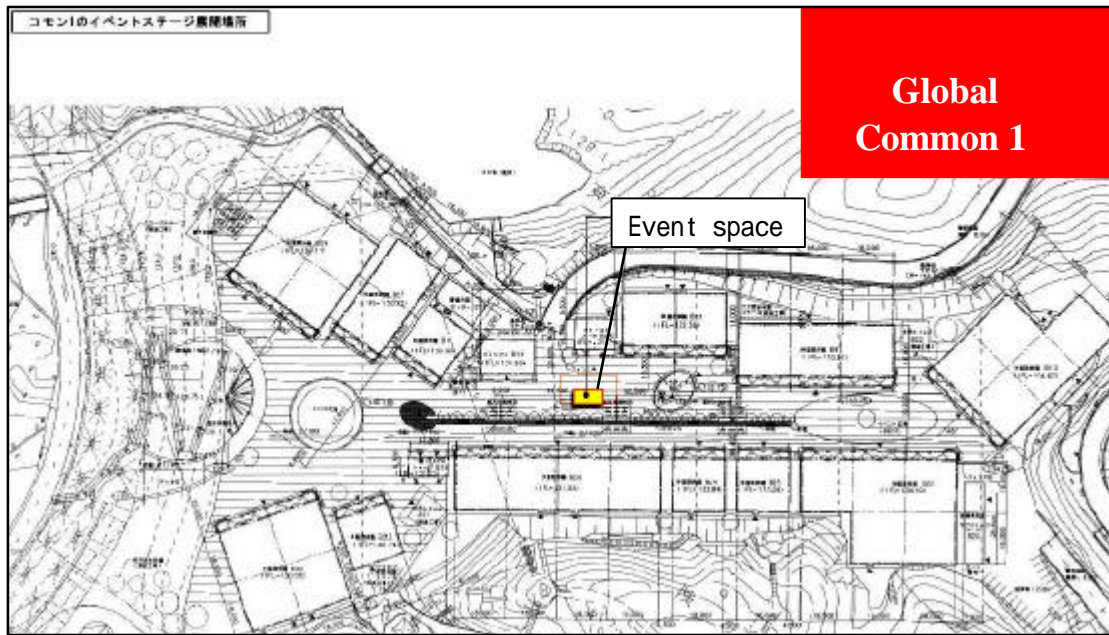


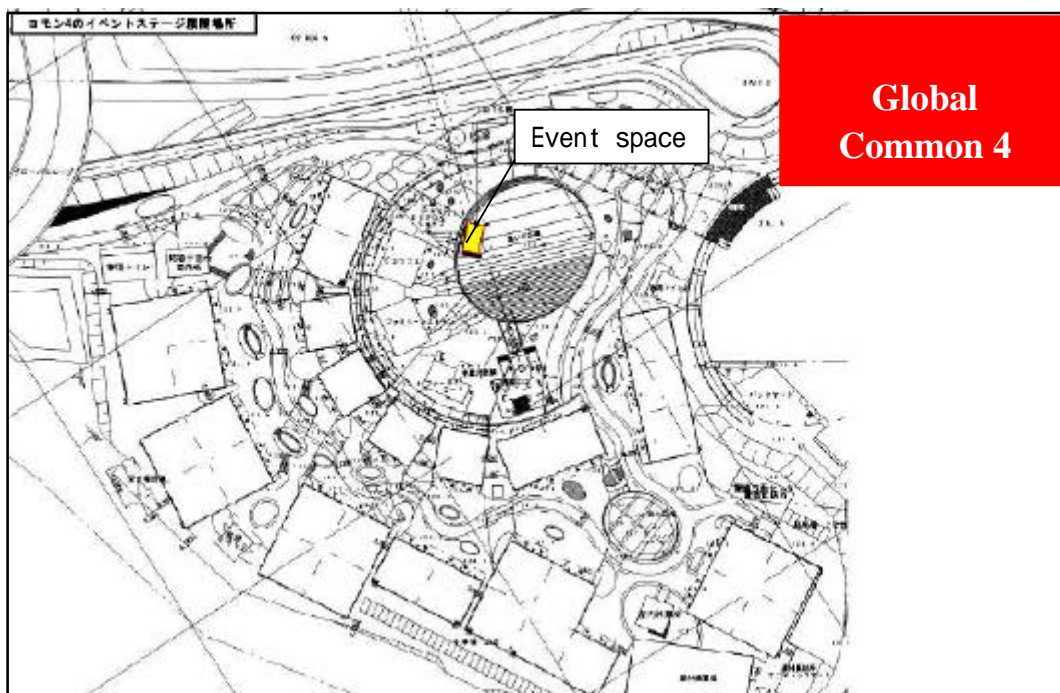
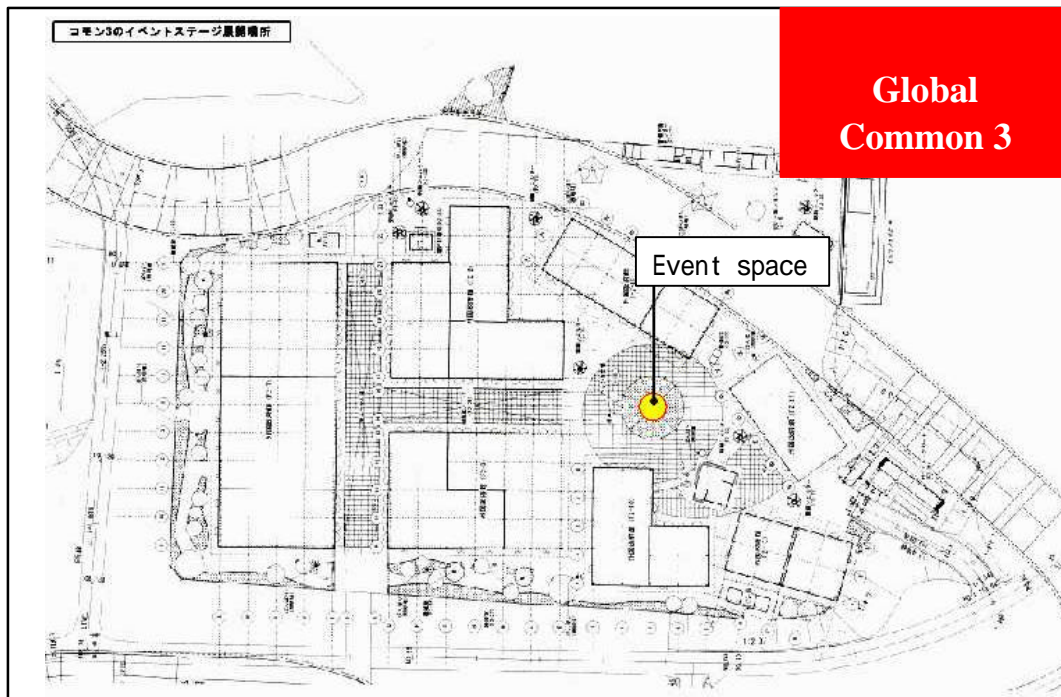
~ EXPO Plaza ~

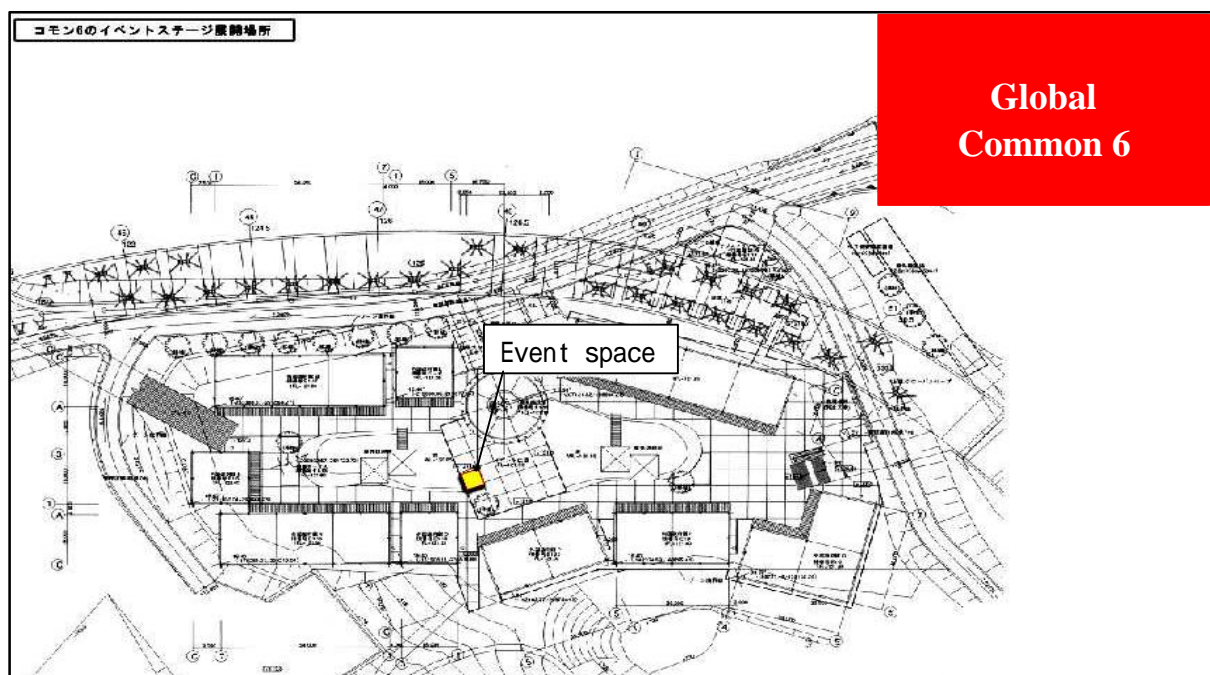
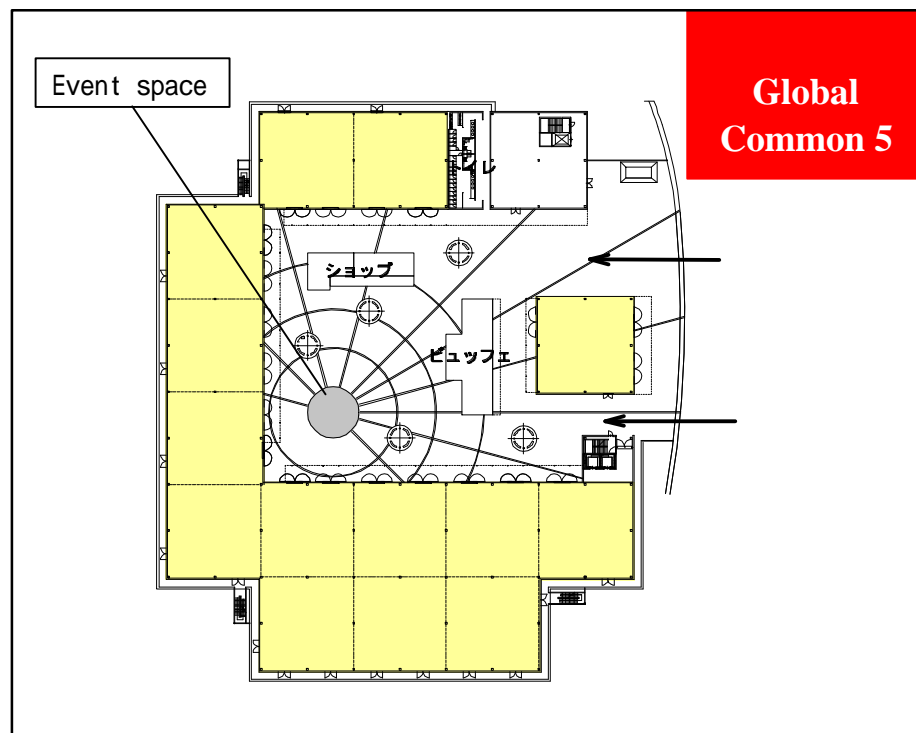
Audio	Speakers will be installed on both sides of the display screen. However, no additional audio equipment for events is scheduled to be installed.
Lighting	In the 15 m ceiling 3 rows of lights will be installed that will provide enough lighting to just illuminate the ground.
Art	Three battens
Display	Two display screens totaling 500 inches in width will be installed in the center of the stage.

*We will notify all involved as soon as the final decisions concerning materials and equipment have been made.

4. Event Spaces in Each of the Six Global Commons







~ Global Common Event Spaces ~

Audio	<ul style="list-style-type: none">• Microphone, speakers, mixing equipment• Installation of as much equipment as possible for the holding of small-scale events
Lighting	Parabolic lights
Art	Light battens
Display	(Undecided at this time)

*We will notify all involved as soon as the final decisions concerning materials and equipment have been made.

IV. Official Events (reference)

1. Opening Ceremony

(1) Basic concept

The Opening Ceremony shall declare to the world the opening of EXPO 2005 Aichi, Japan. It will be developed as an international event befitting this, the first world expo of the 21st century and to realize global-level exchange among people.

(2) Scheduled date

March 24, 2005 (Thurs.)

(3) Venue

EXPO Dome

2. Closing Ceremony

(1) Basic concept

- Reaffirm the significance of hosting EXPO 2005 Aichi, Japan, and put forward that the Expo philosophy be carried into the future.
- Grandly celebrate the success of the first world expo of the 21st century.
- Act as a bridge to EXPO 2010 Shanghai, China

(2) Scheduled date

September 25, 2005 (Sun.), the final day of the Exhibition

(3) Venue

EXPO Dome, EXPO Plaza, and throughout the entire Exhibition site (proposed)

V. Additional Information

- The information contained herein represents plans as of Sept. 30, 2003.
(Any changes to the information provided here will be separately distributed.)
- Please contact the Organizer should you have any questions regarding the events planned by the Association mentioned in the *Participation Guide for Official Participants*.