

## Australia Pavilion – World Expo 2025 Osaka

# Signature Event Experiences at the Australia Pavilion

## Guidance Note

### World Expo 2025 Osaka

Australia will participate in the World Expo 2025 in Osaka, Japan, with the objective of deepening relations with Japan, creating new opportunities for Australians and promoting an understanding of modern Australia.

If your organisation is looking to shine on the world stage, we invite you to utilise the premium events space in our pavilion to host your own event. This exclusive event hosting experience is available on a fee-for-service basis.

### Hosting an event at the Australia Pavilion

We are inviting businesses and organisations to host a Signature Event Experience at the Australia Pavilion. Your event package will include:

- Guest invitations and management
- Room layout including theming and centrepieces
- Ticketing and site access
- Menu creation and selection
- Run sheets – timings and sequencing
- Seating plans
- Name badges, menus and table cards
- AV requirements.

Expo site entry tickets will be arranged and sent directly to your guests, but are an additional cost.

Translation and interpretation services and use of additional rooms are also available at an additional cost.

All events must meet minimum standards on theme, content, speakers, and guests, to align with the overall Australia Pavilion programming framework. Events must also align with the following Australian Government strategic objectives for Expo:

- deepen strategic, economic, and people-to-people relations between Australia and Japan;
- create new opportunities for Australia in Japan and the region; and
- project a modern Australia to the world.

### Eligibility

Organisations currently eligible for Signature Event Experiences include businesses, universities, peak bodies, business chambers, sporting associations and/or local governments. Other Expo international participants or organisations are also eligible.

## What type of event can we host at the Australia Pavilion?

The Australia Pavilion Special Events Zone is capable of catering to a diverse range of event styles, including:

business networking events	panel discussions	working lunches
formal sit-down dinners	seminars	workshops
meetings	speaker presentations	

There are four rooms available for hire including a large function room, a board/dining room, an outdoor terrace and a small meeting room/lounge.

Signature Event Experiences at the Australia Pavilion are expected to be a maximum of three hours and must be held within the Expo site opening hours of 9 am to 10 pm. Most events will be held during the working week. Formal events are expected to be held during the following time slots: brunch (10am to 1pm); lunch (11am to 2pm); and dinner (6pm to 9pm). Networking functions may be held at flexible times within the opening hours.

## What is expected of the event host

If your application is successful, your organisation will be expected to provide curatorial support for your event, including but not limited to formulating event concepts, run-sheets, and guest lists; identifying and arranging for the attendance of speakers, MCs, moderators, and other participants (including payment of associated fees), as well as the management of and payment for event participant contracts, travel, and accommodation; captioning and translation; and any transport and freight costs.

## Evaluation Process

Expressions of Interest (EOI) will be assessed by an Evaluation Committee. All EOI submissions will receive an automatic 'acknowledgement of receipt' message. Further notification will then be sent directly from the Australia Pavilion, following the evaluation process.

## How to apply

Organisations interested in hosting a Signature Event Experience at the Australia Pavilion should complete an online Expression of Interest using our [SmartyGrants](#) page.

All information will be assessed according to a set of criteria, including:

- 1) consistency with [Australia's objectives for Expo](#)
- 2) organisation reputation that enhances Australia's participation at Expo
- 3) willingness to work with the Australian Government to promote Australia's strengths and capabilities in key sectors and the bilateral relationship.

Please contact us if you have further questions: [specialeventszone@expo2025.com.au](mailto:specialeventszone@expo2025.com.au).

For more information on Australia's participation at Expo, please visit our [website](#).

## Attachment A

### Event packages, services and room hire costs

\*Note – prices are exclusive of applicable consumption taxes (for example, Australian Goods and Services Tax and Japanese Consumption Tax)

\*\* Note - additional capacity may be available upon request.

Event/service	Inclusions
<u>Gala lunch or dinner</u> 3 course meal and alcoholic beverage package Up to 3 hours duration	\$220 per guest (+ Expo tickets) Umi Room (up to 80 people seated) – \$1000 room hire Mori Room (up to 20 people seated) - \$500 room hire
<u>Standing buffet event</u> Buffet with up to 5 dishes and alcoholic beverage package Up to 3 hours duration	\$120 per guest (+ Expo tickets) Umi Room (up to 115 people standing) - \$1000 room hire Acacia Terrace (up to 60 people standing) - \$700 venue hire
<u>Cocktail lunch or dinner</u> 6 canapes and alcoholic beverage package Up to 3 hours duration	\$100 per guest (+ Expo tickets) Umi Room (up to 115 people standing) - \$1000 room hire Acacia Terrace (up to 60 people standing) - \$700 venue hire
<u>Morning or afternoon tea event</u> Pastries and fruit with tea and coffee package Up to 1.5 hours duration	\$45 per guest (+ Expo tickets) Umi Room (up to 115 people standing) - \$1000 room hire Mori Room (up to 20 people seated) - \$500 room hire Acacia Terrace (up to 60 people standing) - \$700 venue hire
<u>Outdoor BBQ event</u> BBQ and alcoholic beverage package Up to 3 hours duration	\$100 per guest (+ Expo tickets) Acacia Terrace (up to 50 people standing) - \$700 venue hire
<u>Room hire only</u>	Retro Lounge (up to 10 people seated) - \$50 per hour Mori Room (up to 20 people seated) - \$200 per hour Acacia Terrace (up to 60 people standing) - \$280 per hour Umi Room (up to 110 people seated or 115 people standing) - \$400 per hour

<u>Visitor experience tour</u> Before or after event	Complimentary with venue booking
<u>Interpretation services</u>	\$200 per hour, 2 hour minimum hire
<u>Expo site entry tickets</u>	\$75 per guest

## Attachment B: Australia Pavilion programming pillars and Expo Theme Weeks

