



EXPO DOME

Japan Association for the 2005 World Exposition

Procedures for Holding Official Participants Events in EXPO Dome

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◇ To Event Organizers

The objective of the Procedures for Holding Special Events in EXPO Dome (hereinafter referred to as “Procedures”) is to ensure smooth operations in all stages, from planning to implementation, of special Events in EXPO Dome.

You are requested to fully understand these Procedures before planning your Event. Please note that information provided by these Procedures is as of November 2004. Any modification or change hereto will be communicated to you as the occasion arises.

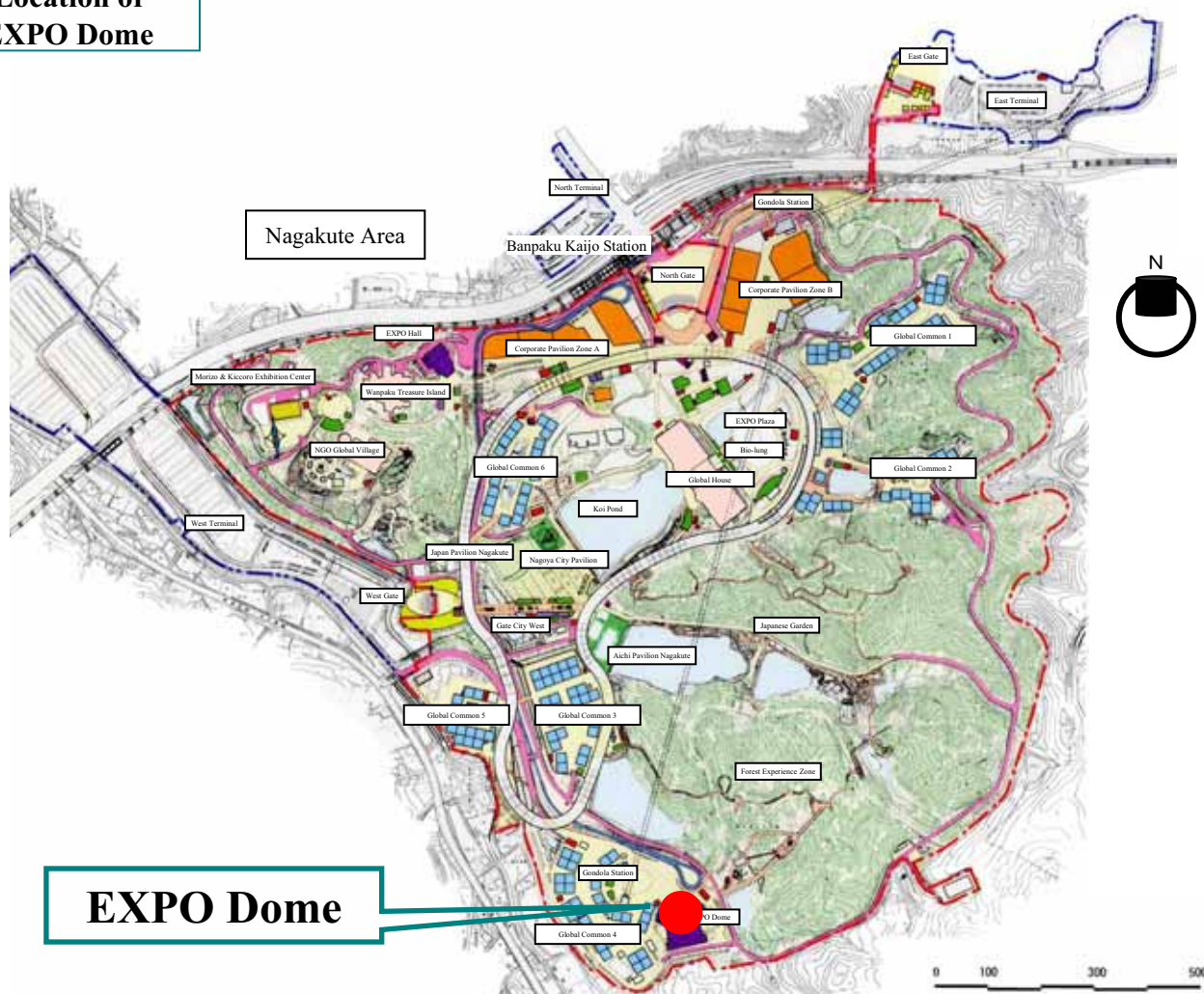
There are various restrictions in holding special Events in EXPO Dome. You are requested to fully understand these Procedures and relevant regulations and guidelines established for the Exhibition, and to organize and implement your event in consideration of safety for visitors not only to your event, but also to the entire Exhibition.

In these Procedures, various programs and events held in EXPO Dome are referred to as “Events”; the Japan Association for the 2005 World Exposition, as “the Organizer”; EXPO Dome users (performers, staff of events, secretariat/agency and other parties involved in the events), as “Event Organizers”; and all operations, from carry-in, and event administration to carry-out that will be performed by Event Organizers in holding their Events, as “Event Operation.”

- 1) Event Organizers shall carry out, on their own responsibility, activities necessary for holding their Events, from planning to Event Operation. In all such activities, Event Organizers shall follow the principle of restoring the Dome to its status quo, and shall pay for stains or other damage to, or loss of, any equipment, installations and facilities.
- 2) In principle, Event Organizers shall submit their event planning documents to the Organizer in advance. To check and confirm the content of event planning documents with the Organizer, Event Organizers shall participate in preparatory meetings for arranging their Events (Event Meetings). The Organizers reserve the right of final approval of the Event Organizers’ final event plan. Event Organizers may be required to make arrangements with police or other authorities concerned.
- 3) Before carrying out various activities (Event Meetings, preliminary examination of the Site, Event Operation etc.) within the Exhibition Site, Event Organizers must apply for Accreditation Passes and other permits.
- 4) Expo Dome hours shall be from Exhibition Site opening to sixty minutes before Exhibition Site closing.
 - * Events shall end around ninety minutes before the Exhibition Site closing.
 - (a) From March 25 to April 25
Expo Dome hours: 9:30 - 20:30 (Event closing time: 20:00) * Exhibition Site hours: 9:30 - 21:30
 - (b) From April 26 to September 25
Expo Dome hours: 9:00 - 21:00 (Event closing time: 20:30) * Exhibition Site hours: 9:00 - 22:00
- 5) Event Organizers shall take security measures for Event Operation, assuming various situations. Event Organizers are also required to take out necessary insurance policies.
- 6) With priority consideration given to the environment (air quality, noise, vibration, water quality, lights, animals, plants etc.), the Exhibition aims to propose ways of working out solutions to environmental problems that are now spreading on a global scale, through various activities and programs. Event Organizers shall comply with restrictions relating to environmental issues.

- 7) In line with the project concept of Grand Intercultural Symphony, the Exhibition seeks to become a place for the participation of and exchange among diverse groups of people, irrespective of nationality, age or sex. To realize this, the Organizer is promoting barrier-free arrangements throughout the Exhibition Site, particularly for the elderly and handicapped. In organizing and operating their Events, Event Organizers are required to make every effort for barrier-free arrangements not only for participants in their Events, but also for visitors to the Exhibition.
- 8) In EXPO Dome, Events with any of the following contents and activities are prohibited:
 - (a) Content that offends public order and morals
 - (b) Content that contravenes law, treaty, or the like
 - (c) Content that may cause a security problem
 - (d) Political or religious inflammatory comments
 - (e) Illegal slander against a country, organization or company
 - (f) Content that may pose a danger to Exhibition visitors, facilities etc.
 - (g) Content that significantly deviates from the proposed plan
 - (h) Content that may adversely affect the environment (see page 56)
 - (i) Activities designed to publicize companies, products etc. (excepting instances approved by the Organizer)
 - (j) Sales of goods, soliciting of donations and transfer of money (excepting instances approved by the Organizer)
 - (k) Other content adjudged inappropriate by the Organizer
- 9) Event Organizers shall comply with these Procedures. If you have any questions regarding the content of these Procedures, contact the Organizer.

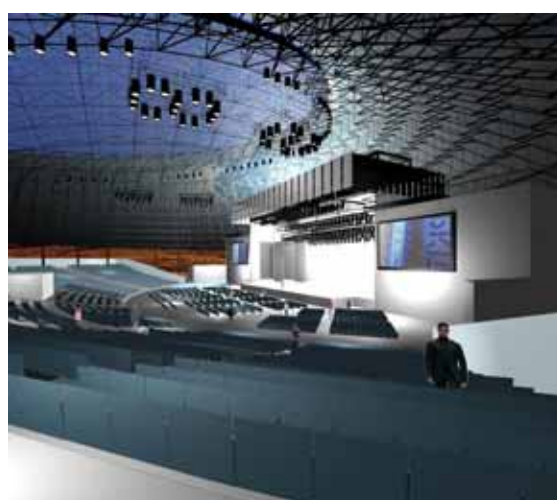
Location of EXPO Dome



EXPO Dome

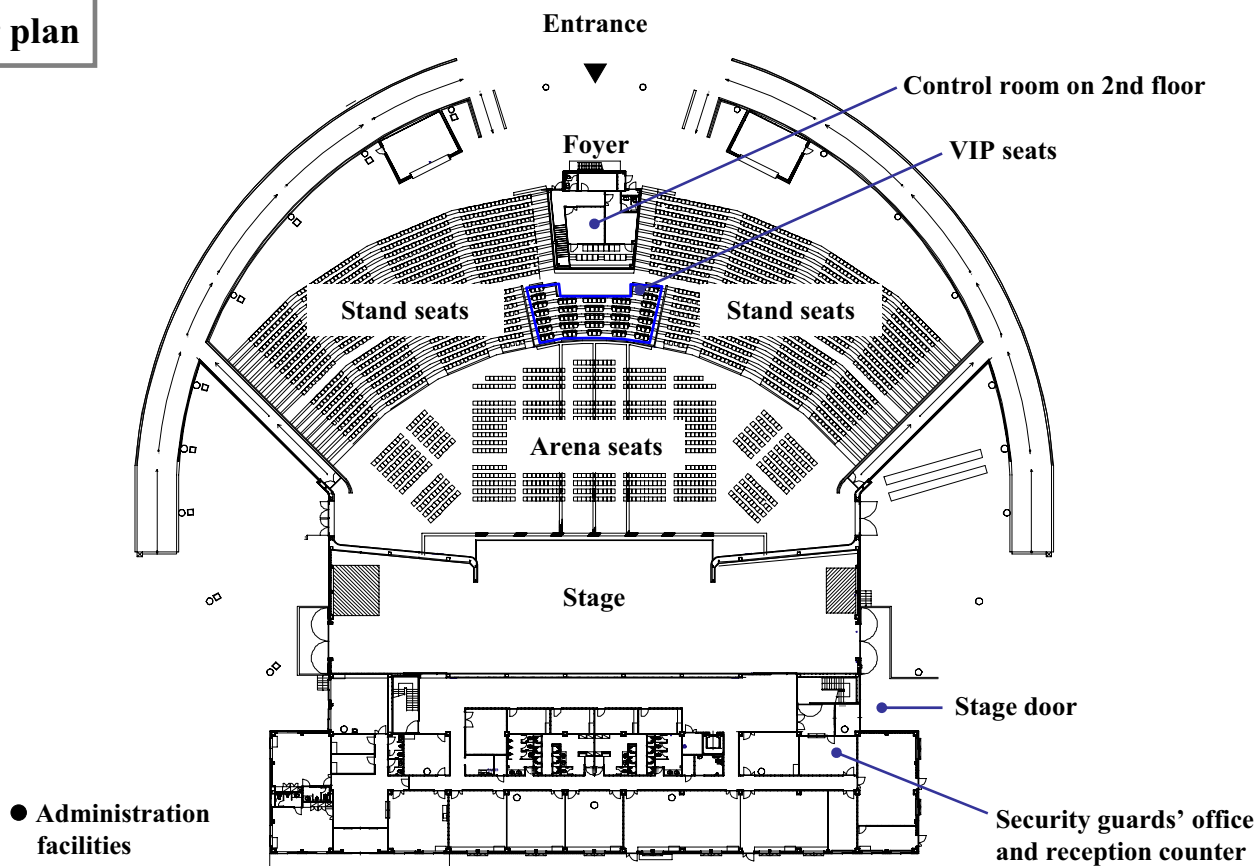


Artist's rendition of EXPO Dome



Artist's rendition of stage

Floor plan



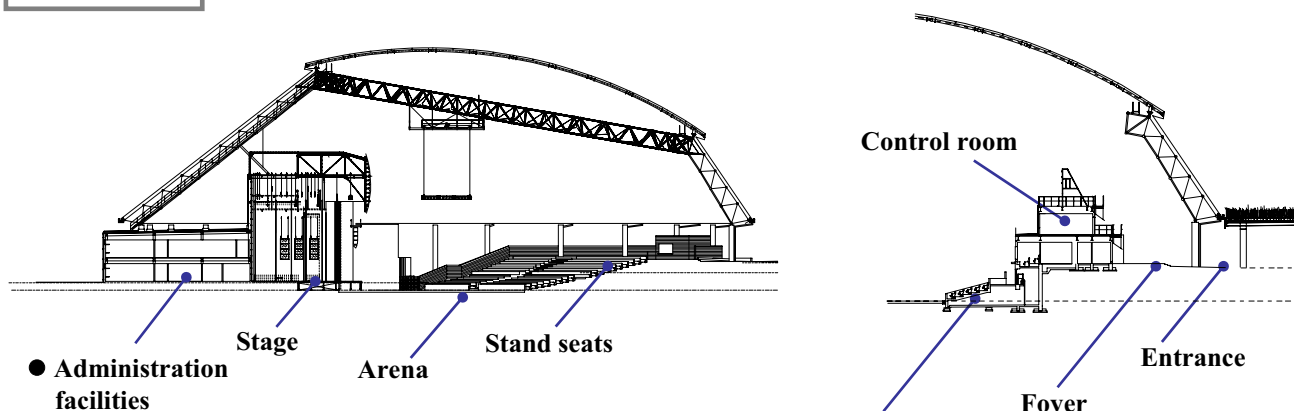
1F: Dressing rooms for performers etc.

2F: Dressing rooms for performers,
Event Management Center etc.

■ Number of seats: 3,032 (maximum)

Breakdown	Seat type	Number of seats	Remarks
Stand seats	Fixed	2026	Seats for general audience, 1,926; VIP seats, 100
Arena seats	Movable	1006	Maximum seating capacity (1,006) is available when seats are arranged as shown above.

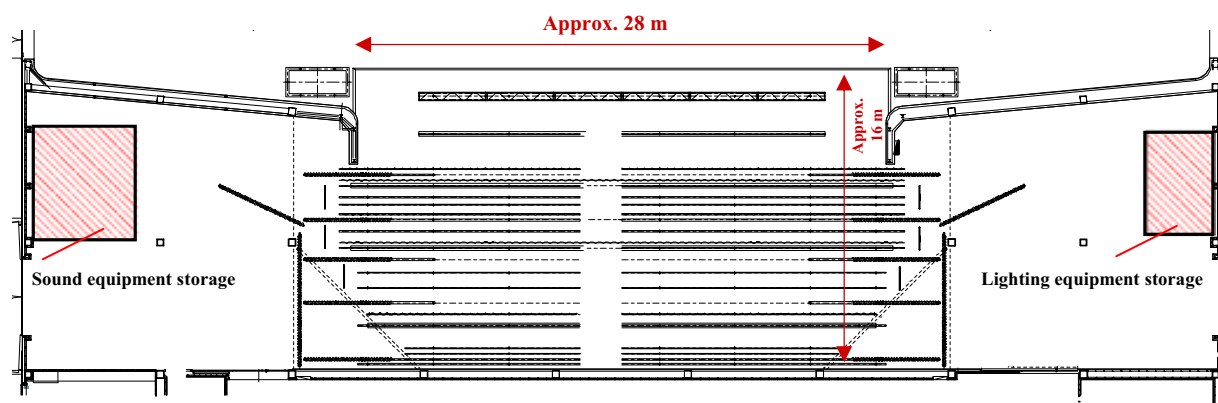
Side view



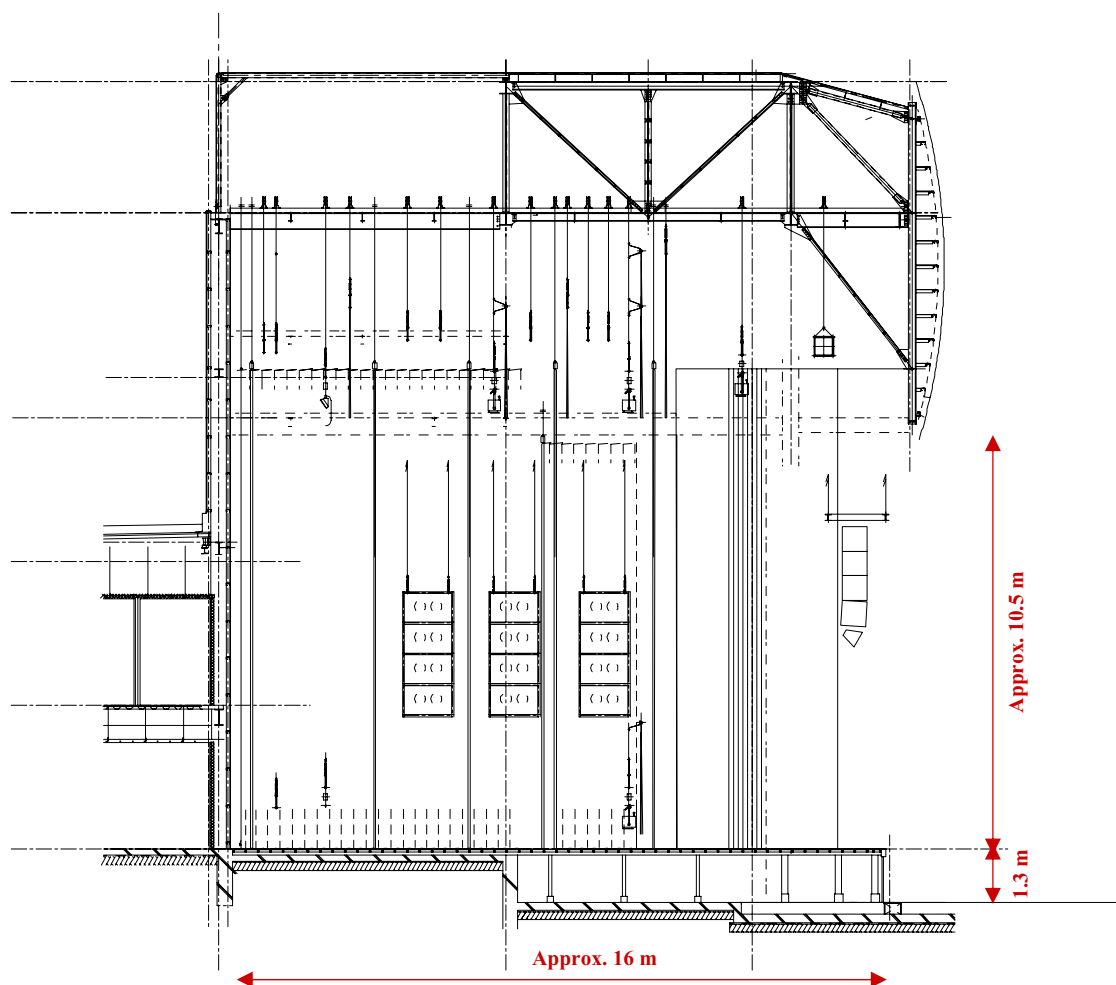
1F: Dressing rooms for performers etc.

2F: Dressing rooms for performers,
Event Management Center etc.

Stage front view

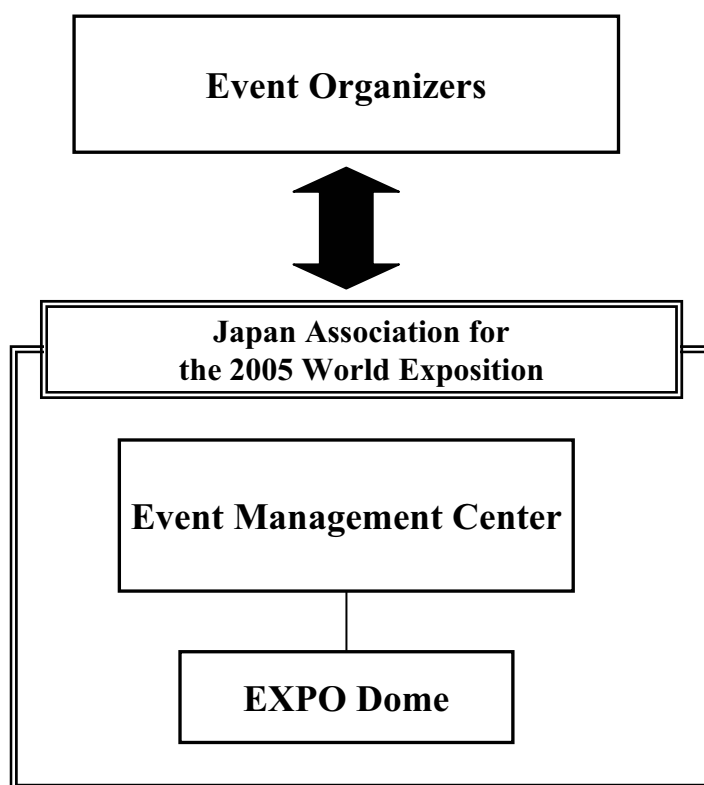


Stage side view



(1) Framework for coordination in planning process

A liaison framework for coordination between the Organizer and Event Organizers wishing to hold events in EXPO Dome, and major activities to be carried out by these two parties in the planning process, are shown in the figures below.



Party	Major activities
Event Organizers	Submission of event planning documents
	Submission of application documents
	Meetings for arranging proposed event
Event Management Center	Explanation and confirmation of application documents
	Provision of materials on EXPO Dome
	Meetings for arranging proposed event

(2) Schedule

Schedule and major activities of the planning process are as follows:

Receipt of Expo Dome Procedures and Event Application Forms

The Organizer sends to Event Organizers these Procedures, which set forth rules and procedures for use of EXPO Dome and provides information on the facilities and equipment available there, as well as Application Documents Forms #1-7 (see page10)

Step 1: Submission of completed Event Summary Sheet (Form 1)
Deadline : At Event Organizers earliest convenience
(No later than 3 months prior to proposed event day(s))

- 1) After understanding the content of these Procedures and working out the details of their events, Event Organizers shall submit a completed Event Summary Sheet (form#1) at their earliest convenience.
- 2) Since Event Summary Sheets are designed for use by the Organizer for preliminary examination of the scale of event, media information , and other elements of the proposed event, Event Organizers are required to fill out the sheet as completely as possible, even if a final decision has not been made on some of the items.
- 3) After submission of Event Summary Sheets, Event Organizers may make changes to their plans. Inapplicable items may be left blank.
- 4) If you have any questions regarding the filling out of the Event Summary Form, please contact the Organizer.

Step 2: First Event Meeting
Submission of Event Application Forms and Event Planning Documents
Deadline: No later than two months prior to proposed event day(s)

The First Meeting is an opportunity for The Organizer and Event Organizers to discuss the The Basic Event Plan. If Event Organizers are unable to attend the First Meeting please notify the Organizer and make arrangements for an alternate method for the submission of the Event Applications and Event Planning Documents (e-mail, fax, express-mail, etc).

- 1) Event Organizers are required to submit completed Event Application Forms (#2-7 (b- g)) and submit Event Planning Documents (h-m) at the First Meeting, no later than two months prior to event day(s). (see page 10)
- 2) Depending on the content of the proposed event, we may bring forward the date of the First Event Meeting.
- 3) Event Organizers are encouraged to include any materials that will help explain the status of preparations or contents of their events.
- 4) The Organizer will review submitted documents and may approve, adjust, or request that the Event Organizers modify the Event Plan.
- 5) Organizers will discuss the Event Operation schedule (for all stages from carry-in, actual performance, to carry-out), and instruct Event Organizers to make adjustments or changes to the schedule if necessary.

- 6) Confirm content of proposed event, and check event's written procedure, script etc.
- 7) Check arrangement and schematic drawings of lighting, audio, video and stage equipment and fixtures, and instruct Event Organizers to make changes to such plans.
- 8) Check plans for using dressing rooms and permanent equipment and fixtures.
- 9) Check content of security and visitor guidance plans.
- 10) Check plans relating to information and public relation activities (regarding signboards handouts, exhibits, media etc.)
- 11) Review the list of carry-in equipment and approve, prohibit or give guidance on certain items. If approved, reaffirm or give guidance on procedures for submitting to local authorities concerned required applications or notification for holding proposed event. For Example: permit applications for carry-in of dangerous objects, use of open flames, possessions of firearms and swords.

Step 3:

Second Meeting

Submission of Finalized Plans

Deadline: One month prior to proposed event day(s)

The Organizer will conduct a final check on the content, operating plan, and other matters relating to implementation of the event. Event Organizers shall submit a Final Event Plan including all documents to which they were instructed to make changes or corrections, as well as those documents and materials that may have been requested for additional submission by the Organizer. If Event Organizers are unable to attend the Second Meeting please notify the Organizer and make arrangements for an alternate method for the submission of the Final Event Plan.

- 1) Determine Event Operation schedule.
- 2) Confirm content, written procedure and script (final draft) of proposed event.
- 3) Confirm arrangement and schematic drawings (final drawings) of lighting, audio, video and stage equipment and fixtures.
- 4) Confirm use of inflammables and details of special effects equipment to be used.
- 5) Confirm plans for using dressing rooms, installations and equipment etc.
- 6) Confirm security and visitor guidance plans.
- 7) Confirm copies of receipts of applications for necessary permits.
- 8) Confirm or instruct to modify plans relating to information and public relations activities.

* Major changes in the Event Plan by the Event Organizers must be submitted by the second meeting. Failure to do so may jeopardize the ability of the Organizer to accommodate the requests of the Event Organizer.

Step 4: Third & Final Meeting
Final Confirmation and Issuance of Passes and Permits
Deadline: To be held 10-14 days prior to proposed event day(s)

Event Organizers are required to have a final meeting with the Organizer at least 10-14 days prior to the proposed event days where a final confirmation of the Event Plan will be made. Event Organizers must contact the Organizer and make arrangements for a representative to be present in the case of unforeseen circumstances in which the Event Organizers main contact person may not be present.

- 1) Issue passes and permits valid for Event Operation days.
- 2) Reconfirm all aspects of the Event Plan.
- 3) Confirm all necessary permits from local authorities.
- 4) Confirm the requisite insurance for Event Organizers

< Notices to participants in Event Meetings >

- 1) Organizers are asked to keep the number of meeting participants to a minimum.
 - 2) Event Meetings will be held in the Event Management Center (on the second floor of administration facilities in EXPO Dome) within the Exhibition Site. To enter the facilities participants must use the entrance door for staff and performers (see pages 3 & 4)
 - 3) For procedures regarding Accreditation Passes needed when entering the Exhibition Site to attend Event Meetings, refer to “Admission and Carry-in/Carry-out” on page 41.
 - 4) For Event Meeting participants, entry of vehicles into the Exhibition Site is not allowed. Therefore, only Accreditation Passes will be issued to participants.
 - 5) Participants in Event Meetings must enter the Exhibition Site all together, and must exit the Site all together immediately after each meeting.
 - 6) Participants will be required to provide receipts for documents and passes they receive at Event Meetings. The representative of participants must bring his/her seal. In the case of foreign Event Organizers, however, a name card and signature of the representative may substitute for a seal.
 - 7) The date and time of each Event Meeting will be communicated from the Organizer’s side.
 - 8) Entry to the Exhibition Site outside the fixed date and time will not be permitted.
 - 9) Event Organizers shall be responsible for communication, transportation and other expenses incurred in preparatory coordination, application procedures and operation of their events.
 - 10) When entering the Exhibition Site, participants may undergo security checks as circumstances demand. Participants must refrain from bringing with them any articles whose transport into the Exhibition Site is prohibited.
- * The above schedule is tentative. Event Meeting frequency and timing may change depending on the content of the proposed event.
- * The Organizer shall communicate the date and place of each Event Meeting.
- * Please contact the Organizer should you have any questions regarding the above schedule or other matters.

(3) Documents to be submitted

Event Organizers shall submit three types of documents: Event Application Form, Event Planning Documents, and Accreditation Pass/Permit Applications

- 1) Event planning documents (* “O” in the remarks column indicates that the document must be submitted)

■ Due date: At Event Organizers earliest convenience (No later than three months prior to proposed event day(s))

Document	Description	Form/ Paper size	No. of copies	Remarks
(a) Event Summary Sheet	Outline of the proposed event, including title, content, and date(s) and time of event, and names of host organization and contact person	Dome Form No. 1	5	O

■ Due date: two months prior to proposed events day(s)

Document	Description	Form/Paper size	No. of copies	Remarks
(b) Event Description Sheet	Descriptions of event content, performers, stage effect procedures etc.	Dome Form No. 2	5	O
(c) Event Operation Schedule	Timetable for all operations involved in holding event, from carry-in to carry-out	Dome Form No. 3	5	O
(d) Plan concerning Display of Names etc.	Descriptions of exhibits, printed matter and other items that display corporate or exhibition symbol marks, logotypes, or mascot characters	Dome Form No. 4	5	O
(e) Dressing Room Use Plan	Overview of dressing rooms to be used and purpose of their use	Dome Form No. 5	5	O
(f) List of Carry-in Equipment and Materials	List of names, specifications, numbers etc. of equipment and materials to be carried into Event Facility (such as lighting, audio and stage equipment, and musical instruments)	Dome Form No. 6	5	O
(g) Application for Use of Permanent Equipment and Fixtures	List of Event Facility's permanent equipment and fixtures to be used	Dome Form No. 7	5	O
(h) Event script	Document shall provide words for master of ceremonies, stage direction, performers' exits and entrances, cues, changes etc.	A4 Planning Doc.	5	O
(i) Lighting arrangement and schematic drawings	Drawings indicating stage lighting equipment layout, wiring etc.	A3 Planning Doc.	5	O
(j) Audio arrangement and schematic drawings	Drawings indicating audio equipment layout, wiring etc.	A3 Planning Doc.	5	O
(k) Stage arrangement and schematic drawings	Drawings indicating layout of areas (stage, arena etc.) used for proposed event and arrangement of installations and fixtures	A3 Planning Doc.	5	O
(l) Specification drawings	Drawings indicating details and specifications of installations (including signboards and other signs)	A3 Planning Doc.	5	O
(m) Samples	Samples of handouts, seat designation tickets etc.	Planning Doc.		O

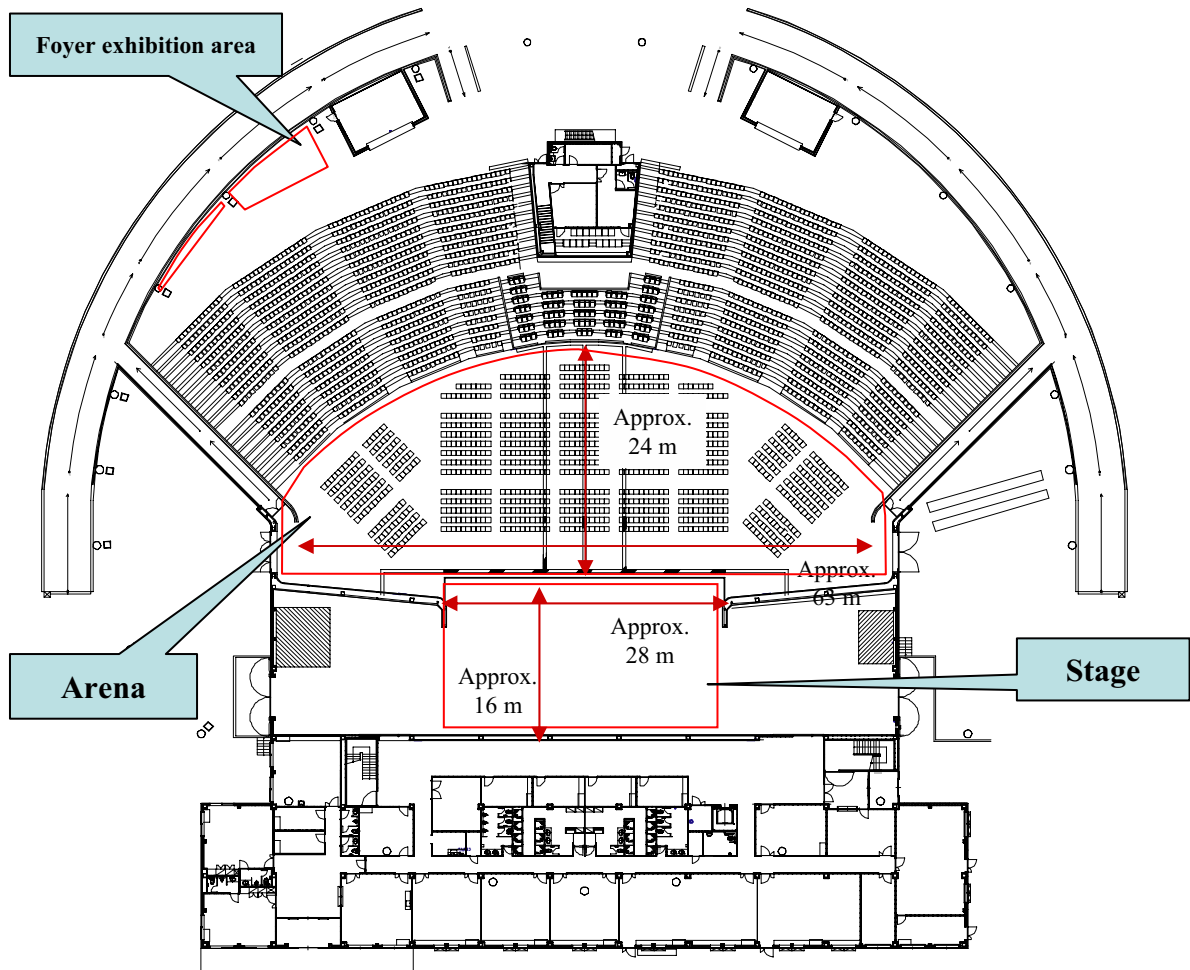
2) Accreditation Pass/ Permits Application (“O” in the remarks column indicates that the document must be submitted.

■ Due date: one month prior to proposed event day(s)

Document	Form	Remarks
(a) Operation and security plans		O
(b) Accreditation Pass	Electronic application form (fill out via computer)	O
(c) Vehicle Pass	Electronic application form (fill out via computer)	O
(d) Use of radio equipment		O
(e) Copyrighted works		O
(f) Permits from local authorities	Copies of said permits	O

(1) Available locations and spaces

The areas framed in red in the diagrams below are available for placing events.



- * Available area in stage wings is limited by presence of sets, audio and lighting equipment etc.
Please contact the Organizer for more detailed specifications when necessary in planning performances.
- * All or part of the arena area can be used as an event area.
Please contact the Organizer for more details.

(2) Stage installation instructions

- 1) The EXPO Dome is partially open to the outdoors, so wind and rain may enter.
Select stage details such as design, materials and construction that are sufficiently resistant to rough weather.
For free-standing props such as panels, provide sufficient brace jacks and reinforcements.
- 2) The floors of the stage and arena have load limits as shown below, respectively. Please observe these limits when installing heavy objects.
 - Stage: Load limit, 500 kg/m²; flooring material, vinyl sheeting
 - Arena: Load limit, 5,000 kg/m²; flooring material, concrete
- 3) Plan the stage carefully so as to minimize the number of seat locations from which the stage performance is partially obscured.

(3) Foyer exhibition area

Part of the foyer can be used for the following purposes:

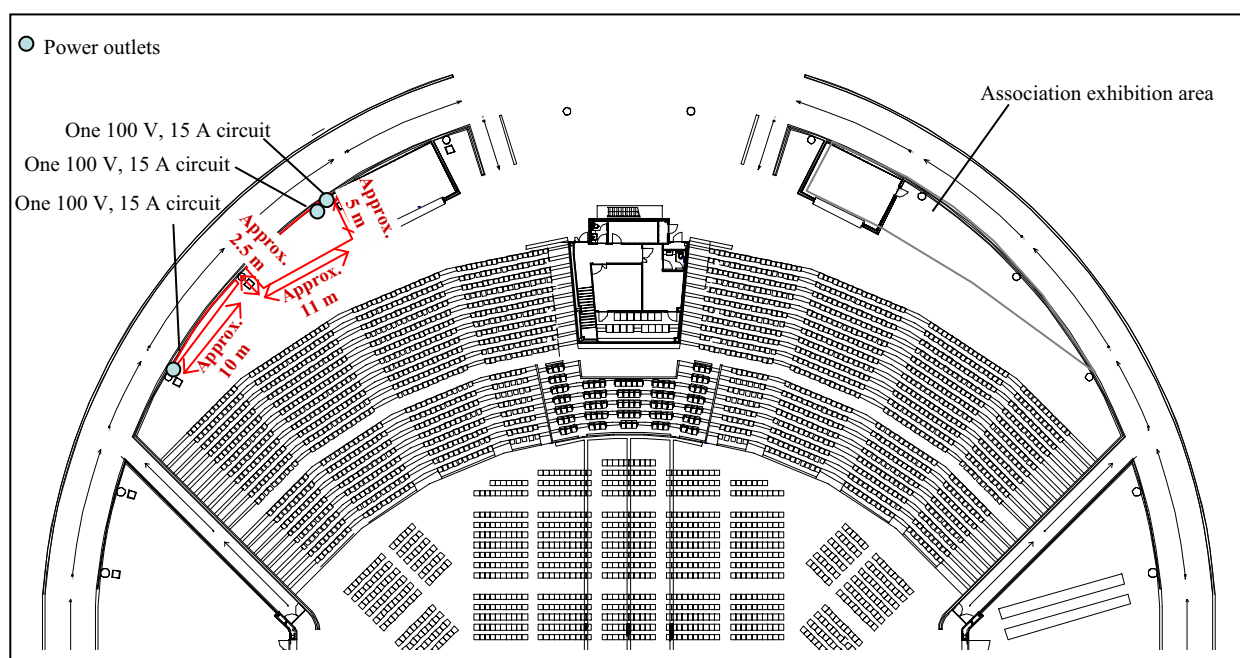
- 1) Placing exhibits
- 2) Distributing performance information programs and handouts
- 3) Handing out and collecting devices provided by the Event Organizers, such as simultaneous interpretation equipment and hearing aids
- 4) Cloak space
- 5) Other uses approved by the Organizer

* Foyer exhibition area: Floor load limit, 1,000 kg/m² flooring material, decorative concrete

- When using the foyer area, please contact the Organizer in advance, as the floor surface may require protection, depending on exhibits or construction methods.
- As always-available exhibition furniture, long rectangular tables, folding chairs, belt stanchions and display wagons are available for use. (For details, see page 21.)

The areas framed in red in the diagrams below are available for the above purposes.

* The foyer is intended to provide visitors with space to stand around. When using the framed areas in the foyer, please consider these visitors.



Event Organizers must bear full responsibility for use of the exhibition area, including:

- Giving directions to visitors, planning visitor traffic, and ensuring safety
- Ensuring the security of exhibits and other goods
- Handing out and collecting goods and devices

07: Permanent Equipment and Fixtures (1)



Instructions on use of permanent equipment (sets, lighting, video and audio equipment) and fixtures

- 1) Equipment not on the list should be procured by the Event Organizers.
 - 2) Listed permanent equipment and fixtures are available for free of charge.
- * Note that listed equipment is subject to change.

(1) List of audio equipment and specifications [1]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
01	FOH digital mixing console	YAMAHA PM1D	1	set	96ch version
02	FOH audio source				
	CD player	TASCAM CD450	2	sets	
	MD recorder	TASCAM MD-350	2	sets	
03	FOH speaker processors				
	Digital processor	YAMAHA DME64N	1	unit	For controlling
	Speaker controller (for alpha series)	NEXO NX242	4	units	
	Speaker controller (for PS 15)	NEXO PS15TDMKII	2	units	
04	FOH amplifier				
	Power amplifier	YAMAHA PC9500N	18	units	
	Amplifier control unit	YAMAHA ACU16-C	2	units	Amp level monitor
05	FOH speaker (stage right)				
	Mid/High frequency cabinet	NEXO α M3-CF	8	units	
	Low frequency cabinet	NEXO α B1-CF	8	units	
	Sub base cabinet	NEXO α S2-CF	4	units	
	Full range cabinet	NEXO PF15	3	units	
06	FOH speaker (stage left)				
	Mid/High frequency cabinet	NEXO α M3-CF	8	units	
	Low frequency cabinet	NEXO α B1-CF	8	units	
	Sub base cabinet	NEXO α S2-CF	4	units	
	Full range cabinet	NEXO PF15	3	units	
07	Side fill speakers (stage right)				
	Full range cabinet	NEXO α EF-C	2	units	
08	Side fill speakers (stage left)				
	Full range cabinet	NEXO α EF-C	2	units	
09	Monitor digital mixing system	YAMAHA PM1D system	1	unit	96ch version
10	Monitor speaker processors				
	Digital processor	YAMAHA DME64N	2	units	GEQ for monitor speakers
	Speaker controller (for α)	NEXO NX242	1	unit	
11	Monitor amplifier				
	Power amplifier	YAMAHA PC9500N	4	units	For side fill
	Power amplifier	YAMAHA PC3300N	10	units	For monitor speakers

(1) List of audio equipment and specifications [2]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
12	FB speaker				
	FB speaker	Turbosound TXD-12M	10	units	
	FB speaker	Turbosound TXD-15M	10	units	
	Powered speaker	YAMAHA MS300	8	units	
	Stand for speakers listed above	ULTIMATE TS-90BT	8	units	
13	Wireless microphone system				
	Wireless microphone (hand-held type)	SHURE U2/58-A24	6	units	
	Wireless microphone (two-piece type)	SHURE U1-A24+WL51	6	units	
	Wireless tuner	SHURE U4D-ABJ	3	units	
14	Microphones				
	Dynamic microphone	SHURE SM58-LCE	10	units	
	Dynamic microphone	SHURE BETA58A	10	units	
	Dynamic microphone	SHURE SM57-LCE	10	units	
	Condenser microphone	AKG C451B	6	units	
	Condenser microphone	AKG C414B-XLS	6	units	
15	Microphone stands				
	Floor boom type	K&M ST210/2B	30	units	
	Floor short boom type	K&M ST259B	20	units	
	Tabletop type	SUGI-PRO DS-30M	10	units	
16	Intercom system				
	Master station	Clear-COM MS-440	2	units	
	Remote station with speaker	Clear-COM KB-223	6	units	
	Case for equipment listed above	Clear-COM V-Box	6	units	
	Belt pack station	Clear-COM RS-501	14	sets	
	Head set	Clear-COM CC-95	16	sets	
17	Others				
	Direct box	BSS AR-133	8	units	
	Headphone	SONY MDR-CD900ST	2	units	
18	Control computer				
	Computer for settings	DELL laptop computer	2	unit	For amp monitor, DSP setting
	Tablet computer	HP Compaq	2	units	For monitor, GEQ settings

1) Sound System List [3]

<FOH System>

1. Input/Mixing Specification

Input

- Stage Installed Mic Line Inputs 96 Channels
- Control Booth Mic Line Inputs 32 Channels
- 2-Track Input (on the CS1D) 6 Stereo

Mixing

- Mixing Channels 96 Mono + 8 Stereo
- Mix Buss 48 Channels
- Matrix Buss 24 Channels
- Stereo Buss A/B 2 Systems

Output

- Permanently Installed Speaker Outputs (Digital) 32 Channels
- On-Stage Utility Outputs (Analog) 32 Channels
- Control Booth Utility Outputs (Analog) 32 Channels

Effects

- Multi-Effects Processor 8 Built-in
- 31-Bans GEQ 24 Built-in

2. Speaker System

The Expo Dome is equipped with NEXO's "Alpha" and "PS" series speakers.

The system delivers a nominal peak SPL of 123dB at the center of the audience.

Flying Speakers: Stage Left x1, Stage Right x1

- 2-Way Coaxial Mid/High Frequency Long Throw Cabinet M3 x8/Cluster
- 15-Inch 2-Way Speaker (Near-field) B1 x8/Cluster

Speaker Stacks: Stage Left x1, Stage Right x1

- 2x18-inch Sub-Bass Cabinet S2 x4/Stack
- 15-Inch 2-Way Speaker (Near-field) PS15 x3/Stack

<Monitor System>

1. Monitor Input/Mixing Specifications

A YAMAHA 96-channel PM1D digital mixing system is installed on the stage left wing.

Input

- On-Stage Mic /Line Inputs 96 Channels
- Control Booth Mic/Line Inputs 32 Channels
- 2-Track Input (on the CS1D) 6 Stereo

Output

- Permanently Installed Speaker Output (Digital) 30 Channels
- On-Stage Utility Output (Analog) 32 Channels

Mixing

- Mixer Channels 96 Mono, 8 Stereo
- Mix Buss 48 Channels
- Matrix Buss 24 Channels
- Stereo Buss A/B 2 Systems

Effects

- Multi Effects Processor 8 Built-in
- 31-Band GEQ 24 Built-in

2. Speaker System

Side Fill : Left x1, Right x1

18-Inch 3-Way Full Range Cabinet NEXO Alpha e-F x2/Stack

Floor Monitor

- 12-Inch 2-Way Turbosound/TXD-12M x10
- 15-Inch 2-Way Turbosound/TXD-15M x10

Stand Mounted Powered Speaker

- 12-Inch 2-Way YAMAHA MS300 x8

<Power Amplification>

Side fill amplification is supplied by four YAMAHA PC9500N (900W+900W) power amplifiers, and floor monitor are powered with PC3300N(315W+ 315W) power amplifiers.

<Output Control System>

Monitor speakers are controlled with a DME64N equipped with 24 onboard GEQs, which installed between the mixing system and the power amplifiers. GEQ settings can be controlled via a wireless notebook computer, allowing the monitor engineer to directly monitor And control the sound from in front of the speaker.

<Multi Audio Snakes>

Stage Right ↔ Stage Left (Monitor Console Location) 16 Channel Multi x6 Lines
 Stage Right ↔ Control Booth ↔ PA Booth 16 Channel Multi x5 Lines

<Wireless Microphone System>

- Tuner Shure 800MHz B x6 Bands
- Microphones Shure Hand-Held Type x6, Shure 2-Piece Type x6

(2) List of lighting equipment and specifications

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
01	General DMX light control console	ETC Express 72/144	1	unit	
	Backup console for the above	Ditto	1	unit	
02	Portable dimmer (light controller)	ETC sensor pack	12	units	
03	PAR light	PAR64 (black) 1Kw	150	units	
04	Fresnel lens spot	Matsumura FX-8	54	units	With barn door hanger
05	Horizontal light (for upper)	Matsumura UH3-300H	13	units	
06	Horizontal light (for lower)	Matsumura LH3-8-300H	13	units	
07	Follow pin spot 3,000 W	XENON	4	units	With rectifier
08	Source Four (426)	ETC S4-426	20	units	With hanger
09	Source Four (436)	ETC S4-436	20	units	With hanger
10	Flat convex lens, spot	Matsumura CX-8M	24	units	With hanger
11	PAR light	PAR 64	48	units	For ceiling
12	Cables		1	set	For extension, conversion, branching etc.
13	Color filters		1	set	
14	Rolling tower 8.62 m		2	units	
15	Lighting stand	With folding leg (SK2) Marushige	20	units	
16	Lighting stand	With base plate (SP2) Matsumura	20	units	
17	Base stand	SR Matsumura	20	units	
18	Shooting pole	L = 7 m Toshiba	2	Units	
19	Truss for hanging lighting equipment				
	(1) Proscenium truss	22000 mm/ aluminum truss	1	unit	Hanging load 350kg
	(2) Proscenium light batten	22000 mm/48.6 mm ϕ double batten	1	unit	Hanging load 350 kg
	(3) Lighting SL batten (1)	30000 mm/48.6 mm ϕ double batten	1	unit	Hanging load 350 kg
	(4) Lighting SL batten (2)	30000 mm/48.6 mm ϕ double batten	1	unit	Hanging load 350 kg
	(5) Lighting upper batten	28000 mm/48.6 mm ϕ double batten	1	unit	Hanging load 150 kg
	(6) Arena truss (1)	Steel ladder truss/48.6mm ϕ	1	unit	Hanging load 300 kg
	(7) Arena truss (2)	Steel ladder truss/48.6mm ϕ	1	unit	Hanging load 300 kg
20	Side tower for lighting				
	(1) Left stage (1)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg
	(2) Left stage (2)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg
	(3) Left stage (3)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg
	(4) Right stage (1)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg
	(5) Right stage (2)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg
	(6) Right stage (3)	1200 mm/48.6 mm ϕ pipe frame	1	unit	Hanging load 110 kg

(3) List of video equipment and specifications [1]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
01	LED large display screen	Product of Matsushita; W 6144 × H 3456 mm	2	units	300 inches
02	Camera (VariCam)	Matsushita AJ-HDC27F	2	units	
03	Camera control unit	Matsushita AJ-HBS270	2	units	
04	2.0-inch high-definition viewfinder	Matsushita AJ-HVF27P	2	units	
	8.4 inch view finder	Matsushita BT-LH 900	2	units	
05	40x zoom lens	CANON HJ 40x14BIAS	1	unit	
06	18x zoom lens	CANON HJ 18x7.8IIAS	1	unit	
07	Zoom Demand	CANON SS-13D	1	unit	
08	Ear set	ASHIDAVAX MT-12MFB	2	units	
09	Tripod head	SACHTLER Video 25 plus	1	units	
	Ditto	SACHTLER Video 60 plus	1	units	
10	Tripod	SACHTLER CF-150L	2	units	
11	Tripod dolly	SACHTLER Dolly S	2	units	
12	Pan bar	SACHTLER Plus right	2	units	
13	Camera plate	SACHTLER V60	2	units	
14	Tripod installation fixture	Matsushita SHAN-TM700	2	units	
15	Camera cable		4	sets	
16	Camera control unit	Matsushita AJ-HBS270	2	units	
17	DVCPRO HD VTR	Matsushita AJ-HD1700	2	units	
18	DVD player	PIONEER DVD-V730	1	unit	
19	UNIVERSAL VHS	SAMSUNG SV-4000W	1	unit	
20	S-VHS VTR	VICTOR BR-S800	1	unit	
21	Format convert VTR	Matsushita AJ-HD1200A	1	unit	
	Ditto	Matsushita AJ-HD1200	1	unit	
22	HD switcher	Tsubata Engineering HD-SW120U/M-1M	1	unit	
	Control panel for above	Tsubata Engineering HD-SW100R/M	1	unit	
	AUX optional equipment for above		1	unit	
	Tally interface for above		1	unit	
23	16×16 HD matrix switcher	SONY HDS-X3400	1	unit	
24	Local panel	SONY BKS-R3400	1	unit	
25	Input board	SONY HKDS-X3014	1	unit	
26	Output board	SONY HKDS-X3064	1	unit	
27	Multi buss remote control panel	SONY BKS-R3202	1	unit	
28	Single buss remote control panel	SONY BKS-R1618	1	unit	
	Single buss remote control panel	SONY BKS-R3204	2	units	

(3) List of video equipment and specifications [2]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
29	Analog selector	Imagenics SW-320	1	unit	
30	Multi-format 14-inch monitor	SONY PVM-D14L5DJ	1	unit	
	14-inch monitor	SONY HDM-14E5J	1	unit	
	Ditto	SONY BVM-D14H5J	1	unit	
	Ditto	SONY BVM-D14H1J	2	units	
	Ditto	SONY PVM-D14L5J	2	units	
	Ditto	SONY PVM-14M5J	1	unit	
	9-inch monitor	SONY PVM-9L2	9	units	
31	Multi-format WFM	LEDER LV5750	1	set	
32	HD distributor	MEDIA LINKS MD-101DA	6	units	
33	HD frame synchronizer	Tsubata Engineering HD-LFS23/M-AI	1	unit	
	Ditto	Tsubata Engineering HD-LFS23/M-AO	1	unit	
	Ditto	SONY HKSP-008HD	2	units	
34	Signal Processing Frame	SONY PFV-SP3100	1	unit	
35	Image distributor	SONY VDA-100	8	units	
36	Frame for the above	SONY PVF-100	1	unit	
37	Up converter unit	UC-100SF	1	unit	
38	Down converter unit	AJA HD10MD3	6	unit	
39	HD SDI D/A converter	AJA HD 10C2	2	unit	
40	SD frame synchronizer	For-A FA-370	1	unit	
41	Scan converter	Astrodesign SC-2405D	1	unit	
42	VGA A/D converter	OPHIT DAU-B	1	unit	
43	Line converter	TASCAM LA-40MkII	1	unit	
44	Audio monitor	SONY AMS-3	1	unit	
45	Sync generator main unit	Astrodesign SG-7804	1	unit	
46	HD SDI unit	Astrodesign SG-7804-02	1	unit	
47	Subtitling system	FRONTEC Kantelo BSH	1	unit	
48	20-inch cinema display	FRONTEC Machintosh	1	unit	
49	Intercom main station	Clear-Com MS-232	1	unit	
50	2W/4W unit	Clear-Com IF-4B-4	1	unit	
51	Parabox	CUSTOM	2	units	
52	Belt pack	Clear-Com RS-501	8	units	
53	Headset	Clear-Com CC-95	8	units	
54	HD jack panel	Canare 26DV	3	units	
55	SD jack panel	Canare 261-DVJW	1	unit	
56	Audio jack panel	Canare 48WB-F	1	unit	
57	Video jack cable	Canare VPC01-WC	10	units	
58	Audio jack cable	Canare BC009M	10	units	
59	4 split unit	VICTOR SQ-C120	1	unit	

(4) List of stage sets and specifications [1]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
01	Décor batten		7	units	
	①	30000 mm/48.6 mm ϕ double batten	3	units	Hanging load 500 kg
	②	28000 mm/48.6 mm ϕ double batten	2	units	Hanging load 500 kg
	③	23000 mm/48.6 mm ϕ double batten	2	units	Hanging load 500 kg
02	wooden platform	W909 \times D1818 \times L121 mm	20	units	
03	909 \times 1818 mm wooden platform wagon		2	units	
04	wooden platform	W1212 \times D1818 \times L121 mm	20	units	
05	1212 \times 1818 mm wooden platform wagon		2	units	
06	Wooden platform	W606 \times D1818 \times L121 mm	16	units	
07	606 \times 1818 mm wooden platform wagon		1	unit	
08	wooden platform	W909 \times D909 \times L121 mm	2	units	
09	wooden platform	W1212 \times D909 \times L121 mm	2	units	
10	Box leg	181 \times 303 \times 484 mm	84	units	
11	Folding support legs	H636 \times W909 mm	10	units	
	Folding support legs	H636 \times W1212 mm	10	units	
	Folding support legs	H787 \times W909 mm	10	units	
	Folding support legs	H787 \times W1212 mm	10	units	
12	Platform-clamping fitting		70	pieces	
13	Gray riser cloth for raised platform (grommet)	303-30 (overlay) \times 2727	6	pieces	
		303-30 (overlay) \times 9090	6	pieces	
		606-60 (overlay) \times 9090	6	pieces	
14	Stage chair		120	units	
15	Stage chair wagon		4	units	
16	Music stand		70	units	
17	Music stand wagon		3	units	
18	Music stand light		70	units	
19	Storing box wagon for music stand light		1	unit	
20	Extension code for music stand light		30	units	
21	Storing box wagon for extension code		1	unit	
22	Contrabassist chair		12	units	
23	Contrabassist chair wagon		1	unit	

(4) List of stage sets and specifications [2]

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
24	Podium		1	unit	
25	Music stand for podium		1	unit	
26	Wide table on stage	W1800 × D600 × H700	10	units	
27	Laser pointer		1	unit	
28	Black tray	W550 × D397 × H45	2	pieces	
29	Center podium				
30	MC podium				
31	Tatami mat	Portable tatami mat	20	pieces	
32	Steps behind platform	900 mm, one step	2	units	
	Steps behind platform	900 mm, two steps	2	units	

(5) List of administrative furniture and specifications

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
1	Long rectangular table	W1800 × D450 × H700	5	units	
2	Folding chair		15	units	
3	Rope stanchion		200	M	Plastic chain
4	Ticket booth		2	sets	

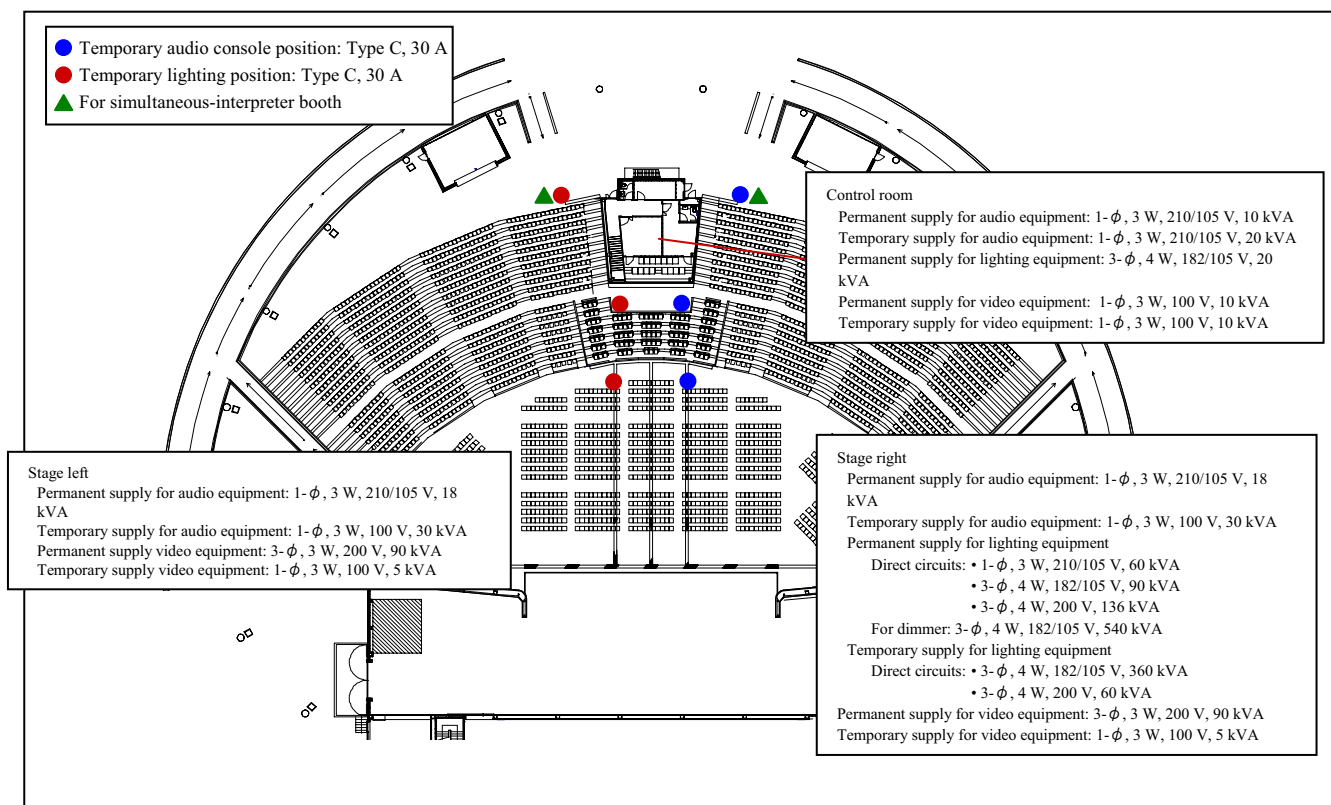
(6) List of exhibition furniture and specifications

No	Equipment Name	Specification/ Model No.	Qty.	Unit	Note
1	Long rectangular table	W1800 × D450 × H700	15	units	
2	Folding chair		45	units	
3	Belt stanchion		15	M	
4	Display table with wheels	W1200 × D600 × H830	5	units	

<PROVISIONAL>

(1) List of permanent or temporary power supply equipment

	Location	Stage left	Stage right	Control room	Other
Audio	Permanent	1 ϕ 3W 210/105V 18kVA	1 ϕ 3W 210/105V 18kVA	1 ϕ 3W 210/105V 10kVA	
	Temporary	1 ϕ 3W 100V 30kVA	1 ϕ 3W 100V 30kVA	1 ϕ 3W 210/105V 20kVA	
	Temporary console position A				Foyer: Type C, 30 A \times 2
	Temporary console position B				Behind VIP seats: Type C, 30A \times 2
	Temporary console position C				Arena rear: Type C, 30 A \times 2
Lighting	Permanent		Direct circuits • 1 ϕ 3W 210/105V 60kVA • 3 ϕ 4W 182/105V 90kVA • 3 ϕ 4W 200V 136kVA For dimmer • 3 ϕ 4W 182/105V 540kVA	3 ϕ 4W 182/105V 20kVA	
	Temporary		Direct circuits • 3 ϕ 4W 182/105V 360kVA • 3 ϕ 4W 200V 60kVA		
	Temporary console position A				Foyer: Type C, 30 A \times 2
	Temporary console position B				Behind VIP seats: Type C, 30A \times 2
	Temporary console position C				Arena rear: Type C, 30 A \times 2
Video	Permanent	3 ϕ 3W 200V 90kVA	3 ϕ 3W 200V 90kVA	1 ϕ 3W 100V 10kVA	
	Temporary	1 ϕ 3W 100V 5kVA	1 ϕ 3W 100V 5kVA	1 ϕ 3W 100V 10kVA	
	For simultaneous-interpreter booth				Foyer * Type C, 30A is used.



In accordance with these Procedures, Event Management Center's stage management staff shall manage and support Event Organizers' Event Operation.

(1) Stage management staff's duties

- 1) Stage management staff shall explain how to use permanent audio, lighting, video and other equipment, and provide support for Event Organizers in maintaining such equipment.
- 2) Stage management staff shall be responsible for operating stage machinery systems, such as elevating battens and trusses.
- 3) Regarding operation of permanent equipment, the Organizer and Event Organizers shall decide the specifics through prior consultation, in accordance with the following guidelines:
 - If Event Organizers do not carry any equipment into the Event Facility, stage management staff shall install, adjust and operate permanent equipment without charge, as arranged through prior consultation between the Organizer and Event Organizers, based on their stage effect plans.
 - Event Organizers may be permitted to operate permanent equipment with prior consultation and approval of the organizer. All real and related costs, including but not limited to translators, stagehands, etc. shall be responsibility of the Event Organizer.
 - If Event Organizers plan to use equipment carried into the Event Facility in addition to permanent equipment, the Organizer shall decide, in consultation with the Event Organizers, whether the Event Organizers or stage management staff will install, adjust and operate equipment in accordance with the stage effect plans.

Please note that the Event Organizers will not be charged for operation of such equipment by stage management staff.
 - Event Organizers planning to operate their Events using only the equipment carried into the Event Facility shall install, adjust and operate such equipment on their own.

In such case, stage management staff shall remove and reinstall permanent equipment.

In organizing and operating events, Event Organizers are required, on their own responsibility, to formulate operation and security plans appropriate to the content of the event concerned, and implement operation and security measures accordingly, to ensure visitor safety and optimize visitor information and guidance services.

(1) Operation and security plans

Event Organizers are required to formulate operation and security plans in advance, according to the content of the event concerned, and to submit such plans to the Organizer for approval. Event Organizers whose operation and security plans are adjudged inappropriate by the Organizer will be required to revise said plans for re-submission.

(2) Event Organizers' duties

Event Organizers are required to station appropriate personnel for operation, security, site/visitor control etc., according to the content of the event concerned, to ensure visitor safety and smooth event operation.

1) Visitor control

- Visitor control outside the entrance

Visitor control must be effected so as to prevent the formation of waiting lines outside the event facility. Should waiting lines form, appropriate control must be effected so as not to interfere with other visitor routes.

Appropriate control and guidance must be effected for visitors in waiting lines to ensure safety and order.

- Visitor control near the entrance

When visitor congestion is anticipated near the entrance, such as at the opening of site doors and immediately after events, appropriate visitor control and guidance must be effected to facilitate smooth visitor entry and ensure visitor safety.

- Inside the event facility and the foyer, safe and sufficient visitor routes must be ensured, and appropriate visitor control and guidance must be effected to ensure safety and order.
- Spectators attempting to approach the stage too closely or get on the stage must be stopped. Particularly during events in which crowding of spectators toward the stage is anticipated due to the nature of the events, sufficient control personnel must be stationed inside the event facility.
- For events likely to attract exceptionally large numbers of visitors, all seats shall be designated in advance. Refer to the section "Advance Reservation System and Seat Designation Tickets" (p. 27 - 31) for Event Organizers' duties regarding the seat designation system.

2) Visitor information and guidance

- Event Organizers are required to have an accurate grasp of event facility conditions at all times and to provide appropriate information and guidance services to visitors.
- Event Organizers are required to respond to visitor inquiries regarding event details.

3) Patrol

- Event Organizers are required to arrange for occasional patrols inside the event facility, to supervise visitor movement and watch for suspicious individuals and objects, which, if detected, must be reported to the Event Management Center staff.

4) Guest relations

- Event Organizers are required to receive, guide and accompany their own guests.

5) Post-event handling of handouts

- Event Organizers distributing handouts and the like in connection with their events are required to carry out thorough collection and disposal of any such materials remaining after the events.

6) Hand luggage inspection

- Event Organizers inspecting visitors' hand luggage for their own reasons (e.g. ban on filming and recording instruments, etc.) are required to provide temporary storage and checking service.
- Event Organizers may, at their discretion, adopt rules regarding filming and recording of the events by spectators.

7) Clean-up

- Event Organizers are responsible for clean-up and disposal of waste resulting from their events (see p.48).

8) Others

- Responsibility for matters not mentioned above but resulting from events shall reside with the Event Organizers concerned.

(3) Operating equipment

- Fixed event facility equipment may be used by Event Organizers (see p. 21).
- Other equipment and materials necessary for the events must be provided by the Event Organizers concerned.

(4) Duties of Event Management Center staff

On event days, the Event Management Center operating staff and security personnel of the EXPO Dome shall perform the following duties:

1) Support to visitor service

- Support to visitor seating information and guidance services
- Handling of visitor inquiries regarding Exhibition Site, facilities, services etc.
- Checking and storage of visitors' baby carriages
- Guidance and accompaniment of visitors in wheelchairs
- Renting of PM-type hearing aids. (Permanent exhibition at EXPO Dome)

2) Visitor control at site entrance

- Counting of visitors, visitor control when event facility is full (only for events adopting partial seat designation system)
- Visitor control for mid-show entry and exit (only for events adopting partial seat designation system)
 - * Refer to the section "Advance Reservation System and Seat Designation Tickets" (p. 27 - 31) for details.

3) Handling of visitors with reservations

Refer to the section "Advance Reservation System and Seat Designation Tickets" (p. 27 - 31) for details.

4) Control only of entry/exit areas to prevent public access.

(5) Important remarks

- 1) Event Organizers conducting visitor control and reception are required to have their personnel wear uniforms, identical jackets or name-tags for easy identification.
- 2) Instructions to Event Management Center staff (operating staff, security personnel, etc.) shall be issued by the Organizer.
- 3) Same-day event announcements and distribution of leaflets and other such materials outside the event control zone (including waiting lines outside event control zone) shall be prohibited.
Public announcements using megaphones, loudspeakers and the like to attract visitors or advertise particular commercial operations or products shall also be prohibited.
- 4) Injuries and sudden illness among visitors, as well as equipment abnormality, must be immediately reported to the Event Management Center.
- 5) The Organizer shall reserve the right to cancel or reduce the scale of an event so as to ensure public safety and order.

Reservation System

To enhance Exhibition visitor convenience and thereby attract more visitors, a reservation system using the innovative **mu chip** technology (admission tickets with built-in IC; hereinafter referred to as “EXPO Admission Tickets”) shall be adopted mainly for pavilions and event facilities (EXPO Dome and Hall). The reservation system shall cover all events to be held in the EXPO Dome. Event Organizers are therefore requested to gain a good understanding of this system, as it immediately concerns visitor admission to the event facility and event organization.

(1) Outline of the reservation system

- 1) System coverage: visitors with advance EXPO Admission Tickets
- 2) Reservation method: A visitor with an advance EXPO Admission Ticket accesses the EXPO Web site via PC or mobile telephone to reserve entry to a pavilion or event on a desired day at a desired time, by inputting the EXPO Admission Ticket ID number.
- 3) Reservations: From one month to two days before the desired date

(2) Event classification

For various events to be held in the EXPO Dome, the all-seat designation system shall be adopted for events likely to attract exceptionally large numbers of visitors (e.g. shows featuring famous entertainers etc.); the partial seat designation system shall be adopted for other events.

* Event classification by either of the two designation systems shall be determined in consultation with related parties at the First Event Meeting.

(3) Seating arrangements and operating duties by event classification

1) Events to which the all-seat designation system applies

The all-seat designation system shall apply to events likely to attract exceptionally large numbers of visitors.

Seat designation tickets shall be issued from several hours before the start of the event concerned, so as to minimize visitor waiting time in front of the event facility and to facilitate seating inside the event facility.

In principle, seat designation ticket issuance shall begin upon the daily opening of the Exhibition Site; further details shall be determined through advance consultation with related parties.

(a) Seating for visitors with advance reservations

- The number of seats set aside for visitors with advance reservations shall be finalized by The Organizer after consultation with related parties.
- Seating for visitors with advanced reservations shall be better situated for viewing than seating for general visitors without reservations.

(b) Seat designation ticket issuance site

- Seat designation tickets shall be issued only in front of the EXPO Dome entrance, and at no other site.
- The Organizer shall set up booths for issuing seat designation tickets.

(c) Modes of visitor control

Visitors with advance reservations:	General visitors:
<p>1. Issuance of seat designation tickets From a specified time before the start of the event concerned, EXPO Admission Tickets may be inspected via reservation reconfirmation terminals (PDA) and exchanged for seat designation tickets.</p> <p>2. Entry to the event facility At the opening of the event facility, visitors shall present their seat designation tickets for entry.</p>	<p>1. Issuance of seat designation tickets From a specified time before the start of the event concerned, seat designation tickets shall be issued on a first-come, first-served basis. The issuance of seat designation tickets shall terminate once all tickets are taken.</p> <p>2. Entry to the event facility At the opening of the event facility, visitors shall present their seat designation tickets for entry.</p>

(d) Duty-sharing for advance reservation and issuance of seat designation tickets

Duty	Event Organizers	Event Management Center staff
• Seat designation ticket preparation	O	
• Visitor control in nearby areas during issuance of seat designation tickets and entry to the event facility	O	
• Leasing and installation of seat designation ticket issuance booths		O
• Inspection of EXPO Admission Tickets of visitors with reservations		O
• Issuance of seat designation tickets (to general visitors and visitors with reservations)	O	
• Inspection of seat designation tickets upon entry to the event facility	O	
• Visitor control for mid-show entry and exit (re-entry)	O	
• Visitor control for entry after starting time	O	
• Handling of “standby” visitors (waiting for cancellations by visitors with reservations)	O	

- * Use of the seat designation system is expected to generate “standby” visitors, whom Event Organizers are required to treat appropriately (e.g. issuance of “standby” tickets) to prevent visitor inconvenience and confusion.
- * In principle, Event Organizers are required to admit visitors even after the start of the event; however, when this is not feasible due to the nature of the event, Event Organizers are required to take appropriate measures (e.g. advance notification to visitors in general) to prevent visitor inconvenience and confusion.

(e) Seat designation ticket

Event Organizers are required to prepare seat designation tickets for their events and to submit a sample of their seat designation tickets at the Third Event Meeting.

- Example seat designation ticket

Event Organizers are advised to contact the Organizer in advance for further details.

[Front]

2005 World Exposition, Aichi, Japan	Seat Number xxxxx
Seat Designation Ticket for (Event Title)	
Date: Date, MM DD, 2005	
Place: EXPO Dome	
Doors open at HH MM, Event starts at HH MM	
Organized by XXXX	

[Back]

<p style="text-align: center;">Important remarks</p> <ul style="list-style-type: none">● This ticket is valid for one person for one admission to the event indicated on the front.● Please keep this ticket until the end of the event.● A lost or torn ticket is not valid and cannot be replaced.● Admission after the start of the event may be restricted.● Visitors who do not follow instructions of event facility personnel may be refused admission.● Sale or purchase of this ticket is illegal and is punishable by law.
--

(f) Seat designation tickets for invited visitors

- Event Organizers are required to prepare and issue seat designation tickets for their invited guests in accordance with Event Organizers' guest seating arrangements.
- Event Organizers are required to make their invited guest seat designation tickets identical in appearance to those issued to general visitors.

11: Advance Reservation System and Seat Designation Tickets (5)



2) Events to which the partial seat designation system applies

In the partial seat designation system, seats in a specified area or areas of the event facility shall be set aside for visitors with advance reservations; the remaining seats shall be left for general visitors who may freely enter and exit. In principle, the event facility shall be accessible to the public at all times, even before the start of events, including periods of preparation and rehearsal.

(a) Seats for visitors with advance reservations

- Provisionally, about 10% of the seats in the event facility shall be set aside for visitors with advance reservations; details shall be finalized in consultation with related parties.
- Seats for visitors with advanced reservations shall be better situated for viewing than seats for general visitors without reservations.

(b) Seat area designation ticket issuance site

- Seat area designation tickets shall be issued only in front of the EXPO Dome entrance.

(c) Modes of visitor control

Visitors with advance reservations:	General visitors:
<p>1. Issuance of seat designation tickets From a specified time before the start of the event concerned, EXPO Admission Tickets may be inspected via reservation reconfirmation terminals (PDA) and exchanged for seat area designation tickets.</p> <p>2. Seating guidance In the area(s) designated for visitors with advance reservations, visitors shall present their seat area designation tickets to be shown to their seats.</p>	Free entry and exit

(d) Duty-sharing for advance reservation and issuance of seat designation tickets

Duty	Event Organizers	Event Management Center staff
• Prepare seat area designation tickets		O
• Inspection of EXPO Admission Tickets of visitors with reservations		O
• Issuance of seat area designation tickets (to visitors with reservations)		O
• Visitor control and guidance concerning area(s) for visitors with reservations		O
• Counting of visitors, visitor control when site is full		O
• Visitor control for mid-show entry and exit (re-entry)		O

* Event Organizers who do not admit visitors before the start of events for their own reasons (e.g. for preparation or rehearsals in the closed site) are required to carry out appropriate visitor control at and around the entrance and to fulfill other related additional duties.

(1) Seating arrangements

Event Organizers shall classify audience seats and decide the number of seats for each category, taking into consideration the following points and the area(s) designated for visitors with advance reservations as described in the previous section.

- 1) Of 100 VIP seats, a maximum of 70 seats are available to Event Organizers.

The location of VIP seats to be used shall be decided in advance, in consultation with the Organizer.

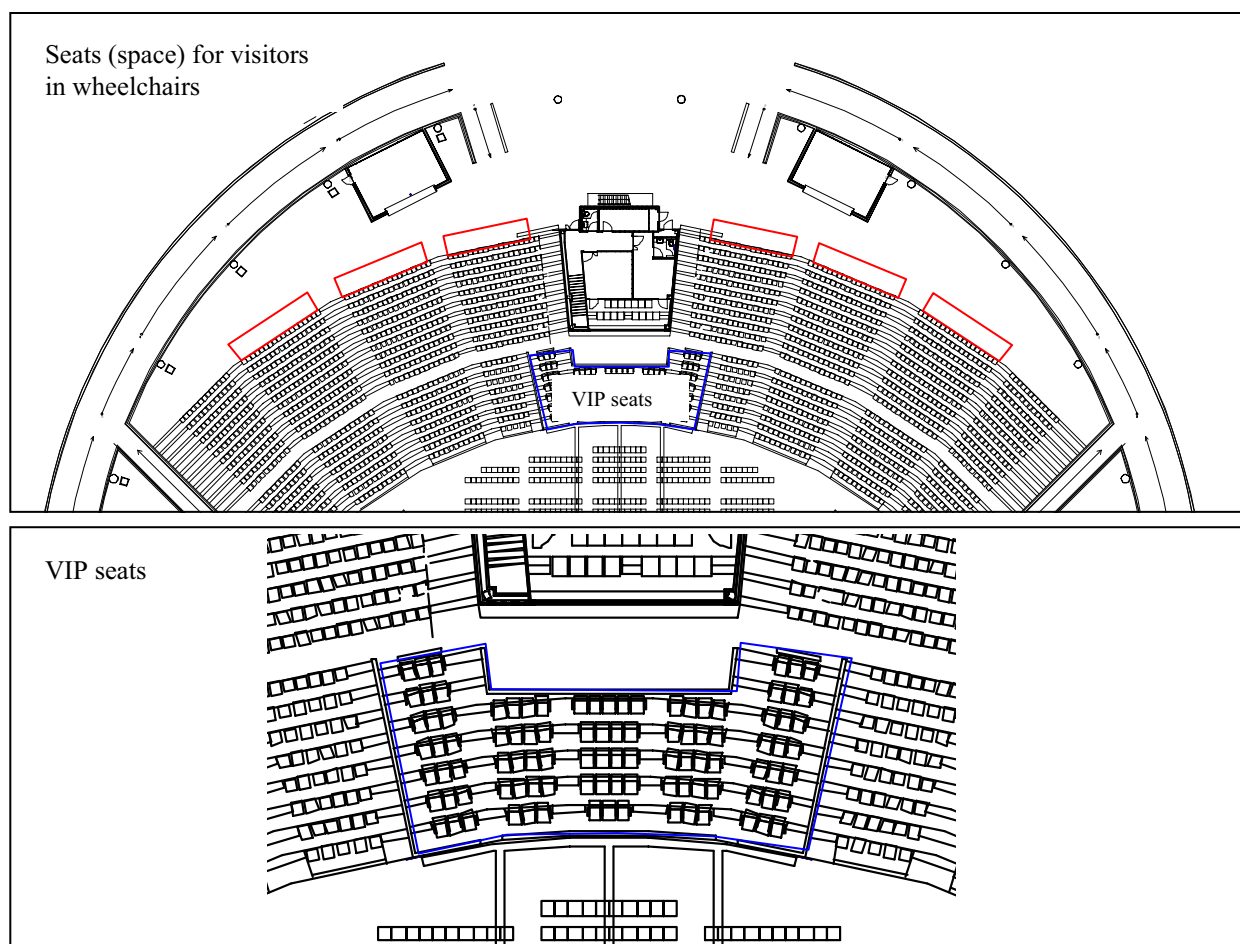
- 2) Event Organizers wishing to set aside seats for invited guests and co-sponsors in addition to the VIP seats shall decide the seat categories and manage the use of such seats on their own.

* The location and number of such seats must be decided in advance, in consultation with the Organizer.

- 3) Seats shall be set aside for media representatives (at least ten seats), wheelchair users and attendants accompanying such persons.

* The location of seats set aside for these visitors, and seating guidance and other procedures, shall be decided in advance in consultation with the Organizer.

- 4) Please note that the Organizer may set aside some seats for security or other reasons.



(2) Prohibitions in audience area

- 1) Smoking is prohibited in EXPO Dome, even in audience area and foyer.
- 2) The consumption of food in audience seats is prohibited, in principle.
- 3) Use of nails, packing tape or double-faced adhesive tape to post paper signs and the like in EXPO Dome, including audience area and foyer, is prohibited.
 - * Event Organizers may use cellophane tape and other types of tape with low adhesiveness.

Event Organizers are required to list the various articles to be carried into the Event Facility and their purpose for use in Event Operation or for special effects. The Organizer reserves the right of final approval for carry-in Articles.

Regarding articles to be brought into the Exhibition Site, there are restrictions that Event Organizers must follow. Depending on the type of the article to be carried into the Site, Event Organizers may need to apply for a permit, or submit detailed materials and specifications in advance.

Event Organizers must consult with the Organizer on their plans. If we find that Event Organizers plan to carry into the facility an article that requires permit application, we will explain the application procedures and other necessary matters regarding the article. If Event Organizers are found to have carried into the Event Facility an article not specified in their Event planning documents, the Organizer may direct such Event Organizers to immediately cease use of the article or remove it from the Exhibition Site. The Organizer will check the List of Carry-in Equipment and Materials to determine whether Event Organizers will carry into the Event Facility articles in any of the following categories:

(1) Radio equipment

1) The use of Radio equipment inside the exhibition site must be approved by The Organizer. The Organizer highly discourages the request to carry-in Radio equipment from abroad due to the prohibition on the use of such equipment by the Japanese Radio law and frequency interference within the site. Event Organizers are encouraged to procure professional radio equipment locally if necessary for Event Operation.

2) To use specified low-power radios, personal radios and Type B wireless microphones, Event Organizers must obtain prior approval from the Organizer.

3) If the same channel is employed by different users when operating radio equipment, contact the Organizer promptly.

In a state of emergency, the Organizer's radio systems will take precedence over Event organizers and will restrict the use of radio equipment. In such a case, Event Organizers shall follow Organizer's instructions.

(2) Inflammables/dangerous objects

For use of inflammables or similar dangerous materials, Event Organizers must consult with and receive approval from the Organizer before filing applications for permits from the local authorities. Inflammables require a permit from the relevant fire department. To use swords or similar dangerous objects, Event Organizers must obtain a permit from the police department or other authorities concerned.

(3) Balloons

1) Distribution of balloons to visitors is prohibited.

2) Use of helium gas, hydrogen gas or other substances that will be emitted into the air is prohibited, even if necessary for your stage presentation.

(4) Lasers

There are restrictions on installation locations and method of use. Consult with the Organizer in advance.

(5) Special effects equipment and materials

- 1) Use of expanded polystyrene flakes, snow sprays, snow machines and bubble machines is prohibited.
- 2) For use of other special effects equipment and materials, consult with the Organizer in advance.

* In general, articles described in (2) through (5) above can be used so long as permits are obtained from relevant authorities (such as fire and police departments). In this Exhibition, however, use of certain articles may be prohibited in consideration of the regulations regarding environmental impact.

If you wish to use any of the above articles, consult with the Organizer in advance.

(6) Video software

If you plan to use permanent equipment in EXPO Dome, check with the Organizer in advance whether such equipment is available.

(7) Projector (35 mm/70 mm projectors, etc.)

EXPO Dome is not equipped with projectors. Event Organizers requiring a projector must arrange on their own for projector, screen and operator.

(8) Matting (floor cloth, ground cloth etc.)

There are restrictions on laying carpet, the method of doing so, etc. Event Organizers are required to consult with the Organizer in advance.

(9) Simultaneous interpretation system

If simultaneous interpretation is needed for the proposed Event, Event Organizers need to arrange for necessary equipment, operators, and interpreters

Temporary simultaneous interpretation booths can be installed in the last row of audience seats.

(10) Telecommunications equipment for Internet use

An optical fiber line for the Internet is available at the right wing of the stage.

Event Organizers who plan to use the Internet for their Event presentation must make arrangements for necessary downstream equipment beyond a router (the Organizer will contract the telephone carrier for B FLET'S service and will subscribe to an Internet service provider) and an operator.

Depending on how the line is to be used, Event Organizers may have to obtain prior approval from the Organizer. Consult with the Organizer in advance.

(11) Water and other liquid

In principle, use of water or other liquid on the stage or in the arena etc. is prohibited.

If the use of water or other liquid is absolutely necessary for your stage presentation, consult with the Organizer in advance, since you will have to take protective measures.

(12) Animals

Only when the appearance of animals is necessary for stage presentation may Event Organizers send on only trained animals. Subject to final approval by the Organizer.

* To exhibit or use animals (limited to mammals, birds and reptiles), in accordance with the Ordinance concerning Humane Treatment and Management of Animals, Event Organizers must notify the Governor of Aichi Prefecture their intent to engage in business dealing with animals.

If the animal concerned falls under the category of dangerous animals, Event Organizers must also obtain a permit for keeping dangerous animals.

(13) Handouts and the like

- 1) For all materials distributed to visitors within the Event Facility, Event Organizers must obtain prior approval from the Organizer.
- 2) Distribution of materials designed to advertise certain companies or products is prohibited. Regarding printed matter that include the names of companies, consult with the Organizer in advance (see p. 50).

(14) Rigging

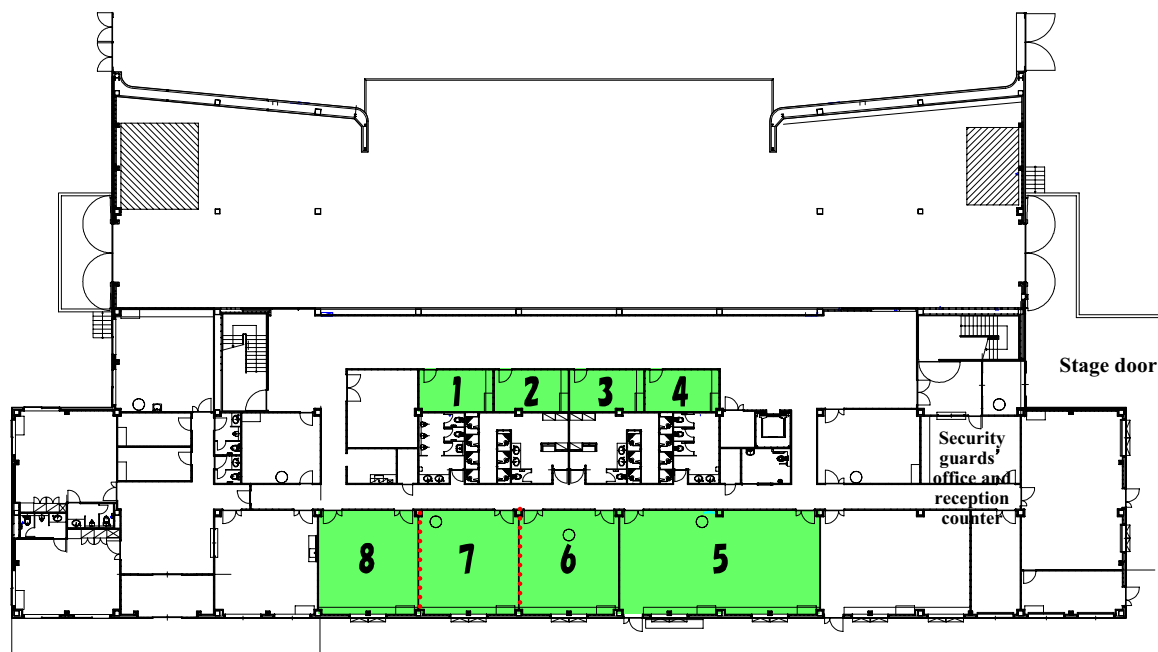
Event Organizer is required to inform the Organizer on the rigging method and total weight of equipment to be rigged. Subject to final approval of the Organizer.

(15) Other

If you plan to carry into the Event Facility special effects equipment and materials or other Event operation-related articles that are not specified above, check with the Organizer in advance.

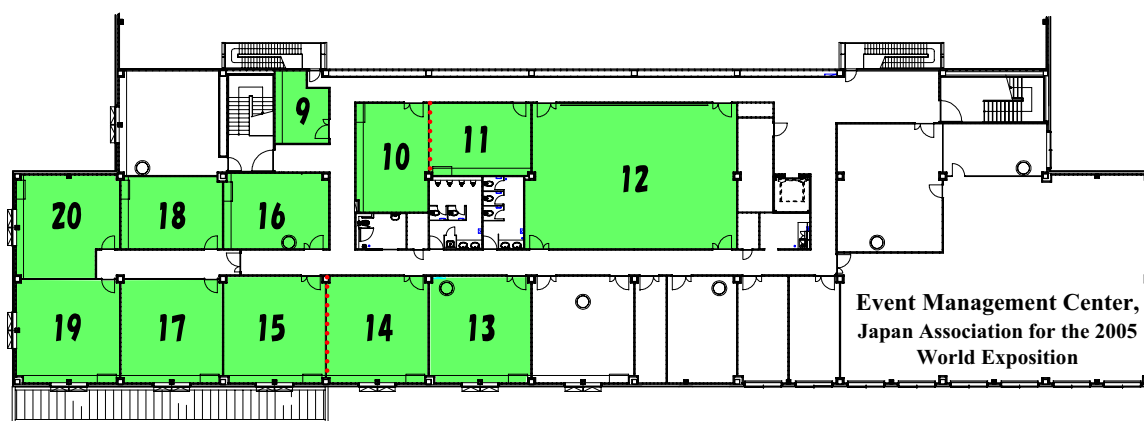
(1) Backstage layout

1st-floor Backstage Layout



..... Movable partitions between dressing rooms 6 and 7 and between 7 and 8

2nd-floor Backstage Layout



..... Movable partitions between dressing rooms 10 and 11 and between 14 and 15

* Some dressing rooms may be used for other purposes, for administrative convenience.
Some dressing rooms may be occupied due to other events.

(2) Specifications of dressing rooms and list of provided furniture

1F				
No.	Area		Furniture	Remarks
1	3 m × 5 m	15 m ²	Monitor TV, tables, 4 chairs, makeup tables, full-length mirrors and power outlets	
2	3 m × 5 m	15 m ²	Monitor TV, tables, 4 chairs, makeup tables, full-length mirrors and power outlets	
3	3 m × 5 m	15 m ²	Monitor TV, tables, 4 chairs, makeup tables, full-length mirrors and power outlets	
4	3 m × 5 m	15 m ²	Monitor TV, tables, 4 chairs, makeup tables, full-length mirrors and power outlets	
5	7 m × 14 m	98 m ²	Monitor TV, tables, 50 chairs, makeup tables, full-length mirrors and power outlets	
6	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
7	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
8	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	

2F				
No.	Area		Furniture	Remarks
9	4 m × 4 m	16 m ²	Monitor TV, 4 chairs, makeup tables, full-length mirrors and power outlets	
10	7 m × 5 m	35 m ²	Monitor TV, tables, 20 chairs, makeup tables, full-length mirrors and power outlets	
11	7 m × 5 m	35 m ²	Monitor TV, tables, 20 chairs, makeup tables, full-length mirrors and power outlets	
12	14 m × 10 m	140 m ²	Monitor TV, tables, 20+ chairs, power outlets, tatami mats and wall mirror 10 m wide	Can be used for rehearsals.
13	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
14	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
15	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
16	7 m × 5 m	35 m ²	Monitor TV, tables, 20 chairs, makeup tables, full-length mirrors and power outlets	
17	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
18	7 m × 5 m	35 m ²	Monitor TV, tables, 20 chairs, makeup tables, full-length mirrors and power outlets	
19	7 m × 7 m	49 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	
20	7 m × 7 m	47 m ²	Monitor TV, tables, 25 chairs, makeup tables, full-length mirrors and power outlets	

* All room area figures are approximate.

◆ Shared facilities: Rest rooms and coin-returning lockers

(3) Points to note

Please use dressing rooms with respect.

- 1) The Organizer will designate dressing rooms available to Event Organizers.
Event Organizers shall assign rooms to users, complete the prescribed form “Dressing Room Use Plan” and submit the plan to the Organizer in advance.
- 2) Event Organizers shall do their best to protect dressing rooms and fixtures therein from damage or loss. In the case of damage to any of the fixtures or other trouble, report to the Event Management Center as promptly as possible.
- 3) The Organizer will provide a set of keys for the dressing rooms to a person designated by Event Organizers as responsible for use of said dressing rooms. Such persons shall manage the keys responsibly until they return the keys after closing of their Events. Making copies of dressing rooms keys by Event organizers is prohibited.
In case of loss, Event Organizers shall bear the actual cost of lost keys.
- 4) To protect personal belongings and valuables against theft and loss, Event Organizers shall appoint a manager or take other precautionary measures.
The Organizer will not be responsible for lost or stolen items.
- 5) Event Organizers can make free use of coin lockers installed in EXPO Dome.
Event Organizers shall bear the actual cost of lost coin locker keys.
Note: The coin lockers are free of charge. Coins inserted will be returned after use.
- 6) Consumption of alcoholic beverages is prohibited in the dressing rooms.
- 7) Smoking is allowed in some dressing rooms. For details, ask the Organizer in advance.
- 8) Event Organizers shall use dressing rooms and fixtures therein properly, as instructed by the Event Management Center staff, and shall clean such rooms after closing their Events.
 - Event Organizers shall carry out all waste generated through their use of dressing rooms (see p. 48)
 - Event Management Center staff shall inspect dressing rooms with Event Organizers for damage and cleanliness. Upon satisfactory approval, Event organizers shall return dressing room keys and prepare to depart event site.

For the entire Exhibition, the Organizer has established guidelines for barrier-free arrangements to ensure that all visitors enjoy the Exhibition.

Event Organizers are required to make every effort to realize a barrier-free Event, with the following considerations in mind:

- 1) If your Event includes a spoken explanation or lecture on the content of the performance, make arrangements for visitors with hearing difficulties so that they will not be left ill-informed.
 - Provide information via a sign language interpreter, subtitles, for example.
 - * EXPO Dome is equipped with an FM hearing assistance system; FM receivers will be provided for the hearing impaired.
- 2) Make printed matters understandable to visually impaired and elderly visitors.
- 3) If your Event includes an explanation, lecture etc. on the content of the performance, please make arrangements to provide information in other languages to visitors.
 - Employ simultaneous interpretation system, or
 - Use an interpreter on stage, for example.
- 4) If in your Event you use video software that includes spoken explanations etc., make arrangements to ensure that visitors with hearing difficulties will understand the content.
 - Add summarized subtitles, for example.

To enter the Exhibition Site, Event Organizers must present passes issued based on their applications.

Such passes are largely categorized into two types: Accreditation Passes, which Event Organizers are required to wear; and Vehicle Passes, used for vehicles.

- * Accreditation Passes will be issued to performers, staff members and other persons who engage in operations and works necessary for Event operation, and will not be issued to other persons (including friends, relatives, or fans of performers).

Passes must be applied for electronically as a rule, by inputting necessary data on electronic application forms using the Accreditation Pass Application software provided by the Organizer.

- * Regarding how to fill out forms and other details, refer to the following explanatory materials attached to the software:

- Accreditation/Vehicle Pass Application Software [Important Information: How to use Pass Application software]
- Guideline concerning Handling of Accreditation and Vehicle Passes [Outline of handling procedures]

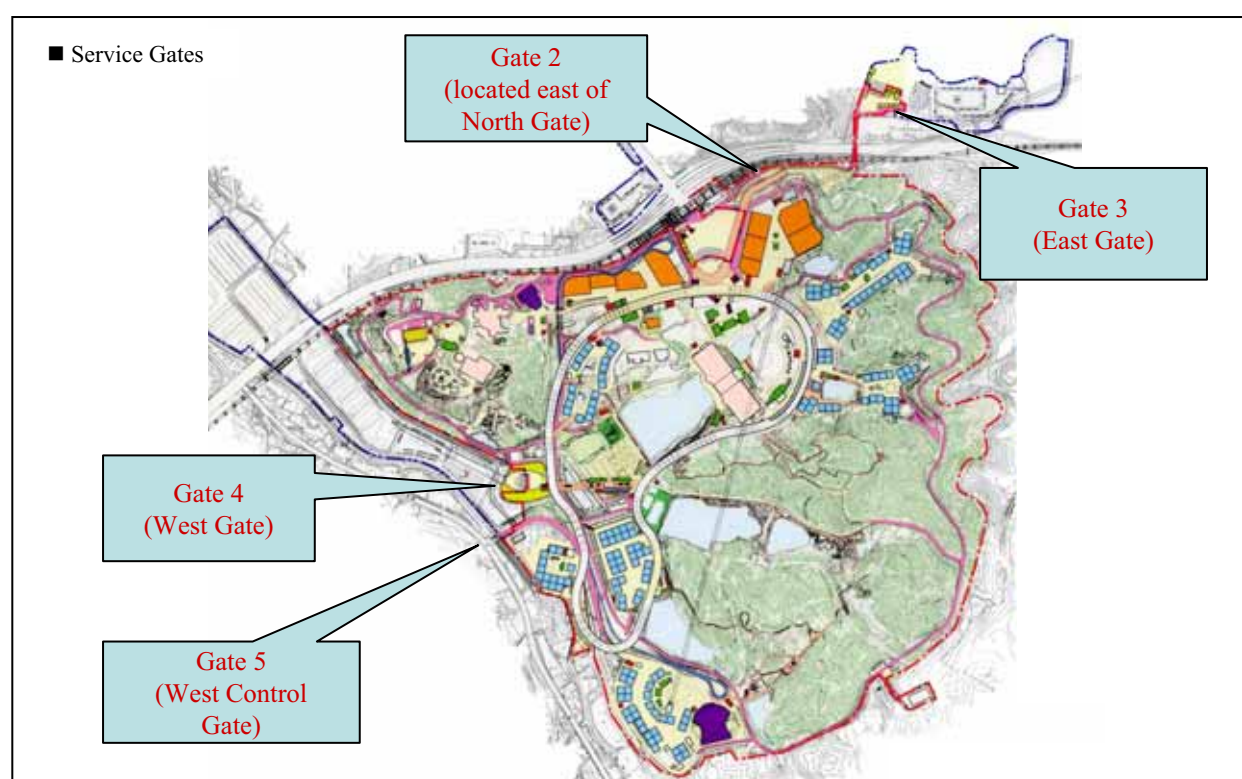
If you have questions regarding the application procedures, contact the Organizer.

(1) Accreditation Pass

Accreditation Passes for Agents or for Groups are essential for Event Organizers to enter or exit the Exhibition Site. Pass holders must use one of the gates indicated on the map below.

Pass type	Pass holders
Accreditation Pass for Agents	Performers and staff members of Events
Accreditation Pass for Groups	Members of groups comprising of 10 or more persons (for example, groups of performers in Events) who enter and exit the Exhibition Site through the same gate, at the same time, for the same business purpose

* Members of groups granted Accreditation Passes for Groups are required to wear the same uniforms, hats, nameplates etc. while in the Exhibition Site, to identify them as members of their group.



* Backstage Pass

- To enter EXPO Dome on the days of Events and preparations, Event Organizers must present Backstage Passes (staff identification cards) in addition to Accreditation Passes. No one without a Backstage Pass will be permitted to enter stage, dressing rooms etc. The Organizer can supply Backstage Passes to Event Organizers. If this is desired, consult with the Organizer.
- If Event Organizers plan to prepare Backstage Passes on their own, a sample of each type of pass with appropriate explanation on restrictions and usage must be submitted to the Organizer at least 2 weeks prior to Event.

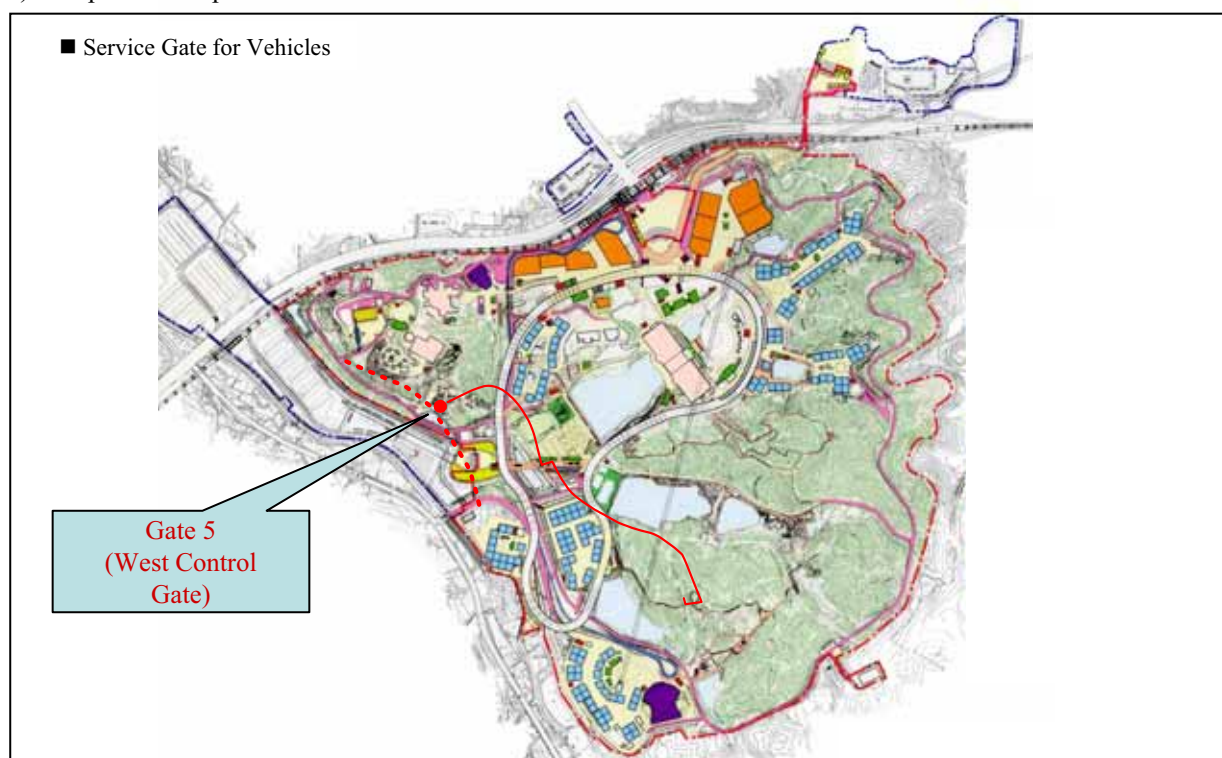
(2) Vehicle Pass

Reservation (Confirmation) Sheet for the Carry-In of Cargo or Communication Vehicle Passes are required for vehicles to enter the Exhibition Site. Sheet/Pass holders must use the gate indicated on the map below. Application for Communication Vehicle Passes should be done by entering necessary data into the Pass Application Software provided by the Organizer. Application for Reservation (Confirmation) Sheet for the Carry-In of Cargo should be done by entering necessary data into the specific software provided by the Organizer.

Pass type	Intended vehicle use
Reservation (Confirmation) Sheet for the Carry-In of Cargo	Transportation of equipment and materials used for Events etc. Vehicles can enter, exit or travel within the Exhibition Site on a 24-hour basis (however, only during hours approved in advance)
Communication Vehicle Pass	Transportation of Event Organizers Vehicles can enter, exit or travel within the Exhibition Site on a 24-hour basis (however, only during hours approved in advance)

*Please note that vehicles with the maximum carrying capacity above 4 tons are not allowed to drive in the EXPO site during the following time period.

- a) 25 March – 25 April: 7:00 – 9:00
- b) 26 April – 25 September: 6:30 – 8:30



(3) On-site Parking Permit

On-site Parking Permits are essential for Event Organizers to park their vehicles in designated parking lots within the Exhibition Site (for example, parking spaces of the Event Facility). On-site Parking Permits will be issued only for vehicles the Organizer adjudges necessary for Event Operation, through prior consultation.

* Note: On-site Parking Permits must be applied for separately, without using the Accreditation Pass Application software.
(The electronic application form does not include sections for applicants for such permits.)

(4) Application procedures

- 1) Install on your computer (only Windows XP or Windows 2000) the application software provided by the Organizer.
- 2) Input necessary data to application forms.
- 3) Send completed electronic application forms and requested documents.
- 4) Passes will be issued by the Organizer at a later date.

■ Application and issuance procedures for Passes necessary for Event Meetings

Pass type	Procedures	
Accreditation Pass	Application	Electronic applications must be submitted no later than 14 days prior to the day of the meeting.
	Issuance	After receiving applications, the Organizer will issue Passes by the meeting day at the latest.
Vehicle Pass On-site Parking Permit	No application or issuance * Participants in Event Meetings cannot enter the Exhibition Site in vehicles.	

■ Application and issuance procedures for Passes valid for Event Operation days

Pass type	Procedures	
Accreditation Pass Vehicle Pass On-site Parking Permit	Explanation	Explanations at the First Meeting or two months before Event day
	Application	Electronic applications and necessary documents must be submitted at the Second Meeting (one month before Event day)
	Issuance	After receiving applications, the Organizer will issue and hand Passes and/or Permits at the Third Meeting (two weeks before Event day)

. *For vehicles to enter and exit the Exhibition Site, Event Organizers must obtain Vehicle Entry Appointment Cards in addition to the above passes.

(5) Notices regarding Passes

- 1) Passes may not be loaned or transferred.
- 2) Passes must be returned to the Organizer as soon as they become invalid due to expiry.
- 3) Passes used improperly will be confiscated, and will not be reissued to Pass holders involved in such improper use.
- 4) Accreditation Pass holders cannot use the gates for general visitors.
- 5) Persons not carrying their Accreditation Passes will be refused entry. Be sure to carry your Pass.
- 6) When specifying Event Operation days on your application form, be sure to include the days on which preparation and other necessary work for the Event will be carried out.
- 7) Loss of Accreditation Pass must be immediately reported to the Organizer.

(6) Notices regarding carry-in/carry-out

1) Gates to be used and necessary Passes

To carry into or out of the Exhibition Site large props, musical instruments and equipment (hereinafter referred to as “Cargo”) necessary for Events, Event Organizers shall use the service gate for vehicles designated by the Organizer (Gate 5).

Vehicle entry or exit at gates other than those designated shall not be allowed. Persons entering or exiting the Exhibition Site in vehicles must carry Vehicle Passes issued by the Organizer, based on their applications. In addition to a Vehicle Pass, Accreditation Passes are required for all passengers and driver.

2) Event Organizers shall carry their Cargo into or out of the Event Facility either by themselves or by forwarders commissioned by the Event Organizers.

Event Organizers shall bear all expenses for such transportation.

We will not receive any Event Organizer cargo forwarded by post or via parcel delivery service directly to EXPO Dome before the start of Event Operation.

3) To prevent traffic congestion and ensure safety within the Exhibition Site and around the service gate for transportation vehicles during the Exhibition period, Event Organizers are required to use cargo handlers designated by the Organizer for handling of their Cargo using cranes and fork lifts (fee charged).

However, consult with the Organizer if you have a special reason to use other cargo handlers, such as instances requiring specialized loading and unloading work, due to the nature of the Cargo.

In conducting carry-in, carry-out, installation and removal of equipment, and all rehearsals, Event Organizers shall comply with the following guidelines. Non-compliance with these guidelines may result in cancellation of actual performance.

(1) Scheduling

All plans for above activities must be submitted to the Organizer for approval.

(2) Time restriction

Event Organizers will be allowed to conduct rehearsals using audio equipment from 7:00 to 22:00, in principle.

- If, due to unavoidable circumstances, Event Organizers must conduct a rehearsal at a time between 22:00 and 7:00, the Organizer will discuss it with Event Organizers (rehearsal time, loudness level etc.) and make a decision.
- Stage lighting rehearsals may be conducted at night, in principle. Special care should be taken not to project lights outside the dome.
- There is no time restriction in carrying equipment and materials in or out, or in executing installation work, as a rule. From 22:00 to 7:00, special care should be taken to prevent the escape of loud noises from the dome.
- The above guidelines also apply to rehearsals conducted using special effects equipment in the nighttime (22:00 – 7:00). Event Organizers are expected to follow the policy of environmental consideration, in terms of light and sound.

(3) Open/closed rehearsals

When rehearsing during Exhibition opening hours, visitor admission to the dome can be restricted. It should be noted, however, that it is impossible to completely close a rehearsal, since the dome is a semi-outdoor facility.

When a rehearsal is open to visitors, attention should be paid to audience safety.

Event Organizers and the Organizer shall decide the specifics of each rehearsal through discussion.

(4) Prohibitions regarding stage equipment installation

- 1) Arrangement of audio, lighting and other equipment using the ceiling section above the audience seats is prohibited, in principle.
 - * If such arrangement is necessary for a stage presentation, consult with the Organizer in advance.
- 2) Driving metal braces into the stage floor to support set pieces is prohibited.
- 3) Painting the stage floor is prohibited.
- 4) Painting of permanent stage equipment, wooden platforms and box legs is prohibited.
- 5) Hanging heavy objects exceeding the capacity of décor battens is prohibited.
- 6) Event Organizers, if given other instructions regarding installation work by the Organizer, shall follow such instructions.

(5) Safety measures related to installation work

For installation work in high places and installation of heavy objects or large exhibits, Event Organizers shall take necessary safety measures in accordance with relevant laws and ordinances.

(6) Other

By the ordinance concerning security of the living environment of citizens of Aichi Prefecture (Aichi Prefecture's Ordinance No. 7 of 2003), which is intended to protect the lives of citizens of Aichi Prefecture and ensure the security of their living environment, persons who engage in businesses involving the assembly, testing or adjustment of sound-generating equipment (including musical instruments) and carry-in and carry-out of cargo are required to comply with the standards relating to noise and vibration. Event Organizers shall pay careful attention to the provisions of said ordinance.

After events are finished, Event Organizers shall promptly conduct the following procedures for restoring the Event Facility to its original condition, and receive verification thereof from the Organizer.

(1) Permanent equipment and fixtures

- 1) Permanent equipment and fixtures leased from the Event Facility should be properly returned to the lender.
- 2) Be sure to return the dressing room keys.

(2) Cleaning and removal

1) Stage and areas used for events

Event Organizers shall take back with them all the instruments and equipment that they have carried in, as well as remaining materials and waste generated in relation to organizing the events. In addition, Event Organizers are required to take appropriate measures to prevent offensive odor when transporting waste (including removing waste from the Exhibition Site).

2) Audience seats, foyer, entrances etc.

If the audience seats and floors have been soiled because of the event activities, Event Organizers should clean up the soiled areas accordingly. Event Organizers are also required to collect and take back with them the remaining printed materials, notices and the like that they have distributed or posted at the event venues.

3) Dressing rooms

- Equipment and fixtures (tables etc.) provided for the dressing rooms used by Event Organizers should be returned to their original condition.

Event Organizers shall take back with them all the instruments and equipment that they have carried in, and waste produced at the dressing rooms in relation to organizing the events.

* Regarding on-site disposal of waste and remaining materials

- If Event Organizers cannot take waste with them owing to unavoidable circumstances, Event Organizers should purchase the necessary number of trash bags designated by the Exhibition Organizer, classify the waste in accordance with the Organizer-specified rules using the trash bags, and transport the sorted waste to the waste sub-storage area.

* Waste classification: 17 categories (maximum) Trash bag price: ¥105 per bag (for 90 l)

	Waste type
1	Garbage
2	Throwaway chopsticks
3	Bottles
4	Aluminum cans
5	Steel cans
6	Empty professional-use cans
7	Used kitchen oil
8	PET bottles
9	Plastics
10	Foamed polystyrene (including Styrofoam trays)

	Waste type
11	Paper cups and beverage containers
12	Cardboard boxes
13	Newspapers, leaflets
14	Magazines, brochures
15	Office equipment paper
16	Burnable waste
17	Unburnable waste

* Listed below are waste materials that cannot be disposed of on the Exhibition Site. Be sure to take these waste materials away from the Site.

Dry cells, fluorescent lamps, throwaway lighters, handheld gas cylinders, spray cans, fire extinguishers, batteries, used tires, packaging materials, interior decoration materials, powder (powdered cement), voluminous waste etc.

4) Removal of instruments and equipment

After events are finished, Event Organizers are not permitted to leave within the EXPO Dome and its surrounding area any instruments and equipment they have carried in.

Event Organizers are therefore required to promptly take such instruments and equipment, as well as the relevant vehicles, out of the Site, in accordance with instructions given by the Organizer. Event organizers must inform the Organizer if removal will take more than two hours.

(3) Measures to ensure safe removal work

With regard to work at high elevations and work for removing heavy items or large exhibits, be sure to take safety measures in compliance with the applicable laws and regulations.

Guidelines regarding Event announcement and display of Event Organizer names shall be as follows:

Event Organizers shall submit details of these issues to the Organizer two months before proposed event day(s), and shall submit a Plan concerning Display of Names etc. to the Organizer for approval one month before proposed event day(s).

(1) Display of company names

Display of company names in the following items, for example, and public relations leading to commercial activities are prohibited (unless prior approval is obtained from the Organizer):

- Event title
- Signboards, exhibits etc.
- Video production
- Public address

* Display of company names etc. on items other than those listed above is also prohibited, in principle.

* Event Organizers may include the names of sponsors etc. in printed matter and other materials designed to provide information on their Events, such as programs. (Requires prior approval from the Organizer.)

(Distribution of printed matter designed solely for advertising certain companies or products is prohibited.)

(2) Languages used

Major items of information on Events shall be written at least in Japanese and English.

(3) Use of Exhibition's symbol marks, logotypes and mascot characters

Event Organizers may use symbol marks etc. associated with the Exhibition in printed matter and other productions prepared by Event Organizers.

To use such marks, Event Organizers must submit applications to the organization shown below, to obtain prior approval from the Organizer.

[Contact for inquiries regarding use of Exhibition's symbol marks etc.]

Master Licensee Office for EXPO 2005 AICHI, JAPAN (AMLO)

C. Itoh & Co., Ltd., Nagoya Branch Office 7F

5-11, Nishiki 1-chome, Naka-ku, Nagoya, Aichi

Tel: +81-52-203-2080

Fax: +81-52-203-2075

<http://www.amlo.net>

The insurance plan for the Exhibition is intended to set forth requirements for Event Organizers to take out and maintain necessary insurance against accident or disaster that may occur within the Exhibition Site. This plan also requires that each Event Organizer waive the right to claim compensation from any other Event Organizer or from the Organizer with respect to any accident that occurs in connection with the Exhibition, unless such accident is attributable to willful act or gross negligence. This rule is provided in order to ensure smooth operation of the Exhibition.

■ Waiver of right to claim damages

The Regulations established for the Exhibition stipulate that each Event Organizer shall waive the right to claim compensation for any damage from the Organizer or any other participant in the Exhibition, unless such damage is caused by willful act or gross negligence.

Specifically, Article 28. 2 of the General Regulations and Article 6.1 and 6.2 of Special Regulation No. 8, established for the Exhibition, require that “no participant shall claim compensation for damage from any other participant, even if damage is caused to its exhibits or other materials due to the fault of such other participant.”

(1) Requisite insurance for Event Organizers

Event Organizers are required to take out certain insurance policies arranged by the Organizer in connection with the Exhibition.

Especially, “Fire Insurance” must be taken out for “stage setting and properties, costumes, musical instruments and other articles brought into the Exhibition Site” by each Event Organizer (excluding fine art articles worth one million yen or higher per item), and “Movables Comprehensive Insurance” must be taken out for fine art articles worth one million yen or higher per item and all exhibits.

Event Organizers are required to submit application documents to take out these requisite insurance policies arranged by the Organizer.

<Fire Insurance>

Policyholder	Event Organizer
Insured objects	Properties, costumes, musical instruments and other articles brought into Exhibition Site
Covered amount	Replacement cost of insured properties
Period of insurance	From unloading from carrier to Exhibition Site until loading onto carrier for removal from Exhibition Site

<Movables Comprehensive Insurance>

Policyholder	Event Organizer
Insured objects	Fine art articles worth one million yen or higher per item and all exhibits controlled by each Event Organizer in Exhibition Site
Covered amount	Exhibits: Replacement cost Fine art objects: Amounts agreed upon with insurer, based on objective assessment values
Period of insurance	From unloading of insured properties onto carrying equipment in Exhibition Site until loading onto carrying equipment for removal from Exhibition Site

* Liability for damage against any third party is covered by “Comprehensive General Liability Insurance” arranged by Organizer (Maximum: 10 billion yen per accident)

(2) Insurance application procedures

To provide the above-mentioned requisite insurance policies, a syndicate of EXPO 2005 Property Insurance Underwriters has been organized, comprising 16 property insurance companies selected by the Organizer, through public invitation and examination, from among insurers licensed to conduct insurance business in Japan. Among these insurers participating in the syndicate, a managing underwriter is appointed for each type of insurance. For application or detailed information on these requisite insurance policies, please contact relevant managing underwriter.

(3) Optional insurance

Each Event Organizer may decide at its own discretion whether to take out optional insurance policies, and with which insurers (or insurance agencies). However, the Organizer recommends taking out the following optional insurance policies:

1) Personal accident insurance

Event Organizer liability for damages to any third parties, such as Exhibition guests, is covered by the “Comprehensive General Liability Insurance” arranged by the Organization. However, to cover death or injury of the Event Organizer him/herself, each Event Organizer must take out personal accident insurance on his/her own.

*** Although the Exhibition Regulations stipulate that personal accident insurance is optional, we strongly recommend that all Event Organizers take out personal accident insurance to cover death and injury of performers and other personnel related to realization of events.**

2) Transit insurance

Transit insurance will cover damage caused by accident, theft, breakage, etc. to exhibits and other event-necessary articles during transportation between a storehouse outside the Exhibition Site and the Exhibition Site.

This coverage may be added to the abovementioned Movable Comprehensive Insurance by paying an additional premium for special coverage.

If an Event Organizer commissions the transportation of articles to a freight forwarder, said Event Organizer may participate in insurance arranged by the freight forwarder. Please consult with your freight forwarder.

3) In addition to these insurance policies, each Event Organizer may take out the following optional insurance as necessary:

Automobile insurance (excess of mandatory coverage), boiler and machinery insurance, glass insurance, bond insurance, business interruption insurance, aviation insurance, marine cargo insurance, burglary insurance etc.

If you have any questions regarding insurance, contact:

Insurance Team, Financial Group, Japan Association for the 2005 World Exposition
1533-1, Ibaragasama, Nagakute-cho, Aichi 480-1101 Japan
TEL:0561-61-7362 FAX:0561-61-7607

Event Organizers must pay copyright royalty whenever they use copyrighted materials in their events. Please submit necessary application documents to the Organizer, in accordance with the following procedures:

(1) Classification of copyrights

Music copyrights	<ul style="list-style-type: none"> • Live performance, replaying of records or any other similar playing of copyrighted musical pieces requires prior report to and permission from Japanese Society of Rights of Authors and Composers.
Other copyrights	<ul style="list-style-type: none"> • Use of other copyrighted materials in exhibition or event requires prior permission from respective copyright owners.

(2) Musical copyrights

The Organizer will conclude a blanket license agreement with the Japanese Society of Rights of Authors and Composers (JASRAC) for the use of copyrighted musical pieces in the Exhibition. The Organizer will pay JASRAC royalties collected from applicable Event Organizers. Accordingly, an Event Organizer need not submit an application for permission to JASRAC for the use of copyrighted musical pieces.

■ Steps from reporting to royalty payment

- 1) Report of scheduled use of copyrighted musical pieces (From Event Organizer to Organizer)
Report Timing: By the end of the month previous to that of event concerned
- 2) Examination (by JASRAC)
- 3) Billing (From Organizer to Event Organizer)
An account statement of royalty amount payable to JASRAC is sent by the Organizer to the Event Organizer in the month following that of the event.
- 4) Payment (From Event Organizer to Organizer)
Royalties must be paid to the Organizer by the due date designated in the account statement.

(3) Remarks

- 1) Use of musical pieces created originally for the Exhibition may also be subject to copyright royalty, even if the Event Organizer has paid commission fees to the composers/songwriters of such musical pieces, if the composers/songwriters register copyrights for such musical pieces.
- 2) If an Event Organizer creates musical material by using or editing CDs, tapes and other sound sources available on the market, separate permission for the use of such material must be obtained from the production companies etc. of such sound sources (peripheral copyrights). For detailed information, contact the relevant record companies directly.
- 3) Creation of lyric cards and any other similar materials on which lyrics of copyrighted songs are included is also subject to copyright royalty.

If you have any questions regarding the use of copyrighted musical pieces, contact:

Chubu Region Office, Japanese Society of Rights of Authors and Composers (JASRAC)

- E-mail address: chubu@pop02.jasrac.or.jp
(JASRAC website: <http://www.jasrac.or.jp>)

* For detailed information on use of copyrighted musical pieces, e-mail the Chubu Region Office of JASRAC (the Japanese Society of Rights of Authors and Composers). Then, reply by email.

Major incidents that may compel event cancellation, interruption or modification (content or time) are:

- 1) Cancellation of the Exhibition itself for any reason
- 2) Traffic situation (traffic congestion, strike etc.)
- 3) Stormy weather (wind, rain, announcement of weather warning etc.)
- 4) Earthquake, or official announcement of alert/warning for Tokai Earthquake
- 5) Fire
- 6) Accident or trouble of any nature
- 7) Situation hinders implementation of event in EXPO Dome (Equipment trouble, power failure etc.)
- 8) Performer condition (Illness, injury etc.)
- 9) Inappropriateness of event, in opinion of Organizer (event contradictory to Exhibition Regulations etc.) and
- 10) Any other situation Organizer deems hindrance to smooth operation of Exhibition

If any of the situations listed above or any other similar situation arises, the Organizer and the Event Organizer should promptly consult to make a final determination on realizing the event.

If an event is canceled, interrupted or modified (content or time) for unavoidable reason, the Event Organizer must follow instructions given by the Organizer, including instructions for subsequent procedures.

Postponement of an event is not permitted, in principle.

The Association has promoted measures to address global warming issues and various other environmental conservation measures, aiming at “Development for Eco-Communities,” one of the sub-themes of the Exhibition. As well, in cooperation with all participants the Association intends to propose possible solutions to global-scale environmental problems, through various exhibitions and events. Event Organizers are also requested to take the following measures for environmental conservation.

(1) Strict observance of the sound-level regulation

To prevent noise pollution, the maximum sound level is restricted to less than 90 dB at the rearmost row in the Event Facility. Event Organizers shall strictly comply with this regulation.

(2) Promotion of waste generation reduction, waste material reuse, and appropriate treatment and disposal

1) Separate waste collection

2) Environmental measures regarding waste transportation at the Exhibition Site

3) Ensuring removal of hazardous waste from the Site

4) Use of biomass plastic products

The Organizer has encouraged the use of products made of biomass plastic, an environmentally responsible material.

5) Reduction of packaging materials and their reuse

In transporting articles, Event Organizers are requested to use simplified packaging to the extent possible. After transportation, be sure to take used packaging materials away from the Site.

6) Environmental considerations regarding printed literature

For brochures and other literature to be distributed concerning events, Event Organizers should employ recycled paper and other recyclable materials, and reduce their volume.

7) Use of environmentally responsible materials, leasing of materials and equipment

When purchasing certain articles to be used for events, Event Organizers should select items with low environmental impact, in reference to the criteria for the designated procurement items stipulated in the Law concerning Promotion of Procurement of Eco-Friendly Goods and Services by the State and Other Entities (Law on Promoting Green Purchasing), where applicable. In addition, Event Organizers are requested to use leased or rented articles whenever possible.

8) Use of the manifest system

Event Organizers shall use the manifest system when commissioning a third party to treat/dispose of any reusable/recyclable waste materials, and waste destined for landfills (unburnable waste and unburnable residue) resulting from their event activities. The commissioned company must be instructed to devise appropriate measures for controlling air pollution, offensive odor, vehicle noise, vibration and other forms of pollution and nuisance that might otherwise result from transportation.

* Manifest system: A system for ensuring that waste producers (Event Organizers) can manage and keep track of the flow of industrial waste treatment or disposal. Waste producers who entrust transport/disposal of industrial waste to professional companies should issue a manifest document (industrial waste management sheet) after filling in the name and quantity of such waste, the waste transporter's name, the disposal company's name and other information.

(3) Promotion of global warming prevention measures by greenhouse gas emission control

- 1) Promoting use of public transportation systems
Event Organizers should, to the extent possible, use public transportation systems and dedicated buses to come to the Exhibition Site.
- 2) Thorough environmental considerations regarding automobile use
Event Organizers are required to drive vehicles in an environmentally responsible manner, by strictly avoiding sudden acceleration, abrupt starting and idling, and by adhering to driving speed regulations. They are also requested to use low-emission vehicles and vehicles that conform to the latest environmental quality standards, to the extent possible.
- 3) Implementation of energy- and resource-saving measures in Site management
Event Organizers are requested to implement measures to save water and paper when using facilities and equipment at the Site.

(4) Other initiatives for reducing environmental impact that may arise from organizing the Exhibition

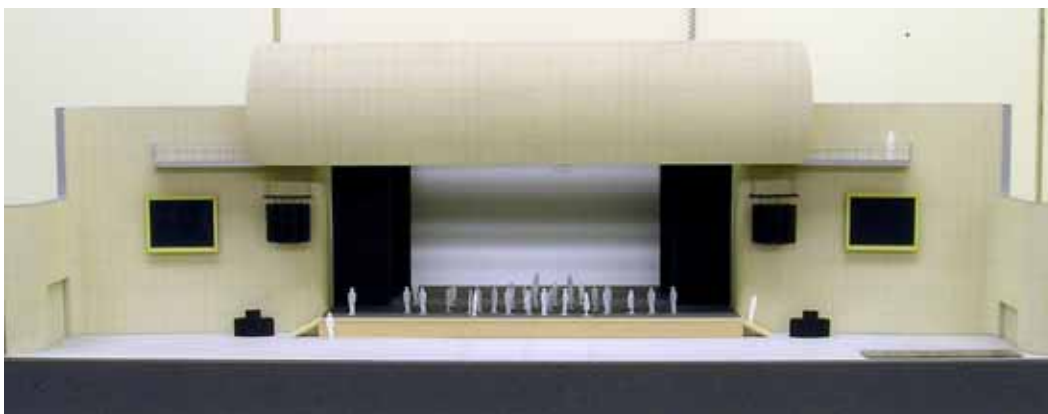
- 1) Thorough environmental considerations regarding the use of chemical substances
In principle, the use of equipment made from wood treated with hazardous chemical substances is prohibited. For painting on the Site, water-soluble paint should be used wherever possible.
- 2) Measures to avoid negative impact on flora and fauna
To protect important fauna and flora, unnecessary passage outside the permitted areas at the Exhibition Site is strictly prohibited.

2. Models of EXPO Dome

Entire Event Facility



Stage





Japan Keirin Association provided financial assistance for production of this booklet.