

TOKYO RAINBOW PRIDE 2024

Large & Standard Booth Information

(NPO) Tokyo Rainbow Pride

<http://www.tokyorainbowpride.com>

Thank you for your interest in sponsoring or exhibiting at Tokyo Rainbow Pride 2024. We would like to inform you of the detailed regulations for exhibitors.

Please read this document carefully before exhibiting.

We hope that all participants will be satisfied with the event and that all exhibitors will find it meaningful,

We, the management committee and volunteer staff, are working hard to make this event a meaningful one for all participants and exhibitors. We look forward to your continued support.

The management

< Dates >

Event Information

< Venue >

April 19 (Fri): 13:00~18:00

April 20 (Sat): 11:00~18:00

April 21(Sun): 11:00~18:00

※Parade is on April 21 (Sun) ※Rain or shine, will cancel for storms

Yoyogi Park Event Plaza, Zelkova Avenue

(Free entrance)

【Address】

2-1 Jinnan, Shibuya-ku, Tokyo, Japan
Yoyogi Park District B

▼ Event venue area in red

Toward Harajuku & Meiji Jingumae Stn

▼ MAP



< アクセス >

Toward Shibuya Stn

- ・Odakyu Line: 10 mn walk from Yoyogi Hajiman Stn
- ・JR Yamanote Line : 10 mn walk from Harajuku Stn
- ・Chiyoda Line: 7 mn walk from Yoyogi Koen Stn
- ・JR Yamanote Line: 15 mn walk from Shibuya Stn

Tokyo Rainbow Pride 2024 Event Outline

Time Date	8:00	9:00	10:00	11:00	12:00	13:00~18:00	18:00	19:00	20:00	21:00		
4/19 (Fri)	No entry for vehicles	9:00 ~ 13:00 Vehicle Access Time /Preparation & delivery time			13:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 19:30 Vehicle Entry and Exit Time	19:30 ~ Night patrol No Entry for Vehicles			
		9:00~19:00 power supply										
		9:00 ~ 11:00 Vehicle Access Time/ Preparation & delivery time		11:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 19:30 Vehicle Entry and Exit Time		19:30 ~ Night patrol No Entry for Vehicles			
4/20 (Sat)	No entry for vehicles	9:00 ~ 11:00 Vehicle Access Time/ Preparation & delivery time		11:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 19:30 Vehicle Entry and Exit Time		19:30 ~ Night patrol No Entry for Vehicles			
		10:30~19:00 power supply										
		9:00 ~ 11:00 Vehicle Access Time/ Preparation & delivery time		11:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 21:30 Vehicle Entry Time Loading and unloading time					
4/21 (Sun)	No entry for vehicles	9:00 ~ 11:00 Vehicle Access Time/ Preparation & delivery time		11:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 21:30 Vehicle Entry Time Loading and unloading time				21:30 Deadline	
		10:30~19:00 power supply										
		9:00 ~ 11:00 Vehicle Access Time/ Preparation & delivery time		11:00 ~ 18:00 Festival times No Entry for Vehicles			18:30 ~ 21:30 Vehicle Entry Time Loading and unloading time					

※Vehicle entry post-event may be delayed based on the number of exiting visitors to prioritize venue safety. Please anticipate this possibility.

Organizer-provided booths	Plot size	Chairs	Tables
1 Standard Booth (1/2 tent)	Approx. 3.6m (depth) x 2.7m (width)	2	1
1 Premium booths (2 tents)	Approx. 7.2m (depth) x 5.4m (width)	8	4

Organizer-provided and self-installed booths

- Premium and standard booth tents are provided fully constructed. Tables, chairs, delivered folded, and other equipment will be ready inside the tent. Attendees must handle signage and booth decoration by themselves (See page 3).
- Large booth or multiple-panel general booth exhibitors may use the space freely if they use trusses or tents they bring themselves, rather than those provided by the organizer. If you don't require the organizer's tent, please inform us to arrange accordingly. Please inform us by **March 22 (Fri.)** via your sales representative or the email below if you do not require a tent. Additionally, submit booth design drawings in this scenario.
- When using the free space, you are not allowed to erect trusses or bring your own tents over the size of the plots provided by the organizer.
- For free space use, the height limit for premium booths is 6,000mm. And 3,300mm for standard booths or two or more plots.
- Size of tables provided by the organizer: 45 cm (depth) x 180 cm (width) x 70 cm (height).
- If you do not need the tables and chairs provided by the organizer, please be sure to let us know by **March 22 (Fri.)** at the e-mail address below.
- If you request additional tables or chairs, please use the Additional Equipment Request Form. (see below)
- In principle, booth decorations, etc., should be done during the preparation time in the morning of the event day. However, large-scale installation that requires large trucks to enter the venue, such as truss assembly, will be accepted between 11:00 and 17:00 on April 18, the day before the event, so please do so during this time. Exhibitors who wish to have their trucks installed on the day before the event must contact us by **Friday, March 29** at the e-mail address below. Please note that we will not be able to perform installation work without prior notice.

We are happy to accept the installation of wooden signboards and booth interior molding by one of our venue contractors.

For details, please contact us at the e-mail address below.

For inquiries regarding the above, please contact: sponsor@tokyorainbowpride.com

Attn: Matsubayashi, Venue & Sales

▼ Application form for additional equipment in the booth

You can apply for additional desks and chairs for use in the booth, as well as power supply and lights using the form below. If you need desks and chairs other than those included in the items provided by the organizer on page 4, please apply using the application form below.

Application deadline: Friday, March 29, 2024

Please note that we cannot accept any requests after the deadline.

<https://form.tokyorainbowpride.com/sp/sp2024.html>

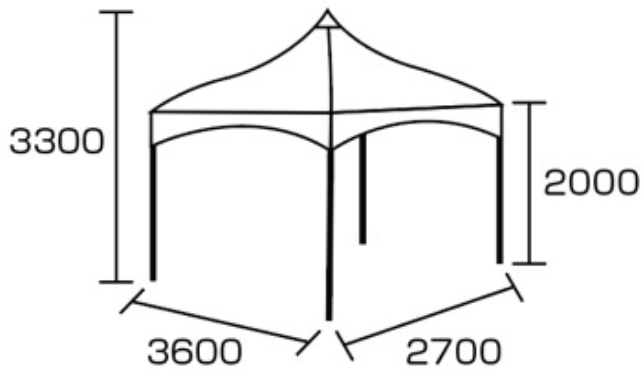
Power Supply

- To avoid the risk of fire, booth exhibitors are not allowed to bring their own generators. If you wish to use a power supply in your booth, please apply for a power supply from the above link.
- Power will be provided in the form of a single outlet. If you are using multiple electrical devices, please provide your own branch outlets and extension cords.
- The maximum wattage per unit is 1000W. If more than the specified amount of power is used, the breaker will trip, which may cause inconvenience to surrounding booths.

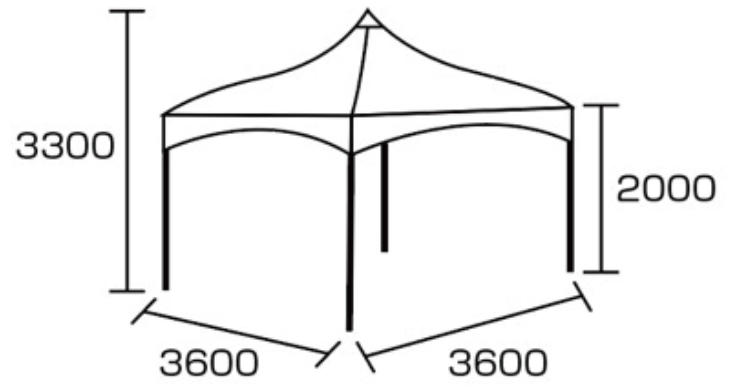
Booth location requests

- We cannot accept any requests regarding booth location. A map of booth locations will be posted on the event website in mid-April.
- The Yoyogi Park Office reserves the right to adjust booth locations up until the last minute. Thank you for your understanding.

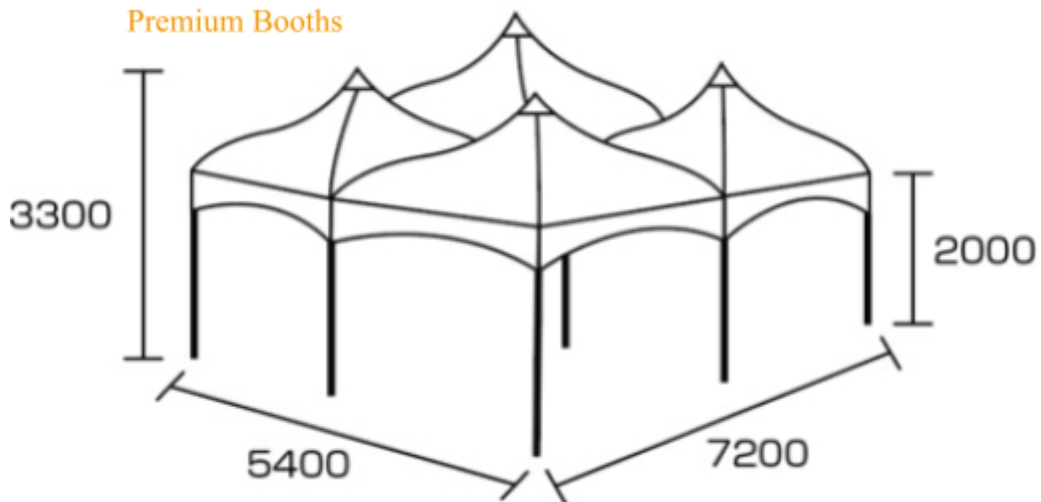
Standard Booths



Food & Drinks Booths



Premium Booths



▼Tent linking weights

- One standard booth plot size is 2700mmx3600mm, with the 2700mm side facing foot traffic
- One food and drinks booth plot size is 3600mmx3600mm, with the 3600mm side facing foot traffic
- One premium booth plot size is 5400mmx7200mm, with all four sides facing foot traffic



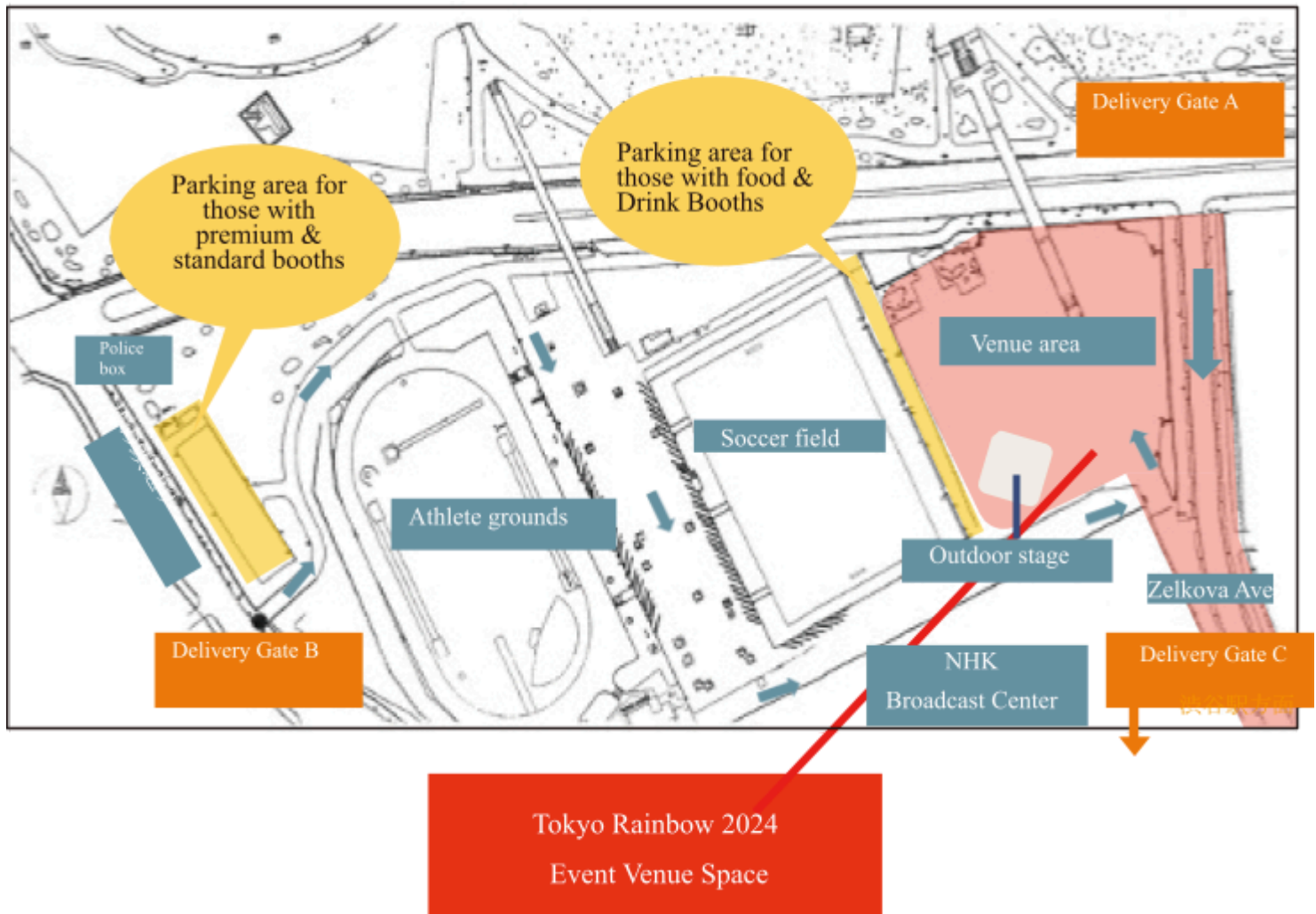
▼ Vehicle access hours to the venue

	Delivery times	Delivery times
Friday April 19	9:00~13:00	18:30~19:30
Saturday April 20	9:00~11:00	18:30~19:30
Sunday April 21	9:00~11:00	18:30~21:30

- ※ You can hand carry or take items in with push carts during business hours.
- ※ The start time of move-out may be subject to change due to congestion at the venue.
- ※ Please be sure to vacate the booth completely by the deadline as we will not be able to extend the move-out time.

▼ Venue map

Harajuku & Meiji Jingu Stn



- Attendees with booth on the Zelkova Avenue are permitted vehicle entry and exit via Gates A or C, depending on their booth location.
- Attendees with booths inside the event plaza can only enter and exit via Gate B.
- Please check your vehicle entry permit to see which gate is available.

Vehicle access and parking

- If you wish to bring a vehicle into the venue for loading/unloading, please fill out the Vehicle Entry Permit Application Form. (<https://form.tokyorainbowpride.com/vehicle/vehicle2024.html>) Please fill out the required information and register by **Friday, April 5**. After confirming the details, we will issue a vehicle entry permit (and parking pass) by e-mail.
- Exhibitors are required to print out the vehicle entry permit (and parking pass) sent to you by e-mail and place it on the windshield where it can be seen from the outside when entering and parking your vehicle. No vehicle will be allowed to enter the site without this certificate. Please be advised that any vehicle parked without a permit (and parking pass) will be reported to the police as a suspicious vehicle.
- Only one vehicle per exhibitor per day may request to remain in the parking lot all day. If the number of requested vehicles exceeds the parking lot capacity, a drawing will be held. If your vehicle entry permit (and parking pass) does not indicate that you are allowed to leave your vehicle in the parking lot, please use a nearby paid parking lot.
- Parking outside of designated areas is strictly prohibited, even for short periods of time.
- During loading and unloading, the venue will be extremely congested with many vehicles entering and leaving the venue. Please park temporarily adjacent to your booth and unload and load your vehicle as soon as possible. Parking for long periods of time is not allowed, so please exit the venue as soon as possible after unloading and loading are complete.
- Please follow the instructions of security guards and management staff and drive at the slowest speed (8 km/h or less).
- Please understand that we, the organizers of TRP2024, will not be held responsible for any accidents that may occur.
- The loading/unloading route is subject to change. Please confirm the details on the vehicle entry permit.

[Click here for the vehicle entry permit application form \(Deadline: April 5\)](https://form.tokyorainbowpride.com/vehicle/vehicle2024.html)

<https://form.tokyorainbowpride.com/vehicle/vehicle2024.html>

Delivery by courier

- Delivery by Takkyubin is available to the attendee's booth location, so please consider this as a means of delivery.
- All arrangements are to be made by the attendee. We do not have a specific delivery company.
- The organizer will not pick up or store any shipment. Please specify the name of your booth, the name of the person in charge, and a cell phone number where you can be reached on the day of delivery on the delivery slip, and be sure to pick up your package directly from the delivery company at your booth during the designated time.

Removal by courier

- A booth will be set up at the event's headquarters tent (general reception) during the event period from 4/19 to 4/21 to accept parcel deliveries. If you wish to use a courier service for removal, please use this service. Please note that only Yamato freight-on-delivery will be accepted. No courier service will be accepted after 18:00, the closing time of the exhibition.
- Shipping may be on the 21st or even the following day due to availability of pickup.
- The total length, width, and height must not exceed 200 cm, and the weight must not exceed 30 kg.
- We will store at room temperature and cannot handle items that require refrigeration.

•Delivery address column of voucher (sample)

Contact: Cell phone of event package receiver.

Address ⇒ 2-1 Jinnan, Shibuya-ku, Tokyo, Japan Yoyogi Park District B

Event Plaza Tokyo Rainbow Pride 2024

○○ (Name of booth)

Name ⇒ Exhibit booth & person in charge ***Please be sure to write clearly.** _____

•Requestor's column

Phone number ⇒ Phone number of the requestor

Address ⇒ Address of the requestor

Name ⇒ Name or/and company of requestor

•Others

Designated time ⇒ Please designate a specific time and make sure the person in charge of receiving the order is at the booth.

Item name ⇒ Summary of the shipment contents

Environmental Considerations

- Please use eco-friendly and recyclable materials for event materials whenever possible. Also, please help us reduce our environmental impact by trying to reduce unnecessary use of electricity and waste, including plastics.
- Please try to reduce the amount of printed materials distributed at events by, for example, using QR codes to download materials.

Disposal of trash from booths

- Please bring your own trash bags.
- Exhibitors are responsible for taking home with them any trash that exceeds the equivalent of two 90L bags or four 45L bags.
- For trash within the above limits, please bring it to the Eco Station after thoroughly sorting out. (The Eco Station will not accept any garbage not sorted.)
- Unsorted trash bags will not be accepted. You will be asked to re-sort or take it home.

garbage separation list

Since the year before last, garbage generated at events has been subject to **stricter regulations**.

Please cooperate with the following 5 sorting procedures.

Burnable trash		Unburnable trash		
 <p>Food scraps ※Drain it well of all liquids ! Paper Waste</p>		 <p>カップめん・弁当、チューン、スリネスなどの容器・たまごなどの容器 洗剤などのボトル ビニール 発泡スチロール製品</p>		
<p>Food scraps (Drain any liquids !) Paper waste</p>	<p>Chopsticks</p>	<p>Disposable containers, Plastic and Vinyl waste</p>	<p>PET Bottles</p>	<p>Cans and glass bottles</p>

Waste from the event will be considered unburnable

Waste oil cannot be collected. Please take it home with you.

Precautions and prohibitions when operating a booth

- We reserve the right to refuse participation if it is found that the exhibitor has violated any of the rules and regulations for sponsoring or exhibiting at "Tokyo Rainbow Pride 2024," which were agreed upon at the time of application.
- Any activity that is detrimental to the aesthetics or public morals of the surrounding area will not be permitted. Please note that exhibitors or sellers may be asked to stop exhibiting or selling their products due to hygiene or public morals issues.
- Please keep in mind that items for sale or display during the event should be in line with the purpose of the event. Solicitation of religious, political, network business, etc. is not allowed.
- Visitors include youth under the age of 18 and people of various sexualities. We ask that you please be considerate of the content of the expression in the items for sale, handouts, and displays by devising distribution and display methods.
- Please refrain from negative content or anti-social expressions toward sexual minorities. Selling, displaying, or distributing items that may violate laws or ordinances is strictly prohibited.
- Exhibitors must adhere to all Japanese regulations. If violations occur, we will request improvements. Failure to comply may result in cessation of exhibiting, even during the event. Please be aware of this in advance.
- It is strictly prohibited to hang ropes or tape on the plants or equipment in Yoyogi Park, or to allow banners or other objects to come in contact with them.
- Do not use paper duct tape on the tent. Use tape that does not leave adhesive residue.
- You are responsible for any damage to organizer-provided equipment, such as tents or rental items, and will be required to cover the costs of repair or replacement.
- During move-out, please remove all crafts and equipment brought into the booth. Restore leased tents and organizer-loaned equipment to their original condition by removing any adhesive residue or stains. Clean up any stains on surfaces or the ground caused by your exhibit. Fees will be charged for disposal or cleaning of any items left behind.
- Food and beverage booths are separate from other booths. Generally, selling food and drinks at other booths is prohibited. Exceptions include giving small, individually wrapped candies or cookies as gifts with purchases, if it doesn't disrupt food booth sales. Selling items not meant for immediate consumption, like unopened wine bottles, is allowed with proper labeling per Food Labeling Law. For selling unopened alcoholic drinks for takeout, submit a "Notification of Alcoholic Beverage Retail License with Expiration Date" to the Shibuya Tax Office in advance and pay taxes per regulation.
- Selling or distributing flyers outside of the exhibition booth is prohibited. No work or storage outside of the exhibitor's booth is allowed.
- Smoking is prohibited in the venue, except in designated smoking areas.
- It is the responsibility of each exhibitor to take adequate safety measures when installing signage and other decorative items.
- No large banners, signs, etc. may be placed in front of or beside the booth. Please comply with the booth size provided by the organizer.
- Please only solicit visitors in front of your own booth.
- DJ activities are prohibited in Yoyogi Park. Also, please do not use sound equipment to the extent that it does not interfere with adjacent booths. If complaints are received, we will request improvements.

Disclaimers

- Exhibitors shall assume full responsibility for any accidents or complaints that may occur in connection with their exhibits and sales activities.
- Exhibitors are responsible for the safekeeping of their own baggage and valuables at the venue. The Organization shall not be liable for fire, theft, loss, damage, or any other accidents that may occur.
- Events may change or cancel due to unforeseen circumstances like inclement weather, earthquakes, epidemics (e.g., dengue fever), infectious diseases (e.g., new strains of coronavirus), etc. Details regarding specific measures (e.g., rescheduling) in such cases will be provided separately. Please be aware that refunds may not be possible in certain situations.
- By sponsoring this event, the Organization assumes no responsibility for injuries, illnesses, losses, thefts, damages, or disputes involving participants, vendors, or third parties, both within and outside the event premises. Participants are advised to take personal responsibility for their actions and consider purchasing insurance if needed.
- You are obligated to compensate for any damage or injury caused to event staff, facilities, or equipment, whether intentional or negligent. Please consider purchasing insurance if need be.
- If a or several participants protest against an exhibiting company or organization, TRP cannot mediate individual disputes. Exhibitors should move to a staffed area within their booth upon confirming the protester's name and contact information to address their concerns directly.

①Q. When will I know my booth location?

A. The information will be released on the official website by mid-April. Due to physical constraints and the nature of the park, there is a lot of work to be done to confirm and adjust the layout of the venue with related parties right up to the last minute. We apologize for the delay and ask for your understanding.

②Q. To what extent will the booths be set-up?

What will the organizers provide in terms of tents, tables, etc. on the day of the event?

A. Tents will be erected and delivered to exhibitors by the time they start moving in. Tables and chairs will be placed inside the tents, so exhibitors are responsible for the layout of their booths. We experienced problems every year where exhibitors have mistakenly used equipment from neighboring booths, resulting in the wrong items being used. Exhibitors who have ordered additional tables, chairs, etc., are especially requested to know in advance how many items they have ordered in total before setting up their booth.

③Q. For standard booths, is there a partition curtain between exhibitors and neighboring exhibitors?

A. When one group exhibits in one standard tent, it will be divided with another group. There is no curtain in the middle of the tent, but there will be coverage on one side. If you want to divide both sides, please prepare panels or bring your own dividers.



◀ Note there are curtains on both sides and in the back of one tent but none in the middle. (This photo shows one tent and two standard booths)

④Q. Is there a cloakroom or changing area for exhibitors in the event space?

A. Such services do not exist on site. Please ensure the safety of your valuables on your own.

⑤Q. If I apply for a power supply through the additional equipment form, how will the power be supplied?

A. We will provide power outlets via the roof or back side of the tent. Exhibitors are requested to prepare their own extension cords for wiring inside the booth.

⑥Q. If I apply for extra lights, how many should I apply for per booth?

Also, where are the lights attached to the tent?

A. Depending on the type of exhibits in the booth, weather conditions, etc., exhibitors often only ask for one light per booth. In past years, many booths have also operated without lights during the daytime.

⑦Q. If I apply for extra lights, do I also have to apply for a power supply?

A. Power for the lights is provided on a separate line from the power supply for the additional equipment and is not required.

⑧Q. Is there a water supply available at the venue?

A. There will be one water station behind the stage at the venue.

Booths that need water will be able to get water there and carry it to their booths by themselves.

⑨Q. Does Tokyo Rainbow Pride 2024 as a whole have insurance to cover visitors and volunteer staff in the event of injury? Does it also cover exhibitors and their booth workers (volunteers)?

A. The organizers are insured for legal liability if they are found legally liable for damages. Compensation for injuries to visitors and Tokyo Rainbow Pride volunteer staff is included in this coverage. However, individual booth activities, including those of booth staff, are not covered. Exhibitors should arrange their own insurance as needed.

⑩Q. How many people visit the booths each year?

A. TRP2023 recorded 230,000 visitors over two days, and since TRP2024 will be held over three days, we expect more visitors than last year. However, the number of visitors to each booth is not available as we do not keep a tally.

⑪Q. Are there any specific restrictions on the part of booth exhibitors to prevent future COVID19 infections?

A. Currently, there are no plans to impose limitations on the number of staff allowed in a booth or to enforce mask-wearing regulations during TRP2024.

⑫Q. Do you have any advice on the content of the project to be implemented in the booth?

A. Please consent to the following compliance terms when submitting your exhibition application.

Tokyo Rainbow Pride 2024 is an event that celebrates the diversity of sexuality and life, and is organized by Tokyo Rainbow Pride, a non-profit organization. We ask that you agree with the purpose of the event and that your expression and content be in line with that purpose.

Exhibitors are free to plan their own specific projects, but we recommend that you keep the following checkpoints in mind when considering the details of your project.

- Does this project empower the LGBTQ community?
- Have you listened to community voices during the preparation of this project? ?
- Is this project only an advertisement for your services?
- Has this project raised awareness within your company?

During the sponsors' briefing, we briefly discussed key points and examples of booth exhibit planning in the "Case Studies" section. If you're interested, please view the video below.

<Video of the sponsorship presentation 26mn50sec>

<https://youtu.be/PEK5CUEOJu0>



