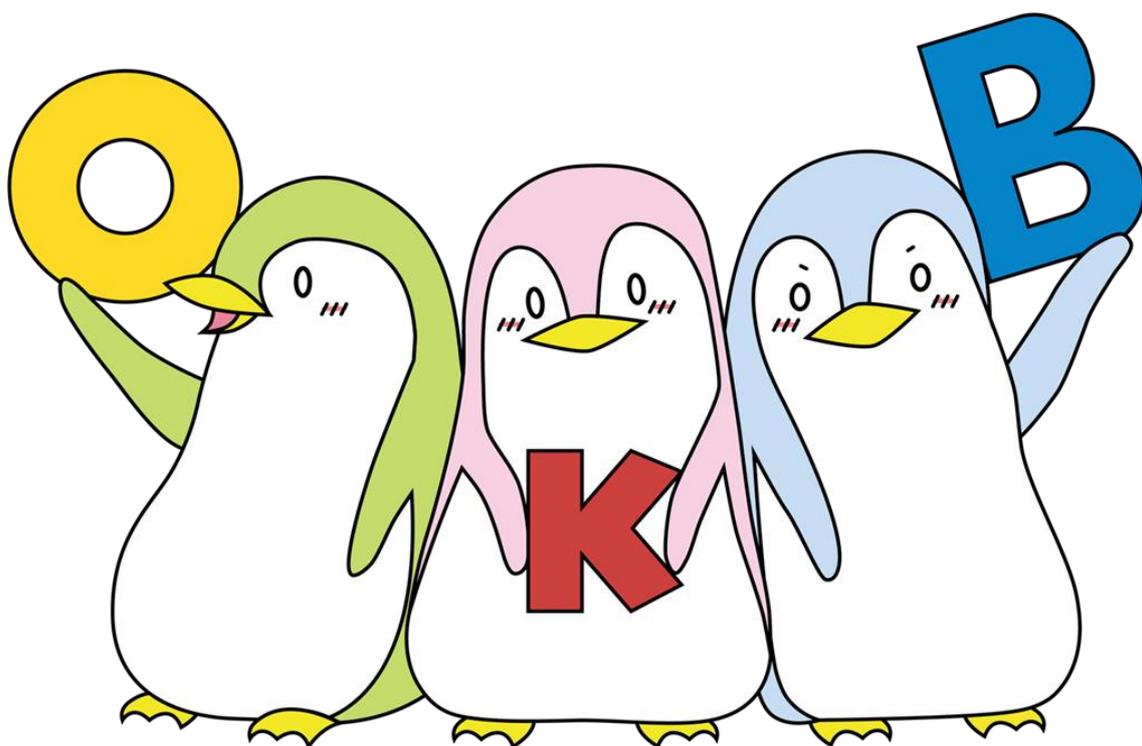


# **RITSUMEIKAN**

# **OIC University**

# **Festival 2023**



Food Booth  
Application Booklet

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~Basics of the Food Booth~

**Food Booth is a booth that sells food items.** If you want to sell products or services other than food, please consider participating in a flea market or festival event. There is a separate brochure for recruiting participants in flea markets and festival events, so please refer to that for more information.

Date of Event	December 3rd (Sunday)
L o c a t i o n	Ritsumeikan University Osaka Ibaraki Campus (referred to as "OIC")
Operating Hours	11:00 AM to 4:00 PM
Number of Shops	20 shops
Booth Area	2.7 meters x 3.6 meters
Minimum Required Personnel	<b>7 people, including the manager</b> ※Manager: 1 Assistant Managers: 2 Fire Safety Officers: 2 (required even for shops not using open flames)
Maximum Limit on Personnel	<b>10 people, including the manager</b> Note: You cannot exceed this maximum limit when applying.
Maximum Number of People Inside Each Shop	7 people

Regarding the operation of the Food booth, individuals involved in the preparation and management of each group are considered participants.

**【Booth Eligibility】**

The following groups are eligible to participate in the Food booth:  
 Affiliated organizations of RU Student Union / Faculty project groups / Other organizations officially recognized by the university voluntary groups  
 For faculty project groups, other university-recognized organizations, and voluntary groups, **more than half of the group members must be Ritsumeikan University undergraduate students.**

Five of the individuals responsible for each group's food booth must be Ritsumeikan University undergraduate students.

[We look forward to receiving applications from a wide range of groups, including clubs, seminars, and more!](#)

**【Booth Fees】**

Groups using open flames: 12,200 yen

Groups not using open flames: 3,300 yen

In addition to the booth fees, each group is responsible for providing the necessary equipment and materials for their booth's operation. For details on what each group should prepare and what the Special Projects Division will distribute or lend, please refer to pages 30-34.

## ~About the “Mogi-1 Grand Prix” by the University Festival Executive Committee~

This is an announcement from the Student Festival Executive Committee:

In addition to the OIC Food booth project, we will be implementing a plan where the participating food booths will compete based on the quality of their products and the ambiance of their shops through visitor voting. This plan is called the “MoGi-1 Grand Prix”!

What is the “MoGi-1 Grand Prix”?

It encompasses all the food booths participating in the OIC Food booth project. Visitors who use the food booths will be asked to choose their favorite booths based on the quality of the products, shop ambiance, and customer service, and cast their votes. It will be a competitive ranking contest with one vote per person. Prizes will be awarded to the top 3 booths in the final rankings!!!

〈Event Timing〉

Voting Hours: 11:00 AM to 4:15 PM

Tabulation: 4:15 PM to 5:00 PM

Results Announcement:

Results will be announced in OIC Meal shop from 5:00 PM and on the stage (Empty Plaza) from 5:40 PM to 5:50 PM.

〈Voting Location〉

OIC Meal shop

Details of the plan will be explained during the guidance session for booth responsibility holders held as part of the OIC Food booth project. We encourage you to participate in the OIC Food booth project!

## ~Flow up to the day of the Event~

### ① Read the recruitment booklet.

All the information regarding Food booth participation is included in this booklet, so **please make sure to read it.**

### ② Conduct booth registration (Page 9)

**From October 9th (Mon.) 12:00 to October 18th (Wed.) 23:59**

**Please decide on the booth manager and the items you will be selling.** When determining the items for sale, be sure to avoid items prohibited for sale (Page 21). After confirming the precautions mentioned in this booklet, please fill in the necessary information at the following registration site and submit it.

URL: <https://forms.gle/jEsvW1C7RWGfBWL18>

Please note that completing the registration alone does not guarantee booth participation.

### ③ Confirm the lottery results (Page 10)

**On October 19th (Thursday) from 13:00**

Onwards, a lottery will be held to determine the participating groups and booth locations. The results will be sent via email. If your group is selected, please prepare for the festival day.

### ④ Perform document verification (Page 11)

Please submit the documents via email.  
**October 25th (Wednesday) from 18:00 to 20:00**

### ⑤ Attend the fire safety training (Page 12)

**On November 8th (Wednesday) from 18:00 to 19:00**

It is mandatory for **2 fire safety officers** to attend.  
\*Failure to attend the fire safety training will result in the inability to operate the food booth.

### ⑥ Attend the open flames handling guidance (Page 13)

**On November 14th (Tuesday) from 18:00 to 20:00**

guidance on the proper use of propane gas will be provided by a propane gas supplier.

**Two fire safety officers** must attend the open flames handling guidance.  
\*Failure to attend the open flames handling guidance will result in the inability to operate the food booth.

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**⑦Attend the booth responsibility holder guidance (Page 14)**

On November 21st (Tuesday) and November 22nd (Wednesday)  
Both days from 18:00 to 20:00

**The manager (1 person)** and **assistant managers (2 people)** must attend the booth responsibility holder guidance.

\*Failure to attend the booth responsibility holder guidance will result in the inability to operate the food booth.

**⑧Conduct booth fee payment (Page 15)**

Booth fee payment will take place after the booth responsibility holder guidance. Groups that have been selected must make the booth fee payment before the booth responsibility holder guidance.

**⑨Preparation for the university festival**

Please carry out tasks such as creating signs, procuring ingredients, and assigning shifts. Additionally, each group will need to prepare necessary equipment (Page 34-35)

**⑩The schedule for the day of the university festival**

On December 3rd (Sun.)

8:00~9:30	Equipment loan
9:45~10:45	Inspection
10:45~	Cooking begins
11:00~16:00	Operation (business hours)
16:00~18:00	Cleanup

## ~About the Booth Leader~

Manager	Description
Manager (1 person)	Oversees the operation of the booth. Holds the highest responsibility as the chief organizer, including responsibility for all aspects of the booth (including responsibility in case of fire or food poisoning). Must attend the booth responsibility holder guidance.
Assistant Managers (2 people)	Assist the manager in their duties. Act as a substitute for the manager in their absence. Must attend the booth responsibility holder guidance.
Fire Safety Officers (2 people)	Supervise the handling of open flames and work to prevent fires. Additionally, they are required to attend both the fire safety training and the open flames handling guidance.

### 【Notes】

- Only Ritsumeikan University **undergraduate students** can become responsible leaders.
- Ensure that the responsible leader **can be contacted reliably and promptly**.
- **Dual roles as responsible leaders for other events during the university festival (such as festival stalls, flea market events, stage events, or group events) are not allowed. If duplicate registrations occur, booth permission will not be granted.**
- Changes in responsible leaders will only be accepted via email **until October 29th (Sun.)**. **Any changes after this date will result in a deduction of points regardless of the circumstances.**
- Managers and assistant managers must attend the booth responsibility holder guidance, while fire safety officers **must attend** both the fire safety training and the open flames handling guidance.
- On the day of the university festival, **one of the manager or assistant manager, and one of the two fire safety officers must be present at the booth** from preparation to cleanup.
- Managers, assistant managers, and fire safety officers **must wear the vinyl ribbons** provided during equipment loan as identification.
- For safety reasons and administrative purposes, it is recommended that managers, assistant managers, and fire safety officers understand and speak Japanese to respond quickly in case of a fire.

As mentioned above, attendance is mandatory for registration, guidance, and training. Please plan accordingly to ensure your presence. Additionally, responsible leaders must be present on the day of the university festival.

## ~ Online Booth Application ~

In the registration form, you will need to provide the following information:

ODate and Time : **October 9th (Mon.) to October 18th (Wed.)**  
OFormat : Conducted online via Google Forms  
OURL : <https://forms.gle/jEsvW1C7RWGfBWL18>  
OQR Code : You can access the website from here (→) using the provided QR code.



### 1. Group Name

### 2. Booth Name

Please note that Booth names that violate copyright or are against public morals and order may not be permitted by the Special Projects Division. In such cases, you may be instructed to change the Booth name.

### 3. Items for Sale

Please provide the official names of the food items you will be selling (e.g., yakisoba).

\* Please note that **only food items** are allowed in the food booth. Please decide on items for sale that do not violate the prohibited items list (Page 21-22).

### 4. Estimated Number of Items for Sale

### 5. Names, Faculties, Student ID Numbers, Phone Numbers, and Email Addresses of the Responsible Leaders

You will need this information for the manager, assistant manager, and both fire safety officers (4 individuals in total).

\* Please provide your **student e-mail addresses**.

### 6. Preference for Using Propane Gas

\* **Note that changes to the use of open flames will not be allowed after registration.**

Please make sure to fill out the registration form with the above-mentioned details.

## ~Lottery and Notification of the Lottery Results~

If there are more applications than the available booth slots, a lottery will be conducted to ensure fairness in selecting participating groups. If the number of applications is less than or equal to the available booth slots, a lottery will be conducted to determine booth locations. The results of the lottery will be communicated via email.

### **\*\*Important Notes:\*\***

**\*\*Email Sending Date and Time:\*\***

October 19th (Thursday) from 13:00 onwards

**\*\*Recipients of the Email:\*\***

1 Booth Manager

2 Assistant Managers

**\*\*Attached Documents:\*\***

Student ID data for all responsible leaders (Word file)

Cooking process chart data (Word file)

Pledge document data (Word file)

Names, faculties, and student ID numbers of participants other than responsible leaders (Excel file)

- If you are **selected in the lottery, you cannot withdraw from participating.** Therefore, for any reason, you must make the booth fee payment during the booth fee payment period.
  - The lottery results will include two categories: "Selected" and "Waitlisted." Selected groups will receive the lottery results and the provided documents. Please download all required files and submit them via email by **11:59 PM on October 24th (Tue).** Waitlisted groups will receive a waitlist number.
  - If the items you plan to sell are not permissible during document submission, you may be required to make changes or revisions.
  - After completing the document submission, you cannot change the booth name or items for sale without permission.
  - In the event that a selected group decides not to participate for any reason, waitlisted groups will be selected in order of their waitlist numbers. If a waitlisted group is selected, they will be contacted by phone or email.
- \* The deadline for waitlist selection is **October 26th (Thu).**

## ~Document Checking Guidance Session~

After distributing the materials, we will proceed to explain the future steps and processes.

Date and Time	October 25th (Wed.) from 18:00 to 20:00
Location	AN110
Target Person	Either the Booth manager or assistant manager (1 person)
Required Items	Student ID of the attendees
Materials to Be Distributed	Co-op Rental Equipment Booklet, Allergy Information Sheet, Booth Fee Payment Guide, Fire Safety Training Information Sheet, Open Flames Handling Guidance Information Sheet, Booth Responsibility Holder Guidance Information Sheet, Application Booklet

### **\*\*Important Notes:\*\***

- Please ensure that either the Booth manager or assistant manager attends. In the event that no one can attend the registration date and time, we will handle it individually at a later date. Please be sure to contact the Special Projects Division via email by **October 24th (Tue.) at 17:00** if this situation arises. The contact information is provided on the back cover.
- In case of a delay of more than 5 minutes, 1 point will be deducted from the points earned during patrols. In the case of an unexcused absence, 2 points will be deducted from the points earned during patrols, and **we will handle it individually. If you anticipate being late, please be sure to contact us before the training** (For more details on points earned during patrols, please refer to Pages 24-27).

## ~Fire Safety Training~

The two fire safety officers from each group are required to attend. To prevent fire accidents and their escalation, you will learn fire prevention measures and the correct firefighting methods in case of a fire from firefighters. Training on how to use fire extinguishers will also be conducted.

Date and Time	November 8th (Wednesday) from 18:00 to 19:00
Location	Sorano Plaza
Target Audience	2 Fire Safety Officers
Required Items	Student ID of the attendees

### **\*\*Important Notes:\*\***

- **Both of the two fire safety officers must attend.** If one of them cannot attend, both the Booth manager and assistant manager must attend, totaling 2 attendees.
- In principle, **absences, tardiness, and substitute attendance are not allowed.** If, for any reason, all Booth managers and assistant managers cannot attend on the specified date and time, please make sure to contact the Special Projects Division via email by 17:00 on November 7th (Tuesday) at the latest. In such cases, we will provide individual handling at a later date. The contact information is provided on the back cover.
- Please share the content of the training within your group.
- **In the case of unexcused tardiness of more than 5 minutes, 1 point will be deducted from the points earned during patrols. In the case of unexcused absence or if notice of absence is given after 17:00 on the 7th, 2 points will be deducted from the points earned during patrols, and individual handling will be conducted at a later date. If you anticipate being late, please be sure to contact us before the training.**
- **Sleeping, talking, or displaying significantly poor conduct during the training will result in removal from the session and will be treated as an absence. Please be aware of this.**

## ~Guidance on Handling Fire~

Both fire safety officers from each group must attend. To ensure the safe operation of food booths, we will have a representative from the propane gas supplier come to explain the handling of propane gas.

Date and Time	November 14th (Tue.) from 18:00 to 20:00
Location	AN110
Target Audience	2 Fire Safety Officers
Required Items	<input type="checkbox"/> Student ID of the attendees <input type="checkbox"/> Application booklet (this booklet) <input type="checkbox"/> Something to write with *Please check in advance and be sure to bring these items.
Materials to Be Distributed	<input type="checkbox"/> Fire Safety Guidance Summary

### **\*\*Attention:\*\***

- **Both Fire Safety Officers must attend.** If one of them cannot attend, both the Booth Manager and Assistant Booth Manager should attend, totaling 2 attendees.
- In principle, **absences, tardiness, and substitute attendance are not allowed.** If, for any reason, all Booth Managers and Assistant Booth Managers cannot attend on the scheduled date and time, please contact the Special Projects Department via email by **November 13th (Monday) at 17:00** at the latest. In such cases, individual arrangements will be made. The contact details are provided on the back cover.
- **Being more than 5 minutes late without prior notice will result in a deduction of 1 point from the patrol score.** In case of unauthorized absence or if you report your absence after 17:00 on November 13th, a deduction of 2 points will be made from the patrol score, and individual arrangements will be made later. If you will be late, please make sure to contact us before the guidance.
- Fire Safety Officers must be present at the booth during the propane gas supplier's inspection on the day of the university festival.
- **Sleeping, private conversations, or noticeably poor behavior during the guidance session may lead to being asked to leave, and it will be counted as an absence. Please be aware of this.**
- **This is an essential guidance session to ensure the safe operation of each booth during the university festival. Please make sure to arrive on time and avoid unauthorized absences.**

## ~Booth Leader Guidance Session~

Booth Managers and Assistant Booth Managers of each group must attend the Booth Manager Guidance. This guidance is essential to ensure that each booth operates safely and smoothly during the university festival.

Date and Time	November 21st (Tue.) and November 22nd (Wed.) both days from 18:00 to 20:00
Location	AN110
Participants	1 Booth Manager and 2 Assistant Booth Managers
What to Bring	<input type="checkbox"/> Student ID for all attendees <input type="checkbox"/> Proof of payment for the booth fee and a copy (2 copies in total) <input type="checkbox"/> Application booklet (this booklet) <input type="checkbox"/> Something to write with please confirm in advance and make sure to bring it with you
Distributed Materials	<input type="checkbox"/> Booth Manager Guidance Summary

### **\*\*Important Notes:\*\***

- **One Booth Manager and two Assistant Booth Managers** should attend one of the two guidance sessions. The content is the same on both days, so all three responsible individuals do not need to attend on the same day.
- In principles, **absences, tardiness, or substitute attendance are not allowed.** If for any reason all Booth Managers and Assistant Booth Managers cannot attend on any given day, please notify the Special Projects Department via email by **17:00 on November 20th (Mon.)**. In such cases, individual arrangements will be made. Contact information is provided on the back cover.
- The guidance content should be shared within your organization, not limited to just the responsible individuals.
- **For tardiness exceeding 5 minutes without prior notice, one point will be deducted from your patrol points. In the case of an unexcused absence or if you notify us of your absence after 17:00 the day before, two points will be deducted from your patrol points. Individual arrangements will be made later. If you are running late, be sure to contact us before the guidance session.**
- **Please note that sleeping, talking during the session, or displaying poor behavior during the lecture may result in removal from the session, and it will be treated as an absence. Please be cautious.**

## ~Booth Fee Collection~

The winning groups must make sure to pay the participation fee before the Booth Manager & Assistant Booth Manager Guidance session. For information regarding the purchase of the participation fee voucher, please refer to pages 16-18.

Date and Time	November 21 (Tue.) and November 22 (Wed.) each day from 18:00 to 20:00 We will collect them on either of the dates when you attend the Manager & Assistant Manager Guidance.
Location	AN110
Participants	1 Booth Manager and 2 Assistant Booth Managers
Items to Bring	<input type="checkbox"/> Certificate stamps for the booth fee, along with two copies of each stamp. Please verify this in advance and be sure to bring them with you.

### 【Notes】

- If you are selected, you cannot decline the stall. Therefore, purchase the certificate stamp and make sure to bring it to the fee payment.
- Be sure to make 2 copies of the certificate stamp and bring them.
- Please make sure to know your assigned stall number in advance from the drawing.

## ~How to Pay Booth Fees~

To ensure smooth management of booth fees, we do not accept cash payments for booth fees. Instead, we accept payments with a certificate stamp specifically for the University Festival booth fees. Please review the information provided, and make sure to bring the University Festival booth fee certificate stamp when you come to pay the booth fee. **Please note that you should not make the payment until you receive the confirmation email for the booth fee amount.**

About the Certificate Stamp Dispenser:

- It is located on the 1st floor of Building A, in front of the AS Office.
- You can use either your prepaid transportation card or cash for payment.

[Business Hours]

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

※ Please note that the operating hours may vary on Saturdays, Sundays, holidays, makeup class days, and exam days. For detailed operating hours, please refer to the operating schedule on the Ritsumeikan University website under “For Current Students” on the page about certificates, certificate stamps, and commuter pass purchases:

[Link] (<http://www.ritsumei.ac.jp/infostudents/certificate/>)

Thank you for the additional information about the certificate stamp fees for booth fees at the university festival:

Booths using open flames: 12,200 yen

Booths not using open flames: 3,300 yen

It's recommended to charge your prepaid transportation card and then purchase the certificate stamps to simplify the payment process. Please note that using cash for payment can be more complicated due to the limitations of the cash-based certificate issuance machine.

Understood, in any circumstance, once you have purchased the certificate stamps, there will be no refunds for booth fees.

The process for purchasing certificate stamps is as follows:

**1. Collecting Booth Fees:**

After winning the lottery, the booth manager collects booth fees from the students associated with each booth. During this process, please maintain records and manage collections using a roster to prevent any payment disputes.

**2. Charging the Booth Manager's prepaid transportation card:**

While cash can also be used to purchase certificate stamps, this process is more complex and may lead to congestion, so prepaid transportation card usage is preferred.

**3. Visit the Certificate Issuance Machine:**

After receiving the confirmation email for the booth fees, visit the certificate issuance machine. The machine is located on the 1st floor in Building A, in front of the AS Office.

**4. Authenticate and Log In:**

Use the certificate issuance machine to scan or log in with the "Student ID" to proceed. It is essential to use your student ID for this process, as it's required to create purchase records and receipts. In the event of lost certificate stamps, having a record is crucial.

**5. Select "Certificate Issuance":**

On the machine's touch screen, select "Certificate Issuance" and then choose "Bus, Parking, Insurance" from the displayed options.

**6. Purchase Certificate Stamps:**

Under "Bus, Parking, Insurance," select "University Festival Booth Fee." Depending on the booth fee amount, choose from the options available, which include 10,000 yen, 1,000 yen, and 100 yen denominations.

Please follow these steps carefully to complete the process of purchasing certificate stamps for the booth fees at the University Festival.

**(Example of Certificate Stamp Purchase)**

For the base fee of 12,200 yen (for booths using open flames), you should have a total of 12,200 yen in certificate stamps. In this case, you would need:

- 1 certificate stamp worth 10,000 yen
- 2 certificate stamps worth 1,000 yen each
- 2 certificate stamps worth 100 yen each

This adds up to a total of 5 certificate stamps. You should have copies of all these certificate stamps (in this example, all 5) and the original certificate stamps ready for submission during the booth fee collection.

Be sure to write the booth number and store name on the bottom right corner of all the originals and copies.

<For prepaid transportation card >

Simply touch your prepaid transportation card to the machine.

<For Cash Payment>

Deposit cash into the machine. Please note that the maximum amount you can deposit at once is 4,000 yen, so you may need to repeat this process as necessary.

**7. Receive your certificate stamps:**

\*Certificate stamps are in A4 size. Please use a ballpoint pen to write your booth number and organization name in the lower right corner of each certificate stamp. These details will be necessary during booth fee collection, so be sure to keep them safe and prevent loss.

**[Booth Fee Payment Process]**

1. Write your booth number and organization name with a ballpoint pen on the lower right corner of the certificate stamp (A4 size).
2. Make a photocopy of the certificate stamp.
3. Bring the original certificate stamp and two copies to the University-wide Events Department's booth fee collection office (Page 15).

4. Submit the original certificate stamp and the **two copies**.
5. Keep a copy of the certificate stamp with the University-wide Events Department's stamp as proof of payment.

**[Important Notes]**

- Purchasing the certificate stamp alone does not complete the payment of booth fees. Please make sure to bring the certificate stamp to the University-wide Events Department's Booth Manager's Guidance (Page 14).
- Be sure to purchase the certificate stamp only after winning in the lottery (Page 11) and receiving the confirmation email for booth placement.
- Please do not use the certificate stamp for flea market or street fair booth fees. Make sure to select the correct stamp.
- **The University-wide Events Department will not process refunds for incorrectly purchased certificate stamps.**
- We are not responsible for any loss of the certificate stamp. Please keep it securely until booth fee collection.

## ~About Rental Equipment from Co-op~

At the Co-op, you can purchase or rent the items necessary for running a booth at the festival. Please refer to **the Co-op rental equipment booklet**, which will be distributed at the booth fee collection.

### [Important Notes]

- If you plan to purchase or rent equipment from the Co-op, **please make direct arrangements with the Co-op for your organization.**
- The use of open flames involves propane gas. **For organization using open flames, it is mandatory to rent cooking stoves from the Co-op.** Additional fees apply for renting specific equipment.
- The booth fee includes propane gas cylinders, hoses, and safety devices only. These are essential for safety but do not include the means to ignite the gas. Please refer to pages 34-35 for information on necessary preparations on the day of the event.
- **Bringing your own pots, pans, or specialized equipment is prohibited. Please purchase or rent these items from the Co-op.**
- You can also purchase or rent items such as oil temperature thermometers or coolers from the Co-op.
- **For any other necessary equipment, please consider purchasing or renting from the Co-op whenever possible.**
- Each group is responsible for the storage of equipment purchased or rented from the Co-op.

**\*Please note that the University-wide Events Department and the University Festival Executive Committee are not responsible for any damages or losses of rental equipment from the Co-op. The responsibility for damages or losses rests with the participating booth group.**

**\*For equipment malfunctions or deficiencies, the University-wide Events Department may not be able to assist. Please contact the Co-op promptly in such cases.**

## ~List of Prohibited Items for Sale~

There are some food items that cannot be sold at the booth due to health and safety regulations. **Please make sure to check and be aware of these prohibited items when deciding what to sell at your booth.** Consultation with the health department and the university has led to the following list of items that are prohibited for sale:

- Alcoholic beverages (including non-alcoholic beverages that mimic alcoholic drinks)
- Items requiring electricity for cooking (e.g., microwave use)
- Foods cooked using methods other than propane gas
- Foods using raw or fresh ingredients (e.g., sushi, sashimi, raw meat, salad, and canned fruits)
- ※ The use of pre-packaged cut vegetables, available from stores, is allowed.
- Items not requiring cooking (e.g., sandwiches, salads, pre-cut fruits)
- Pre-cooked items
- ※ Pre-cooking, including any preparations at home the day before, is strictly prohibited.
- Items using vegetables other than pre-cut ones
- Items cooked in a way that still poses a risk of food poisoning, even if heated (e.g., liver, shellfish, offal, tapioca)
- ※ Tapioca is allowed if it is heated on-site along with beverages.

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- Dairy products (e.g., milk, fresh cream, parfaits, ice cream)
- ※ Exceptions may be made after consultation with the student department in cases where such products are included in pre-packaged items. However, soy milk and cheese (with some exceptions) are allowed. Cheese can be sold if it is cooked (with a browned surface).
  
- Items prepared more than 30 minutes in advance
  
- Items requiring manual preparation (e.g., kneading by hand)
  
- Non-food items
  
- Pre-packaged items that do not require cooking
  
- Items sponsored by companies
  
- Items deemed inappropriate by the University-wide Events Department and the University Festival Executive Committee
  
- Chilled noodles
  
- Rice dishes (except for curry rice and dishes that can be reheated just before serving)
  
- Beverages that do not require reheating (e.g., fresh juices, tapioca drinks)

**Please note that any food preparation that involves cutting or kneading inside the booth is prohibited by the Ibaraki Health Department.**

## ~List of Recommended Items for Sale~

Here is a list of recommended items for sale at the booth as stated in the health department's guidelines for holding a mock store. Please note that these are **recommended items**, and you are not obligated to sell items from this list.

- French Fries
- Yakisoba, Takoyaki, Okonomiyaki (Japanese savory pancakes)
- Udon noodles
- Oden (Japanese hotpot)
- Takosen (octopus crackers)
- Hotcakes, Castella (excluding those made with milk)
- Grilled rice cakes and zenzai (sweet red bean soup)
- Shaved ice

**\* Items must be heated just before serving.**

\* Some exceptions apply to items that have received approval from the health department.

Menu items that may be provided conditionally:

- Yakitori (grilled chicken skewers): Reheat pre-skewered and cooked products.
- Karaage (Japanese fried chicken): Reheat pre-cut and breaded cooked products.
- Mitarashi dango (sweet rice dumplings): Reheat pre-made products.

**If you have any difficulty determining what to sell, please contact the University-wide Events Department (as listed on the back cover) before submitting your documents (page 11).**

### **【Additional Notes】**

- If the health department requests changes to the items for sale after registration, please make the necessary changes.
- When cooking, always disinfect your hands with alcohol and wear nitrile gloves
- Ensure that the food you sell is thoroughly cooked to prevent food poisoning.
- If your group uses oil for cooking, maintain the oil temperature below 200° C and regularly measure it with an oil temperature gauge.
- When plating or adding toppings (such as putting food in or pouring sauce), always wear nitrile gloves for hygiene reasons.

## ~Prohibitions and About the Points System~

To ensure the safe operation of mock stores during the university festival, we have established a list of prohibitions. In case of violations of these prohibitions, penalties, including suspension from operating your booth, will be applied based on the point system described below. We kindly request that you adhere to these prohibitions for the successful execution of your project.

### 【Point System】

Each store is allocated 5 points as their starting balance upon approval for participation. With each violation, points will be deducted based on the severity of the infraction. **When your point balance reaches zero, your booth will be suspended.** Please take note of these rules.

Here is a list of items that will result in point deductions:

### 【Pre-event Deductions】

These deductions apply before the university festival day.

#### 2 points deduction

Changing the booth manager, sales items, type of propane, or type of stove outside the permitted change period.
---

Changing the store name outside the permitted change period.
--

Unexcused absence on the document checking day.
---

Unexcused absence from the fire safety training.
--

Unexcused absence from the fire handling guidance.
--

Unexcused absence from the booth manager guidance.
--

Failure to follow instructions from University-wide events department members and staff.
--

#### 1 point deduction

Tardiness on the document verification day.
---

Tardiness for the fire safety training.
---

Tardiness for the fire handling guidance.
---

Tardiness for the booth manager guidance.
---

### 【Event Day Deductions】

University-wide events department members will patrol the festival grounds on the university festival day.

#### 5 points deduction (Immediate Booth Suspension)

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Consumption of alcohol or smoking by participants within or outside their booths.
Selling or engaging in activities contrary to public order and morals.
Aggressive sales tactics, pushing, or aggressive solicitation.
Acts of violence or verbal abuse.
Selling items or engaging in activities not covered by your application.
Providing unhygienic food or ingredients.
Unauthorized use or movement of onsite equipment.
Conducting gambling activities or activities with a strong gambling element.
Occurrence of fire (including minor incidents).
Outbreak of food poisoning.
Connecting any cooking equipment to propane gas that is not provided by the Co
Other violations of University-wide events department member instructions.

**3 points deduction**

Failure to properly wear a mask (or face shield if required).
Not wearing gloves on both hands while handling food (except when handling hot food, in which case gloves or oven mitts are acceptable).
Failure to sanitize hands regularly.
Roaming sales outside your designated booth area.
Failure to store ingredients properly.
Using propane for cooking before safety checks.
Using pots or pans significantly different in size from the standard.
Frying in a pan.
Using ingredients that were prepared in advance of the event.
Heating oil to a temperature exceeding 200° C.
Not using a cooler box for food that requires refrigeration or freezing.
Filling a frying pan with oil above the 70% mark.
Leaving your booth unattended.
Both fire handling responsible individuals leaving the booth area.
Not providing an oil temperature gauge or a wet towel in oil using booths.
Failing to follow the prescribed booth layout.
Using open flames not approved by Special Projects Division members or the University Festival Executive Committee.
Using on
Eating or drinking outside designated areas.
Exceeding the maximum number of persons in your booth (7 individuals).
Preparing food more than 30 minutes in advance.
Damaging rental equipment.
Not following instructions from Special Projects Division members and staff.

**2 points deduction**

Actions that inconvenience nearby residents.
Interfering with other stores.
Soliciting other groups.

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Selling or distributing items or materials associated with corporate sponsorship or religious activities.
Cooking outside of designated cooking times.
Selling outside of designated operating hours.
Confusing the roles of those responsible for cooking and those responsible for accounting.
Placing flammable items near cooking equipment.
Using unclean cooking utensils.
Using non-standard methods to wash cooking utensils connected to water other than the temporary water supply.
Placing signs in unauthorized locations.
Cooking in locations other than designated tables.
Engaging in political activities or displaying strong political messages.
Both the booth manager and deputy manager leaving the booth area.
Distributing advance tickets.
Causing injury to festival-goers.
Failing to separate and properly dispose of waste.
Not using a blue sheet.
Not using a range guard.
Not following instructions from Special Projects Division members and staff.
Handling food without wearing Nitrile gloves on both hands (except for handling hot food, in which case cotton gloves are acceptable).

**1 point deduction**

Using a microphone, musical instruments, or a megaphone.
Using unauthorized signs or posters.
Not displaying your booth approval certificate.
Not displaying signage for food allergy information.
Not using aluminum foil under tabletop stoves not using the store's fire.
Not starting clean-up by the time equipment return is scheduled.
Placing belongings in the main aisle in front of your booth.
Abandoning equipment within the festival grounds.
Bringing in carts or dollies.
Using tape other than masking tape for attaching equipment to tables.
Allowing equipment or other objects to protrude from the booth.
Not following instructions from Special Projects Division members and staff.

Please note the following:

- If your booth is suspended before the event, you will not be allowed to participate on the event day.
- If your booth is suspended on the event day, you must immediately return the equipment to the mock booth headquarters. If you continue to operate your booth despite the suspension, University-wide event department and the University Festival Executive

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Committee will forcibly remove equipment and prohibit entry into the booth.

- **Actions such as pouring sauce on food are considered part of the topping or garnishing process.**

- If you sell prohibited items, use cooking utensils other than those specified, place signs in unauthorized locations, or use inappropriate equipment, Special Projects Division will collect the relevant items and store them until the mock store event is completed.

- Special Projects Division may suspend your booth if they deem your actions dangerous, even if they do not fall under the specific point deductions.

**Please thoroughly review these rules and ensure that your team complies with them to prevent point deductions and ensure a successful event.**

## ~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, assistant manager, and fire safety officers should be added to the mailing list.

<Content>

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

<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.

## ~Flow of the day of the Festival~

Here is the schedule for the school festival and explanations of each activity:

December 3rd (Sun.)

### ① Equipment Loan 8:00 AM - 9:30 AM

Due to the expected crowds, we have designated specific time slots for equipment loans based on your booth numbers. **Please check your booth number and arrive at the Simulated Main Office during the corresponding time slot.**

Booth Numbers ① to ⑩	8:00 AM to 8:45 AM
Booth Numbers ⑪ to ⑳	8:45 AM to 9:30 AM

### ② Propane Check and Fire Safety Check 9:45 AM - 10:45 AM

Propane gas suppliers, fire department personnel, and the Special Projects Division will inspect the proper placement of equipment inside your booth. After receiving your equipment, please promptly arrange your booth's interior. Booths without inspections will not be allowed to begin cooking, even if it's past the cooking start time.

**Please refrain from starting any cooking until 10:45 AM, even if all inspections are complete.**

### ③ Cooking Start Time 10:45 AM

If inspections are not yet complete, cooking cannot begin even if it's past the designated start time.

**Note: Pre-cooking and using fire before inspections are considered violations and subject to penalties.**

### ④ Operating Hours 11:00 AM - 4:00 PM

You can start selling your products at 11:00 AM. When the closing time arrives, please promptly conclude your sales and begin cleaning up.

**Selling outside of the designated operating hours will result in penalties.**

### ⑤ Sales and Equipment Return 4:00 PM - 6:00 PM

**For booths that prepare fried food, please use coagulant (Page 47) to solidify the oil before returning equipment.** Dispose of any generated trash in the designated waste collection areas. Please refer to Pages 44-45 for trash separation details.

After returning equipment and cleaning up, we kindly ask that your group leave the premises promptly and not linger.

## ~Rental and Return of Equipment~

### 【備品の貸出について】

When renting **equipment the Student ID card of the manager is required. (If the manager is absent the assistant manager's could be used as a substitute.** We can only return the Student ID card to the owner so please make sure that whoever brought their Student ID card comes to return the equipment.

- Minimum required number for lending : 7 people (the manager and 1 fire safety officer must be present)
- Lending Location : Festival Headquarters (The field between Building C and D (refer to P.62-63))
- Lending Location : **8 : 00~9 : 30**
  - Booth Number①~⑩…8 : 00~8 : 45
  - Booth Number⑪~⑳…8 : 45~9 : 30
- Things to Bring : The Manager's Student ID card  
※Please make sure in advance and bring it
- Rental Equipment : propane gas, fire extinguisher, plasterboard, hand sanitizer, 4 types vinyl ribbon, curing tape
- Distribution Equipment : Microwave Guards, Nitrile Gloves, PP Ropes, Sample Setup Sheets, Stall Permit, Allergy Chart, Participant Survey Sheets (QR Code), and Food Area Information Sheets.

### 【Precautions】

- **Please ensure that you have exactly 7 people in your group.** We will not facilitate lending for groups with fewer than 6 or more than 8 members.
- Student IDs will be collected and kept at the simulation headquarters during booth hours.
- On the day of the event, tents and long tables will already be set up. Please refer to the ground markings for your booth location.
- Lending of equipment will not be possible after 9:30 AM. Kindly arrive within the designated timeframe.
- After receiving the equipment, our propane gas supplier, fire department personnel, student office staff, community engagement department, and University-wide Events Department will conduct inspections to ensure proper installation of propane gas and other equipment. You will not be allowed to use open flames until the inspection is completed. Upon receiving the equipment, please prioritize the installation of propane gas and related tools, following the provided setup guidelines. Stores that pass inspection can begin using open flames from 10:45 AM onwards. Lighting flames before inspection or before 10:45 AM will result in point deduction.
- The fire safety officers must be present at the time of inspection.
- Equipment rented from the cooperative should be picked up at their service counter.
- When transporting propane gas, it is mandatory to have at least 2 people present
- Since there are numerous items to be lent, please bring a bag or container that can hold eco-bags and other equipment.

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- As a mark of the manager, please wear a ribbon. Store managers wear yellow, assistant managers wear green, and the person responsible for open flames wears red. Additionally, all participants involved in the preparation and operation of the stall should wear white ribbons. Please always keep these ribbons on during the University-wide Events Department's food booth event.

**【Inspection Time】**

All booths 10 : 00~10 : 45

※Before the inspection, please make sure the booth arrangement is completed.

**【Return of Equipment】**

Please make sure that the person who left their student ID comes for the equipment return.

- Minimum required number for returning : 7 people (the manager and 1 fire safety officer must be present)
- Returning Location : Headquarters
- Returning Time : 16 : 00~18 : 00  
 ※When the booth is suspended or the booth sold out, you may return at that time.
- What to bring : Booth Permit  
 ※Please check in advance and make sure to bring it.
- Equipment to return : propane gas, fire extinguisher, plasterboard, hand sanitizer, 4 types vinyl ribbon, curing tape  
 ※Please check if you have everything before returning.

**【Notes】**

- **Please make sure to come with 7 people.** We will not accept returning from groups with fewer than 6 or more than 8 members.
- **We cannot return the Student ID card if you don't return all equipment.**
- Please return the equipment in a clean condition.
- When transporting propane gas, ensure that there are at least two individuals handling it.
- Propane gas must be moved out of the premises immediately after the return time ends. Please strictly adhere to the return schedule.
- Equipment rented from the cooperative should be returned directly to the cooperative.
- When returning your student ID, please present the completed response screen of the participant survey (online). Kindly complete the survey before the equipment return.
- If you have not started cleaning up by the designated return time, there may be deductions in points or potential reconsideration of participation in simulation store events in future.

〈List of Rental Equipment〉 **※These are equipment that need to be returned.**

Equipment	Quantity	Target	Details
Propane gas	1	Booths that use	Please set up according to the regulations.

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		fire	
Fire extinguisher	2	All booths	"Please make sure to set up in the designated areas. In the unlikely event of a fire occurring within or near your booth, please use it according to your judgment.
Plasterboard	2	Booths that use fire	Please put it under the stove.
Hand sanitizer	1	All booths	Use for sanitizing hands
Curing Tape	1	All booths	Use for putting the booth permit
Vinyl ribbon (for managers)	Manager 1 (yellow) Assistant manager 2 (green) Fire safety officers 2 (red)	All booths	Please wear it where it's visible.
Vinyl ribbons (for members)	For other members (white)	All booths	Please wear it where it's visible.

〈List of Distributed Items〉 ※返却する必要はありません。

Equipment	Quantity	Target	Details
Microwave Guard	1	Booths that use fire	Install around dedicated equipment to prevent splashing of oil, etc.
Plastic Gloves	100	All booths	Please wear these gloves when cooking.
PP rope	9	All booths	Use for setting up signs and securing propane.

Booth Permit	1	All booths	Please be sure to attach it in the location specified by the University-wide Events Department
Allergy Chart	1	All booths	Please be sure to attach it in the location specified by the University-wide Events Department.
Participant Survey Sheet	1	All booths	We will ask for responses and display the completed survey at the time of returning equipment.
Eating and Drinking Space Guide Sheet)	1	All booths	Please be sure to attach it in the location specified by the University-wide Events

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			Department.
Installation Sample Sheet	1	All booths	This sheet shows the arrangement of equipment. Please refer to this sheet and set up accordingly.

**【Regarding Equipment Usage】**

- Be sure to cover the entire surface of tables that do not have stoves or dedicated equipment with aluminum foil.
- Mishandling of equipment will result in a deduction of points.
- We do not provide carts or hand trucks for borrowing, and bringing your own is not allowed. If you have brought one, it will be kept at the Headquarters until the removal of your booth is completed, with a deduction of points.

## ~Items to Prepare within Each Organization~

Please make sure to check and prepare the following items in advance

✓	Necessary Items	Description
	Cooking Utensils and Ingredients	<b>Whenever possible, rent items from the cooperative,</b> and be sure to prioritize hygiene measures.
	Oil Temperature Gauge (Be sure to purchase one specifically for oil)	When cooking, it's necessary to maintain the oil temperature below 200°C. Be sure to check it regularly.
	<b>Stove</b>	<b>If you plan to use a stove, please make sure to rent one from the co-op.</b>
	<b>Aluminum Foil</b>	To prevent the table from getting dirty, please place aluminum foil on the entire surface of the table where you won't put the stove or specialized equipment. If the table becomes dirty, you may be required to clean it or cover the cleaning costs.
	Charcoal Starter	This is used for ignition. <b>It is essential for stores that use open flames.</b>
	Garbage Bags	<b>Please use transparent garbage bags.</b> These are necessary for sorting the garbage generated at the food stalls. Follow the instructions provided by the Special Projects Division for proper garbage sorting. <b>Do not use garbage bags designated by the local municipality.</b>
	Cooler Boxes, Insulated Bags, and Ice Packs	Use these for storing food. Do not store food at room temperature.
	Cloth Towels and Wet Towels	Use them for cleaning surfaces such as tables and other personal areas.
	Gloves	Use them for safety when handling the stove. Please note that for cooking, you should use the provided nitrile gloves and not the cloth gloves. However, if you encounter hot handles or dangerous situations with cooking utensils like the spatula, you can use cloth gloves even during cooking.
	Cash Handling Tray	Please use this tray whenever you are exchanging money.
	Scissors	Use as needed for opening bags, but do not use them for food items.
	Blue Sheet	It is necessary to lay it down in your booth area to prevent the ground from getting dirty <b>(2.7m x 3.6m)</b> . If the ground is found dirty after your use, cleaning or cleaning fees may be charged. After the event, please make sure to take it with you and do not dispose of it near neighboring booths or elsewhere.
	Wet Towel	Please prepare a larger-sized towel that can completely cover cooking utensils in case of a fire emergency. Ensure it remains moist at all times, for example, by moistening it every 30 minutes. This is important for safety purposes.

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	Student ID (for the person responsible for the stall)	This is required when borrowing equipment.
	Application booklet (this booklet)	It contains essential information for running the stall. Please make sure to bring it with you.
	Mask	Wearing a mask is mandatory for participants to consider hygiene. In case wearing a mask is difficult for any reason, individual solutions like using a face shield will be arranged.
	Signboard	Create a signboard using cardboard and construction paper to inform visitors about the items you are selling. The recommended size is 60cm in height and 180cm in width.

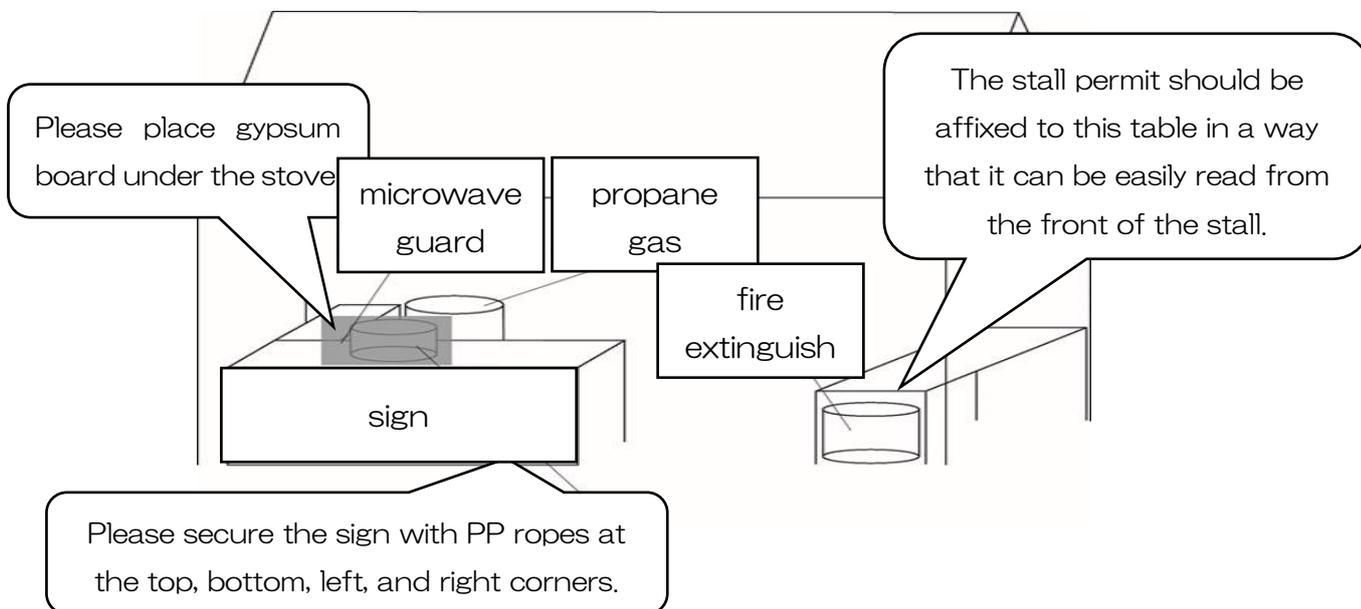
✓	Items that are useful to have	Description
	Change for Giving Back	Prepare change for providing customers with change during transactions. Having change on hand will help ensure smooth stall operations. Please note that exchanging money at places like Seven-Eleven may not be possible, so plan accordingly.
	Money Management Bags	Using money management bags makes it easier to keep track of your sales and prevents discrepancies during accounting.

**Attention**

- When attaching the stall permit to the table, please use masking tape to prevent any residue on the table.
- The listed items are the minimum required, so each stall group should prepare any additional items they deem necessary.
- The Special Projects Department will not distribute trash bags. Please ensure you have more than enough bags on hand.
- Some items can be purchased or rented from the co-op. For more details, please refer to the Co-op Rental Equipment Brochure (distributed on document verification day).

## ~Booth Layout Diagram~

On the day of the simulation store, please make sure to arrange the store as shown in the diagram below.



### Important Notes:

- Unauthorized use or movement of on-site equipment is strictly prohibited.
- Place the stall permit on top of the table near each stall's fire extinguisher using masking tape.
- The front of the stall may have a gap, which serves as an evacuation route. Do not place your group's belongings here. If items are left here, it will result in a deduction of points.
- Please do not install signs in locations other than those indicated in the diagram for fire prevention purposes.
- Ensure that fire extinguishers are placed in their designated locations for immediate use.
- **Lay a 2.7m x 3.6m blue sheet** on the floor of your stall.
- **For the long tables where stoves and dedicated tools are not placed, be sure to lay aluminum foil on the entire surface.**
- Do not exceed the boundaries of your stall's marking.
- Each stall should have either the store manager or vice store manager present at all times. Additionally, one of the fire handlers should always be present.
- Do not leave the stall unattended.
- The maximum number of people allowed to work in a stall at once is seven.
- Please do not sell food or beverages for consumption on-site.
- For the installation of propane gas, please refer to pages 36-40.
  - Each group is responsible for the management of their valuables. The University-wide events department and the University Festival Executive Committee will not assume any responsibility in the event of loss or theft.

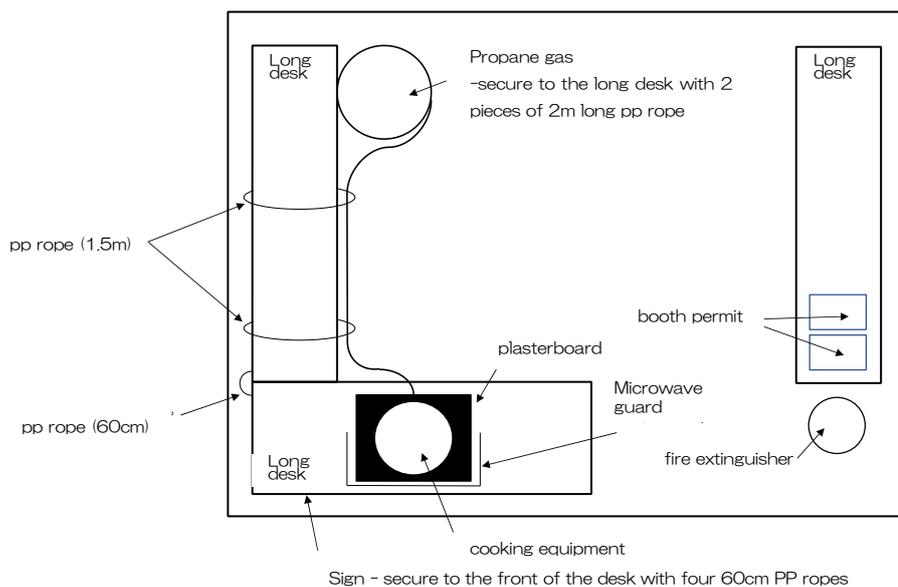
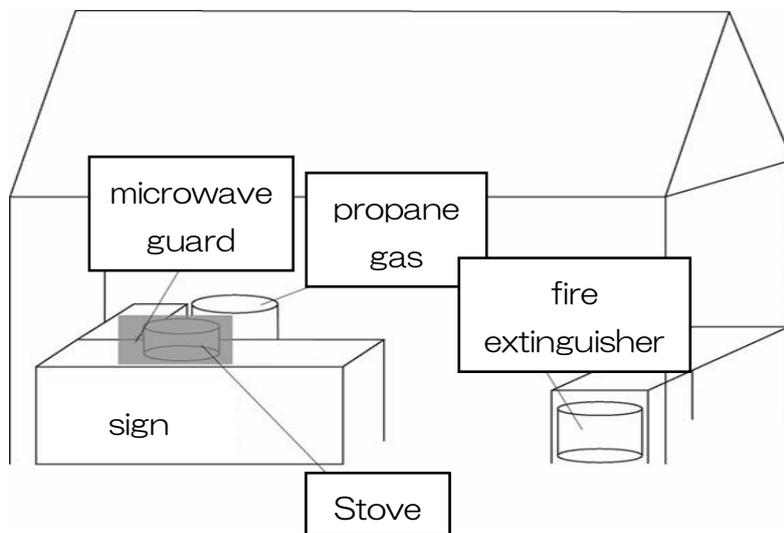
## ~About Propane Gas~

### ◆Propane Gas Introduction

- During the school festival, propane gas will be used for stalls that require open flames. Portable stoves and other sources of open flames are not allowed.
- Please exercise extreme caution as improper usage can lead to serious accidents. **To safely use propane gas, it is mandatory to attend a guidance session on handling propane gas, which will be held on November 14th (Tue.)**
- The University-wide events department will provide 8-kilogram gas cylinders. **Additionally, stalls requiring open flames must rent propane gas stoves and dedicated equipment from the Co-op.**
- If you plan to use cooking utensils such as pots and pans from the Co-op, please rent a double-burner stove. If you plan to use dedicated equipment (e.g., okonomiyaki grills, yakitori grills) for direct cooking, please rent the appropriate dedicated equipment from the Co-op (details will be available in the Co-op rental equipment brochure distributed on October 25th, Wednesday).

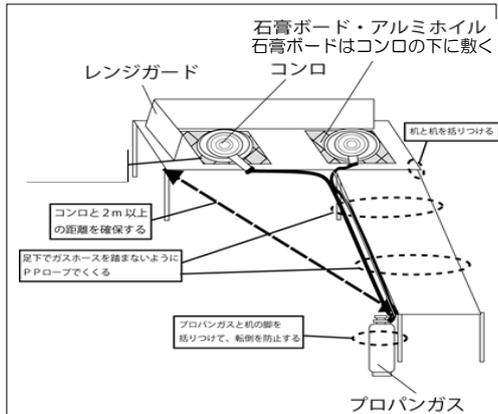
**Stalls requiring open flames must rent dedicated equipment from the Co-op after paying the stall fees. Failure to do so will result in being unable to set up a stall.**

**【Layout Plan for On-Site Stores on the Day of the Event】**

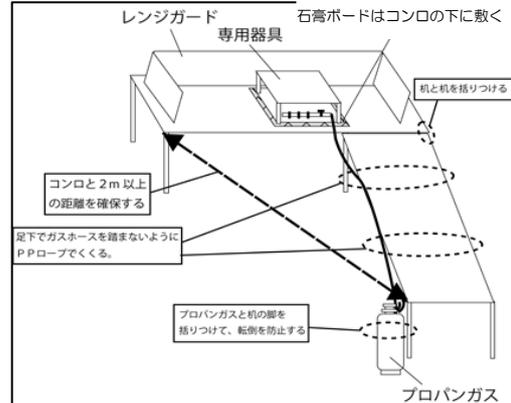


※The store layout may be subject to change. Any changes will be communicated via email or during the guidance session.

<Booth using double-burner stoves>



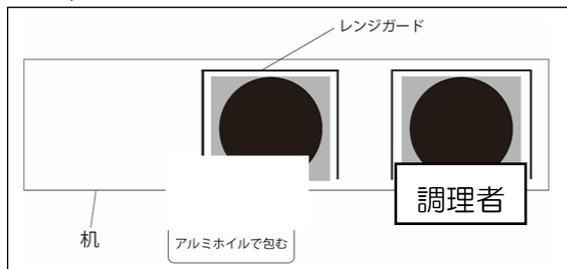
<Booth using other specialized equipment>



[Precautions for using propane gas]

- When using fire for cooking, you can only use propane gas provided by the university-wide events department. **Bringing your own propane gas or using portable gas stoves is not allowed.**
- You cannot use generators or on-site electricity (including Seven-Eleven's microwave ovens).
- Please use the heat-resistant boards provided by the University-wide Events Department, called 'gypsum boards,' to place and use dedicated cooking equipment.
- **Wrap aluminum foil around the entire surface of long tables where cooking utensils are not placed.** Each organization should prepare their own aluminum foil.
- The person responsible for handling fire must be present in the store during the planning of the mock store, and two individuals must be present during inspections. Additionally, two people must be present during inspections.
- On the day of the event, be sure to promptly follow the instructions of those conducting gas inspections (University-wide Events Department, Fire Department, propane gas suppliers, Student Office, Regional Collaboration Division). Failure to comply may result in the suspension or removal of gas and fire usage.
- **If the inspection by the fire department and propane gas suppliers is not completed after the cooking start time of 10:45, you will not be allowed to ignite your equipment.**
- The range guard must be placed to surround the cooking area on three sides when there is no one cooking. Be sure to secure it with masking tape.

<Top View>



- **Please do not use cooking utensils with a diameter exceeding 30 cm.** If a cooking utensil with a diameter exceeding 30 cm is found in use, you will be required to

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stop using it immediately. Moreover, the utensil in question will be held by the University-wide Events Department until the end of the University Festival.

- Failure to adhere to the specified setup will result in point deductions.
- **For stores using oil, please ensure that the temperature of the oil remains consistently below 200° C. Please diligently measure the oil temperature using the provided oil temperature gauge.** University-wide Events Department members will also verify this during patrols. Temperatures exceeding 200° C pose a fire hazard. **In case of a fire, please have a wet towel placed near the cooking utensils to promptly address any emergencies.** Be sure to keep the towel moist by wetting it every 30 minutes.
- The use of gas burners is strictly prohibited.
- Do not place flammable materials near dedicated cooking equipment.
- **In case of any malfunctions, make sure to shut off the main valve first and then contact University-wide Events Department members immediately.**
- Regarding the use of open flames, always follow the instructions of the University-wide Events Department, the University Festival Executive Committee, propane gas company personnel, fire department officials, Student Office, and Regional Collaboration Division.

## ~Hygiene Control~

Please adhere to the following guidelines:

- **When cooking or selling, always wear a mask.**

\*In cases where wearing a mask is challenging for various reasons, please consider using a face shield or suitable alternative.

- Hand soap has been provided at the temporary water supply, and alcohol disinfectant is available for lending at each store. Participants must **wash their hands with soap and sterilize them with alcohol disinfectant before starting cooking.** Alcohol disinfection should be done as needed, not limited to before cooking.

- Use the water from the temporary water supply if you need water.

- **Do not attempt to obtain water from toilets or other sources.**

- While cooking, **it is mandatory to wear nitrile gloves at all times.** However, wearing oven mitts is allowed when handling hot food. Direct contact with food using oven mitts is prohibited.

- **Separate the staff handling money from those involved in cooking.**

- Ensure thorough cleaning and disinfection of cooking utensils.

- The sale of raw food items or those intended for direct hand-to-mouth consumption is prohibited. Additionally, for foods requiring cooking, please confirm they are thoroughly cooked.

- Pre-cooking, pre-preparation at home, or wandering with products are not allowed. Such practices can lead to food deterioration and hygiene issues.

- Storing items for more than 30 minutes is prohibited.

- Cooking should only take place on the designated long tables.

- Strictly follow food storage guidelines. As a general guideline for storing items until the day before, maintain temperatures below 10° C for refrigeration and below -15° C for freezing. On the day of the event, use coolers with ice packs to maintain temperatures below 10° C.

- When thawing frozen ingredients, be sure to do so inside the store.

- **Participants showing symptoms such as diarrhea, headache, nausea, or any signs of infection should refrain from entering the store.**

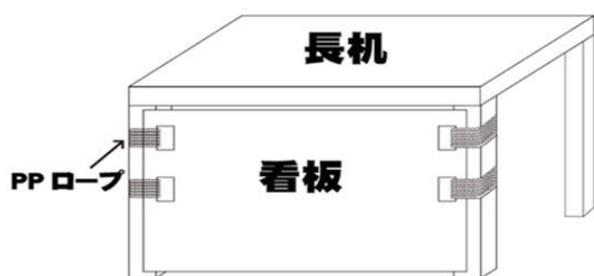
- When storing food items or cooking utensils, place them in an area not easily visible to third parties, and participants should always remain vigilant. During the event, pay close attention to suspicious individuals to prevent contamination or food-related accidents caused by foreign substances.

**Neglecting hygiene management in the mock store can not only inconvenience visitors but also potentially result in the liability of compensation for damage to the participating group. It may even lead to the cancellation of the mock store event itself. Therefore, strict adherence to hygiene management is a condition for participation.**

## ~About the Signboard~

Please make a signboard so that visitors will know what you are making.

### 【Diagram】



### 【Information to include】

Store name, Booth Number, Menu, Price, etc.

※Store name and booth number must be clearly displayed.

### 【Creating, Installing, and Handling of Signs】

- Do not use plywood as the material for signs. Signs should be made from cardboard.
- Attach paper materials like craft paper to the cardboard, and set up the cardboard sign within the dimensions of 60cm (height) by 180cm (width). Secure the sign in four places in front of your stall using PP rope.
  - To secure the sign, make holes in all four corners and use PP rope. (PP rope will be provided by the University-wide Events Department on the day of the festival.)
  - **For fire safety, do not install signs in ways or locations other than those specified in the stall arrangement plan.** If signs are found installed in unauthorized places, point deductions will be made, and the University-wide Events Department will forcibly remove them.
- Do not tie or secure signs to objects other than the tables, such as trees or lampposts.
- Do not create signs with content that goes against public morals or that defames or disparages others or other stalls.
- Do not decorate signs beyond the frame of the designated cardboard.
- On the day of the festival, do not paint or repair signs using paint.
- Do not use spray paint within the campus.
- Do not use metal items such as thumbtacks, wire, or pipe cleaners
- Do not install signs in the aisles designated as emergency evacuation routes between booths.
- After the festival, if you need to dispose of signs, please take them to the designated waste collection area. When disposing of signs, separate decorations properly.
  - **Refrain from leaving signs in the campus or discarding them in nearby commercial facilities, etc.**
- Additionally, any items deemed hazardous by the University-wide Events Department may be subject to removal.

## ~Allergy Information Sheet~

On the university festival day, for the sake of safe mock store operations, it is mandatory for all groups to display allergy information sheets.

- An explanation of the allergy information sheet will be provided as a Word file on the document verification day.
- **\*Please make sure to fill it out accurately, as it could involve the lives of visitors.**
- Allergy information should be submitted to the University-wide Events Department members via email, and we will print the allergy information sheets for distribution on the day of the University Festival.
- Please affix the distributed allergy information sheet in a visible location for visitors to see.
- In case of any deficiencies in the allergy information sheet that lead to problems or disputes, the University-wide Events Department and the University Festival Executive Committee will not bear any responsibility.

## ~Booth Permit~

During the planning of mock stores, it is mandatory for all groups to display their stall permits.

Stall permits will be distributed during the stall manager guidance session. After filling out the required information, we will collect them once and redistribute them during the equipment lending on the day of the University Festival. Please follow the instructions on page 35 and affix them in the designated location.

## ~Eat and Drink Area Information Sheet~

This year, in response to the COVID-19 pandemic, we have implemented measures to prohibit eating outside of designated dining areas. When providing products to visitors, it is mandatory for all groups to display an information sheet indicating the location of the dining area.

- The dining area is located at the cafeteria (Co-op Dining).
- Information sheets about the dining area will be distributed during the equipment lending on the day of the University Festival. Please affix them in a visible location for visitors to see.
- When providing products to visitors, please inform them that meals should be consumed in the designated dining area. We appreciate your cooperation.

## ~In Case of rain~

As the stores will be set up under tents and canopies, the event will generally proceed as planned even in the case of rain. Therefore, stores can operate in light rain. However, in the event of heavy rain or strong winds, such as during a typhoon, when there is a risk of tents collapsing or other safety concerns, the Special Projects Department may, after consulting with the University Festival Executive Committee, decide to cancel or temporarily suspend the simulation store plan. Please be aware of this possibility in advance.

- In the event of rain during the University Festival, please take special care to ensure that rainwater does not enter the food or cooking equipment. Also, make sure that water does not accumulate on top of the tents, and position the tables inside the tents to prevent rain from entering.
- If the entire university festival is canceled, the simulation store plans will also be canceled.
- If a decision to cancel or suspend the event is made by 7:00 AM on the day of the university festival, we will inform the responsible persons of each group via email.
- If the decision to cancel or suspend the event is made after the equipment lending on the day of the university festival, we will communicate this information through the University-wide Events Department and during patrols by the University Festival Executive Committee.

Furthermore, please be aware that under any circumstances, including rain cancellations or interruptions due to various factors, no refunds will be provided for the booth fees. Additionally, we will not compensate for any losses incurred by participants as a result of the cancellation or interruption of the simulation store plans.

## ~Separating Trash~

### 【Waste separation】

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.

### 【Category】

During the festival, waste will be collected in the following categories. Please separate waste within your 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.

Category	Details	Notes
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
Leftovers		<b>Collected at the waste collection</b>
Waste oil	Oil used for frying foods	Be sure to solidify with a oil solidifier.

Large waste items like blue tarps cannot be collected, so each booth is responsible for taking them back with them.  
(We can collect the signboard if you separate them)

**【Collection Locations and Times】**

On the campus festival day, the permanent trash bins located within the campus will also be accessible as usual. However, these bins have limited capacity, and if filled with waste from simulation stores, they will quickly become full. Therefore, we request that waste generated by simulation stores be taken to the designated waste collection points.

- Waste Collection Points: 10:30 AM to 8:30 PM (Please refer to page 60 for locations)

**【Notes】**

- Please provide waste bags in your booths.
- Place waste bags at the back of your stall and do not accept waste from visitors. Use them for waste generated during cooking.
- If visitors come to dispose of waste, kindly direct them to the temporary waste bins within the campus.
- When disposing of large items (such as Styrofoam or cardboard), please try to minimize their size as much as possible. Your cooperation is appreciated.
- When using the solidifying agent for used cooking oil, please refer to the instructions on page 47.
- If you have any questions about waste on the campus festival day, please contact the Environmental Department.

## ~About the Temporary Water Supply~

As there is no outdoor water source within the OIC premises, we have installed a temporary water supply to facilitate the smooth operation of the simulation stores. The temporary water supply includes hand soap, alcohol-based disinfectant, detergent, scrubbing brushes, and sponges.

### **! Attention !**

- The temporary water supply is installed for the purpose of washing cooking utensils, ensuring a supply of water for food preparation, handwashing, and disinfection. It may not be used for any other purposes.
- Do not dispose of used cooking oil or food residues into the temporary water supply. Please carry used cooking oil and food residues to the designated waste collection area.
- **For hygienic reasons, do not use the handwashing facilities in the restroom for washing cooking utensils, ensuring a water supply for food preparation, or any other purposes.**

Since many people will be using these facilities, please be considerate and share their use.

## ~How to use the Cooking Oil Solidifier~

### **【Instructions for Use】**

1. Immediately after cooking, while the oil is still hot (approximately 80° C or higher), add the solidifying agent. Be sure to turn off the heat and use it promptly.
2. Stir well until the solidifying agent is completely dissolved.
3. Allow the oil to solidify for approximately 1 hour. The time may vary depending on room temperature and the amount of oil, but it will solidify when the oil reaches below 4° C.
4. Once solidified, remove it with a spatula or similar tool and place it in a plastic bag or container. Dispose of it in the designated waste collection area.

(For cooled oil)

- Add the solidifying agent, reheat the oil (approximately 80° C) while stirring.
- Once fully melted, be sure to turn off the heat and let the oil cool.

(If it doesn't solidify)

- If you have too much oil, it may not solidify. Add more solidifying agent and reheat (approximately 80° C).
- Once melted, be sure to turn off the heat and let it sit.

※If you run out of solidifying agent provided, please come to the simulation headquarters. We will provide you with a spare. One packet of solidifying agent can solidify approximately 600ml of oil.

※**Using open flames outside of operating hours is prohibited. Please add the solidifying agent immediately after extinguishing the flame. Please plan your operations to end with ample time.**

※If you find that it simply won't solidify, do not attempt to heat it further. We will collect the oil in a container, so please contact the simulation headquarters for assistance.

## ~Emergency Response~

### 【In Case of Fire】

- ①First, close the propane gas valve. Even if a fire occurs in a booth close by, be sure to close the propane gas valve.
- ②Next, guide all participants to keep a safe distance from the area where the fire has occurred. Within a radius of 5 meters from the booth with the fire and booths close by, entry is prohibited.
- ③The manager or assistant manager should contact the nearby University-wide Events Department members and the University Festival Executive Committee. Additionally, contact the Festival Headquarters.

### 〈Example of Contacting Festival Headquarters〉

“I am the manager of the Food Booth Event, Store Number XX. A fire has occurred in my store. Cooking oil is on fire, and it has not been extinguished yet. No one is injured.”

- ④Check if there are any injured individuals. If there are any injured people who require immediate medical attention, contact the Festival Headquarters immediately.
- ⑤If it is a fire of a size that can be extinguished (approximately lower than your height, within 2-3 minutes of ignition), the person in charge of handling fire should attempt to extinguish it using a wet towel or a fire extinguisher to prevent further damage.
- ⑥Follow the instructions of the person in charge of the Food Booth Event in the University-wide Events Department as soon as they arrive.
- ⑦After the fire department arrives and extinguishes the fire, on-site inspections will be conducted under the supervision of the University-wide Events Department, propane gas supplier, Health and Hygiene Center, and with the presence of the Student Office. Therefore, the store manager, vice-manager, person in charge of handling fire, and those involved in cooking during the fire should not leave the scene.

### 【Precautions】

- If your booth's fire extinguisher is not enough to put out the fire, use fire extinguishers from neighboring stores.
  - If you have successfully extinguished the fire with an initial attempt, contact the 1 Headquarters.
  - The Headquarters will make the 119 emergency call. To avoid misinformation, participants should not make such calls.
  - The contact number for the Festival Headquarters is listed on the store permit card.
- ※ It is only available during the university festival.

### 【How to Use a Fire Extinguisher】

- ①Carefully transport the fire extinguisher to a safe location near the area where the fire is occurring. Avoid bumping it into obstacles.

※ Note that getting too close can be dangerous, as the extinguishing agent may run out before reaching the fire. Generally, aim for a spot about 7-8 meters from the fire source.

② Pull out the yellow safety pin.



③ Remove the hose and point the nozzle towards the fire.



※If you hold the hose in the middle, it may be difficult to aim accurately due to the pressure during discharge.

④ Squeeze the lever firmly to discharge. When discharging, pay attention to the wind direction and ensure no one is downwind.

※If the fire extinguisher is heavy, you may leave it in place while squeezing the lever to discharge.

⑤ Aim at the base of the fire and sweep the extinguishing agent from the front as if using a broom.



※To protect yourself and effectively extinguish the fire, discharge from upwind.

#### 〈Tips for Extinguishing Tempura Oil Fires〉

When extinguishing oil fires, avoid getting too close, as the force of the extinguishing agent discharge can cause oil to splash, posing a risk of burns. Start from a distance of about 4-5 meters and gradually approach. **Never use water to extinguish fires caused by oil**

#### 【In Case of an Earthquake】

- Immediately cease using open flames and close the propane gas valve to ensure safety.
- Resuming the use of open flames will be communicated directly to the booths by the University-wide Events Department once safety is confirmed.

### **【If Food Poisoning Is Suspected】**

• If multiple visitors who consumed products from your store report feeling unwell, suspect food poisoning. First, stop selling your products and report to the Festival Headquarters.

#### 〈Example of Contacting the Headquarters〉

“I am the manager of the Food Booth Event, Store Number XX. I have received reports from XX visitors who ate our products and are experiencing stomach discomfort. Food poisoning is suspected. (XX individuals may require emergency transport.)”

- Call for nearby University-wide Events Department or University Festival Executive Committee members to assist.
- The Festival Headquarters will make the 119 emergency call. To avoid confusion, participants should not make such calls.
- Please promptly follow the instructions of the person in charge of the food booth University-wide Events Department upon their arrival.
- If there is suspicion of a food poisoning outbreak in your booth, health center staff, student office personnel, University Festival Executive Committee members, and the University-wide Events Department will conduct inspections. Therefore, managers, assistant managers, and those involved in food preparation should remain near the booth. It's important to note that food poisoning outbreaks often become evident 2 to 3 days after the festival.
- If multiple cases of illness occur among individuals who have consumed your booth's products after the festival, please immediately contact the University-wide Events Department at Osaka Ibaraki Campus. The contact information is provided on the back cover.
- In the event of a reported food poisoning outbreak to the University-wide Events Department, they will contact the respective manager, and you should go to the Student Lounge on the 3rd floor of Building A. Please pay attention to any communication from the University-wide Events Department for the week following the festival.
- The phone number of the Headquarters is listed on the booth permit.  
※This phone number is only available on the day of the festival.

### **【Injuries or Health Concerns】**

- For medical consultation, please visit the Health Center in Building A.
- In case of severe injuries or burns that require immediate attention, please contact the simulation headquarters immediately.
- If your condition deteriorates to the extent that you cannot stand, please contact the simulation headquarters immediately.

### **【Suspension or Cancellation of the Food Booth Event】**

- If the University-wide Events Department and the University Festival Executive Committee determine that continuing the simulation store poses a risk, they will instruct you to suspend or cancel the simulation store planning.
- Notifications for suspension or cancellation will be made during rounds conducted by the University Festival Executive Committee and the University-wide Events Department.
- In case of suspension, cease cooking and selling immediately and remain inside the stall.
- In the event of cancellation, proceed immediately to return the equipment.
- Exit the stall promptly and follow the instructions of the University-wide Events Department.
- The phone number of the headquarters is listed on the booth permit.  
※※ It is only available during the university festival.

## 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.

*OIC University Festival 2023*  
*Food Booth Application Booklet*

Ritsumeikan University Student Union University Festival Executive Committee  
University Festival Executive Committee Chairperson Yuta Togawa

## Pledge

We, the Food Booth Exhibitor Group (hereinafter referred to as the Exhibitor Group), agree to the following items and the regulations regarding the protection of personal information (separate document) in relation to our participation in the 2023 Ritsumeikan University OIC Festival (hereinafter referred to as the Festival) and our participation in the Food Booth Project (hereinafter referred to as the Main Project).

1. During the implementation of the project, we will not engage in acts that violate public order and morals or engage in religious activities.
2. In the event that we cause damage to others due to the deliberate or negligent actions of the Exhibitor Group during the implementation of the project, the responsibility for compensation shall be borne by the Exhibitor Group that caused the damage.
3. In the event described in item 2 above, Ritsumeikan University Executive Committee, Central Administrative Office University-wide Events Department, university authorities, propane gas suppliers, Health and Hygiene Center, and the fire department shall be exempt from liability.
4. When setting up our booth, we will comply with all instructions and orders from Ritsumeikan University Executive Committee, Central Administrative Office University-wide Events Department, university authorities, propane gas suppliers, Health and Hygiene Center, and the fire department.
5. If the university festival or the Main Project is canceled or interrupted, we will promptly comply with such decisions.
6. If we win in the lottery, we will pay the designated booth fee by the specified deadline.
7. Regardless of the reason, we will not withdraw from participation after winning in the lottery.
8. Regardless of the reason, we will not request a refund of the booth fee from Ritsumeikan University Executive Committee or Central Administrative Office University-wide Events Department.
9. Regardless of the reason, we will not claim compensation for losses incurred if the Main Project is canceled.
10. If we are instructed to return equipment provided by the Central Administrative Office University-wide Events Department in the course of implementing the Main Project, we will promptly comply with such instructions.
11. We will comply with the contents of the Main Project application booklet, distributed materials, and training/guidance.

2023/8/25 (Sat.)

Organization Name

エメラルド

*OIC University Festival 2023*  
*Food Booth Application Booklet*

Manager カワセ ユウサク  
 Current Address 大阪府〇〇市〇〇町〇丁目〇〇一△  
 Contact (Phone Number) 000-000-000

- Make sure to prepare the original and two copies.
- On the original, write "Original (原本)" in red pen at the top right corner.

Registration No.	Food Booth Food Preparation Process Sheet			
Food Name	フライドポテト	No. of Servings	220	
Booth Name	ダイヤモンドポテト			
Manager	カワセ コウサク			
Assistant Managers (Cook Staff)	ハナゾノ ノリアキ	ヤマギシ ユカリ		
Ingredients	Supplier	Quantity	Purchase Date	Storage Method
oil	サンディー	2L	12/03	Room temperature
potatoes	サンディー	22	12/03	refridgerated
salt	サンディー	1Kg	12/03	Room temperature
Cooking Steps				
1 Heat up the oil				

2 Deep fry the potatoes
3 Sprinkle salt on the potatoes
4 Put it n the tray
5
6
7
8
Sales Method
Put in paper cups and sell.

- Make sure to prepare the original and two copies.
- On the original, write "Original (原本)" in red pen at the top right corner.

*OIC University Festival 2023*  
*Food Booth Application Booklet*

Ritsumeikan University Student Union University Festival Executive Committee  
University Festival Executive Committee Chairperson Yuta Togawa

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9. Regardless of the reason, we will not claim compensation for losses incurred if the Main Project is canceled.
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11. We will comply with the contents of the Main Project application booklet, distributed materials, and training/guidance.

YYYY/MM/DD( )

*OIC University Festival 2023*  
*Food Booth Application Booklet*

Name of Booth\_\_\_\_\_

Manager\_\_\_\_\_

Current Address\_\_\_\_\_

Contact Information (Phone Number)\_\_\_\_\_

Registration No.	Food Booth Food Preparation Process Sheet			
Food Name		No. of Servings		
Booth Name				
Manager				
Assistant Managers (Cook Staff)				
Ingredients	Supplier	Quantity	Purchase Date	Storage Method
Cooking Steps				
1				
2				
3				
4				
5				
6				
7				
8				
Sales Method				

- Make sure to prepare the original and two copies.
- On the original, write "Original (原本)" in red pen at the top right corner

Paste section for the copies of the Student ID

①Manager

Paste

②Assistant Manager

Paste

③Assistant Manager

Paste

④ Fire Safety Officer

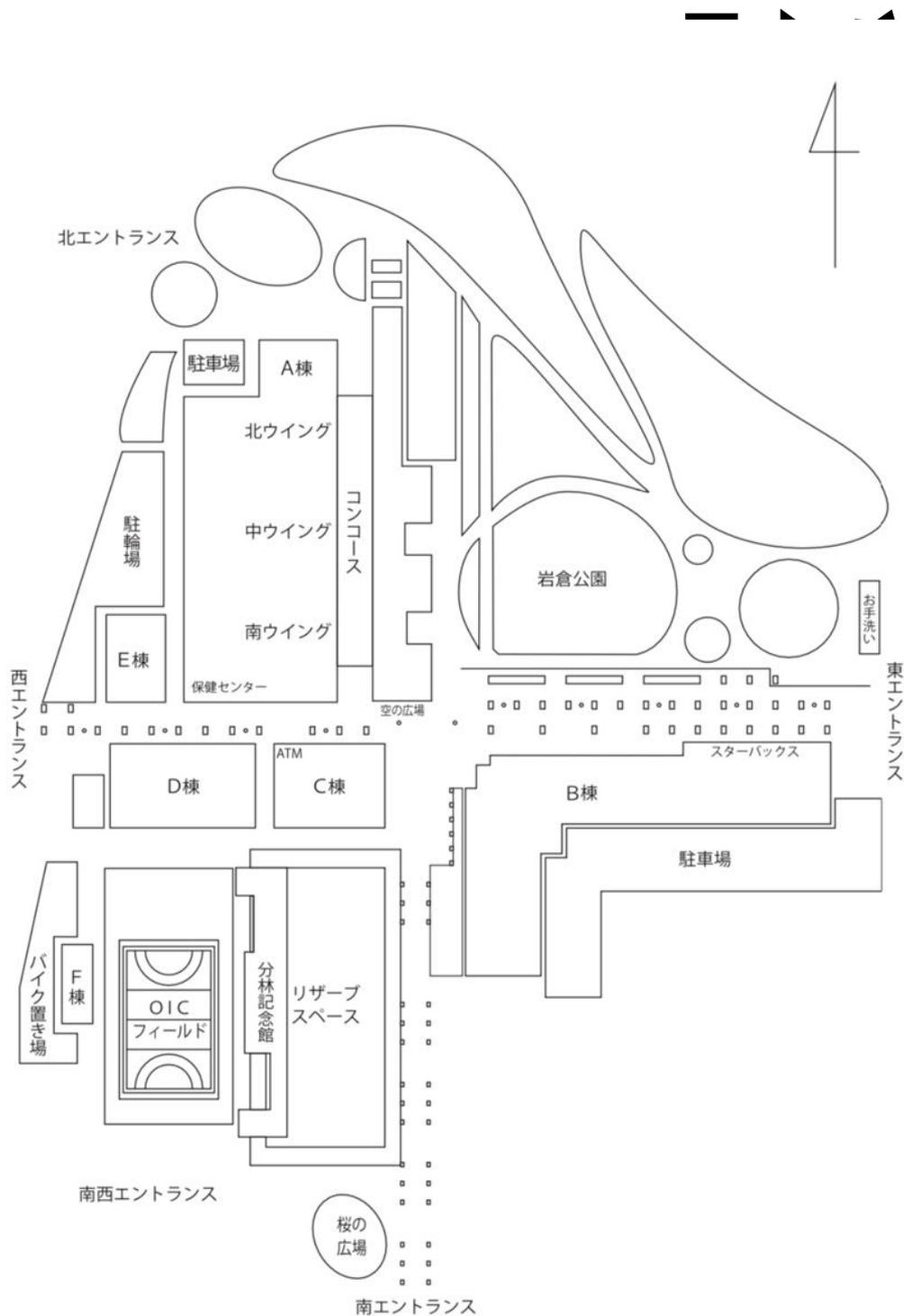
Paste

⑤ Fire Safety Officer

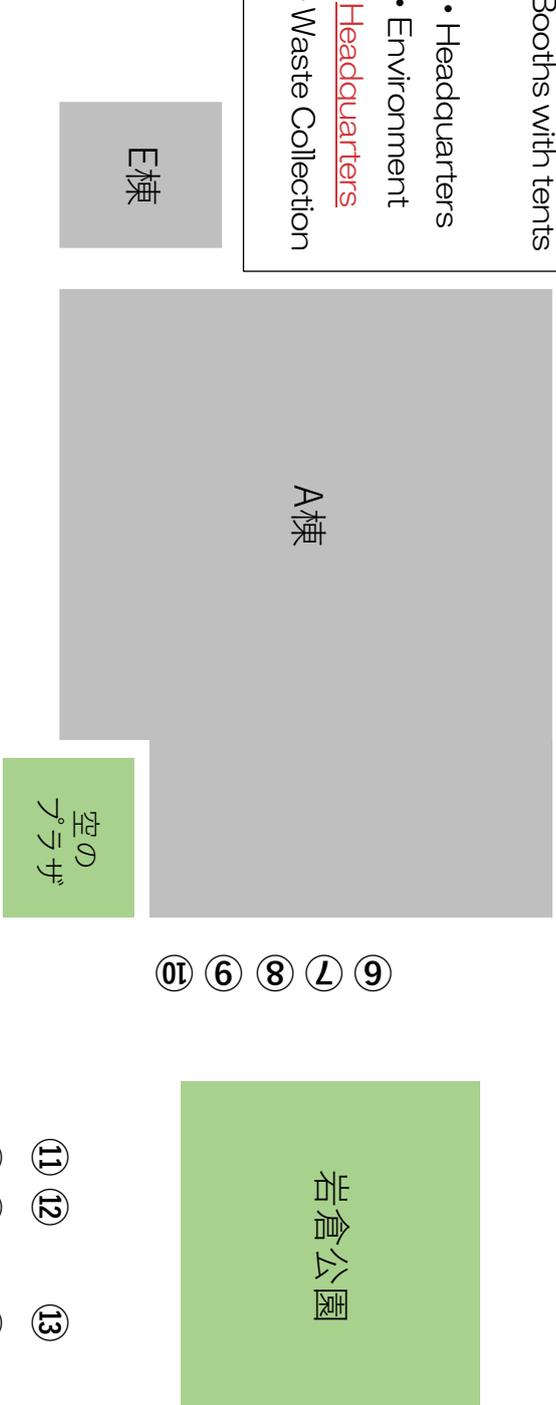
Paste

## ~Entire Map~

This is just a rough estimate. The actual location may differ. Also, there is a possibility that the booth locations may change.



③④⑤・・・Booths without tents  
 others・・・Booths with tents  
 ☆・・・Headquarters  
 ▲・・・Environment  
Headquarters  
 ●・・・Waste Collection  
 Print



## ~The Flow from Now on~

1. Booth Application
OApplication Period : First Period : 10/9(Mon.) 12:00~10/18(Wed.) 23:59 Oformat : online OURL : <a href="https://forms.gle/iEsvW1C7RWGfBWL18">https://forms.gle/iEsvW1C7RWGfBWL18</a>
2. Notification of the Lottery Results
ODate and Time : 10/19(Thu) 13:00~
3. Document Checking
ODeadline : 10/25(Wed.) 18:00~20:00 OPlace : AN110
4. Fire Safety Training
ODate and Time : 11/8(Wed.) 18:00~19:00 OPlace : SORA no Plaza
5. Purchase of the Certificate stamp for the Booth Fee
6. 火気取り扱いガイダンス
ODate and Time : 11/14日(Tue.) 18:00~20:00 OPlace : AN110
7. Booth Leader Guidance Session
ODate and Time : 11/21(Tue.)、11/22日(Wed.) each day 18:00~20:00 OPlace : AN110
8. Day of the University Festival
ODate and Time : 12/3(Sun.) 8:00~18:00(Including preparation and cleanup)

Memo

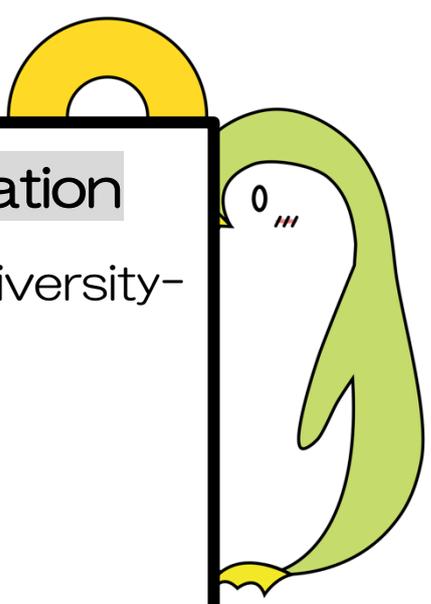
Memo

Memo

## List of Submission Documents

Check	Due	Submission Documents
	10/19 ~ 10/24	<u>Student ID cards of all managers (Word format)</u> ※Please submit via email during the specified period.
	10/19 ~ 10/24	<u>Cooking Itinerary (Word format)</u> ※Please submit via email during the specified period.
	10/19 ~ 10/24	<u>Pledge (Word format)</u> ※Please submit via email during the specified period.
	10/19 ~ 10/24	<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.



## Publisher • Contact Information

Central Administrative Office University-

wide Events Department

OIC Building A 3F

Student Lounge

Student Union Counter

※Inquiries related to OIC Food Booth will be accepted only at the email address mentioned above. When sending an email inquiry, please be sure to clearly state your organization's name and the name of the person making the inquiry.