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1. Introduction

“Accreditation Passes” and “Vehicle Passes” (hereinafter collectively referred to as “Passes”) issued by the Japan Association for the 2005 World Exposition (hereinafter referred to as “the Association”) are essential for persons engaged in, and vehicles necessary in relation to, operation of the 2005 World Exposition, Aichi, Japan (hereinafter referred to as “the Exhibition”), respectively, to enter the Exhibition site (under Articles 4 and 6 of Special Regulation No. 13).

On the occasion of entering and exiting the Exhibition site with Passes, prescribed service gates (service gates for persons and for vehicles) must be used and Passes must be presented at such gates.

Organizations involved that require Passes must follow prescribed application procedures in advance.

Passes will be issued only to persons and vehicles necessary for operation of the Exhibition; improper use of Passes will be subject to severe penalty.

To ensure smooth operation of the Exhibition, Passes must be used (applied for, issued, carried, returned etc.) carefully and properly.

In regard to entry of vehicles into the Exhibition site, Traffic Line Control Center (tentative name), detailed information on which will be advised separately, will designate hours and areas of access in advance.

2. Accreditation Pass

Accreditation Passes are essential for persons engaged in operating the Exhibition to enter the Exhibition site. Accreditation Passes are classified as shown below, relating to the type of person to whom they are issued. In addition, depending on the period of use, the Passes are divided into three sub-types: Accreditation Passes valid for the “entire Exhibition period,” a “fixed period (seven days or longer and one month or less)” and a “fixed period (less than seven days/one day).” Facial portraits of Pass holders will be placed on Accreditation Passes valid for seven days or longer.

(1) Accreditation Passes for Official Participants

Accreditation Passes for Official Participants will be issued to representatives of participant countries/international organizations and their deputies, as well as to pavilion directors and their deputies.

(2) Accreditation Passes for Participants

Accreditation Passes for Participants will be issued to staff members of official participants (excluding recipients of Accreditation Passes for Official Participants). For details of application procedures for these Passes, see “4. Application/Issuance.”

(3) Accreditation Passes for Agents

Accreditation Passes for Agents will be issued to attendants, security guards, performers and staff members of special events and other persons employed by official participants.

Applications for these Passes must be addressed to the Official Participation Group of the Association by pavilion directors, their deputies or representatives of agents employed by official participants, on behalf of those scheduled to actually use the Passes. (When representatives of agents submit applications for these Passes, such applications must be addressed to the Group through pavilion directors or their deputies.)

Please note that as a rule, when entering the Exhibition site, Pass holders may not be accompanied by an attendant(s), unless Pass holders are physically disabled. (In entering the Exhibition site, those accompanying physically disabled Pass holders must have their own Accreditation Passes.)

(4) Accreditation Passes for Media Representatives

Accreditation Passes for Media Representatives will be issued to media representatives authorized by the Association. Media representatives to be awarded these Passes are shown below.

Applications for these Passes must be addressed to the Media Center of the Association by managing editors of media organizations or the like, on behalf of media representatives scheduled to actually use the Passes.

1) Overseas media representatives with any of the following certificates

- a. (Media representatives from official participating countries/regions) certificate issued by representatives of their governments
- b. (Media representatives from non-official participating countries/regions) certificate issued by diplomatic establishments of their countries in Japan
- c. (Journalists, photojournalists and engineers who are members of the Foreign Correspondents' Club of Japan) certificate of Club membership; or, Foreign Press Registration Card issued by the Press Secretary/Director-General for Press and Public Relations of the Foreign Ministry; or certificate bearing the signature of chief correspondents (or representatives) of media organizations in Japan

2) Freelancers

Media persons holding a commission from aforementioned media organizations will be regarded by the Association as entitled equally with media persons of such organizations.

Applications for Passes for freelancers holding a commission from media organizations must be submitted by such media organizations.

(5) Accreditation Passes for Groups

Accreditation Passes for Groups will be issued to members of groups comprising 10 or more persons (for example, groups of performers in special events). Every member of groups awarded these Passes must enter and exit the Exhibition site through the same gate, at the same time, for the same business purpose.

In applying for these Passes, it is necessary to submit the “List of Members Slated for Entry (for application for Group Accreditation Pass)” (see p. 12 “Form 1”). Members of groups issued these Passes are required to wear the same uniforms, hats, nameplates etc. to identify them as members of their group.

These Passes are valid for 6 days or less.

Application for these Passes should be submitted to the Official Participation Group of the Association through responsible persons of related organizations or pavilion directors or their deputies.

○ Accreditation Pass (usage period: the entire Exhibition period)

85mm

55mm

EXPO 2005 AICHI JAPAN

Name of facility etc. (in Japanese)
(Name of facility etc.) in English

(Holder's name) (alphabetic)
(Holder's country) (in English)

(Date of issue)
No. (Issue No.)

- Facial portrait -

(light blue)

○ Accreditation Pass (usage period: fixed duration (7 days or more and one month or less))

85mm

55mm

EXPO 2005 AICHI JAPAN

Name of facility etc. (in Japanese)
(Name of facility etc.) in English

(Holder's name) (alphabetic)
(Holder's country) (in English)

(Date of issue)
No. (Issue No.)

- Facial portrait -

○ Accreditation Pass (usage period: fixed duration (less than 7 days/one day))

85mm

115mm

EXPO 2005 AICHI JAPAN

(Name of facility etc.)
(Name of facility etc.) in English

(Holder's name) (alphabetic)
(Holder's country) (in English)

(Date of issue)
No. (Issue No.) Accredited by (name of Association group responsible)

(lime green)

(Notes)

1. Appropriate entries will be in underlined sections.
2. Items designated "(in English)" or "(alphabetic)" will be written in English/alphabet.
3. Accreditation Pass types are indicated* by different colors as follows (Forms 1 to 3):

Accreditation Passes for Official Participants	Orange	
Accreditation Passes for Organizers	Green	
Accreditation Passes for Participants	Pale pink	
Accreditation Passes for Agents	Blue	
Accreditation Passes for Media Representatives	Red	
Public Duty Accreditation Passes	Yellow	
Special Accreditation Passes	Purple	
Accreditation Passes for Groups	Gray	

4. Notices will be on the reverse side of Passes.
5. Entries will be in red in the sections "Usage period" and "Usage period/date."

3. Vehicle Passes

Vehicle Passes are essential for Exhibition-necessary vehicles to enter the Exhibition site. Vehicle Passes are classified into three types shown below. In addition, depending on the usage period length, Vehicle Passes are of three types: Vehicle Passes valid for “entire Exhibition period,” “fixed period (one month or less)” and “fixed period (one day).”

Application procedures for Vehicle Passes are the same as for Accreditation Passes.

1. Service Vehicle Passes

Service Vehicle Passes will be issued to vehicles entering the Exhibition site during non-Exhibition hours only.

2. Communication Vehicle Passes

Communication Vehicle Passes will be issued to vehicles entering only service areas of the Exhibition site during Exhibition hours, and service and other areas of the site during non-Exhibition hours.

3. Special Vehicle Passes

Special Vehicle Passes will be issued to vehicles for which off-limit hours and areas cannot be set, due to the nature of their duties.

* Important:

(1) “Non-Exhibition hours” at the Nagakute site means as follows:

1) March 25 - April 25

22:30 – 9:00 on the following day

2) April 26 – September 25

23:00 – 8:30 on the following day

(2) Vehicle-accessible areas, which are classified into service and other than service areas, are shown separately.

(3) Persons entering the Exhibition site by vehicle must follow instructions of Traffic Line Control Center (tentative name).

(4) Persons entering the Exhibition site by vehicle, both drivers and passengers, must carry their Accreditation Passes.

○ Vehicle Pass



EXPO
2005 AICHI
JAPAN

(Vehicle No.)

(Usage period)

EXPO 2005 AICHI JAPAN EXPO 2005 AICHI JAPAN EXPO 2005 AICHI JAPAN 2005 AICHI JAPAN EXPO 2005 AICHI JAPAN EXPO 2005 AICHI JAPAN

(Name of organization) (in Japanese)

(Name of vehicle user) (in English)



(Date of issue)

No. **(Issue No.)**

Accredited by **(name of Association group responsible)**

Notices will be placed here (in both Japanese and English). Content will differ depending on type of Pass.

	Pass color	Pass size
Service Vehicle Pass	Pink	A4
Communication Vehicle Pass	Yellow	
Special Vehicle Pass	Orange	

4. Application/Issuance

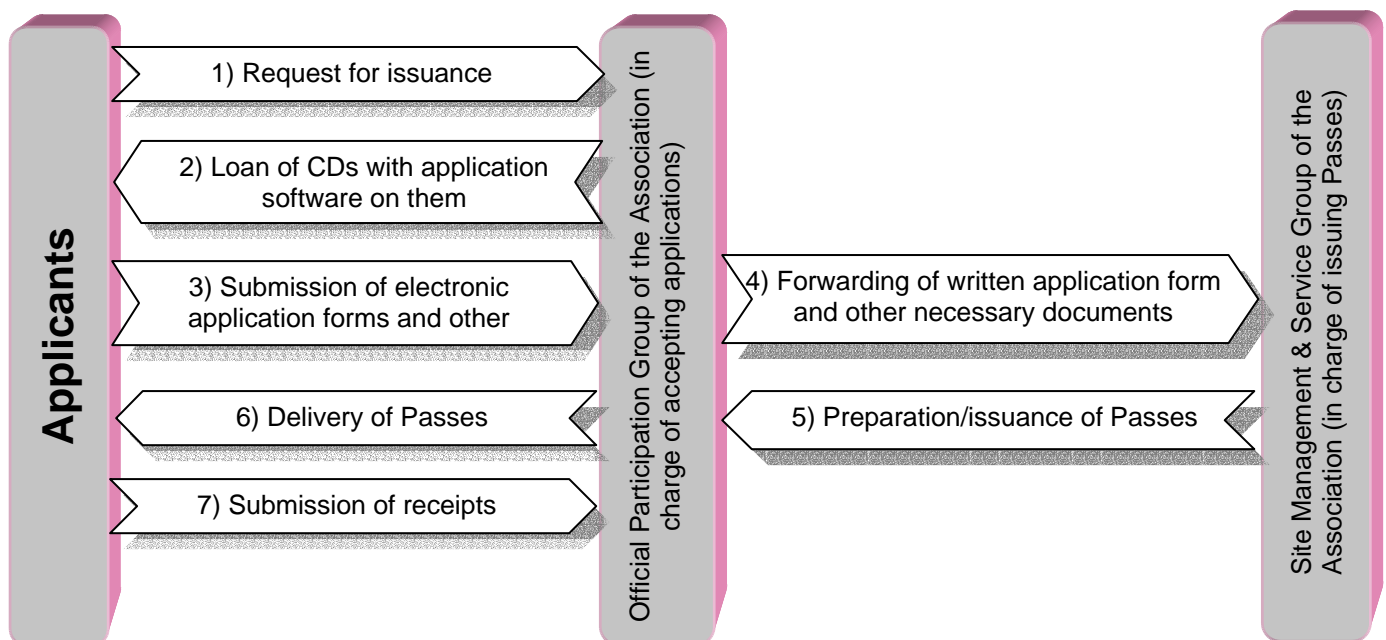
Passes must be applied for electronically, using the application software provided by the Association.

(1) Application/Issuance Procedures

- 1) Pass applications must be addressed to the Official Participation Group of the Association by pavilion directors or their deputies.
- 2) In response to the application, the Official Participation Group of the Association will lend the applicants CDs containing the software for application.
- 3) Applicants must input necessary data on application forms and address them to the Official Participation Group of the Association, together with other necessary documents.

[Note] Usage period of all Passes, excluding "Passes valid for the entire Exhibition period," is up to one month. When a Pass must be used for over one month, the Pass must be re-applied for using the same application procedures.

- 4) After receiving written application forms and other necessary documents, the Official Participation Group of the Association will examine the content of such forms and documents, and forward them to the Site Management & Service Group of the Association, requesting that appropriate Passes be issued.
- 5) 6) Issuance of Passes
- 7) After receiving their Passes, applicants should submit receipts to the Official Participation Group of the Association.



(2) Deadlines for Application (for Passes for the Exhibition period)

The deadline for Pass application is 10 days before the first day of the usage period of the Passes applied for, provided that the application deadline for "Passes valid for the entire Exhibition period" is January 15, 2005, and that for application for "Passes valid for fixed period of time and for one day" whose usage period starts in March 2005 is February 15, 2005.

Applications for Passes will be received starting December 15, 2004.

(3) Documents Necessary for Pass Application

Pass Type etc.	Necessary Documents
Accreditation Pass (usage period: seven days or more)	<ul style="list-style-type: none"> - Electronic application using the Pass application software provided by the Association (including <u>photos of the intended Pass holders^{*1}</u>) - Documents demonstrating the need for issuance of such Passes)
Accreditation Pass (usage period: less than 7 days) (excluding Group Accreditation Pass)	<ul style="list-style-type: none"> - Electronic application using the Pass application software provided by the Association
Group Accreditation Pass	<ul style="list-style-type: none"> - Electronic application using the Pass application software provided by the Association - List of Members Slated for Entry (for Group Accreditation Pass) (Form 1)
Vehicle Pass	<ul style="list-style-type: none"> - Electronic application using the Pass application software provided by the Association - Copy of vehicle inspection certificate - In case of application for Communication Vehicle Pass/Special Vehicle Pass, statement declaring reason(s) vehicle should enter Exhibition site during Exhibition hours (any form of statement will be acceptable).
Reissuance (Accreditation Pass/Vehicle Pass)	<ul style="list-style-type: none"> - Pass Loss/Damage Report (Form 2) - Pass Reissuance Application (Form 3)

*1: Requirements for photos accompanying electronic application forms

- Photos taken less than 6 months before date of application
- One-quarter (shoulders and head), full-face photos taken without hat and with plain background
- Image files taken by digital camera etc.
- Image files ending with .jpg extension
- Image dimensions: height: 413 pixels or less; width: 345 pixels or less
(Do not change horizontal/vertical ratio of original images.)
- File size: 100 KB or less

5. Notices

(1) Notices to Applicants

- 1) Applicants must manage issued Passes with the care of a good manager, and instruct Pass holders to be sure to follow the rules and regulations concerning the Exhibition and the Association's guidance when using their Passes.
- 2) In the event of any of the following, applicants must return their Passes without delay to the Official Participation Group of the Association (Group in charge of receiving applications for Passes) etc.:
 - a. when Pass has expired
 - b. when need for Pass has terminated, for example due to completion of scheduled tasks and activities, even though usage period has not expired
 - c. when change has occurred in matters written on Passes
 - d. when person referred to in Accreditation Pass has quit
 - e. when vehicle referred to in Vehicle Pass is no longer in use
- 3) When Pass holders report loss or significant damage to their Passes, applicants must submit a Pass Loss/Damage Report (Form 2) to the Official Participation Group of the Association etc. without delay.
When Pass reissuance is needed, applicants must submit a Pass Reissuance Application (Form 3).

(2) Notice to Pass Holders

- 1) Pass holders must use prescribed service gates and present their Passes to clerks in charge at such gates, whenever entering and exiting the Exhibition site.
- 2) As a rule, Pass holders must wear their Passes within the Exhibition site, for example by placing it around the neck.
(Pass holders must wear their Passes at all times in the staff-only areas of the site.)
Vehicle Passes must be displayed on the dashboard etc. so as to be visible from outside.
- 3) Vehicles are not allowed to enter any parts of the Exhibition site other than those prescribed.
- 4) Pass holders must always follow the rules and regulations concerning the Exhibition and the Association's guidance when using their Passes.
- 5) Passes may not be loaned or transferred to others.
- 6) In the event of loss or significant damage to their Passes, Pass holders must so inform applicants for such Passes and follow their instructions.

(3) Reissuance of Passes

When a Pass must be reissued, a Pass Reissuance Application (Form 3) must be submitted. Passes will be reissued only when, after careful consideration, the Association considers reissuance to be appropriate.

(4) Provisional Investigation in Relation to Passes

When needed, the Association will request necessary reports from Pass applicants, or order provisional investigation by its staff members or security guards in relation to Pass use.

(5) Improper Use of Passes

When Passes are found to be used improperly, such Passes will be confiscated. In such case, Passes will not be reissued to Pass holders involved in such improper use; applicants for improperly used Passes can also be suspended from issuance of any Passes for a certain period of time.

(6) Other

- 1) Regarding vehicles with "Reservation (Confirmation) Sheet for the Carry-In of Cargo" or "Reservation (Confirmation) Sheet for the Carry-Out of Cargo"
Drivers of such vehicles must present their driver's licenses and Reservation (Confirmation) Sheet for the Carry-In or Carry-Out of Cargo at the prescribed gates for vehicles, and receive dedicated Accreditation Passes and Vehicle Passes to enter the Exhibition site.
(If the driver seeking entry to the site in a vehicle with a Sheet is not the driver whose name is printed on the Sheet, the driver must follow the same procedures as in 2).)
- 2) If drivers/vehicles without Accreditation/Vehicle Pass seeks to enter the Exhibition site
 - a. Drivers will be asked to show their driver's licenses and other identification cards at service gates etc. to establish their identity. Inquiries will then be made to responsible Departments of the Association regarding such drivers' entry to the site.
 - b. If the validity of the drivers' entry to the site is ascertained, such drivers will be required to complete necessary information on the List of Provisional Accreditation/Vehicle Pass Receiver. Only then will such drivers be granted Provisional Accreditation and Vehicle Passes, and allowed entry to the site.
- 3) Passes issued at service gates etc. through procedures 1) and 2) above must be worn by their holders and displayed in the vehicles, and must be returned at service gates without fail when exiting the Exhibition site.

6. Passes for Pre-Exhibition and Post-Exhibition Periods

(1) Passes for Pre-Exhibition Period (September 15, 2004 – March 24, 2005)

Not only during, but also prior to the Exhibition period, Passes are essential for entering the Exhibition site.

As regards pre-Exhibition period passes, holders of such Passes are not required to wear the Passes, but are required to have them in their possession at all times.

1) Pre-Exhibition period Pass application/issuance procedures

Application/issuance procedures for pre-Exhibition period Passes are the same as for Passes to be used during the Exhibition period.

* As with Exhibition period Passes, pre-Exhibition and post-Exhibition period Passes must be applied for using the application software provided by the Association.

2) Types of Passes

- Pre-Exhibition period Accreditation Pass

Like the Accreditation Pass to be used during the Exhibition period, the pre-Exhibition period Accreditation Pass is classified into 8 types, depending on the holder activity. However, holders' photos will not be printed on pre-Exhibition period Accreditation Passes.

- Pre-Exhibition period Vehicle Pass

Unlike the Vehicle Pass to be used during the Exhibition period, the pre-Exhibition period Vehicle Pass is not classified by intended use of vehicle.

3) Usage period

Special limits will not be set on usage period of pre-Exhibition period Passes.

4) Vehicle entry into/exit from the Exhibition site during pre-Exhibition period

Vehicles must enter/exit the Exhibition site under the instructions of the Traffic Line Control Center (tentative name).

5) Other

- Vehicles with "Reservation (Confirmation) Sheets for the Carry-In of Cargo" issued by the Association, and their drivers and passengers, will be regarded to have pre-Exhibition period Vehicle Passes and pre-Exhibition period Accreditation Passes, respectively.

- Other rules in relation to handling of pre-Exhibition period Passes are in accordance with the rules in relation to the handling of Passes for the Exhibition period.

6) Deadlines for application etc. (for pre-Exhibition period Passes)

Deadlines	10 days before the first day of the planned usage period of Passes being applied for
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Note that for Passes whose usage period starts between September 15 and October 15, 2004, applications must be submitted no later than **August 31, 2004**.

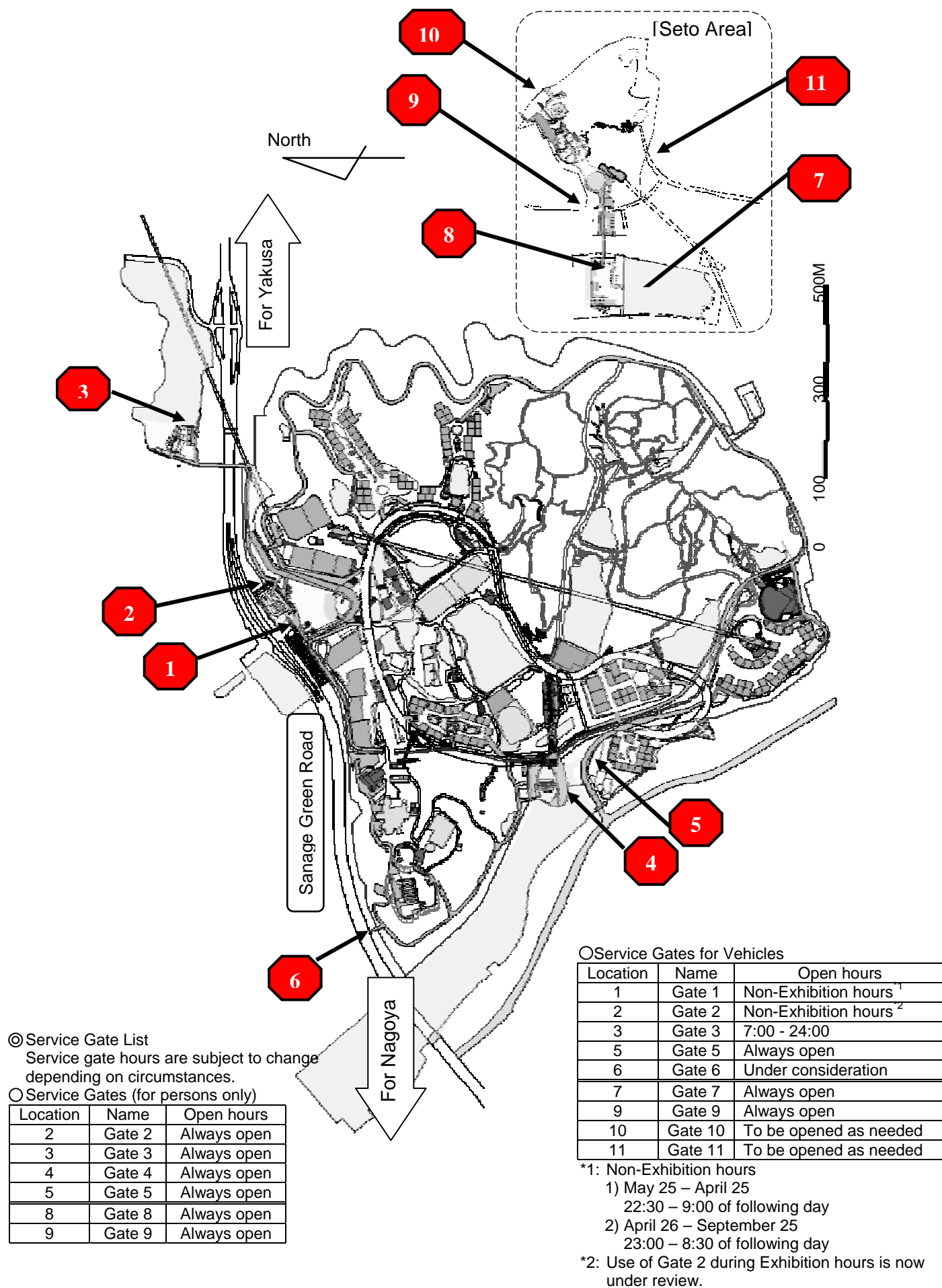
Application receipt starts:	August 1, 2004
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(2) Passes for Post-Exhibition Period (September 26, 2005 – October 25, 2005)

Rules in relation to the handling of post-Exhibition period Passes are in accordance with the rules relating to the handling of pre-Exhibition period Passes.

Details of post-Exhibition period Passes, including information on start date of application for such Passes, will be advised separately.

7. Service Gates etc.



8. Forms

(1) List of Members Slated for Entry (for application for Group Accreditation Pass)

(Form 1)



List of Members Slated for Entry (for application for Group Accreditation Pass)

Issue No.	* To be filled in by Association			
Name of group				
Representative person of group	(Name)		(Cell-phone No.)	
Period of entry (Fixed period)	MM (month) MM (month)	DD (day) to DD (day)	← <u>6 or fewer consecutive days</u>	
Date of entry (one day)	MM (month) DD (day),	DD (day), MM (month)	MM (month) DD (day),	DD (day), MM (month) DD (day)
Scheduled time of entry			Scheduled time of exit	
Item(s) by which group members are identified as such ¹	uniform, hat, nameplate, other ()			
No.	Member's Name	Address	Phone No.	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				

*1: Image(s) of item(s) by which group members are identified as such must be attached.

*2: It is not necessary to fill in "Member's Name," "Address" and "Phone No." above, when an established list of members is attached and information to be placed in such columns is referred to in the list.

(2) Pass Loss/Damage Report

(Form 2)

Pass Loss/Damage Report

Date of application : (month) (day), (year)

To Secretary-General of Japan Association for the 2005
World Exposition

Date of report : (month) (day), (year)

(Applicant)

Name of section(country/international organization)
:

Pavilion director's name : (seal)

Name of person in charge :

Contact information :

We hereby report loss/damage of Accreditation Pass/Vehicle Pass shown below, under the following circumstances.

1. Circumstances of Pass loss/damage:

2. Details of lost/damaged Pass

Date of issuance :	
Issue No. :	
Pass type :	
Usage period :	
Person's name printed on the Pass :	

* Pass damage report must be accompanied by damaged Pass.
If Pass reported as lost is found after submission of loss report, the Pass must be returned to the Association.

(3) Pass Reissuance Application

(Form 3)

Pass Reissuance Application

Date of application: (month) (day), (year)

To Secretary-General of Japan Association for the 2005 World Exposition

(Applicant)

Name of section(country/international organization)
:

Pavilion director's name : (seal)

Name of person in charge :

Contact information :

We hereby apply for reissuance of a lost/damaged Accreditation Pass/Vehicle Pass as detailed below.

1. Reason for reissuance:

2. Details of lost/damaged Pass

Date of issuance :	
Issue No. :	
Pass type :	
Usage period :	
Person's name printed on the Pass :	