

# Ritsumeikan University School Festival in 2022 Dec. 4(Sunday) in OIC Flea Markets • Fairs

## Application Guideline (Thirdly)

Application Period : Sep. 26 (Monday)12:00 ~ Oct.

10 (Monday)23:59

Place : online form

URL : <https://forms.gle/UQe6MwMuzGmS2HYv5>

QR Code: You can check the online form by QR Code.



※This booklet is an application guideline for flea markets and fairs to be held at OIC.

※We will hold lottery and guidance only at OIC.

※Please keep this booklet until the School Festival. No distribution.

Contact

email: 2022.oic.mogi@gmail.com

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**This booklet is for flea markets and fair.**

**If you wish to set up a flea market, please check the pages other than p4-5.**

**If you wish to set up a fair, please check the pages other than p.2-3.**

## Basic Knowledge of flea markets

A flea market is a store that sells **non-food items**. At the flea market, you can sell used clothes, used books, handmade accessories, and recycled goods that you bring to the market. We are looking forward to your participation.

- Stall fee: 1,000yen
- Store Area : 3m (width) ×2m (depth)
- Number of stores to be recruited : 10 stores ※it includes fair booths
- target group : Ritsumeikan University Student Union Affiliations • Undergraduate Project Organizations • Other organizations recognized by the university • voluntary organization

※For undergraduate project groups and other university-recognized groups, at least half of the group members must be Ritsumeikan University undergraduates.

※Organizations that have checked the “Items that members of extracurricular activity organizations confirm and must comply with regarding extracurricular activities when BCP Level in response to the COVID-19 Pandemic is Level 1 or 2” (June 20, 2022, Division of Student Affairs) and submitted “Confirmation Form (Online)” and be confirmed by the division of Student Affairs.

※For “other organizations officially recognized by Ritsumeikan University”, at least half of the members must be Ritsumeikan University undergraduates.

※The criteria for “Volunteer Organizations” are as follows.

College	Application Unit	Application Conditions	Grade
College of Business Administration	<ul style="list-style-type: none"> <li>• Basic Seminar in the spring semester in 2022</li> <li>• Organizations of undergraduates consisting of voluntary members</li> </ul>	At least 1 member of the oritor group must be included in the participants	In principle, 1 <sup>st</sup> and 2 <sup>nd</sup> year students (Excluding members of the oritor group)
College of Comprehensive Psychology	<ul style="list-style-type: none"> <li>• Introductory Seminar in the spring semester in 2022</li> <li>• Organizations of undergraduates consisting of voluntary members</li> </ul>	At least 1 member of the oritor group must be included in the participants	In principle, 1 <sup>st</sup> and 2 <sup>nd</sup> year students (Excluding members of the oritor group)
College of Policy Science	<ul style="list-style-type: none"> <li>• Organizations of undergraduates consisting of voluntary members</li> </ul>	At least 1 member of the Student Council must be included in the	In principle, 1 <sup>st</sup> and 2 <sup>nd</sup> year students (Excluding members of the Student Council)

		participants	
CRPS in College of Policy Science	• Organizations of undergraduates consisting of voluntary members	At least 1 member of PMSG must be included in the participants	Due to the small number of students, there is no restriction.
College of Global Liberal Arts	• Organizations of undergraduates consisting of voluntary members	At least 1 member of the Student Council must be included in the participants	Due to the small number of students, there is no restriction.

\*For the College of Policy Science, the Student Council of the College of Policy Science created an application form to recruit organizations.

<https://forms.gle/G39a4ZjmiLg6dbXF8>

We also announce the application procedure on Manaba+R.

- Minimum number of people required to open a stall : 3people
- Maximum number of people who can participate in the project : 10people
- person in charge : Store Manager (1 person)

Flea Market Manager. Communicate with members.

**Participate in Guidance for stalls**

Assistant Store Manager (2 people)

Assist manager and substitute in manager's absence.

**Participate in Guidance for stalls**

- ※The person in charge of opening a stall, another store, or another project may not concurrently serve as the person in charge of another store or project.
- ※Applications for changes in stall managers should be submitted to the stall managers' guidance.
- Store Locations : Event Hall on the 1st floor of Building B, see overall map (p. 35)
- Equipment required on the day of the event : **Body temperature check sheet (paper media), blue tarpaulin (2m×3m), Recruitment booklet, student ID, mask, Money transfer trays, trash bag**, curing tape (no other tape may be used), other items required for each organization to open a stall
- ※Please note that if you do not have all of the equipment listed in bold, we will not be able to approve your booth. If you forget other equipment, please have it ready by business hours.

## Basic knowledge of fair

A fair is a store specializing in a game-type store that invites visitors to participate. You can operate a game-type storefront or sell your services at the fair. We look forward to welcoming everyone to open a store.

- Stall fee: 1,000yen
- Store Area : 3m (width) ×2m (depth)
- Number of stores to be recruited : 10 stores ※it includes fair booths
- target group : Ritsumeikan University Student Union Affiliations • Undergraduate Project Organizations • Other organizations recognized by the university • voluntary organization

※For undergraduate project groups and other university-recognized groups, at least half of the group members must be Ritsumeikan University undergraduates.

※Organizations that have checked the “Items that members of extracurricular activity organizations confirm and must comply with regarding extracurricular activities when BCP Level in response to the COVID-19 Pandemic is Level 1 or 2” (June 20, 2022, Division of Student Affairs) and submitted “Confirmation Form (Online)” and be confirmed by the division of Student Affairs.

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		participants	
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- Minimum number of people required to open a stall : 3people
- Maximum number of people who can participate in the project : 10people
- person in charge : Store Manager (1 person)

Flea Market Manager. Communicate with members.

**Participate in Guidance for stalls**

Assistant Store Manager (2 people)

Assist manager and substitute in manager's absence.

**Participate in Guidance for stalls**

- ※The person in charge of opening a stall, another store, or another project may not concurrently serve as the person in charge of another store or project.
- ※Applications for changes in stall managers should be submitted to the stall managers' guidance.
- Store Locations : Event Hall on the 1st floor of Building B, see overall map (p.35)
- Equipment required on the day of the event : **Body temperature check sheet (paper media), blue tarpaulin (2m×3m), Recruitment booklet, student ID, mask, Money transfer trays, trash bag**, curing tape (no other tape may be used), other items required for each organization to open a stall
- ※Please note that if you do not have all of the equipment listed in bold, we will not be able to approve your booth. If you forget other equipment, please have it ready by business hours.

## Measures against COVID-19

Please take the following precautions to ensure a safe and enjoyable event for all visitors.

### 【Body Temperature Check Sheet】

- The Body Temperature Check Sheet (Excel file) is available on the RU Student Union's website.
- **Participants from each organization are requested to record their body temperature and physical condition from Sep. 26 (Mon.) to Dec. 4 (Sun.).**
- **Please submit the check sheet at the application, guidance, the day before the school festival day, and the day of the school festival.**
  - ✂ Please make a photocopy of the sheet and submit it (paper media) at the application, guidance, and the day of the school festival.
  - ✂ On the day before the school festival, please submit the sheet by email by 15:00.
  - ✂ If you forget to submit the sheet, points will be deducted from your points.
- **If you have a fever of 37.5°C or higher or any other health problems (runny nose, shortness of breath, rash, abnormal taste or smell, etc.) within two weeks before the submission date, please report it to us by the previous day.**
  - ✂ If you find out that you have any physical abnormality on the day of the guidance, please report it to us by the time the guidance starts.
  - ✂ If you have a fever due to a side effect of vaccination or any other physical abnormality, please report it according to the example on the Temperature Check Sheet.
  - ✂ If any of the participants have a fever of 37.5°C or higher or any other health problems on the day before or on the day of the festival, the group will be suspended from opening a stall.

### 【On the day of the school festival】

- Failure to submit the temperature check sheet will result in the suspension of the stall.
- The maximum number of people allowed inside the stall is 5, and the maximum number outside the stall is 2.
- All participants wear masks and sanitize their hands and equipment regularly. If wearing a mask is problematic for various reasons, please wear a face shield.
- All participants are required to wear a cable tie.

- All money should be exchanged on the money transfer tray.
- Please encourage visitors to line up at least 2 meters apart.
- Eating and drinking are not allowed inside or outside of the stall.



## Flow up to the day of the School Festival

### 1. Booth opening reception(p.9)

- Date and time: Sep. 26 (Mon) 12:00~ Oct. 10 (Mon) 23:59
- Format: Google Form
- URL: <https://forms.gle/UQe6MwMuzGmS2HYv5>

### 2. Lottery and Lottery Result Notification (p.10)

The division will conduct the lottery and notify the results by email afterward.

- Date: Oct. 12 (Wed)
- Time: 14:30~

### 3. Document submission (p.11)

We will accept and distribute documents and explain about flow up to the festival.

- Date: Oct. 19 (Wed)
- Time: 18:00~20:00
- Document to submit: Copy of Pledge form (2 sheets), Copy of Name • Student ID of participating club members other than the booth manager (2 sheets), Student ID data of all people in charge of the booth (2 sheets), Copy of flea market proposal (2 sheets), Copy of fair proposal (2 sheets), and Body Temperature check sheet (1 sheet)

### 4. Guidance for Booth Managers (p.12)

- Date: Oct. 26 (Wed)
- Time: 18:00~19:00
- Location: AC130

### 5. On the day of the festival (p.23)

#### ▼ Flea market • Fair

- 9:00~11:00 Preparation
- 11:00~17:00 Business hours
- 17:00~18:00 Finishing

※Please be careful not to mistake the date, time, and place.

## Registration for stalls

The booth opening reception will be held on the following schedule.

○Date and time: **Sep. 26 (Mon) 12:00 ~ Oct. 10 (Mon) 23:59**

○Format: Google Form

○URL: <https://forms.gle/UQe6MwMuzGmS2HYv5>

〈Regarding important information〉

Please fill in the following information on the reception form.

1. Organization Name

2. Store Name

※The Division may not permit store names that violate copyrights or are offensive to public order and morals. In such a case, the Division may instruct you to change the name of the store

3. Name of booth manager (Katakana), Major, Student ID number, Phone number, Email address

※Please fill in the email address of the mobile phone you use most frequently, as it will be used for the mailing list (P.21) (campus email address is recommended).

4. Contents of store

※Please fill in all fields.

〈Notice〉

- The application will not be accepted unless all the document is submitted.
- Application after the reception period is not accepted.

## Lottery and notification of the results

If there are more applications than the number of booths, a lottery will be held to determine the stall holders reasonably. In addition, due to prevent COVID-19, the division will conduct a lottery instead of gathering people in charge of organizations. The result will be sent by email.

Date and time: Oct. 12 (Wed) 14:30~

Target: Booth opening manager, Assistant Manager

In lottery procedure :

- ① If the number of applicants exceeds the number of recruits, the division will conduct screen recording by Zoom and draw a fair lottery using the functions of Excel.
- ② We will send lottery result notifications to groups that can open the stalls by email. In the email, we will attach the following handouts.

Handouts: Pledge form (Word), Name • Student ID of participating club members other than the booth manager (Excel), Student ID data of all people in charge of the booth (Word), Flea market proposal (Word), Fair proposal (Word)

- If you win the lottery, you will not be allowed to decline the booth opening. Therefore, regardless of the reason, you must pay the store opening fee.
- There are two types of lottery results: winners and alternates. Winning organizations will be sent the results of the lottery with the handouts mentioned above. Please be sure to download each file. Alternates will receive an alternate number.
- If one of the winning organizations does not open a booth for some reason, the alternates will be given priority. In the event that an alternate is selected, the store manager and assistant manager will be notified by phone or e-mail.

※The deadline for the advanced selection is October 20 (Wed.). Please continue to record your body temperature and physical condition even if you become alternates.

※If you have not recorded your body temperature and physical condition, you will not be allowed to open a stall. Please be sure to continue recording your temperature and physical condition.

## Application

The winning organizations need to submit the following documents. After that, we will explain the steps of the festival.

Date and time: Oct. 19 (Wed) 18:00~20:00

Target: Booth opening manager or Assistant Manager

Place: AC130

Documents to submit: Copy of Pledge form (2 sheets), Copy of Name • Student ID of participating club members other than the booth manager (2 sheets), Student ID data of all people in charge of the booth (2 sheets), Copy of flea market proposal (2 sheets), Copy of fair proposal (2 sheets), and Body Temperature check sheet (1 sheet)

✂Please submit them by paper media.

✂If you don't submit the Body Temperature check sheet, three points will be deducted from your points and dealt with the day after.

Handouts: Information form for receipt of stall fees, information flyer for guidance for stall manager, and application guidelines

### 【Notes】

- Please make copies of all submitted documents before submitting them to the division.
- All documents must be complete in order to be accepted.
- Please stand in line at an appropriate interval when waiting outside of the classroom.
- Please wear a mask and sanitize your hands when entering the classroom.
  - ✂If it is difficult to do that, please tell the division staff.
- The manager or assistant manager must come. If no one cannot come on the day and time for application, please contact the division **by 17:00 on Oct.18 (Tue.)**. The contact information is written on the cover of this booklet.
- If your contents are not allowed to open a stall, we may ask to change or modify them.
- You cannot change the store name or contents after application is completed.
- When you are absent without notifying the division, your points will be deducted and dealt with the day after.
- If the BCP level is 3 or higher, we plan to conduct the seminar via Zoom. **We will notify any changes by e-mail three days prior to the guidance.** Please be sure to check your e-mail.

## Guidance for stall manager

We will announce information for stalls. The store manager or assistant manager must participate.

Date: Oct. 26 (Wednesday) 18:00-19:00

Target: One person (manager or assistant manager)

Location: AC130

Documents to submit: Certificate of the stall fee, Copy of the certificate of the stall fee (2 sheets), and the body temperature check sheet (for 2 weeks)

※ If the temperature check sheet is not submitted, 3 points will be deducted and dealt with the day after.

※ Please submit them by paper media.

Handouts: Resume for guidance for stall managers, stall permit p.13)

- **Attendees must enter the classroom by 18:00**, where the guidance for stall managers will start.
- If you are more than 5 minutes late, 2 points will be deducted and dealt with the day after.
- If all the members responsible for the stalls cannot come, please contact the division by 17:00, Oct.25 (Tue). You will be dealt with individually.
- Please refer to the “Certificates” section (p. 15-16) for the details on the certificates for the stall fee.

● If the BCP level is 3 or higher, we plan to conduct the seminar via Zoom. **We will notify any changes by e-mail three days prior to the guidance.** Please be sure to check your e-mail.

**Sleeping, talking to one another when unnecessary, using cell phones, etc., during the guidance shows a bad attitude to the whole group, and the group will be asked to leave the room and counted as an unexcused absence. Please be careful.**

## About stall opening permits

**Without a stall permit, the stall cannot be opened.**

- The division will distribute it to the stall managers during the guidance. Please fill it in at that time. After that, the division will collect it and will distribute it on the day of the school festival again.
- Lot numbers should be confirmed when receiving the lottery result through the mail, so please be sure to keep track of the lot numbers.
- On the day of the school festival, please stick it in a visible position, such as the front of the store.

## Payment of stall fees

Cash is not accepted and will be accepted by certificate to facilitate the management of stall fees. Please confirm the following and bring the Certificate of the stall fee and a Copy of the certificate of the stall fee (2 sheets) to the guidance for stall manager.

### 【About the automatic certificate issuing machine】

- It is located on the first floor of building A (In front of the AS office).
- Payment by Co-op IC card or cash is acceptable.

### 〔Business Hours〕

Weekdays	9:00~21:30
Saturdays	9:00~17:00
Sundays	Suspended

※ Operating hours may differ on Saturdays, Sundays, class days on public holidays, make-up classes, and exam days.

For detailed operating hours, please visit the Ritsumeikan University website: For current students

For certificates and commuter passes purchase page,

Please see the operating schedule posted at

([http://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/certificate.html/](http://www.ritsumei.ac.jp/pathways-future/eng/student_life/certificate.html/))

### 〔Certificate Fee〕

Stall Fee ... 1,000 円

※ **It is recommended that you purchase it through charging the Co-op IC card or borrow a card through the Co-op counter.**

**There will be no refund for the purchase of certificates even when the flea market/fair is suspended or canceled.**

## Certificates

[Flow of purchasing certificates]

① **After receiving detailed information on stall opening fees, the store manager will purchase the certificate.**

※ You can recharge your Co-op IC Card at Co-op Purchasing, Cafeteria, etc. You must be a member of the Ritsumeikan Co-op to be issued a Co-op IC Card.

② **Go to the automatic certificate issuing machine.**

※ It is located on the 1st floor of Building A (in front of the AS Office).

③ **Hold the certificate purchaser's student ID card to the issuing machine and log in.**

※ Please be sure to scan your student ID card. Without the student's information, the purchase cannot be made as a purchase record will not be created. Additionally, if a certificate is lost, it will not be able to respond to the loss.

④ **Select "Certificate Issuance" on the touch panel, then select the "Bus, Parking and Insurance" displayed on the machine.**

⑤ **Select the "School Festival Flea Market and Fair Fee" and make your purchase.**

※ In "School Festival Flea Market and Fair Fee," select ¥1,000.

<In case of payment through IC CARD> Scan the IC Card.

<In case of payment through cash> Insert the bills and coins.

⑥ **Receive the certificate**

※ The certificate is an A4 size paper. **Please write the compartment number and your organization's name on the lower right corner of the certificate with a ballpoint pen.** Please be sure not to lose it, as it will be needed during the guidance of the person in charge of the stall.



[Flow of the payment of stall fees]

- ① Write the compartment number and the organization's name on the lower right corner of the certificate (A4 size) with a ballpoint pen.
- ② Make a photocopy of the certificate.
- ③ Bring the certificate to the guidance of stall managers (p. 12).
- ④ Submit the original certificate and, Copy of the certificate of the stall fee (2 sheets)

### [Notes]

- Payment of the stall fee will not be completed with the certificate purchase.  
Please be sure to bring the certificate to the guidance for stall managers (p. 12).
- Please purchase the certificate after you have been notified of the details of the stall opening fee.
- If you make a purchase by mistake, we will not be responsible for refunds.
- We will not be responsible for lost certificates. Please keep the certificate responsibly until the stall fee is received.

## Notes and Point System

On the day of the festival, violations of the following prohibitions and precautions will be punished based on a point system. In order to ensure the safe operation of the flea market and fair, any violations of these rules may result in severe disciplinary action, including suspension of stalls.

〈What is the point system?〉

Once your stall is confirmed, you will be given 5 points. If you commit an infraction, the points allotted for that infraction will be deducted from your points. When the number of points reaches zero, the stall will be canceled immediately.

### List of prohibited items and point deductions

#### ●Point deducted before the day of the school festival

This is a point reduction item prior to the day of the school festival.

##### **3points deduction**

- Failure to bring the body temperature check sheet to the application and guidance.
- Failure to report a fever of 37.5°C or higher or any other physical condition within two weeks before the guidance date to the division staff by the day before the application and guidance.

##### **2points deduction**

- Change of the store name, the person in charge of opening a stall or the items to be sold outside of the period of permission for change
- Unauthorized absence or late arrival of the person responsible for the application
- Failure to follow the instructions of the staff

#### ●Points deducted on the day of the school festival

##### **5 points deduction (items that will result in immediate stall suspension)**

- Failure to bring a body temperature check sheet with equipment loaned on the day of the festival
- People who do not submit the body temperature check sheet participate in the stall
- Failure to report a fever of 37.5°C or higher or any other physical abnormality within two

weeks of the day of the event to the division staff member

- Participant drinking or smoking inside or outside of the stall
- Public order and morals offensive items/activities
- Malicious sales pitches or pushy sales
- Cursing, abusive language, or violent behavior
- Conducting gambling activities
- Unauthorized opening of stalls
- Selling items other than those listed in the application
- Unauthorized use or unauthorized movement of equipment on the premises
- Use of generators
- Use of fire
- Disobedience to the instructions of division staff

### **3 points deduction**

- Not wearing a mask \*Points will be deducted even if the cover is not worn up to the nose
- Not wearing a face shield
- To serve customers without wearing rubber gloves on both hands
  - Failure to regularly sanitize hands
  - Not using Money transfer trays
  - Failure to disinfect Money transfer trays regularly
  - Calling out in a loud voice
  - People who have not submitted their body temperature check sheets participate
  - Eating and drinking inside or outside the stall
  - Exceeding the maximum number of people in the stall (5 people)
  - Exceeding the maximum number of people allowed outside the stall (2 people)
  - Leaving the stall unattended
  - Provide food and beverages (including free of charge)
  - Use of electricity on the premises (including microwave ovens, etc. installed on the premises
  - Calling people outside the store
  - Peddling items
  - Malicious customer service to visitors
  - Other disobedience to the instructions of division staff or executive

### **2 points deduction**

- Solicitation of organizations

- Selling or distributing items suspected to be related to corporate sponsorship or religion
- Setting political things
- Interfering with other stalls
- Disturbing neighbors
- Sales outside of business hours
- Injuring visitors
- Sales without both a manager and assistant managers
- Other disobedience to the instructions of division staff or executive

**1 point deduction**

- Use of microphones, musical instruments, megaphone, etc.
- Selling without both the manager and the assistant manager
- Not having a stall permit attached
- Failure to use a blue tarpaulin
- Leaving equipment unattended on the premises
- Bringing in carts or rear-drawn carts
- Failure to start cleaning up after business hours
- Overflow of equipment, etc. from the stall
- Other disobedience to the instructions of division staff or executive

\*In addition to point reductions based on patrols, the following disciplinary actions will also be taken.

- If you are selling prohibited items, these items will be kept at the booth headquarters until the end of the event.
- If you bring in a cart or rear-down cart, it will be kept in the booth headquarters until the end of the event.

\*The stall may be suspended if any other items are deemed dangerous by the division staff.

## Prohibited items for sales

The items listed below are not allowed to be sold.

- Stolen goods and goods prohibited by law
- Things related to corporate activities
- Things related to a specific religion/idea / political activity
- Beverages
- Alcohol
- Plants
- Personal information
- Medicine
- Coupons
- Dangerous items
- Items that are offensive
- Gambling
- Copyrighted goods
- Cosmetics
- Sharp objects
- Cigarettes
- Fair trade items
- Resold items
- Items that are deemed as dangerous

## Mailing List

<What is the mailing list?>

Until the day of the school festival, the division will send important information to organizations that have registered for flea markets/fairs by email. The manager and assistant manager will be asked to join the mailing list.

<Contents of information>

- Notification of project cancellation
- Emergency information
- Notification of guidance
- Classroom changes for guidance

<Notice>

- Please register the email address that you use most frequently (A campus email address is recommended)
- We register all the managers and assistant managers.
- We will confirm that you are on the mailing list at the lottery.
- Please confirm that you have received an email from the division before the lottery.
- Please do not reply using the mailing list. If you have any questions, contact the division directly.
-

## Signboards

Installation of signboards is optional. Ensure that the rules are followed when making them.

### Point to take note when making the signboard

- For creating the signboard, please use paper-based items and stick them on cardboards.
- Ensure that the decorations and signboards are secure and will not be blown away by the wind.
- Items like thumbtacks and wires deemed dangerous by the division are prohibited.
- Please separate the trash and bring them to the trash area after the project.
- Please do not make or repair any signboards on the day of the festival
- Please do not use plywood board, spray, and paint.
- In an event where the facility is dirtied, the group will be responsible for cleaning. Depending on the situation, compensation will be asked for.
- Do not leave signboards on the premises or discard them at nearby establishments, etc.

## Management of the day of the School Festival

### o Flow of the day of the School Festival

9 : 00~11 : 00	Preparation
11 : 00~16 : 00	Business hours
16 : 00~17 : 00	Finishing

● Please bring the **Body temperature check sheet (paper media), blue tarpaulin (2m×3m), stall permit, recruitment booklet, student ID, mask, Money transfer trays, trash bag, curing tape (no other tape may be used)**, and other items required for each organization to open a stall

※Please note that if you do not have all of the equipment **listed in red**, we will not be able to approve your stall. If you forget other equipment, please have it ready by business hours.

● Please keep the stall permit attached to the front of the blue tarpaulin easily visible during business hours.

● Please be responsible for cleaning up and bringing all garbage to the garbage collection point. However, you cannot dispose of blue tarpaulins and other bulky garbage. Please do not dispose of them at the university or nearby facilities, be sure to bring them back home. (See p.26-27 for information on garbage separation.)

● The decision to cancel business in case of light rain is left up to each organization. However, please stop your business when we determine that continuing business is not feasible. A mailing list or staff members will notify the cancellation.

● We will provide no waiting room, so please prepare it yourself if needed.

● The equipment you prepare does not extend beyond your stall area.

● If you have any other questions on the day of the festival, don't hesitate to contact the Mogi Headquarters.



## Lending and Returning Equipment

### Lending equipment

On the day of the festival, the division will lend you the following equipment.

When lending equipment, the student ID card of the manager (or assistant manager if the manager is absent or forgets his/her student ID card) is needed. The student ID card can only be returned to the student, so please the person who left the card come to return the equipment.

- Minimum number of people required to lend out equipment: 2 people (1 manager must come)
- Place: Mogi Headquarters
- Time: 9:45~10:30
- Necessary items: student ID card of the manager, 2weeks-Body Temperature Check Sheet for all participants

### <Notes>

- The student ID card will be kept at the Mogi Headquarters during business hours.
- You will not be able to borrow any equipment after 10:30.

### <Equipment to be distributed>

※No need to return them to Mogi Headquarters

- Participant Questionnaire
- Vinyl ribbons
- Hand sanitizer
- Sanitization sheet
- Permit to open a stall
- Rubber gloves

## Returning equipment

- Minimum number of people required to return equipment: 1 manager
- Place: Mogi Headquarters
- Time: 16:00~18:00
- Necessary items: Permit to open a stall and Hand sanitizer

### <Notes>

- We cannot return your student ID card unless you return the equipment.
- If the equipment is solid, please clean it up and bring it back to the Headquarters.
- When we return your student ID card, please show the screen showing your completed answers to the Participant Questionnaire (Online Questionnaire). Please complete it by the time you return the equipment.
- If you have not started cleaning up even after returning time, your points may be deducted or you may not be allowed to open a stall in the next year.

## Garbage Separation

### Garbage Separation

The school festival attracts vendors and many visitors to the campus. Therefore, we expect a large amount of garbage on the day of the festival. To keep the campus clean, we ask you to sort their trash at the festival.

### Separation Item

Garbage will be collected as follows. Please separate the trash in advance at your stall. Waste that does not apply to the items listed below will not be collected. Please dispose of them on your own.

Separation Item	Example	Notes
Burnable Garbage	plastic, paper, food scraps	
Glass Bottles		Collected with contents removed
Cans		Collected with contents removed
Plastic Bottles		Collected with contents removed *Labels and caps are Burnable Garbage.
Styrene Foam		
Cardboard		Please fold them up small.

A garbage collection point cannot collect blue tarpaulins and other bulky garbage. Please bring them back home.

### **Collection Location and Time**

On the day of the festival, the trash cans on campus will be open as usual. However, they have a small capacity and will fill up quickly. Therefore, we ask that you take the garbage generated at your stall to a trash collection point.

Trash Collection Point: 10:30~20:30 (see p.35)

### **Notes**

- Please prepare garbage bags by each store.
- Please do not accept garbage from visitors.
- Please ask visitors to go to the temporary trash cans if they come to dump their waste.
- Please make large items of trash (Styrofoam, cardboard, etc.) as small as possible and dispose of them in the smallest possible size.
- If you have any questions about garbage on the day of the festival, don't hesitate to contact the Environmental Headquarters.

## Emergency Responses

### In case of occurring an earthquake

- Please ensure your safety by crouching down on the ground.
- The School Festival may be canceled or suspended. Please pay attention to the mailing list.

### In case of illness or injury

- Please go to the Health Center in Building A for a medical check.
- In the event of a serious injury that requires medical care, please contact the Mogi Headquarters immediately.
- If you are not feeling well enough to stand, please contact the Mogi Headquarters immediately.

### In case of suspension or cancellation of flea markets and fairs

- The School Festival Executive Committee issues an order to suspend or cancel the flea markets and fairs when it is unsafe to continue them.
- A mailing list and staff members will give you instructions.
- In case of suspension, please stop business and stay in your stall.
- In the case of cancellation, please put away your equipment and leave the stall area.

## Privacy Policy

### (Purpose)

#### Article 1.

The purpose of this Agreement is to protect personal information held by the Special Event Team in the course of its activities.

### (Definitions)

#### Article 2.

Personal information, as used in this Agreement, refers to information that can be used to identify an individual, such as name, address, date of birth, phone number, email address, and student ID number.

### (Responsibilities)

#### Article 3.

The Special Event Team shall be responsible for complying with this Agreement about protecting personal information.

### (Person Responsible for Management)

#### Article 4.

The manager of the Special Event Team shall be responsible for the protection of personal information.

#### Article 5.

The manager shall instruct and supervise the team staff to comply with this Agreement.

### (Safety Control)

#### Article 6.

The Special Event Team shall strictly manage the personal information to prevent it from being viewed by third parties.

### (Purpose of Use)

#### Article 7

The Special Event Team shall use personal information only for the purposes necessary for planning and operating the festival.

(Destruction)

Article 8.

The Special Event Team shall discard personal information as soon as possible after completing all operations as stipulated in the preceding article.

Article 9

The Special Event Team shall not provide personal information to any third party.

Article 10

Notwithstanding the preceding article, the Special Event Team may provide personal information to a third party in any of the following cases

- (i) When the Special Event Team has obtained consent from the information provider.
- (ii) When requested by the police or a court of law to disclose information concerning a case investigation.
- (iii) When required by law.

Ritsumeikan University Festival Executive Committee

Chairperson            Kanta Ishikawa

## Pledge Form

We agree with the following terms and privacy policy to open a stall for flea markets/fairs at Ritsumeikan University OIC School Festival 2022.

1. We will not engage in any acts that offend public order and morals and any religious acts during the project.
2. During the project, if we cause damage to others intentionally or negligently, we will be responsible for compensation.
3. In the case of 2, the Ritsumeikan University Festival Committee, the Special Event Team, and University shall be exempted from liability.
4. About opening a stall, we will follow the instructions and actions by the Ritsumeikan University Festival Committee, the Special Event Team, and University.
5. When the festival or project are decided to cancel or suspend, we will immediately comply with the decision.
6. If we win the lottery, we will pay the stall fee by due date.
7. If we win the lottery, we will not decline to open a stall for any reason.
8. We will not seek a refund of stall fee from the Ritsumeikan University Festival Committee and the Special Event Team for any reason.
9. We will not claim compensation for our losses to the Ritsumeikan University Festival Committee and the Special Event Team when the project is cancelled.
10. During the project, when the Special Event Team ask us to return any equipment distributed, we will immediately comply with the instructions.
11. We comply with the contents of the application guidelines, handouts, and guidance.

Date:

Organization Name:

Manager Name:

Address:

Phone Number:

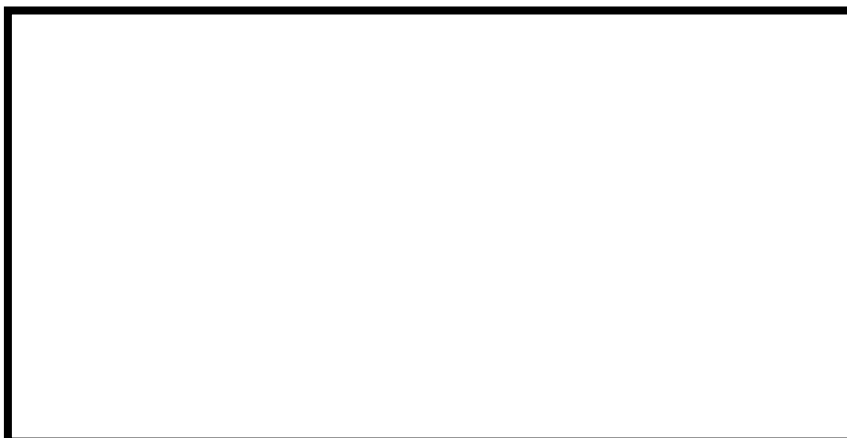


## Fields for pasting a copy of student ID card

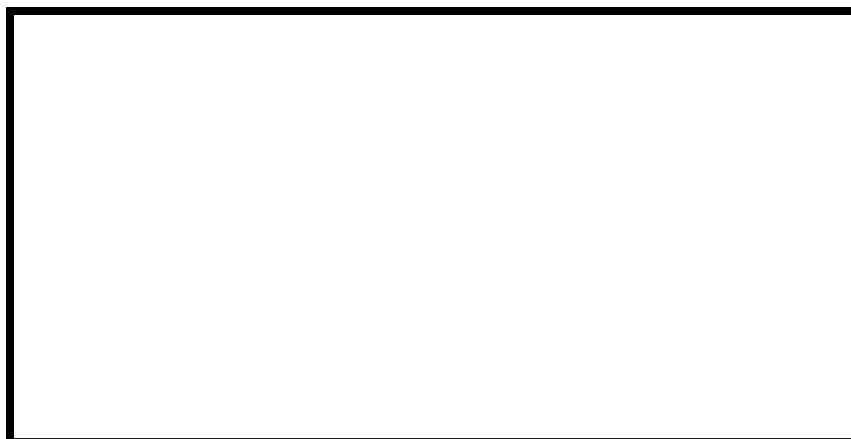
① Manager



② Assistant Manager



③ Assistant Manager



## Proposal for flea markets/fairs

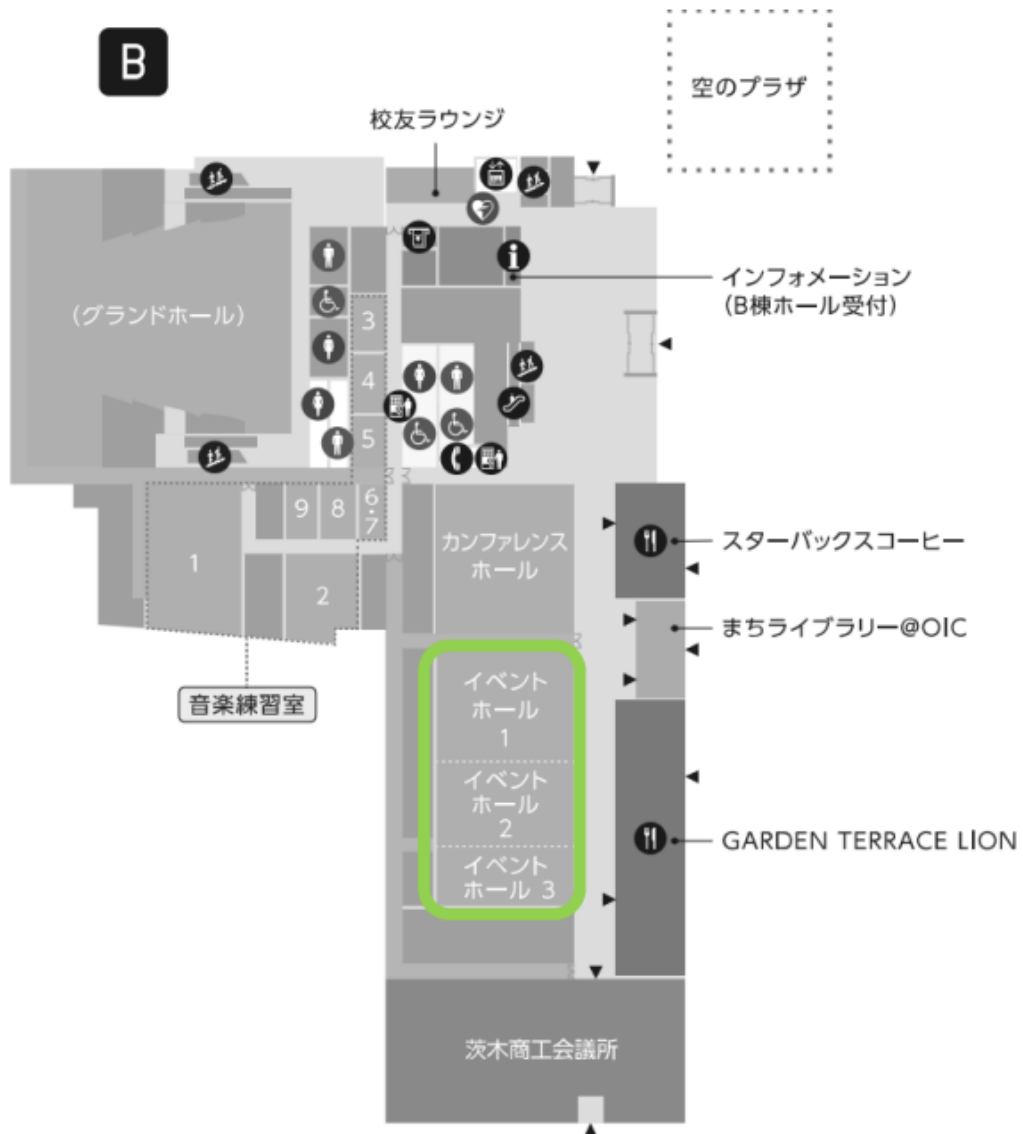
Store Name	
Organization Name	
Manager	Name (Katakana) :
	Student ID :
Contents of stall	

Please write tools and equipment to be used in detail.

Tools/Equipment	Reason for use

Notes :

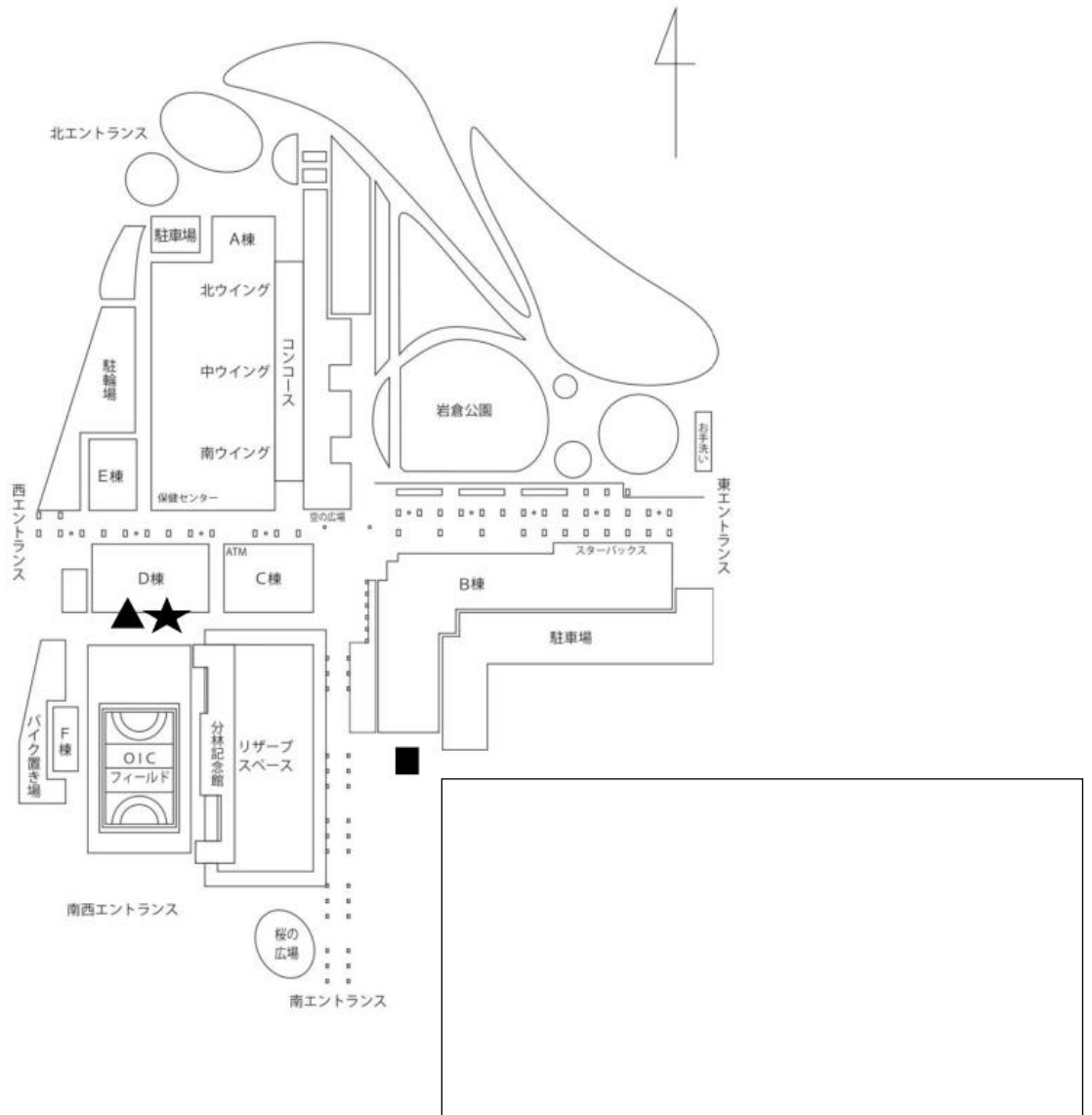
## Location



Flea markets and fairs will be held in Event Hall in the Building B.

※Place of stalls and other details are subject to change.

# Maps



## Notes

## Contact Information

Please get in touch with us if you have any questions about the  
School Festival.

### **Contact**

OIC Building A 3<sup>rd</sup> floor

Student Lounge

The Counter of

Ritsumeikan Univ. Student Union

[2022.oic.mogi@gmail.com](mailto:2022.oic.mogi@gmail.com)