

Ritsumeikan University University Festival 2023 On December 3rd (Sun.) OIC Flea Market • Fair Event Application Booklet

Application Period :

9/25(Mon.)12:00 ~10/4(Wed.)23:59

Apply via : Online (on the Website)

URL : <https://forms.gle/eiHb3WPb7Q4H3d227>

QR code : You can access the website above from →



※ This is the application booklet for the Flea market/Fair event that will be held at OIC.

※ The lottery, guidance session etc. will only be held at OIC.

※ Please bring this application booklet on the day of the festival. We will not hand it out again.

Contact Information

MAIL: 2023.oic.mogi@gmail.com

Table of Contents

P.1	Table of Contents
P.2-3	The Basics of Participating in the Flea Market
P.4-5	The Basics of Participating in the Fair
P.6	The Flow up to the day of the University Festival
P.7	Participation Application (Online)
P.8	Notification of the Lottery Results
P.9	Document Checking Guidance Session
P.10	Booth Manager Guidance Session
P.11	About the Booth Permit
P.12-14	Prohibitions, Precautions, and About the Points System
P.15	List of Prohibited Items for Sale
P.16	Mailing List
P.17	About the Signboard
P.18	About the Management on the Day of the Event
P.19-20	Rental and Return of Equipment
P.21-22	Separating Trash
P.23	Emergency Response
P.24	Terms and Conditions Regarding Personal Information
P.25-29	Submission Documents (Example)
P.30	Event Location
P.31	Entire map
P.32	Memo
P.33	List of Submission Documents
P.34	Contact Information

This is the application booklet for both the flea market/fair event.

If you wish to participate in the flea market please check all pages except for p.4-5.

If you wish to participate in the fair please check all pages except for p.2-3.

The Basics of Participating in the Flea Market

A flea market refers to booths that sell items other than food products. At flea markets, you can sell second-hand clothing, old books, handmade accessories, and recycled goods that participants bring. We look forward to your booth at the event.

- Booth Fee: Free (0 yen)
- Booth Area : 3m (width) ×2m (depth)
- Number of Available Booths : 10
 - ※10 booths include the fair booths.

• Eligibility : RU Student Union Affiliated Organizations(circles/clubs) • Faculty Project Organizations • Other Organizations approved by the university (seminar classes) • Voluntary Organizations

※For the Faculty Project Organizations • Other Organizations approved by the university (seminar classes) • Voluntary Organizations, at least half of the group members must be Ritsumeikan University students.

※The three people who will be the booth leader must be Ritsumeikan University students.

- Minimum Number of Participants for the Booth : 3
- Maximum Number of Participants for the Event : 10
- Leaders : Manager (1 person)

Responsible for the flea market.

Communicates important information to members.

Must attend the Booth Leader Guidance Session.

Assistant Manager (2 people)

Assist the manager

Substitute the manager when the manager is unavailable

Must attend the Booth Leader Guidance Session.

※You cannot hold multiple roles as a manager or the leader of other booths or events.

※Requests for changes to the manager must be made before the Booth Leader Guidance.

- Booth Location : Bldg. B 1F Event Hall (Check” Event Location” (P.30))

- Required Items on the day of the event : **Blue tarp(2m×3m)**、
Application Booklet、 **Student ID Card**、 **cash tray**、
trash bag、 other things specific to the group

※Please note that if you do not bring **the items in bold**, we may not approve of your booth. If you forget any other items, please prepare them before the start of the event within your group.

The Basics of Participating in the Fair

The fair is a specialized booth that focuses on [interactive games for visitors](#). At the fair, you can hold game-type booths ([except for using the water](#)) and sell services. We look forward to your booth at the event.

- Booth Fee: Free (0 yen)
- Booth Area : 3m (width) ×2m (depth)
- Number of Available Booths : 10

※10 booths include the flea market booths.

- Eligibility : RU Student Union Affiliated

Organizations(circles/clubs) • Faculty Project Organizations • Other Organizations approved by the university (seminar classes) • Voluntary Organizations

※For the Faculty Project Organizations • Other Organizations approved by the university (seminar classes) • Voluntary Organizations, at least half of the group members must be Ritsumeikan University students.

※The three people who will be the booth leader must be Ritsumeikan University students.

- Minimum Number of Participants for the Booth : 3
- Maximum Number of Participants for the Event : 10
- Leaders : Manager (1 person)

Responsible for the fair.

Communicates important information to members.

Must attend the Booth Leader Guidance Session.

Assistant Manager (2 people)

Assist the manager

Substitute the manager when the manager is unavailable

Must attend the Booth Leader Guidance Session.

※You cannot hold multiple roles as a manager or the leader of other booths or events.

※Requests for changes to the manager must be made before the Booth Leader Guidance.

- Booth Location : Bldg. B 1F Event Hall (Check” Event Location”

(P.32)

- Required Items on the day of the event : **Blue tarp(2m×3m)**,
Application Booklet, **Student ID Card**, **cash tray**,
trash bag, other things specific to the group

※Please note that if you do not bring **the items in bold**, we may not approve of your booth. If you forget any other items, please prepare them before the start of the event within your group.

The Flow up to the day of the University Festival

1. Booth Application (Online) (p.7)

○Period: 9/25(Mon.) 12:00~10/4(Wed.) 23:59

○Method: Online

○URL: <https://forms.gle/eiHb3WPb7Q4H3d227>

2. Lottery and Notification of Results (p.8)

The lottery will be conducted by the department, and results will be notified via email.

○Date: 10/6(Fri.)

○Time: 14:30~

3. Document Checking Guidance (p.9)

We will check and handout documents and explain the upcoming flow.

※Please submit documents via email.

○Date: 10/25(Wed.)

○Time: 18:00~20:00

○Location: AN110

○Handouts: Booth Leader Guidance Information Sheet, Application Booklet

4. Booth Leader Guidance (p.10)

○Date: 10/31(Tue.)

○Time: 18:00~19:00

○Location: AN110

○Handouts : Booth Leader Guidance Summary Handout

5. The day of University Festival (p.18)

▼Flea Market / Fair

9:45~11:00 Preparation

11:00~17:00 Operation

17:00~18:00 Clean up

※ Please make sure to check the date/time/location.

Participation Application (Online)

○Date and Time : 9/25(Mon.) 12 : 00~10/4 日(Wed.) 23 : 59
○Format : Online (Google Forms)
○URL : <https://forms.gle/eiHb3WPb7Q4H3d227>

〈About Necessary Information〉

Please fill in the application form with the information below.

1.Name of Organization

2.. Name of Booth

※In some cases, the we may not permit store names that violate copyright or public decency. In such cases, you may be instructed to change the store name.

3.Name of the Booth Leader、 Faculty、 Student ID、 Phone Number、 E-mail Address

※Please provide the email address of your most frequently used mobile device, as it will be used for the mailing list (P.16). It is recommended to use your student email address.

4.Details of the Booth

※Please fill in all items

〈Note〉

- Incomplete submission documents will not be accepted.
- Applications for booth setup after the registration period ends will not be accepted.

Notification of the Lottery Results

If there are more applications than the available booth slots, a lottery will be conducted to fairly select the participating organizations. The University-wide Events Department will conduct the lottery on behalf of the applicants. The results of the lottery will be communicated via email.

Date and Time : October 6th (Fri.) 14:30~

Target People : Manager x1 • Assistant Managerx2

Lottery Procedure : ①If the number of applications exceeds the available slots, the University-wide Events Department will conduct a fair lottery using Excel functions while recording the process on Zoom.

②Results of the lottery will be communicated via email to the organizations eligible for booth setup. The email will include the following attachments and submission deadlines:

Attachments : Pledge(Word)、The name, faculty, student ID number of all participants except the managers(Excel)、Student ID Data of all managers(Word)、Flea Market Proposal(Word)、Fair Proposal(Word)

- **Once selected through the lottery, booth rejection will not be accepted.**
 - Lottery results include two categories: selected and waitlisted.
Selected organizations must download and submit all the mentioned files via email by October 13th (Friday) 23:59. We will give a waitlist number for organizations on the waitlist.
 - If, for any reason, items are deemed unacceptable during the registration process, changes or modifications may be required.
 - Changing or modifying store names or sales items without notice after registration is not allowed.
 - If any selected organization decides not to participate for any reason, waitlisted organizations will be upgraded in priority order. In case of an upgrade, we will contact the Booth Manager and Assistant Managers by phone or email.
- ※The deadline for upgrades is **October 11th (Wednesday) 23:59.**

Document Checking Guidance Session

On the day of this session, we will provide an explanation of the upcoming process and distribute the necessary documents

Date and Time : October 25th (Wed.) 18:00~20:00

Target Person : Either the Manager or Assistant Manager

Place : AN110

Handouts : Booth Manager Guidance Information Sheet, Application Booklet

【Notes】

- Please maintain social distancing while waiting outside the classroom.
- Either the Booth Manager or Assistant Manager should attend. In the event that no one is present during the registration time, please contact the Special Business Division individually by **October 24th (Tue.) 17:00** at the latest. Contact information is provided on the cover page.
- If you arrive more than 5 minutes late without notice, 1 point will be deducted from your patrol score. In case of unexcused absence, 2 points will be deducted from your patrol score, and we will take individual action. If you anticipate being late, please be sure to notify us before the session. (For details on patrol scores, refer to pages 12-14).

Booth Manager Guidance Session

We will provide information regarding booth setup. Please ensure that either the Booth Manager or one of the Assistant Managers from each organization attends.

Date and Time : 10 /31 (Tue.) 18:00~19:00

Target Person : Either the Booth Manager or the Assistant Manager

Location : AN110

What to Bring : Student ID of the participants, Application Booklet (this booklet) 、 something to write with

Handouts : Booth Manager Guidance Summary, Booth Permit (Refer to P.11)

- Attendees should enter the classroom by the start time of the Booth Manager Guidance, which is 18:00. In case of being more than 5 minutes late without prior notice, 1 point will be deducted from your patrol score. In case of unexcused absence, 2 points will be deducted from your patrol score, and **individual action will be taken. If you anticipate being late, please notify us before the session** (For details on patrol scores, refer to pages 12-14).
- In the event that no one is present during the registration time, please contact the Special Business Division individually by **October 30th (Monday) 17:00** at the latest. Contact information is provided on the cover page.

Please be advised that organizations whose behavior during the guidance session, such as sleeping, talking, or using mobile phones, significantly disrupts the atmosphere will be asked to leave and treated as unexcused absences. Please take this into consideration.

About the Booth Permit

You cannot participate without a booth permit.

- We will distribute them at the Booth Manager Guidance Session and have you fill it out. The University-wide Events Department will collect them and hand them out again at the University Festival.
- Please make sure to remember your confirmed booth number when you receive the lottery result notification email.
- On the day of the school festival, immediately after borrowing the equipment, please affix it to a visible location on the front of your booth.

Prohibitions, Precautions, and About the Points System

On the day of the University festival, violation of the following prohibitions and precautions will result in disciplinary actions based on the point system. To ensure safe operation of the flea market / fair, violations of these rules may result in strict penalties, including booth suspension.

〈What is the Point System〉

Each booth organization will start with 5 points as soon as their participation is confirmed. Violations will result in deductions based on the severity of the violation, . When the points reach 0, the booth will be immediately suspended.

List of Deduction Items and Points

● Pre-event Deduction Items

These are the deduction items applicable before the day of the university festival.

2 points deduction

- Changing the booth leader or items for sale outside the permitted period
- Changing the booth name outside the permitted period
- Unauthorized absence on the document checking session
- Unauthorized absence at the booth leader guidance session
- Failure to follow instructions from other University-wide Events

Department members

1 point deduction

- Tardiness on the document checking session
- Tardiness on the booth leader guidance session

● Day of the Event Deduction Items

5 Points Deduction (Immediate Booth Suspension)

- Consumption of alcohol or smoking by participants inside or outside of the booth
- Acts or behavior contrary to public morals

- Aggressive or malicious sales tactics, hard-selling, or forceful recruitment
- Verbal abuse, offensive language, or violent behavior
- Gambling or activities with a strong gambling element
- Unauthorized booth setup
- Selling items not listed in the application
- Unauthorized use or movement of on-site equipment
- Use of generators
- Use of open flames
- Failure to follow instructions from other University-wide Events
Department members

3 points Deduction

- Failure to regularly sanitize hands
- Eating inside or outside of the booth
- Exceeding the maximum booth occupancy limit (7 people)
- Leaving the booth unmanned
- Serving food or beverages
- Using on-site electricity, including equipment like microwave ovens
- Peddling
- Failure to follow instructions from other University-wide Events
Department members

2 points deduction

- soliciting other organizations
- Selling or distributing items suspected of corporate sponsorship or religious affiliation
- Establishing items with strong political connotations
- Interfering with other booths
- Causing inconvenience to neighboring residents
- Selling outside of designated booth hours
- Injuring a visitor
- Conducting sales when both the booth manager and assistant manager are absent
- Failure to follow instructions from other University-wide Events
Department members

1 point deduction

- Use of microphones, musical instruments, megaphones, etc.
- Failure to display the booth permit
- Leaving equipment or items within the campus
- Bringing in carts or hand carts
- Failing to start cleanup after the designated booth hours
- Items or equipment protruding from the booth
- Failure to follow instructions from other University-wide Events Department members

*In addition to deductions by patrolling, the following penalties will be imposed:

- If prohibited items are sold, they will be held in custody by the Festival Headquarters until the end of the event.
- If carts or handcarts are brought, they will be held custody by the Festival Headquarters as well.

*If the University-wide Events Department deems it dangerous, the booth may be suspended.

List of Prohibited Items for Sale

The following items are prohibited from being sold at the flea market and fair.

- Stolen goods or items prohibited by law
- Food and beverages
- Alcoholic beverages
- Animals and plants
- Pharmaceuticals
- Vouchers or tickets
- Cosmetics
- Tobacco products
- Hazardous materials
- Items related to corporate activities
- Items related to specific religions, ideologies, or political activities
- Personal information, etc.
- Items contrary to public morals
- Gambling or items with a strong gambling element
- Items that infringe upon copyrights
- Fair trade products
- Ready-made products that constitute resale
- Services or items deemed dangerous by the University-wide Events Department

Mailing List

〈What is a Mailing List?〉

For the groups that wish to set up a booth, important information, such as guidance session schedules, will be communicated via email from the University-wide Events Department until the day of the festival. To ensure that communications are received securely, the manager and assistant manager should be added to the mailing list.

〈Content〉

- Notifications regarding the cancellation of the event
- Urgent messages
- Information about guidance sessions after booth confirmation

〈Precautions〉

- Please use your **student email address**.
- All managers and assistant managers of the organization will be registered.
 - On October 25th (Wed.), we will verify whether you are on the mailing list during the document checking.
 - Please confirm that you have received emails from the University-wide Events Department on the day of the lottery result notification.
 - Prior to that, disable spam filters and ensure that email notifications are enabled.
 - Please refrain from replying using the mailing list.
 - **If you experience any disadvantages due to not having read emails or not receiving them and do not inform us, the University-wide Events Department will not assume any responsibility.**
 - If you have any questions, please contact the department directly.

About the Signboard

Setting up signs is optional, but please follow the guidelines below when creating them.

Signboard Guidelines

- Create signs by pasting paper on cardboard.
- Be careful to secure decorations and signs to prevent them from being blown away by the wind.
- The use of metal items such as thumbtacks, wire, or pipe cleaners that the University-wide Events Department deems dangerous is prohibited.
- After the flea market and fair, please separate and bring any waste to the designated collection area.
- Do not create or repair signs on the day of the festival.
- Do not use spray paint, paint, or plywood.
- If you dirty any facilities, clean them responsibly within your group.

Depending on the circumstances, compensation may be required.

- Do not leave signs unattended within the campus or dispose of them in nearby commercial facilities, etc., when leaving. In the event of such actions being discovered, each group will be responsible for cleaning them up.

About the Management on the Day of the Event

○ The Flow of the day of the Flea Market / Fair

9 : 00~11 : 00	Preparation
9 : 45~10 : 30	Equipment Rental
11 : 00~17 : 00	Booth Hours
17 : 00~18 : 00	Cleanup

- On the day of the event please bring **Blue tarp (2m×3m)**, **Application Booklet (this booklet)**, **Student ID**, **trash bags**, **Carton (cash tray)**, other things that your booth needs.

※Please note that Please note that if the items in red text are not prepared, your booth may not be allowed. If you forget any other equipment, please prepare it before the start of the booth hours.

- Please attach the booth permit in a visible location on the front of your booth's blue tarp during the booth hours.

- Each group is responsible for cleaning up during cleanup. Dispose of waste in the designated waste collection area. However, bulky waste like blue sheets cannot be discarded. Please take them with you instead of leaving them on campus or nearby commercial facilities.

(Refer to p.21-22 for waste separation guidelines)

- In the case of light rain, the decision to cancel is at the discretion of each group.

However, if the University-wide Events Department deems it impossible to proceed or if the school festival is canceled, the Flea Market and Fair event will also be canceled. Information regarding the cancellation or interruption of the festival will be communicated through the mailing list, patrols by committee members, and department staff.

- If you have any other questions or concerns, please contact the headquarters.

Rental and Return of Equipment

About Rental of Equipment

On the day of the festival, the University-wide Events Department will provide the following equipment for lending. When borrowing equipment, the **manager's student ID is required (if the manager is absent for a valid reason, the assistant manager's student ID can be used as a substitute)**. Student IDs can only be returned to the owner, so **please ensure that the person who left their student ID comes to collect it when returning the equipment**.

○Minimum required number for lending: 2 people (1 manager must be present).

○Lending Location : Headquarters

○Lending hours : 9 : 45~10 : 30

○Required Item : Manager' s Student ID

<Precautions>

- We will keep the student ID during the booth hours.
- Equipment lending will not be available after 10:30 AM.

<Rental Equipment>

- hand sanitizer
- 3 types of vinyl ribbon
- curing tape

<Distributed Equipment> (No need to return to the Headquarters)

- Participant survey sheet
- Booth permit

About Returning Equipment

- Minimum required number for return: 1 manager
- Return location: Headquarters
- Return hours : 16 : 00~18 : 00
- Required Items : Booth permit, hand sanitizer, vinyl ribbons, curing tape

<Precautions on Returning>

- **Student IDs will not be returned unless the equipment is returned.**
- If the returned equipment is dirty, please clean it before returning. Dirty equipment will not be accepted.
- When returning student IDs, please present the completion screen of the participant survey (online). Please complete the survey before returning the equipment.
- If you have not started cleaning by the return time, there may be a deduction or a delay in participating in future events.

Separating Trash

About Separating Trash

During the university festival, not only booth exhibitors but also many visitors will come to the campus. As a result, a large amount of waste is expected to be thrown away on the day of the festival. To keep the campus clean, we kindly request exhibitors to separate their trash.

Categories

During the school festival, waste will be collected in the following categories. Please separate waste within your Flea Market/Fair booth in advance. Items that do not fall into these categories cannot be collected, and it is the responsibility of each booth to dispose of them accordingly.

分別項目	具体例	注意事項
Combustibles	Plastic, paper, organic waste	
(glass) bottles		Empty the bottles
Cans		Empty the cans
Plastic bottles		Empty the bottles and remove labels and caps (throw away as combustibles)
Styrofoam		
Cardboard		Fold before throwing away

Large waste items like blue tarps cannot be collected, so each booth is responsible for taking them back with them.

Collection Location and Time

On the day of the university festival, the regular garbage bins on campus will be available as usual. However, since these garbage bins have limited capacity, they can quickly fill up if used for the waste generated by Flea Market/Fair booths.

Therefore, we kindly request that waste generated by Flea Market/Fair booths be taken to the designated waste collection point.

Waste Collection Point: 10:30 AM to 8:30 PM (Please refer to page 30 for the location)

Notes

- Please prepare garbage bags at your booth.
- Do not accept waste from visitors.
- If a visitor wants to dispose of garbage, please direct them to the temporary garbage bins on campus.
- For larger waste items (such as Styrofoam or cardboard), please try to make them as small as possible before disposal. Your cooperation is appreciated.
- If you have any questions regarding waste on the day of the festival, please contact the Environmental Division.

Emergency Response

In case of an earthquake

- If an earthquake occurs, seek safety by taking cover under tables or any available sturdy objects to protect yourself.
- If it is decided to cancel or interrupt the University Festival, the Flea Market and Fair booths will also be canceled or interrupted. Please pay attention to the mailing list for updates.

If you feel unwell or are injured

- Visit the Health Center in Building A for a medical examination if you feel unwell.
- In case of serious injuries that require immediate attention, please contact the Headquarters immediately.
- If your condition deteriorates to the point where you cannot stand, please contact the Headquarters immediately.

In case of the interruption / cancellation of the Flea Market/Fair Event

- If the University Festival Executive Committee or responsible booth managers determine that it is unsafe to continue with the Flea Market and Fair booth they will instruct to interrupt or cancel them.
- Instructions will be communicated through the mailing list and by the patrolling staff.
- In the event of an interruption, please stop sales and remain within your booth space.
- In the event of a cancellation, please pack up your equipment and exit your booth space.

Privacy Policy Regarding Personal Information

(Purpose)

Article 1. The purpose of this agreement is to protect personal information obtained by the Special Event Teams (hereinafter referred to as "the Teams") in the course of its activities.

(Definitions)

Article 2. Personal information, as used in these rules, refers to information that can be used to identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3. The Teams shall be responsible for complying with this Agreement with regard to the protection of personal information.

(Person in charge of management)

Article 4. The General Manager of the Business Division shall be appointed as the person in charge of managing personal information protection in the Teams.

Article 5. The person in charge of managing personal information shall instruct and supervise the staff of the Teams to comply with the Rules.

(Safety Management)

Article 6. The Teams shall strictly manage personal information so that it cannot be accessed by third parties.

(Purpose of Use)

Article 7. The Teams shall use personal information only for the purpose of planning and operating the Welcome Events.

(Disposal)

Article 8. The Teams shall dispose of personal information as soon as possible after the completion of all operations stipulated in the preceding article.

(Provision to a third party)

Article 9. The Division shall not provide personal information to third parties.

Article 10. Notwithstanding the preceding article, the Teams may provide personal information to a third party in any of the following cases:

1. when the Teams obtains consent from the provider of the information
2. when requested by the police or a court of law to disclose information in connection with a case investigation
3. when required by law.

Pledge

We, the participating organization of the Flea Market and Fair (hereinafter referred to as the "Participating Organization"), agree to the following matters and the regulations regarding the protection of personal information (attached) in preparation for participating in the University Festival OIC Event 2023 (hereinafter referred to as the "Event")

1. During the implementation of the event, we will not engage in actions that violate public order and morals or engage in religious activities.
2. In the event that the Participating Organization intentionally or negligently causes harm to others during the implementation of the event, the responsibility for compensation for the damage lies with the Participating Organization that caused the harm.
3. In the case described in 2 above, Ritsumeikan University Executive Committee and the Central Administrative Office University-wide Events Department, as well as the university authorities, are exempt from liability.
4. In preparation for the event, we will fully comply with the instructions and decisions of the Ritsumeikan University Executive Committee, the Central Office Special Division, and the university authorities.
5. In preparation for the event, we will fully comply with the instructions and decisions of the Ritsumeikan University Executive Committee, Central Administrative Office University-wide Events Department and the university authorities.
6. If selected by lottery, we will pay the designated participation fee by the specified deadline.
7. Regardless of the reason, we will not seek compensation for losses incurred if the event is canceled by the Ritsumeikan University Executive Committee and , Central Administrative Office University-wide Events Department.
8. If instructed by the Central Administrative Office University-wide Events Department to return equipment distributed for the event, we will promptly follow those instructions.
9. We will comply with the content of the event's recruitment brochure, distribution materials, and guidance.

YYYY/MM/DD()

Name of Booth_____

Manager_____

Current Address_____

Contact Information(Phone Number)_____

Paste section for the copies of the Student ID

①Manager

Paste

②Assistant Manager

Paste

③Assistant Manager

Paste

Flea Market • Fair Event Proposal

Example

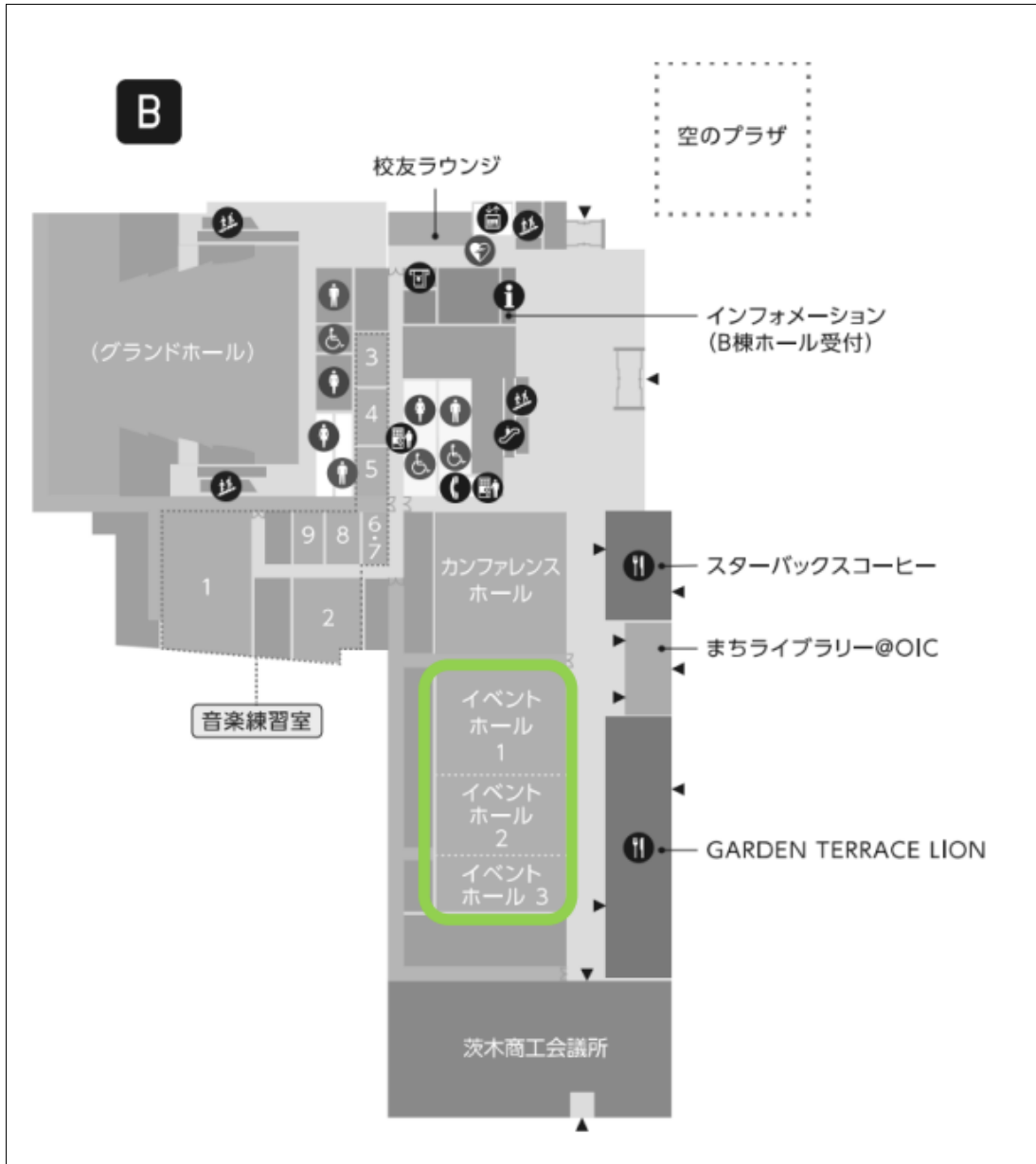
Name of Booth	超えろ！ギネス記録！お箸の達人
Name of organization	RITSUMEI
Manager	Name：リツメイ タロウ
	Student ID：123456789-0
Content	We use chopsticks to move beans from one plate to another within a limited time frame. We provide chopsticks of different lengths and various types of beans, ranking the results based on difficulty levels, and display them on a bulletin board.

Here's a detailed description of the equipment and items you'll be using for the activity :

Equipment	number	Reason
Bean	1	To pick up with chopsticks
Table	1	To place equipment.
Whiteboard	1	To display the rankings.
Whiteboard markers	1	To write down the rankings.
Chair×1	1	For participants and exhibitors to sit.
chopsticks	1	To pick up and carry the beans
Plates	1	To hold beans
Stopwatch	1	To measure time.

Remarks :

Event Location

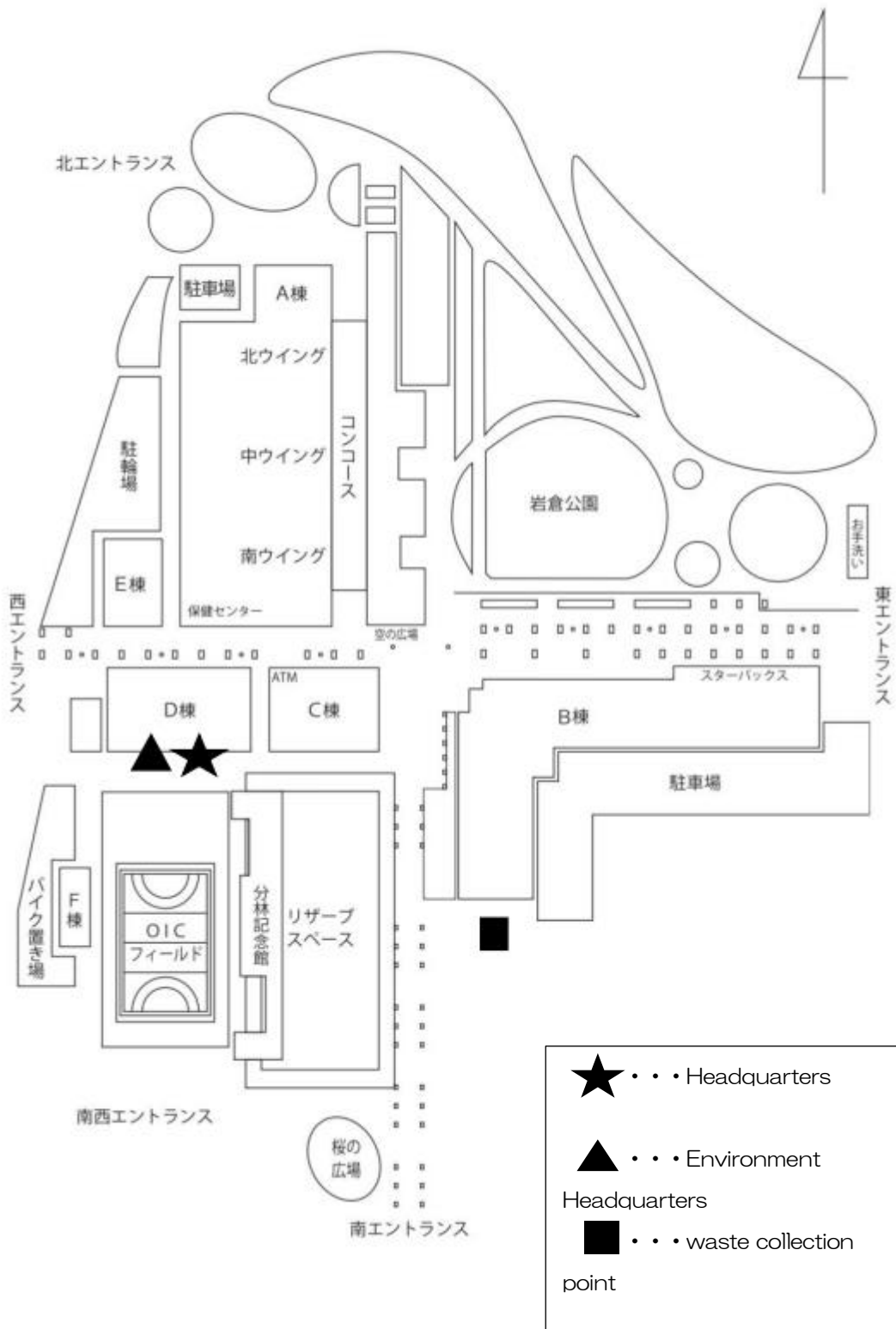


The Flea Market and Fair will be held at

OIC Building B Event Hall.

※Please note that the location of the booths may be subject to change.

Entire Map



Memo

List of Submission Documents

Check	Due	Submission Documents
	<u>10/6~10/13</u>	<u>Flea Market Event Proposal or Fair Event Proposal (Word format)</u> ※Please submit via email during the specified period.
	<u>10/6~10/13</u>	<u>Pledge (Word format)</u> ※Please submit via email during the specified period.
	<u>10/6~10/13</u>	<u>Student ID Data (Word format)</u> ※Please submit via email during the specified period.
	<u>10/6~10/13</u>	<u>Member List (except for the managers) (Excel format)</u> ※Please submit via email during the specified period.

Before submission, please review the documents for any deficiencies, omissions, or missing information.

Contact

OIC Building A 3F

Student Lounge Student Union Counter

MAIL: 2023.oic.mogi@gmail.com

Publisher : Central Administrative Office

University -wide Events Department