

FOOD.TRAVEL.CULTURE.INNOVATION

JAPANTM EXP

2025

日本博覧会

EXHIBITORS MANUAL



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Introduction

Welcome to the fifth JAPAN EXPO!

Following four significant successes, JAPAN EXPO will return this year on October 25, 2025, at Sydney Town Hall, one of Australia's most esteemed venues.

Over the past four years, the event has achieved remarkable success, garnering an exceptional response.

This year's JAPAN EXPO promises a day filled with the allure of Japan, featuring cuisine, tourism, culture, local products, sports, education, technology, and more. Join us in rediscovering the remarkable offerings that Japan presents in Australia!

Numerous opportunities exist to explore business prospects, engage with culture, and connect with individuals from diverse industries.

"JAPAN EXPO" presents an opportunity for us to embody the essence of Japanese culture while fostering connections with Australia's economy and society, thereby enhancing mutual cooperation.

Now, let us fully embrace the allure of Japan!

J Culture Sydney acknowledges the Gadigal people of the Eora Nation as the traditional custodians of this land and honors Elders both past and present.

JAPAN EXPO is an exhibition that embodies the aforementioned vision and does not impose sales targets on individual exhibitors.

overview

JAPAN EXPO 2025 - www.japanexpo.com.au/in-person

Tickets: www.eventbrite.com.au/e/1252551087019

Date and Time: Saturday, October 25, 2025, 10:00 AM - To Be Announced

Event Organizer: **J Culture Sydney Pty Ltd** - www.jculturesydney.com

Event Production, Agency, and Organizer info@jculturesydney.com

Yukiko Hirano - Executive Director

Mobile: +61 (0)414 758 295

Löeby Lovato - Manager of Production and Operations

Mobile: +61 (0)415 638 267

Venue Information - Sydney Town Hall

Phone: +61 (02) 9265 9333

Address: 483 George Street, Sydney, NSW 2000

www.cityofsydney.nsw.gov.au/landmarks/sydney-town-hall

How to Use This Manual

Please ensure that you read this document, as it contains essential procedures, tasks, rules, and other relevant information from preparation to removal. A checkbox is provided next to the items you need to verify, so kindly mark it upon confirming or completing the action.



Significant Dates

JAPAN EXPO Key Dates Checklist

The following dates are crucial for the JAPAN EXPO. To facilitate a seamless exhibition, please ensure that all necessary preparations are completed by the specified deadlines.

For any inquiries, please reach out to us at (info@jculturesydney.com).

Significant Dates

April 30 (Wednesday)

Initial deadline for exhibitor applications

June 30

Final deadline for exhibitor submissions

The final deadline may be subject to change based on the application circumstances.

July 31 (Thursday)

If there are any shipments to be dispatched, the final shipping date via surface mail (for EMS shipments, the date is September 7th).

September 15

Deadline for submitting confirmation of exhibition preparation

September 29th (Mon) Settlement of the outstanding balance (excluding interpreter and staff fees incurred on that day)

October 11 (Saturday)

Finalize all necessary arrangements for the exhibition.

October 25 (Saturday)

Loading time: 7:00 AM - 9:30 AM

Loading time: TBA PM - 6:00 / 7:00 PM

For further information, please refer to page 17 - 19.

Health and Safety: <https://business.gov.au/risk-management/health-and-safety>

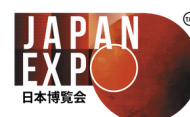
October 26 (Sunday) - November 1 (Saturday)

Coordinating shipments at the warehouse

Advance reservations are mandatory through the "Exhibition Preparation Confirmation Form." Exhibitors are accountable for their own shipping arrangements.

Sunday, November 30

Supplementary balance payment



What is encompassed in the basic contract -1-

Will be provided once the payment of the exhibition fee is confirmed.

☐ General admission tickets

The ticket sales website will send 10 general visitor tickets for each exhibit booth to the representative who submitted the application. These tickets may be utilized for inviting business partners and customers, as well as for employee benefits.

Exhibitor personnel will receive exhibitor passes (badges) at the reception on the day of the event, thus there are no general attendance requirements.

☐ Exhibitor Guidelines

The Exhibitor Manual encompasses all the essential information you require from the moment you remit the JAPAN EXPO 2025 exhibition fee until the conclusion of your participation. Therefore, we encourage you to read it thoroughly and pose any questions you may have to ensure they are addressed prior to the event.

Furthermore, the JAPAN EXPO Terms and Condition, which you accepted upon applying to exhibit, contain significant information; therefore, we kindly ask you to review it once more and adhere to its stipulations.

☐ Logo and primary visual elements

Should you wish to utilize the logo, we will supply you with the JAPAN EXPO logo along with the key visuals for JAPAN EXPO 2025. Kindly inform us of the intended application for the logo and key visuals. When utilizing these, please avoid the following:

The homepage owner will position the logo to ensure its visibility as JAPAN EXPO.

- Producing and selling logo-printed merchandise without prior approval
- Any representation that may create a misleading impression that the Consulate-General of Japan in Sydney is endorsing any exhibitor.
- Selling products and services that explicitly indicate sponsorship by the Consulate-General of Japan in Sydney, as well as soliciting donations.

Sponsorship from the Consulate-General of Japan in Sydney is restricted to events occurring on the day of JAPAN EXPO 2025. Please ensure strict compliance with the regulations, as any infractions may lead to the cancellation of your sponsorship and/or the inability to secure sponsorship in subsequent years.

On the day of the occasion

☐ Exhibition Stand Package

It will be available at your designated booth location.

Trestle Table: 1 (2 for center area) Size: 1800 mm x 750 mm Chairs: 2

☐ Exhibitor badge (staff badge)

Upon final confirmation, the certificate will be distributed to pre-registered exhibitors, performers, and other pertinent parties.

You are required to display and wear an exhibitor pass to access staff areas and manage your exhibit booth. Staff passes (exhibitor passes) can be collected at the reception desk from 7:00 AM to 9:30 AM. (All staff access will be through the North Crush Room Entrance throughout the day.)



What is encompassed in the basic contract -2-

Website/Social Media Content Registration/Removal Request

- ☐ To register, modify, or remove content (images, introductions, etc.) that has already been published on the JAPAN EXPO website or social media, please submit your request using the form below. (Deadline: September 25, 2025)

<https://www.jculturesydney.com/contents-registration>

JAPAN EXPO branding and nomenclature

- ☐ This document contains information regarding the JAPAN EXPO brand and its nomenclature, intended for public relations and advertising purposes.

Logo and primary visual elements

As previously stated

JAPAN EXPO™

JAPAN EXPO™ should be in all capital letters. As it is a registered trademark in Australia, please use JAPAN EXPO™ wherever applicable.

Official Site

www.japanexpo.com.au/en/in-person

SNS URL

【facebook】 <https://www.facebook.com/JAPANEXPOAustralia>

【Instagram】 <https://www.instagram.com/japanexpoaustralia>

【YouTube】 <https://www.youtube.com/@JAPANEXPOAustralia>

Social Media Profiles/Identifiers

【facebook / Instagram】 @japanexpoaustralia

【YouTube】 @JAPANEXPOAustralia

tag

#japanexpo #japanexpoaustralia #japanexposydney

External listing

Japan External Trade Organization (JETRO)

<https://www.jetro.go.jp/en/database/j-messe/tradefair/detail/152991>



Exhibition preparation

Exhibitor Readiness

☐ Exhibition content design

Each exhibitor must submit and confirm their exhibition details to J Culture Sydney in advance. This will also be reflected on the official website and in programs; therefore, please design with the following considerations in mind.

- Presentation of products and services, provision of information exclusively
- Sales of goods and services
- Sampling (for food products, please adhere to the "Handling of Tasting and Sampling" guidelines)
- Presentations and demonstrations (the necessity of posting schedules)
- Engaging workshops for attendees
- Lottery, sweepstakes

☐ Exhibit Space Design *Refer to Exhibition Rules -1- for further details.

- Please organize and design the arrangement of your exhibits and equipment to ensure they conform to the designated space.
- When installing tall or heavy objects, such as stands, please secure our prior approval for the construction plan and ensure that the installation is conducted by a qualified individual in accordance with the Industrial Safety and Health Act.
- Kindly submit and confirm in advance the electrical equipment you intend to utilize along with its power consumption.
- If electrical work is necessary, only certified electrical contractors will be employed; therefore, please obtain our approval prior to engaging an external contractor.
- In accordance with the safety guidelines provided by the venue, kindly bring a new extension cord.

☐ Exhibitor site administration system

Please take into account the following points.

- The exhibition space is exclusively available to contracted exhibitors. Should you wish to share or partition the exhibition space with an individual other than the contracted exhibitor, a separate application and contract must be submitted. Additionally, subleasing, transferring, or reselling the exhibition space is strictly prohibited.
- We anticipate that up to three staff members will manage each exhibit space (one table). Should you have four or more staff members, an additional fee for exhibitor passes will apply (\$100 per person).
- If you encounter challenges in communicating in English, please arrange for an interpreter. (Complimentary assistance will not be available from venue staff or the interpreting services of other exhibitors.)
- If the exhibit representative is unable to attend, please ensure that you arrange for someone to represent you. (J Culture Sydney will not be able to facilitate this on your behalf.)

Please also consider [various other regulations](#) and [Terms and Condition](#) when making preparations.

☐ Support for exhibition preparation

The production team will transport any supplementary equipment or rental items coordinated by our company to the exhibition venue. Additionally, the power supply work for the projector is included. For any inquiries concerning exhibition stand kits, supplementary furniture and rentals, additional lighting and power, as well as audio and visual equipment, please reach out to us at info@jculturesydney.com.



RENTAL & PURCHASE ITEM

レンタルと購入備品

(1と2はオリジナルデザイン制作と購入込み)



PORTABLE DISPLAY

1.PULL-UP Banner

x 1 Carry-On Bag
+ Retractable base + Print included
Client provides Final Artwork/Design
Cost est. \$350.00 ea.

*** NO RENTAL
(EXHIBITOR TO KEEP)**



DIMENSIONS	MEASUREMENTS
Lenght *	Max 2000 mm
Width	Max 850 mm
Height*	Max 2000 mm
Weight	2.4 kg

BACK DROP PORTABLE DISPLAY

2.POP -UP Display

x 1 Carry bag
+ Frame + Print included
Client provides Final Artwork/Design
* Cost est. \$950.00 ea.

*** NO RENTAL
(EXHIBITOR TO KEEP)**

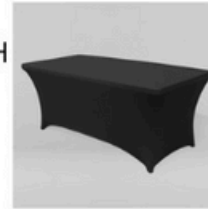


DIMENSIONS	MEASUREMENTS
Lenght *	Max 2200 mm
Width	Max 2200 mm
Height*	Max 2200 mm
Weight	2.4 - 3.0 kg

FURNITURE ACCESSORIES

3.TABLE CLOTH

x 1 Table provided (empty)
Stretchable fabric
Colour Black
(other colours under request)
* Cost est. \$100.00

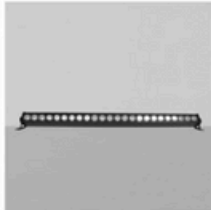


DIMENSIONS	MEASUREMENTS
Lenght	Standard 1830 mm
Width	Standard 750 mm
Height	Standard 730 mm
Weight	Lite-weight material

LX KIT RENTAL

4.LED LIGHT

x 1 24x 4W RGBW LED Bar
Stage Floor Up-Light
*Cost est. \$150.00



DIMENSIONS	MEASUREMENTS
Lenght	Max 900 - 1100 mm
Width	Max 115 mm
Height	Max 150 mm
Weight	3.5 - 4.5kg

A/V KIT RENTAL

5.LED MONITOR & Stand Floor

x 1 65" Samsung 4K FHD
Steel Plate Base (up to 30kg)
Stand Support h:1650 mm
*Cost est. \$535.00(Full Kit)

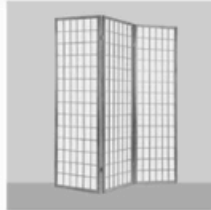


DIMENSIONS	MEASUREMENTS
Lenght	600 mm
Width	900 mm
Height	1910 mm
Base Weight	30kg
Base Height	1650 mm

WALL / DIVIDER

6.SHOJI BACK WALL

x 1 Japanes Style Room Divider
Zig-Zag or Wide Open (optional)
Bracket Support h: 550 mm
*Cost est. \$155.00



DIMENSIONS	MEASUREMENTS
Lenght	30 mm
Width	1330 mm
Height	1785 mm
Weight	3.5 kg
Base Height	550 x 300 mm

WALL / DIVIDER

7. BLACK BACK PANELS

x 3 Piece on Wheels
Side or Back Partition
*Cost est. \$ 250.00



DIMENSIONS	MEASUREMENTS
Lenght	400 mm
Width	840 mm (2570 mm)
Height	2010 mm
Weight	7.5 - 9.5 kg
Base	Total 8 Wheels

SIGNAGE

8.A3 SIGN STAND FLOOR

x 1 Self Standing Signage
Silver Plate Base (up to 10kg)
Stand Support h:1420 mm
*Cost est. \$100.00(inc. Printing)



DIMENSIONS	MEASUREMENTS
Lenght	300 mm
Width	360 mm
Height	1420 mm
Base Weight	10kg
Poster Size	A3

ELECTRICALS KIT

9.MINI KIT

x 1 ExtensionLead
(5 m) 220-240v 10 A
x 1 Powerboard 220 - 240v 10 A
(1 m x 4 Outlets)
*Cost est. \$ 50.00



DIMENSIONS	MEASUREMENTS
Lenght	Max 900 - 1100 mm
Width	Max 115 mm
Height	Max 150 mm
Weight	3.5 - 4.5kg

* PRICES ARE ESTIMATED ONLY - subject to change in size and style as per available stock catalogue upon final request

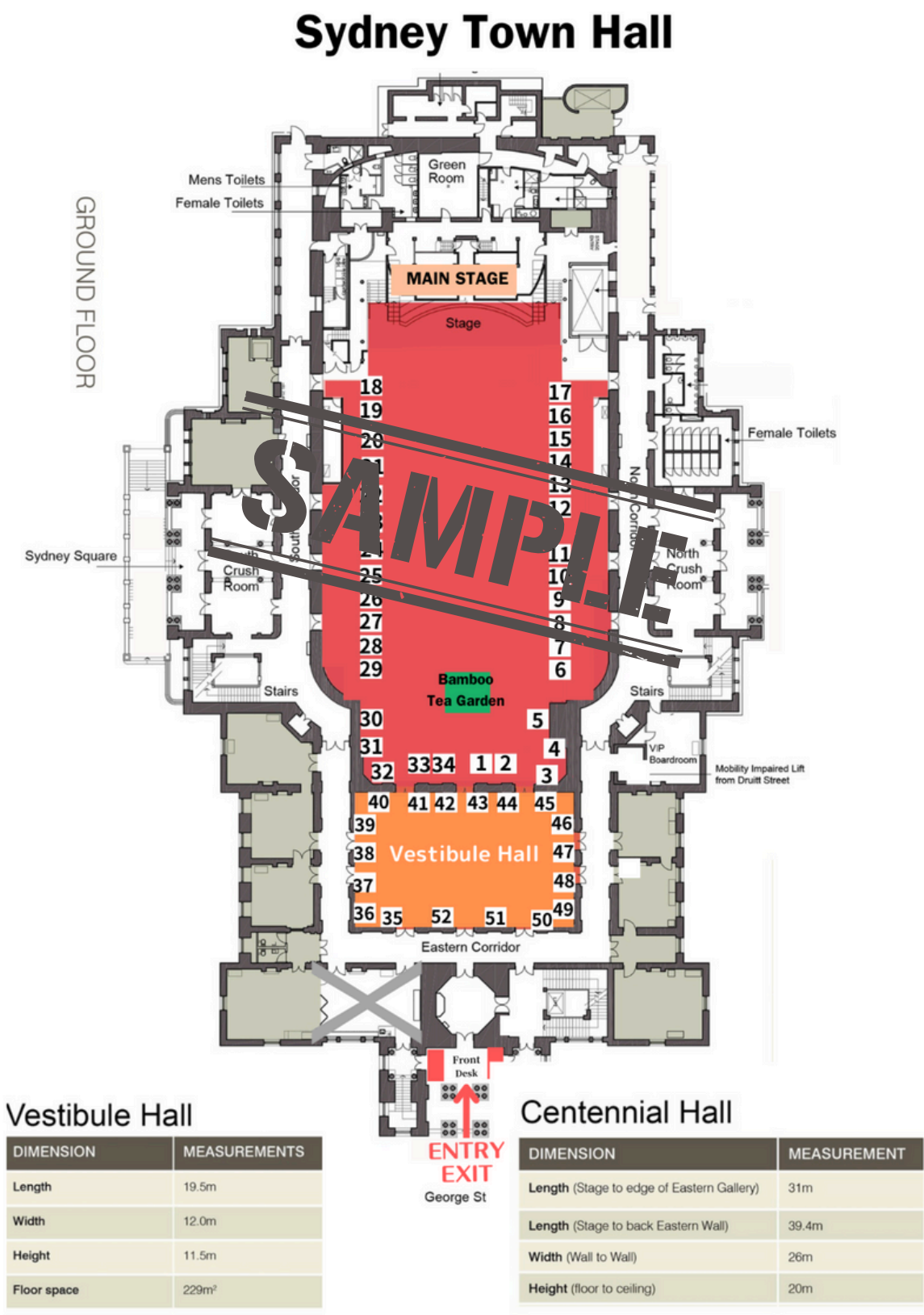


Floor Plan

2 rooms (Centennial Hall, Vestibule Hall)

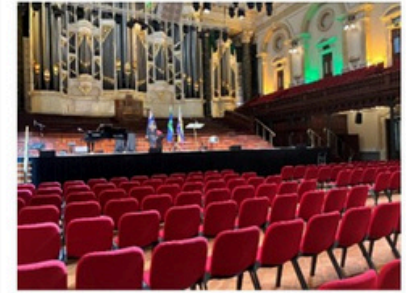
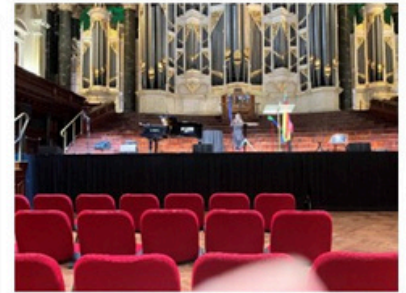
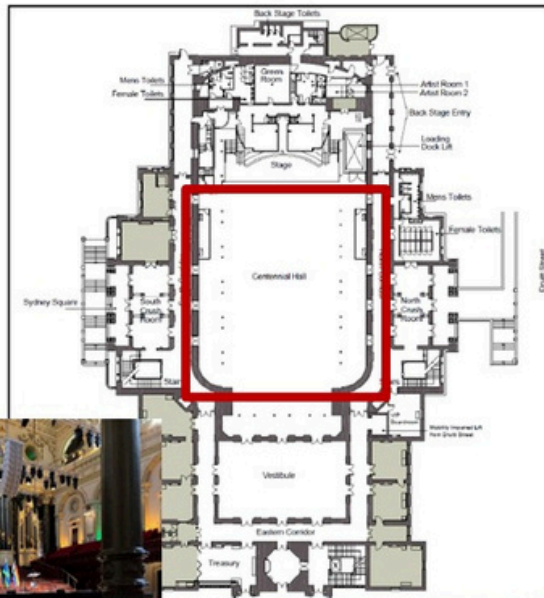
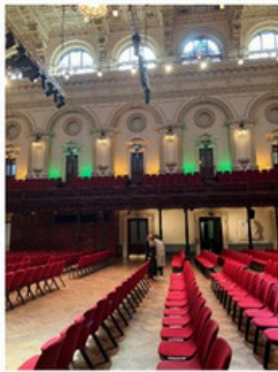
The JAPAN EXPO will take place on the first floor (Centennial Hall and Vestibule Hall) and the second floor (Vestibule Hall seating) of the main building of Sydney Town Hall.

- Exhibitors are advised to utilize the Druiitt Street entrance (North Crush Room) from 7 AM until the conclusion of load-out.
- Floor plans serve the purpose of layout and staging.
- The definitive technical and operational floor plan, along with booth numbers, will be disclosed at a later date.

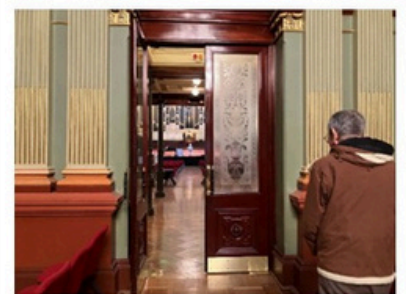
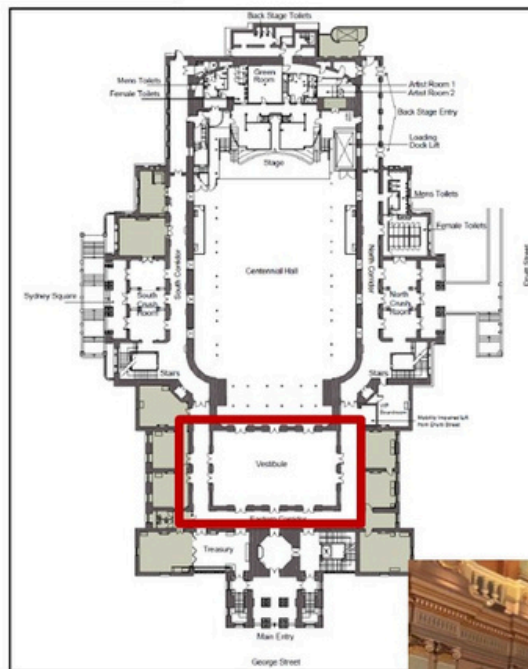


Floor Image

Centennial Hall



Vestibule Hall



上から吊るすことは不可



Luggage storage and delivery service to the venue (fees applicable)

- ☐ For luggage storage or delivery to the venue, please reach out to info@jculturesydney.com to submit your request.

Fee

The combined length of the three sides of each box is anticipated to be within 110 cm.

- Minimum fee: \$85 (for up to 3 boxes)
- 30-day storage and insurance: \$65 per box
- Loading and unloading of luggage: \$85 (based on a minimum of 3 boxes)
- Same-day delivery to Town Hall for \$99 (up to three boxes)

We will furnish you with an accurate quote once the size, quantity, weight, and other details have been confirmed.

Transporting your luggage

☐ Shipping deadline

Sea mail: Until July 31 (Thursday) EMS: Until September 7 (Sunday)

☐ address

Kindly provide the address in the following format:

Kennards Storage Unit D14 (To: J Culture Sydney Pty Ltd.)

25-29 Winbourne Road, Brookvale, NSW, 2100, Australia Phone: +61 2 9905 1177

☐ Sender

To avoid unaccounted packages, please ensure that you clearly indicate your personal name, exhibit booth name, exhibiting company name, and other relevant details.

☐ Luggage retrieval

On the day of collection, your luggage will be stored in the North Crush Room, designated as the staff entrance; therefore, please retrieve it personally. Kindly present your ID upon collection. Trolleys are available for use, although there may be a wait, so we advise bringing your own. After utilizing the trolley, please ensure it is returned to its original location in the North Crush Room.

☐ Receiving packages delivered by alternative carriers

- Packages delivered by other companies will be collected at the North Crush Room, designated as the staff entrance and exit, and will not be permitted inside the venue. To gain entry to the venue, you must register in advance as an exhibitor staff member.
- If you are delivering by car, please pre-register the company name, arrival time, and vehicle number. The loading dock experiences high traffic around 8:00, so we may request that you adjust your delivery time.



Reviewing the exhibition preparations -1-

- ☐ We must verify the preparations of each exhibitor and make necessary arrangements; therefore, please submit the application form by September 15th.

Exhibition Preparation Confirmation Form

The "Exhibition Preparation Confirmation Form" is accessible by clicking the "Edit Answers" button in the confirmation email you received upon registration, allowing you to make multiple modifications and additions to your responses. <https://forms.gle/BdoHxM7Ci5S8QKpH6>

Verification of exhibit contents

☐ Exhibit Title

This is the booth name to be included in the visitor program. Please provide the name of your service or product (company or brand name) in the format of "Service name or product name," limited to 40 characters in English.

- JAPAN EXPO Online (J Culture Sydney)

☐ Exhibitor booth, product/service information (Japanese/English) limited to 500 characters.

This will be published on our website and in the program, and will also be communicated to the venue, so please provide specific details.

☐ Information regarding workshops, raffles, giveaways, and similar activities conducted at exhibition booths.

If you intend to conduct workshops, distribute prizes, provide gifts, or engage in similar activities at your booth, please outline the specifics, as we will feature this information on our website and in the program.

☐ Availability

Product specifications for sale.

☐ Sampling accessibility

Product specifications for sampling

Culinary displays

Please consult "[Tasting and Sampling](#)."

☐ Tasting Components

Kindly provide more specificity.

☐ TFP (Temporary Food Premise) Number

Food exhibitors are required to complete this form. If you do not possess one, we will provide it to you.

☐ RSA certificate (for alcohol vendors)

Product specifications for sale.

☐ Utilization of kitchen

Required for culinary purposes. Refrigerator, microwave, and water are provided: \$250/day

☐ Kitchen usage guidelines

Only individuals utilizing the kitchen should respond to the questions.



Reviewing the exhibition preparations -2-

Fixtures and supplementary items

☐ Rental and Purchase Items

Select from the list.

☐ Signage title

If you are applying for "8. A3 SIGN STAND FLOOR: \$100," kindly provide the name of the sign.

☐ Number and quantity of items you wish to order repeatedly.

☐ Optional Rental: 7. BLACK BACK PANELS:

For individuals who have previously applied for \$250.

If you are exhibiting heavy items, such as picture frames, please ensure to check this box.

☐ Installation and construction of equipment necessitating prior approval

When installing tall or heavy objects, such as stands, prior approval of the construction plan is necessary. Additionally, when outsourcing electrical work to an external company, prior approval is required, as only qualified electrical contractors will be utilized. Please verify the applicability of these requirements and submit the design plan along with the public notice plan.

Electrical devices and energy consumption

☐ Power supply accessibility

Power supply availability

☐ Electrical devices utilized and energy consumption

Please provide a list of electrical appliances that utilize the power source along with their respective power consumption (W). *A new extension cord is necessary.

Luggage storage and transportation to the venue

☐ Luggage Storage and Delivery: Request a Quote

If you would like a quotation, please request an individual cost estimate.

☐ Shipping date and tracking number

Kindly provide the shipment date and tracking number.

☐ Utilization of warehouse for return operations

If the venue cannot facilitate the return of items on the day of the event, you will be responsible for arranging delivery to the warehouse on the following day or thereafter. In this instance, it is necessary to make a reservation in advance to utilize the warehouse, and you will be required to cover the costs of delivery and storage at the facility.

(Individual quote)

Others

☐ Submitting liability coverage

☐ Utilization of the JAPAN EXPO logo and primary visuals

If you would like to utilize the logo or key visuals, please submit a request.



Reviewing the exhibition preparations -3-

Vehicle loading and unloading

☐ Access to vehicle entry

☐ Estimated time of car arrival

Delivery through the loading dock is available until 9:00.

It becomes quite busy around 8:00, so we may request that you adjust your schedule.

☐ Vehicle registration plate

If you are utilizing a taxi, please indicate "Taxi." If you are employing a rental vehicle, kindly specify the type of car.

Exhibition booth management personnel

☐ Estimated time of arrival

☐ Personnel Name

Please provide the names of all staff members. The representative is also required to register as a staff member.

A maximum of three individuals per booth is permitted, with an additional charge of \$100 for each person exceeding the limit of three.

☐ Filming Crew Brought by Exhibitors

If you are bringing filming staff to the exhibition, please provide their names in advance.

YouTubers or similar individuals who intend to film and widely distribute video content will be regarded as semi-media and must apply for a media pass in advance.

All filming crew members must wear their media pass at all times while filming inside the venue.

☐ Japanese-English interpretation and translation services.

J Culture Sydney Please indicate the number of individuals for whom you wish to make arrangements.

On the day of the event: starting at \$50/hour Pre-event online meeting: starting at \$25/hour

☐ Hours of operation for Japanese-English interpretation and translation services

Please specify the duration of your usage. (Example: 9:00-12:00) If you encounter challenges in communicating in English, kindly make arrangements for an interpreter.

Complimentary assistance will not be offered by venue personnel or interpretation services organized by other exhibitors.

☐ Provisions for exhibition assistants

Similar to Japanese-English interpretation and translation services

☐ Exhibitor assistant scheduling time

Similar to Japanese-English interpretation and translation services



Preparations on the eve

☐ **A tablecloth**

Please arrange tablecloths to drape over the tables and banners of your company, ensuring that the tables and luggage boxes remain concealed from visitors.

☐ **Power cord (for exhibitors utilizing power sources)**

In accordance with venue regulations, kindly bring a new power extension cord.

- The Vestibule Hall necessitates a power extension cord.
- Please prepare a 5-meter extension cord.
- If you wish to utilize rental equipment (No. 9), please submit your application by September 15th.

Power cords from Japan are not compatible. Please acquire one at a supermarket or another retail location upon your arrival in the area.

****Supermarkets, including Woolworths and Daiso, are located near the venue.****

☐ **Monitor cable (for Option No. 5 LED display when connecting to a PC)**

- If you are connecting to a PC, please ensure you have an HDMI cable ready.
- The USB memory can be utilized by connecting it to the port on the monitor's body.

☐ **Advance confirmation of exhibitors managing food**

Exhibitors managing food products are required to review and adhere to the [venue regulations](#).

☐ **Reviewing messages from the organizer**

Notices from J Culture Sydney, including floor maps (with exhibit locations), manuals, Terms and Condition, and other relevant information, will be available on the "Exhibition Preparation Confirmation Form" and will be updated as necessary. Please review them diligently as the event date approaches.

Venue Preview

Please be advised that prior inspection of the venue will not be permitted.

Sydney Town Hall is a historic edifice that is meticulously overseen by the City of Sydney. X-ray inspections are routinely conducted, and even residents of Sydney have limited opportunities to access the building.

- You are welcome to inspect the exterior, including the positions of the entrances and exits.



On the day of the occasion

Timetable

OCTOBER 25

**7:00 The loading dock, entrance, and reception for relevant parties
(North Crush Room) will open.**

- Baggage delivery, baggage collection
- Registration for exhibitors commences, and the setup of exhibition booths begins.

9:00 Loading dock closure

9:30 Registration for exhibitors concludes

9:50 Admission commences for fast pass holders.

10:00 Commencement of the event

16:00 Event concludes (end time subject to change)

- Loading dock commences
- Dismantling of the exhibition stand

18:00 - 19:00 Dismantling has been completed.

Valuables Administration

Please ensure that you keep your valuables with you, as there are no lockers available at the venue. J Culture Sydney assumes no responsibility for lost valuables or luggage.

Photograph captured by the exhibitor

- Exhibitors are permitted to take photographs solely at their designated exhibit locations or in areas where access is unrestricted. (Exhibitors are prohibited from entering the dressing rooms, as these spaces are exclusively accessible to stage performers.)
- YouTubers will be treated as semi-media. Filming is subject to approval, and a media pass is required.
- The shooting and dissemination of shooting data are governed by [Article 7.6 of the Terms and Condition](#).

Parking

☐ Parking in proximity to the venue

There is no designated parking available at the venue. Kindly make your own arrangements.

Nearest parking facility (please verify the most current information independently.)

St Andrews House Parking Facility, 464 Kent St

Secure Parking, Parking Facility, 234 Sussex Street

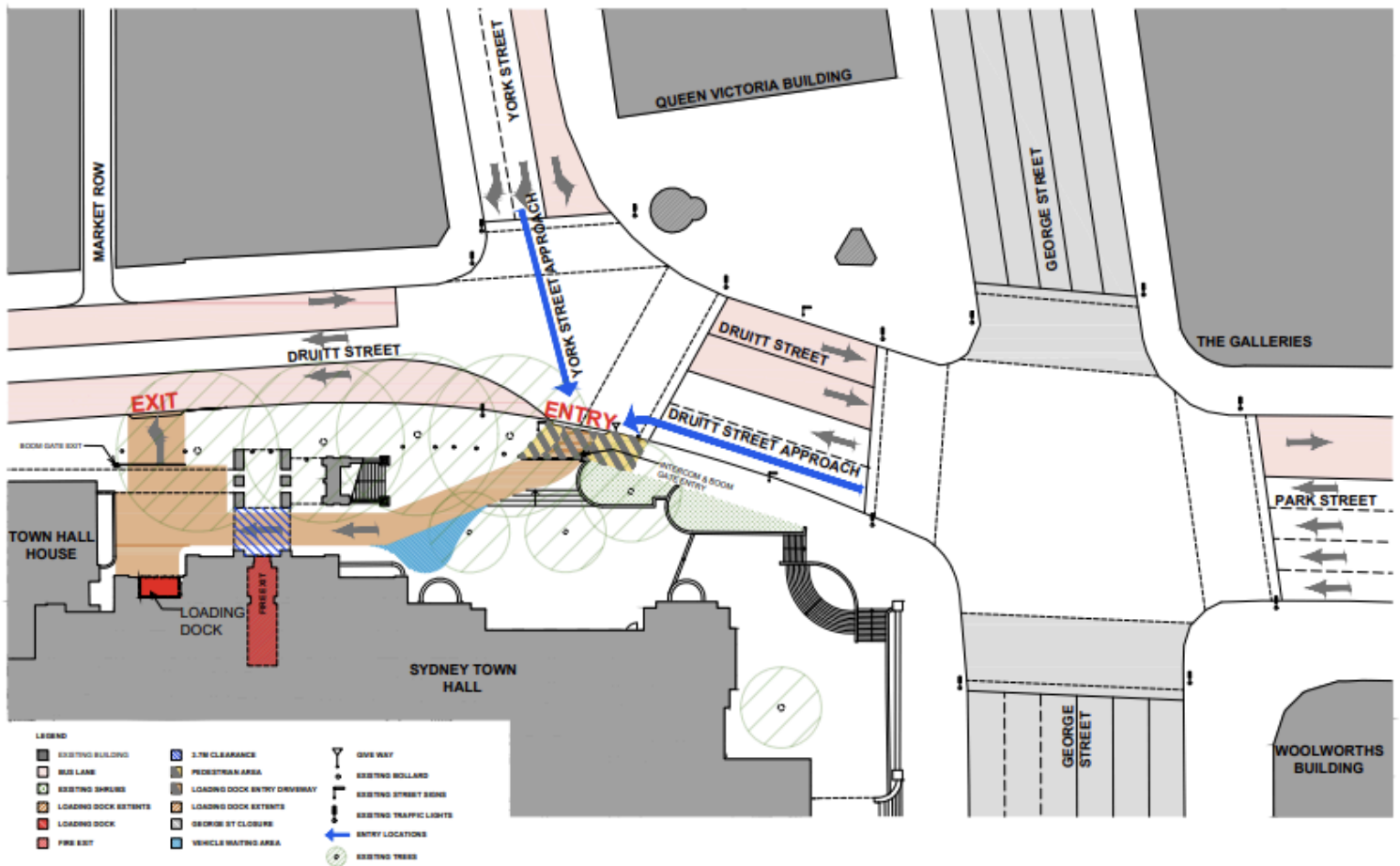
☐ How to utilize the loading dog

If you have substantial items to load or unload, kindly press the intercom at the boom gate upon your arrival at the loading dock, and a security guard will assist you in gaining access to the building. When loading and unloading luggage, you may temporarily park in front of the loading dock. Kindly ensure that you submit your advance registration, including the company or organization name, vehicle number, and arrival time.

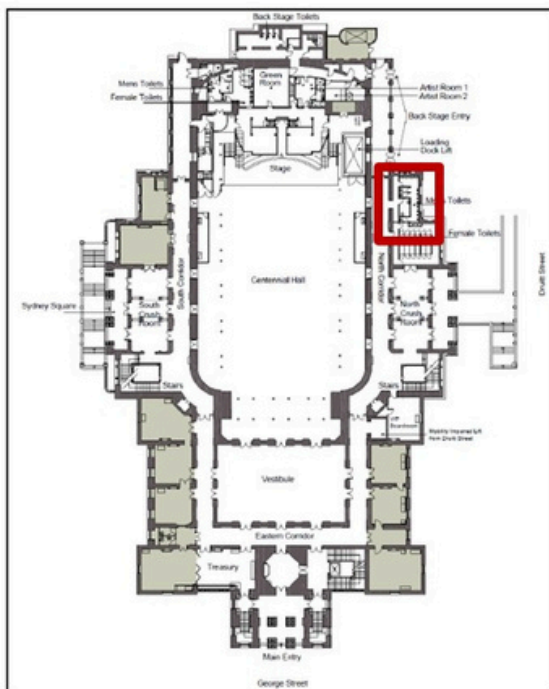


On the day of the occasion

Loading and unloading substantial items: Utilization of loading dock



Loading Dock



On the day of the occasion

Stakeholder accessibility

☐ Access and egress for stakeholders

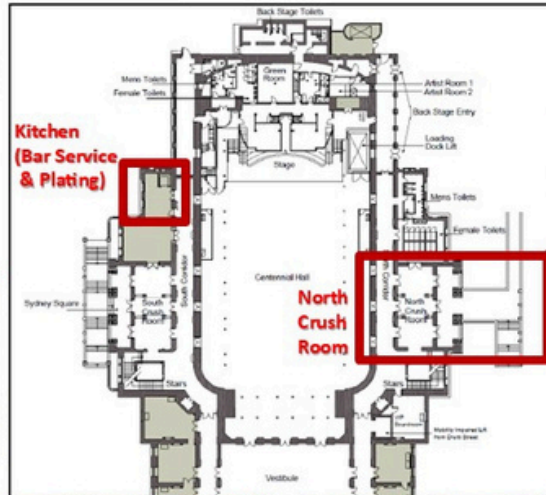
- All interested parties are requested to utilize the upper floor entrance located on Druiett St (North Crush Room).
- Upon entering through the main entrance, you will be required to present your visitor ticket.

Kitchen / North Crush Room

Kitchen

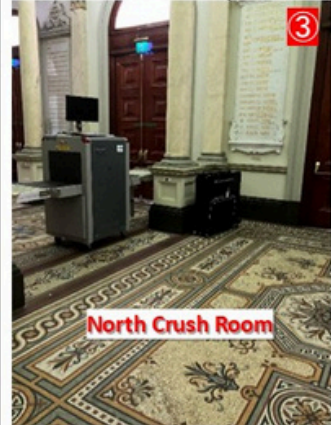
(Bar Service & Plating)

キッチン利用可能
(オプション\$250/出展者
電子レンジ, 冷蔵庫含む)
Kitchen available (Optional \$250
per exhibitor, includes microwave



North Crush Room

関係者出入口・受付
Staff Entrance & Reception



Accessibility

Wheelchair accessibility

All parking facilities, trails, and venues are accessible to individuals using wheelchairs.
For assistance, please reach out to us directly at info@jculturesydney.com.

☐ How to recognize personnel

- J Culture Sydney personnel don black T-shirts, black trousers, and crew badges (passes).
- The roles and responsibilities of each staff member will be communicated approximately one week prior to the event.

☐ Access Limitations

- The dressing room is a space exclusively reserved for stage performers and is not accessible to exhibitors.
- Access to the Treasure Room (J Culture Sydney staff area) will be prohibited.
- Access to the kitchen is restricted to exhibitors who have made prior reservations.



On the day of the occasion

Delivery

TIME: 7:00 AM - 9:00 AM

☐ Self-Transport/Shipping

When entering equipment through the personnel entrance (North Crush Room), you may transport it by hand, skate dolly, or portable cart. For items exceeding the dimensions of a standard carrier bag, please utilize the loading entrance.

☐ Concerning the collection of items from warehouse storage

All pre-deposited equipment must be collected at the time of registration or as soon as possible thereafter, as it cannot be stored during the event.

☐ Venue storage

There is no available space within the venue for the storage of packing materials or cardboard boxes. Should you require storage for packing materials or transport items during the exhibition period, please contact info@jculturesydney.com in advance to discuss storage options.

During the event, please ensure that the outer packaging of your items is not visible to customers.

Reception

TIME: 7:00 AM - 9:30 AM

☐ Verify the list and obtain your exhibitor pass

- A reception table for relevant parties is located at the entrance (North Crush Room). Please inform the reception staff of your name and the name of your exhibit booth to receive your exhibitor pass. Note that individuals who have not registered in advance will be admitted as general visitors starting at 10:00.
- Exhibitor passes are required to be displayed at all times within the venue.

Demonstrate preparation

TIME: 7:00 AM - 9:50 AM

☐ Confirmation of exhibition venue

Please verify the floor layout, exhibit location number, and exhibit booth name on the table to ensure you are in the designated exhibit area.

☐ Inspecting equipment

Please ensure that your exhibit space is furnished with one table and two chairs, and that any optional equipment is properly installed or positioned.

If any equipment is missing or incorrect, please reach out to the equipment manager. If the equipment manager is unavailable, kindly contact the reception desk.

☐ Exhibition and Installation

Fast pass holders will be granted entry starting at 9:50, so please ensure that your exhibit and setup are completed by that time.



On the day of the occasion

Exhibition booth administration

TIME: 9:50 AM - 4:00 PM

☐ Adherence to diverse regulations and terms of service

Please adhere to the various rules and terms of use outlined on the following pages when serving customers.

☐ Placement of exhibitor representatives

An exhibit representative must be present at the exhibit premises at all times and may not be absent.

☐ Donning an exhibitor badge

If you do not wear your exhibitor pass, you will be unable to operate your exhibit booth. Please ensure that you are wearing your exhibitor pass.

☐ Exhibition materials

If there are any modifications to the content of your exhibit that do not align with the "Exhibition Preparation Confirmation Form" submitted in advance, you may be required to cancel the exhibit. Should there be any changes to the content of your exhibit after the submission deadline for the "Exhibition Preparation Confirmation Form," please reach out to info@jculturesydney.com at your earliest convenience.

Relocate

TIME: 4:00 PM - 6:00 / 7:00 PM

☐ Collection (pickup)

Storage facilities for exhibitors are unavailable; therefore, all items must be collected by the conclusion of the official removal period.

All items must be removed from the venue and storage areas at the conclusion of the event on Saturday, October 25, 2025. Items not collected by this date will be deemed abandoned and will be disposed of accordingly, with disposal fees potentially applicable.

☐ Returning merchandise

- If exhibitors are unable to transport items themselves, they must make arrangements for their return.
- If you are utilizing a courier to return your items, kindly arrange a pick-up time prior to the conclusion of your drop-off window.
- If you cannot facilitate the return of the items from the venue on the event day, you must organize for their delivery to the warehouse the following day or later. In this instance, it is necessary to make a reservation in advance to utilize the warehouse, and you will be responsible for the costs associated with delivery and storage at the warehouse (individual estimate required).

Subsequent to the event

TIME: 4:00 PM - 6:00 / 7:00 PM

☐ Exhibitor Satisfaction Assessment

We will request that exhibitors complete a satisfaction survey within one week following the event, and we appreciate your cooperation. The results will be utilized to enhance event management.

Presenting the results of the visitor satisfaction survey

Following the event, we intend to administer a satisfaction survey to attendees.

Upon completion of the analysis, the results will be disseminated to the exhibitors.



Exhibition Regulations -1-

Rigging

Installation and removal should be conducted by a venue-approved professional company. For further information, please reach out to the J Culture Sydney production and operations team at info@jculturesydney.com.

If you intend to utilize rigging, prior approval from the venue is required. Kindly submit your rigging plans to info@jculturesydney.com, accompanied by the Exhibitor Preparation Confirmation Form, at least 40 days before the event.

Fire Regulations

All materials utilized for the setup and decoration of your booth must be treated with a flame retardant.

Functional flame retardant materials

- Non-flammable and will not ignite spontaneously.
- Fire-Resistant Fabric
- Self-extinguishing polymer
- Flame-Resistant Fabric

Materials restricted from use unless treated for flame resistance.

Plywood, hardwood, pulpboard, and fiberboard.

Crepe paper, linen, styrene, foliage, plastic, loose straw, or hay

Canopy booth

Booths featuring enclosed or semi-enclosed roofs are required to be equipped with smoke detectors, emergency exit signs, and fire extinguishers. Kindly submit your application utilizing the Exhibitor Preparation Confirmation Form along with a layout and material plan to info@jculturesydney.com at least 40 days before the event.

Additional significant considerations

Obstructing an emergency exit, hindering access to an emergency exit, concealing emergency exit signage, obstructing or removing fire extinguishers or hose reels, and storing equipment or items on a fire staircase are all unlawful actions that will incur fines.

Culinary and beverage tasting

J Culture Sydney holds exclusive rights to sell food and beverages at the venue. Any food and beverage sampling distributed at the booth must receive prior approval.

Please submit all exhibit items, items for sale, tastings, and samples on the Exhibit Preparation Confirmation Form at least 40 days before the event.



Exhibition Regulations -2-

Exhibitor Obligations

1. Exhibit Supervisor

A representative from the exhibiting company must be present at the booth at all times throughout the exhibition.

2. Extraction duration

Dismantling or packing your booth outside of designated removal times is prohibited without prior authorization.

3. Exhibition and ornamentation

Products, signage, decorations, and display fixtures must not be affixed, taped, or secured with nails or thumbtacks to the walls. Exhibits, products, equipment, trunks, cases, packing materials, and similar items must remain within the designated exhibition space and should not obstruct the aisles. Furthermore, exhibits, products, equipment, trunks, cases, and packing materials are prohibited from being brought in or removed during exhibition hours. Additionally, signs, promotional equipment, and products must not be displayed outside the exhibition space or positioned in a manner that extends beyond the designated area.

4. Exhibition booth configuration

Standard booths may only be supplied and constructed by certified exhibition equipment vendors. The rear side of any side panels extending from the back wall must be concealed with drapes to accommodate neighboring booths. Should these standards not be adhered to, the organizers will mandate that the exhibition equipment vendor supply the drapes and will charge the exhibitor for the associated costs.

5. Exhibition personnel

All exhibitors are required to register in advance. Exhibitor badges (passes) will be issued solely to those who have completed the registration process. Individuals wearing a badge (pass) must either be employees of the exhibitor or possess a direct business relationship with the exhibitor.

6. Modify layout

J Culture Sydney will strive to uphold the published exhibition layout; however, modifications to the overall layout may occur.

7. Prohibition of Subletting

You are prohibited from assigning or subleasing any portion of your exhibition space to another company, and you may not display or allow the display of any merchandise or promotional materials in your space other than your standard products.



Exhibition Regulations -2-

Exhibitor Obligations

8. Noise

Electronic devices, machinery, and open audio systems that produce sound within the exhibits are prohibited if the sound escapes beyond the booth. The organizers retain the authority to instruct exhibitors to halt any activities that may create a nuisance or disturbance to others.

9. Action

Exhibitors are forbidden from soliciting beyond their designated exhibition areas.

10. Consideration

Please avoid any actions that could disturb the attendance at public meetings and events. Kindly refrain from entering exhibitors' booths in their absence.

11. Rights of the Sponsor

Please honor the rights granted to sponsors. The use, provision, or distribution of lanyards featuring sponsor brand logos is prohibited; however, exhibitor personnel may utilize lanyards supplied by the organizers.

12. Professional Networking Events

No social events accessible to the general public may take place during the program without the approval of J Culture Sydney.

13. Exhibitor Badge

Exhibitor passes are required to be displayed at all times during exhibitions or while attending other events.

14. Media

On the day of the event, photography, audio recording, and video recording may occur. Following the event, we will produce a video for archival and promotional purposes. Please inform J Culture Sydney in advance if you prefer not to have your image included in these media.



Management of tastings and samples -1-

Culinary and beverage tasting

Exhibitors or any other individuals are prohibited from distributing, selling, or serving food or beverages without prior written approval from J Culture Sydney.

Please submit your application using the "Exhibition Preparation Confirmation Form" at least 40 days before the event.

Food and beverages available for tasting

- Complimentary items offered to visitors and attendees
- Products that the exhibitor wholesales in the regular course of business, or that are manufactured using equipment employed in the ordinary course of business by a registered member of the Association.
- Tasting sizes must consist solely of standard tasting portions and must:
 - Soft drinks: 100 ml or fewer
 - Wine and beer: 50 ml or fewer
 - Spirits: 20 ml or fewer
 - Solid food: Bite-sized portions of 50 grams or less
- All food presented must be stored in one of the following methods:
 - What constitutes packaging
 - In an appropriate display case
 - Items installed in areas inaccessible to general visitors.
- Sampling must be conducted under supervision, with personnel distributing samples from trays or plates.
 - Food must not be left on counters, benches, or food display units in a self-service format.

Application for a Temporary Food Service Permit (TFS)

If you plan to serve food and beverages at your venue, you are required to submit a Temporary Food Stall form (TFS) issued by Sydney City Council to J Culture Sydney no later than 40 days before the event.

Please indicate your TFS number on the "Exhibitor Preparation Confirmation Form" at least 40 days before the event.

If you do not possess a TFS, kindly download the application form provided below and submit it to the Sydney Council. Once the Council has issued your TFS number, please inform J Culture Sydney. If there is no number, we will be unable to sell food or beverages.

TFS numbers may be utilized semi-permanently at alternative dates or locations.

<https://www.cityofsydney.nsw.gov.au/business-permits-approvals-tenders/register-temporary-food-stall>



Management of tastings and samples -2-

Culinary activities in the venue kitchen

- The use of open flames, including gas stoves and barbecues, is strictly prohibited at the venue.
- Kindly ensure that you make a reservation in advance and prepare your meal in the venue's kitchen.
 - The kitchen is shared among other exhibitors; therefore, we kindly ask for your cooperation in managing the number of individuals and the timing to ensure smooth access for all.
 - Access to the kitchen will be restricted to registered exhibitor personnel only; therefore, it is essential to ensure that your staff is registered. If you are utilizing an outsourcing service, please also register the personnel from the outsourcing company.
 - To prevent breaker tripping caused by the simultaneous use of excessive electrical appliances, there may be limitations on the number of appliances that can be operated concurrently.
 - Please ensure that sprinklers are not activated as a result of smoke.
 - From the moment ingredients are delivered, food must be stored wrapped, in sealed containers, or covered with plastic wrap to prevent contamination.
 - Disposable spoons, forks, straws, and similar items should be pre-wrapped or safeguarded against contamination.
 - Sauces, mustards, and other condiments should be provided in press-type dispensers or in individually sealed containers.
 - All food and beverage personnel are required to don suitable attire, including hats, masks, clean aprons, and shoes. For additional information, please refer to the [venue's regulations](#).

Alcohol analysis

- All personnel serving or sampling alcoholic beverages on-site must possess a valid NSW RSA qualification. Please submit a copy of your NSW RSA qualification to info@jculturesydney at least 40 days prior to the event.

Concerning exceptional circumstances

Any deviations from the aforementioned requirements should be addressed during the production meeting.

Written approval from the Sydney City Council Venue Management must be secured prior to the commencement of the event to validate arrangements.



Housekeeping

Waste and recycling

Sydney Town Council Venues Management has implemented a comprehensive waste management program aimed at enhancing recycling efforts and minimizing the volume of waste directed to landfills. This program encompasses:

Cardboard and packaging materials

Cardboard and recyclable packaging are segregated from general waste on-site and processed for recycling by SITA Environmental Solutions, the public recycling division.

Glass

Glass is primarily produced from catered events hosted in the building. It is segregated from general waste by the caterers during the event and subsequently recycled by them through VISY, a waste recycling company.

Disposable and Paper Products

All toilet paper, hand towels, and paper napkins utilized by the Sydney Town Council are free of bleach and composed of at least 60% recycled materials.

Once your waste is sorted, it can be easily identified, allowing you to leave it there and return home.

Municipal waste

Bins are strategically placed throughout the building, and all waste from the general area bins is transported by J Culture Sydney's waste contractor to an Alternative Waste Transfer (AWT) facility. It is estimated that more than 70% of the collected waste is recycled through this process.

Signs and Exhibits

- Under no circumstances may any paper or other materials be affixed to the internal walls or facade of the Sydney Town Council. All signage must be freestanding or utilize our rental options for display panels or A3-sized sign stands. The use of Blu-Tack or adhesive tapes is prohibited.
- You are prohibited from tying or hanging any objects to any part of the building or to any timber or sandstone within the building (including handrails, balustrades, etc.) without prior approval from Sydney Town Council Venue Control, except when using fabric ties.
- You are permitted to hang posters and similar items from the metal poles beneath the balcony of Centennial Hall. Kindly bring your own hanging strings and related materials.



Occupational Health and Safety

Personal Hygiene and Wellness

COVID-19 Safety Protocols

To safeguard the health and well-being of our visitors, all exhibitors are requested to oversee the health of their personnel and to promote rest and staying home if they are unwell.

The subsequent measures will be implemented within the venue:

- Meticulous hand hygiene and respiratory etiquette
- Routine cleaning and disinfection of the facility
- Communicating, consulting, instructing, training, and overseeing team members.
- Hygiene advisory notifications within the venue

Personal Protective Equipment (PPE)

Safety protective equipment

Donning safety vests

If construction activities occur during set-up time (loading in/out), the wearing of reflective vests and closed-toe shoes is required. This attire is compulsory within the venue during construction.

Electrical Apparatus

All electrical equipment utilized within the venue must be inspected and tagged in accordance with Australian safety standards. The venue reserves the right to request the removal of any electrical equipment that is deemed non-compliant with these standards.

Exhibitor/Vendor Credential

An official pass will be provided to you at the reception. Kindly collect it upon your arrival and ensure it is worn at all times within the venue, except when you are on stage.

For additional information regarding workplace health and safety, please visit:
<https://business.gov.au/risk-management/health-and-safety>



Security and Emergency Management

Sydney City Council Emergency Response Framework

Sydney Town Council has established a comprehensive emergency response system, wherein venue staff and security collaborate to coordinate emergency response and evacuation procedures.

Backoff strategy

- Guide yourself and others away from hazardous areas. Avoid obstructing exits or escape routes.

Emergency alarm

- Please reach out to security at 02 9033 7595, and they will coordinate a response.

If you hear an alarm (BEEP... BEEP... BEEP)

- Do not evacuate upon receiving this signal. Remain in your current location and await further instructions from the area manager or security personnel.

If you hear the evacuation signal (WHOOOP... WHOOOP... WHOOOP)

- Please adhere to the directives of the evacuation guides and proceed to the designated evacuation site.
- Kindly refrain from using the elevator.
- Only utilize fire extinguishing equipment if you have received training and can operate it safely.
- If not directed otherwise, please evacuate through the emergency exit onto the promenade.
- Notify individuals in your vicinity to evacuate and offer assistance if required.
- Please stay at the designated meeting point until directed by a marshal or supervisor.

Notice

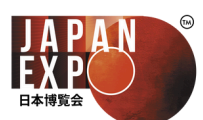
- Refrain from returning to collect personal belongings.
- Avoid the risk.
- Refrain from returning to your original location until directed to do so.

Security

If you observe any suspicious or hazardous activity, please inform a staff member immediately, and the security team will take action.

First Aid

If you need medical assistance, please notify the staff and adhere to their guidance.



Public Liability Insurance

Important: Public Liability Coverage

All exhibitors must obtain public liability insurance.

- A copy of your valid insurance certificate must be submitted to info@jculturesydney.com no later than 40 days before your event.
- Exhibitors lacking public liability insurance will be prohibited from exhibiting.
- If you are from Japan, the liability insurance associated with the overseas travel insurance of the exhibitor representative will be accepted. (It is permissible to redact the date of birth; therefore, please ensure that a complete copy of the insurance card is submitted.)

We also advise that you insure your exhibits. The insurance coverage extends from the date of delivery to Sydney Town Hall until the date of removal.

You are tasked with assessing whether you need supplementary insurance for fire and theft.

J Culture Sydney and the venue shall not be held responsible for any loss, damage, or injury incurred by exhibitors' employees or property, whether occurring before, during, or after the exhibition.

Exhibitors consent to indemnify the event organizers (J Culture Sydney/Sydney City Council) against all claims for consequential loss, damage, or injury.

Exhibitors consent to indemnify J Culture Sydney, Sydney City Council, and their representatives against all damages (accidents) resulting from or related to the transportation, installation, removal, and display of exhibits.

