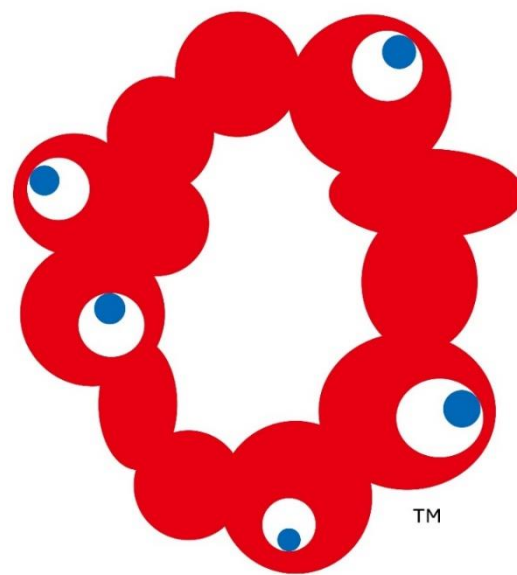


# Guidelines for Official Participant Accommodation



OSAKA, KANSAI, JAPAN

**EXPO**  
**2025**

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## Definition of Units and Terms

Unit	Official Name
JPY	Japanese Yen
m <sup>2</sup>	Metres squared
Term	Definition
the Expo	The Expo 2025 Osaka, Kansai, Japan.
Official Participant	The Foreign governments and international organisations that have accepted the formal invitation from the Government of Japan to participate in the Expo.
Participant	The Commissioners General of Section, the Deputy Commissioners General of Section, the Pavilion Directors, and direct employees of each Office of Commissioners General of Section.
Resident	Persons among Participants whom the Official Participants decide on as residents of the Accommodation and list in registries submitted to the Organiser.
Organiser	Japan Association for the 2025 World Exposition
Expo Event Period	The period of the Expo 2025 Osaka, Kansai, Japan (the 13th of April, 2025 to the 13th of October, 2025).
Accommodation	Accommodation provided by Japan Association for the 2025 World Exposition for Participants.
Expo Site	Yumeshima Island, Osaka, where the Expo will be held.
Official Participant Portal	Online portal site for smooth communication between Official Participants and the One Stop Shop.

## 1. Introduction

This Guideline describes the overview and procedures from application to move-in for the Accommodation, which the Organiser will provide to Participants during the Expo Event Period.

### 1-1. Purpose

The purpose of this Guideline is as follows.

- To provide an overview of the Accommodation, which will serve as a base for Participants' everyday living during the Expo Event Period, and to support Participants' stay in Osaka/Kansai.
- To clarify procedures from application to move-in for the Accommodation that the Association will provide to Participants, and thus facilitate smooth move-ins at the Accommodation.

The contents in this Guideline accompany Special Regulations No. 6 ("The accommodation facilities for the personnel of the official foreign sections").

### 1-2. Overview of the Guideline

This Guideline is divided into the following six chapters.

- 1. Introduction  
Provides the purpose and an overview of the Accommodation, which the Association will provide to Participants.
- 2. Accommodation  
Provides an overview of respective properties, the contents of agreements concluded between the Association and the Official Participants, and flow from application to move-in.
- 3. Use of the Facilities  
Provides requirements in the use of facilities.
- 4. Rules on Living in the Accommodation  
Provides rules that should be followed to allow all Residents who move into the Accommodation to live comfortably.
- 5. Information on Housing Other Than the Accommodation  
Introduces the Supplementary Guidelines for Accommodation.
- 6. Guidebook for Accommodation  
Introduces a guidebook which provides further details on residency.

## 2. Accommodation

### 2-1. Overview of Accommodation Overall

As Accommodation, the Organiser has secured three locations comprising an existing public rental housing, a private rental housing, and a former hotel, which are located in areas where users can commute to the Expo Site by public transport (train) within 60 minutes. The Organiser has leased the entire buildings for Participants to ensure that residents who are not associated with the Expo do not live in them. Additionally, the Organiser has installed furniture and home appliances in advance and provides internet connection for Participants' convenience. Further, for English assistance to various inquiries from residents about living in the Accommodation, staff will be assigned full-time to respective properties during the day, and call centres will be prepared at night hours. Note that the Property usage fees indicated in 2-2(2) include all fees for such services.

The three properties are as indicated in Figure 1 Location of Accommodation and comprise 1,245 flats for 1,482 persons.

Note that the three properties are separate from accommodation for assistance programme for developing countries.

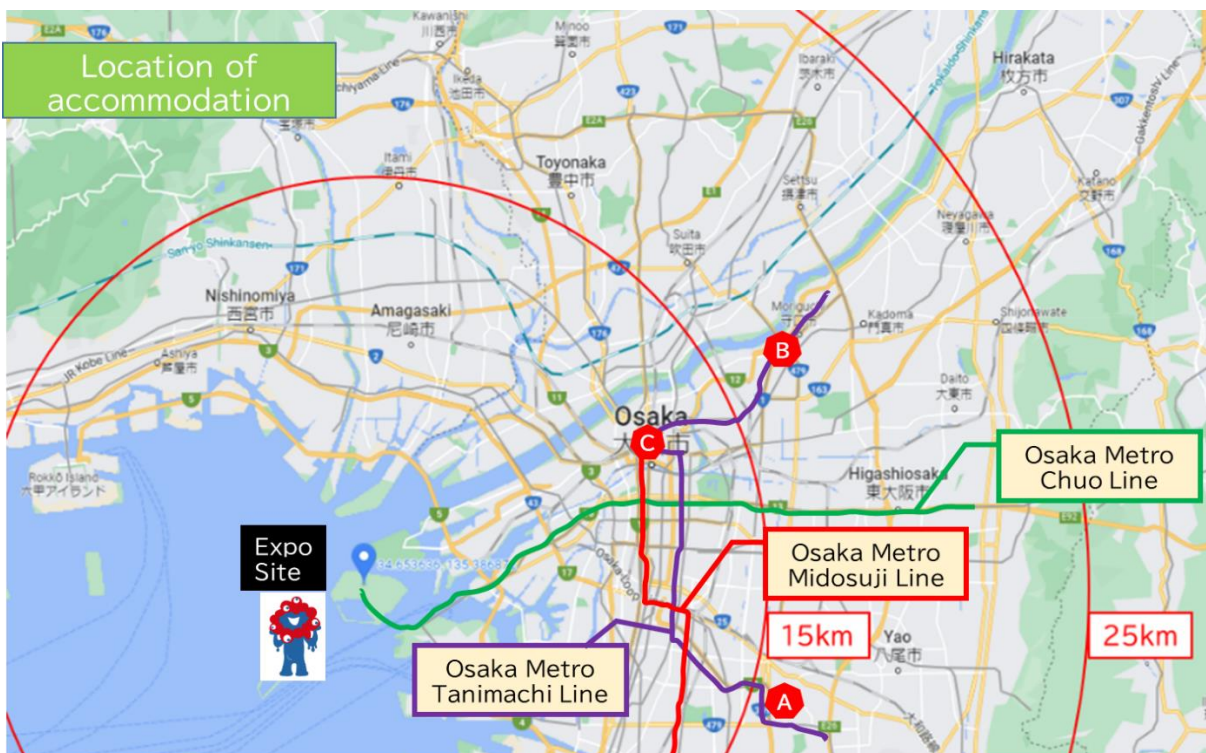


Figure 1. Location of Accommodation

Note: Property Name

A: Higashikire Accommodation

B: Moriguchi Accommodation

C: Umeda Accommodation

## 2-2. Overview of Respective Properties

### (1) Type, Address, and number of years of the properties

Property Name	Type of Building	Address	Number of Years
A: Higashikire Accommodation	Public rental housing	5-1 Kirehigashi Hirano-ku Osaka City	26
B: Moriguchi Accommodation	Private rental housing	2 Hiyoshicho Moriguchi City (tentative)	New
C: Umeda Accommodation	Former hotel	1-1-35 Shibata Kita-ku Osaka City	59

### (2) Number and Layout/Floor Space of flats , and Property usage fee (monthly) per flat

Property Name	Layout and Floor Space	Number of Flats	Property usage Fee (Monthly) Per Flat (JPY)
A: Higashikire Accommodation	2DK, 52 m <sup>2</sup>	85	375,000
	3DK, 63 m <sup>2</sup>	64	460,000
	Total	149	
B: Moriguchi Accommodation	1K, 25 m <sup>2</sup>	71	323,000
	1LDK, 30 m <sup>2</sup>	89	335,000
	2LDK, 45 m <sup>2</sup>	15	480,000
	Total	175	
C: Umeda Accommodation	14.1 m <sup>2</sup>	423	150,000
	17.0 m <sup>2</sup>	264	180,000
	19.9 m <sup>2</sup>	109	210,000
	20.7 m <sup>2</sup>	28	216,000
	27.2 m <sup>2</sup>	50	267,000
	33.1 m <sup>2</sup>	36	328,000
	46.0 m <sup>2</sup>	2	458,000
	19.9 m <sup>2</sup> + 27.2 m <sup>2</sup>	9	477,000
	Total	921	

Note 1: For map of area nearby properties, commute route (train), layout of each flat and area of separated spaces, allocated furniture and home appliances for each property, refer to Appendix 1 Accommodation List.

Note 2: The Property usage fee (monthly) per flat includes Accommodation rent, rental furniture and home appliance fee, internet fee, and costs for English-speaking staff assigned per property. Note that the Property usage fee is exempted from consumption tax.

Note 3: Only for Property C (Umeda Accommodation), basic and usage fee of water supply, electricity, and gas are all included in the Property usage fee (monthly) per flat.

Note 4: Since these properties will serve as bases for residents' everyday living, they may not be disclosed to persons other than the Official Participants, Participants, and residents to protect the privacy and safety of the Official Participants' personnel.

(3) Qualification for residency at the Accommodation

Participants and their dependents may reside in the Accommodation. Note that in the event the three properties are not filled with Participant residents, the Organiser may have Expo-related parties other than Participants reside in vacant rooms.

(4) Period of residency at the Accommodation

From the 1st of March 2025 to the 15th of November 2025 for Property A (Higashikire Accommodation) and Property C (Umeda Accommodation), and the 1st of December 2024 to the 15th of November 2025 for Property B (Moriguchi Accommodation).

(5) Application method for the Accommodation

Application for the Accommodation can be made via the Official Participant Portal. Download Appendix-2 Application Form for Official Participant Accommodation from the Official Participant Portal, fill in required items, and submit via the Official Participant Portal between Monday, the 22nd of April 2024 (0:00 Japan time) and Friday, the 17th of May 2024 (23:59 Japan time).

(6) Approach to flat allocation

Flats will be allotted in order of applications accepted. Applications will be accepted in the order the Organiser confirms that the applications submitted by the Official Participants fulfil necessary information that need to be indicated and are filled in as indicated in the precautions for the application form, and then accepts them.

The first choices will be allotted in order of applications accepted. In the event this results in all requested flats to be filled, the second- and third-choice flats will be allotted if any are indicated. Therefore, we recommend applicants to indicate not only first choices but also second and third choices in the application form.

However, if applications concentrate on flats of specific properties, the Organiser may not be able to allot any of the first through third choices.

Additionally, for Property B (Moriguchi Accommodation), applications for residency continuing beyond March 2025 will be prioritized over applications for residency for only the three months from December 2024 up to February 2025.

(7) Notification of results of flats allocation

The Organiser will notify to the Official Participants the results of allocations made based on the above (6) Approach to flat allocation around Friday, the 31st of May 2024.

The notification will indicate the following two.

- a. Results of successful allocation in line with the applied first through third choices.
- b. If allocations could not be made in line with the first through third choices in part or in whole, alternative options allocating flats in other properties with vacancies.

(8) Confirmation of notification on allotment results

The Official Participants are asked to reply to the Organiser whether they intend to rent the flats allotted by the Organiser pursuant to the above (7) Notification of results of flats allocation by Thursday, the 4th of July 2024 (23:59 Japan time). Based on the reply, Organiser will fix flats rented to the Official Participants and deem that the Official Participants intend to conclude lease agreements for the flats in question with the Organiser.

The flats allocated as alternative options in the above (7) Notification of results of flats allocation will be secured for the notified Official Participant until the aforementioned due date. However, as they cannot be guaranteed for replies made after the due date, the Official Participants are asked to ensure that they reply by the due date if they intend to rent them.

(9) Agreements between the Association and Participants

The Association and the Official Participants shall conclude agreements on Accommodation based on Appendix 3 Lease Agreement (Template). The Organiser will send a lease agreement on Accommodation fixed based on replies made in the above ((8) Confirmation of notification on allotment results) and an invoice on Property usage fees around the Wednesday, 31st of July 2024.

The Official Participants should have Commissioners General of Section serve as the contracting party and ensure to conclude the agreements by Monday, 30th of September 2024.

(10) Terms and conditions on Property usage fee payment

The Official Participant are to pay the total Property usage fee for the entire period of residency indicated in the lease agreement mentioned in (9) above in its entirety before moving in. As for payment method, pay the amount according to the payment ratio in the table below through transference to the Organiser-designated bank account by the payment due date. Paid Property usage fees will not be refunded even if the Official Participants move out of in the middle of the agreement term before it ends.

Payment Ratio	Payment Due Date
50% of total rent	Execution date of the lease agreement
50% of total rent	1. Leases that start between Sunday, the 1 <sup>st</sup> of December 2024 and Friday, the 28th of February 2025: by Friday, the 29th of November 2024 2. Leases that start between Saturday, the 1st of March 2025 and Thursday, the 31st of July 2025: by Friday, the 28th of February 2025 3. Leases that start on and after Friday, the 1st of August 2025: by Thursday, the 31st of July, 2025



(11) Flow from application to move-out

Step	Period (as of plan)
Step 1: The Official Participants apply for flats	<u>Monday, the 22nd of April 2024 (0: 00 Japan time) to Friday, the 17th of May 2024 (23:59 Japan time)</u>
↓	
Step 2: The Organiser notifies on flat allotment	<u>Around Friday, the 31st of May 2024</u>
↓	
Step 3: The Official Participants reply on their intention to move in to the notified allotted flats Note: The Organiser fixes flats rented to the Official Participants	<u>By Thursday, the 4th of July 2024 (23:59 Japan time)</u>
↓	
Step 4: The Organiser sends agreements and invoices for Property usage fees	<u>Around Wednesday, the 31st of July 2024</u>
↓	
Step 5: Conclude agreement for residency	By Monday, the 30th of September 2024
↓	
Step 6: Residency (handover of keys) starts	From March 2025 However, for Property B (Moriguchi Accommodation), if the Official Participants conclude agreements with the Association to move in from December 2024 onward, the day of move-in.
↓	
Step 7: Move-out (return of keys)	When the agreement term ends.

Note 1: After the finalization indicated in Step 3, if there are any vacancies, the scope of applicable parties may be broadened to and residency may be offered to Expo-related parties other than Participants.

Note 2: The move-in (handover of keys) indicated in Step 6 will be carried out after payment of the entire Property usage fee is completed pursuant to the above (10) Terms and conditions on Property usage fee payment.

Note 3: As the identify of residents will be confirmed when handing over keys indicated in Step 6, the Official Participants should submit resident registries to the Organiser by two weeks prior to the move-in date.

Note 4: If there any residents who will move out before the end of the agreement term indicated in

Step 7, The Official Participant should notify the Organiser by two weeks or more prior to the move-out date.

(12) Terms and conditions of residency in Accommodation by Participants

- a. Period of residency: The period of residency per flat shall be 1 month or longer.
- b. Number of residents: As a general rule, number of persons in accordance with the number of separated spaces per flat (e.g., 1LDK, 1 resident; 3DK, 3 residents). Provided, however, that dependents staying with Participants may move in to the same separated space. Residents of the same gender may reside in a single flat (e.g., 3DK), with the exception of dependents.
- c. Compliance items for residents: Residents shall comply with "compliance items" indicated in the lease agreement mentioned in (4) above. Further, residents may not damage, cause loss, soil, dispose of, sell, rent and take ownership of goods, furniture, and equipment in Property, plots, and separated spaces.

(13) Compensation for damages

For any cleaning, repair, and exchange costs incurred due to the damage, loss, or soiling of goods, furniture, and equipment in the properties, the properties' plots, and in the separated spaces by Residents, the Official Participants who are the contract holders of the separated rooms are asked to fund such costs.

(14) Private viewing of the Accommodation

If you would like to view the Accommodations before applying, please inform the Country Manager in charge of the date, time, the property, and the layout you would like to view. The organiser will arrange a viewing in coordination with the property owner. However, Property B (Moriguchi Accommodation) will not be available to viewing as it is due to be completed in summer 2024. Please note that, depending on the situation, it may not be possible to arrange a viewing at the requested date and time.

### 3. Use of the Facilities

#### 3-1. Role of Accommodation Administrative Centre (tentative)

English-speaking staff will be assigned to respective properties to attend to Participants' questions (on, for example, how to use a flat equipment and supplies, locations of supermarkets and medical institutions near the property) and emergencies such as breakdowns of equipment in separated spaces and sudden illnesses. However, a call centre will attend to such matters during night hours. The telephone number of the call centre will be notified in the Guidebook for Accommodation.

Additionally, staff assigned to each property will clean common areas in the properties, but they are not staff responsible for cleaning Participants' separated spaces.

Time (tentative)	Attendant
8:00 to 20:00	Staff assigned to the property
20:00 to 8:00	Call centre

### 3-2. Locking of Separated Spaces and Number of Keys

Only one separated space in the 2LDK flat of Property B (Moriguchi Accommodation) can be locked.

In other respective flats, doors other than the entrance door cannot be locked.

Additionally, keys to respective flats will be handed over to residents when moving in according to the number of residents of each flat (limit: number of separated spaces in each flat). Take sufficient caution in keeping keys as the loss of keys may lead to intrusion by others. Note that costs to exchange keys will be charged in the event keys are lost.

### 3-3. Water Supply, Electricity, and Gas Costs and Agreements

Water supply, electricity and gas fees for respective separated spaces in Properties A (Higashikire Accommodation) and B (Moriguchi Accommodation) will be funded by the Official Participants or residents. Residents shall file applications directly to water supply, electricity and gas operators when moving in. Contacts of respective operators to contract and application methods will be notified in the Guidebook for Accommodation described later.

Note: Only for Property C (Umeda Accommodation), basic and usage fee of water supply, electricity, and gas are all included in the Property usage fee (monthly) per flat.

### 3-4. Access from Accommodation to the Expo Site (commute route)

Since Osaka's public transit is very advanced and trains are the most time-precise transportation method, we recommend the use of trains as transportation method from the Accommodation. For commute routes by train from respective properties to Yumeshima Island, refer to Appendix 1 Accommodation List.

Note: The new Yumeshima Station, which will be the nearest station to the Expo site, is currently under construction and the opening period has not yet been decided.

## 4. Rules on Living in the Accommodation

The Accommodation will serve as "homes" for all residents during the Expo Event Period. Additionally, residents will become members of the communities the properties are located in. Therefore, residents are asked to follow the following rules to ensure that all residents' stays are comfortable, and that residents' stays in Osaka become a fun and fulfilling experience.

#### I Consideration for noise and privacy

Residents should control noise as much as possible to prevent disrupting the lives of other flat residents and nearby residents. Additionally, residents should give consideration to the privacy of other residents. Note that security cameras may be installed in common areas of properties.

## II Prohibition of remodelling and repair of separated spaces and buildings

When moving out, residents are to hand over the separated space in the same state of the moving in and return all keys received when they moved in.

In addition, since properties other than Property C (Umeda Accommodation) , Property A (Higashikire Accommodation) and Property B (Moriguchi Accommodation), are regular rental housing and are therefore not intended for living with shoes on, residents are asked to take shoes off at entrances. In the event the floors inside the separated spaces are damaged due to the use of shoes, the Official Participants are to fund their repair costs. Note that beds will be provided in Japanese rooms (Japanese-style tatami rooms), but wearing shoes is similarly prohibited.

## III Prohibition of keeping pets

Keeping pets in flats is prohibited.

## IV Not smoking

Separated spaces in all properties are non-smoking.

## 5. Information on Housing Other Than the Accommodation

In addition to properties provided in this Guideline, monthly rental apartments located in Osaka City requiring a commute of 30 to 40 minutes or less will be introduced in the Supplementary Guideline. For such monthly rental apartments, the Official Participants and the monthly rental apartment business operators will directly conclude agreements. For details, refer to the supplementary guideline.

## 6. Guidebook for Accommodation

The Organiser will distribute the Guidebook for Accommodation to the Official Participants before entry as reference on residents' living in the flats. This guidebook will describe the following points.

- How to receive and return keys
- Introduction of and specific application methods for water supply, gas, and electricity operators
- How to use and precautions on equipment inside separated spaces and in common areas
- Introduction of housekeeping and cleaning operators
- How to take out garbage
- How to evacuate in disasters, etc.

The Organiser will notify at a later date when the Guidebook for Accommodation will be distributed.

**Contact**

The Official Participants can send inquiries concerning the content of this Guide or uncertainties concerning procedures to the Organiser using the Queries function in the online portal for the Official Participants.

If you have any trouble using the online portal for the Official Participants, please contact us by email to ; [participant@expo2025.or.jp](mailto:participant@expo2025.or.jp)



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