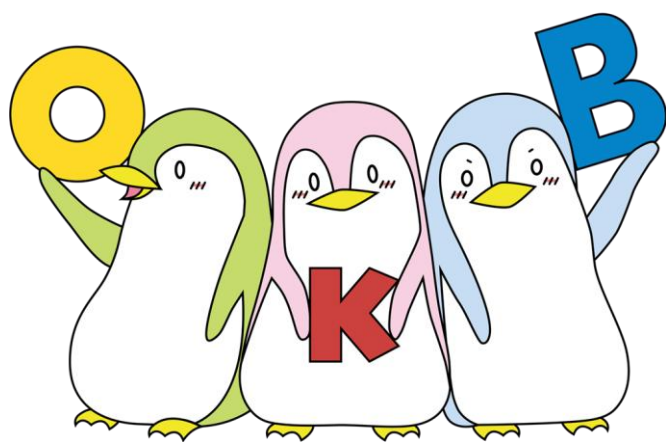


*2025 OIC Festival
Food Booth Recruitment Booklet*

RITSUMEIKAN



OIC Festival 2025

2025 OIC Festival

Food Booth Recruitment Booklet

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～Basic Information of Food Booths～

Date	November 23th (Sun)
Venue	Ritsumeikan University Osaka Ibaraki Campus (OIC)
Operating Hours	11:00～16:00
Number of Booths	30
Total Area	2.7m×3.6m
Min. Number of Booth Members	7 (including booth leaders) ※A minimum of 7 members, including 1 Booth manager, 2 assistant booth managers and 2 fire safety managers (also required for booths that do not use fire), are needed.
Max. Number of Booth Members	10 (including booth leaders) ※You cannot apply if the number of members exceeds the limit.
Max. Capacity	7

※Participants are defined as people involved with each organization's preparation and operation of booths.

【Requirements for Opening Booths】

Organizations which belong to the FY2025 Ritsumeikan University Student Union, faculty project organizations and other university-registered organizations

※**5 undergraduate students of Ritsumeikan University** must participate as booth leaders

※The 5 booth leaders must be able to communicate in Japanese

[We are looking forward to applications from various circles or seminars!](#)

【Booth Fee】

Organizations that use fire: 15100yen

[Organizations that do NOT use fire: 6600 yen](#)

※In addition to the booth fee, items necessary for operating booths are to be purchased by each organization. For what must be prepared by organizations and what will be distributed or lent by the **University-wide Events Department**, please refer to P.32-35.

※The booth fees are subject to change depending on price level situations.

コメントの追加 [小春1]: 対訳表に従って変更

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~Flow of Schedule up to the Festival~

①Read the recruitment booklet

All information about opening a booth is stated in this booklet.

Please make sure to read it.

②Registering your booth (P.10)

July 16th (Wed) 12:00 ~ September 28th (Sun) 23:59

Please decide who your booth leaders are going to be and what you are going to sell. When choosing what to sell, please pay attention to the List of Goods Prohibited from Sale (P.21). Then, after checking the regulations on this booklet, fill in the form on the registration website below and submit your application.

URL: <https://x.gd/zDTBT>

※Completing the registration process does NOT mean you are allowed to open a booth.

③Checking the result of the lot (P.11)

September 30th (Tus) 18:25~

A drawing will be held in the Zoom to determine which organizations will be selected to participate in the event. After the drawing, we will also explain the documents to be submitted in the future.

Either the store manager or assistant manager is required to attend.

In the event that the winning organization is unable to open a stall for some reason, an alternate number will be assigned to the organization that was not selected in the drawing, and it will be moved up to the next available number. The right to win a stall will expire at 23:59 on October 5 (Sun.).

Selected groups are requested to prepare for the day of the festival.

④Registering your booth fee (P.16)

. One of the store managers or assistant managers must be present from 16:40 to 20:00 each day on October 14 (Tuesday) and 15 (Wednesday).

*No stall fees are accepted, or you will not be able to open a booth.

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⑧Submit documents (p. 12)

If you are selected, please fill out the documents attached to the lottery result email. Also, please add our official line and answer the Google form regarding the date of document submission and guidance attendance. Deadline: Tuesday, October 7, 23:59
*Organizations that have been selected to open a stall due to an advance selection must submit and respond by 23:59 on October 10 (Fri.). Organizations that do not submit documents or respond to the Google form will not be able to open a booth.

⑤Attending the fire safety guidance (P.13)

October 14th (Tue) 16:40~20:00

Both of the fire safety managers must be present.

※You cannot open the booth unless you attend the guidance.

⑥Attending the fire response lesson (P.14)

October 21st (Tue) 18:25~20:00

Both of the fire safety managers must be present.

※You cannot open the booth unless you attend the lesson.

⑦Attending the guidance for booth managers (P.15)

October 28th (Tue), 29th (Wed) 18:25~20:00 for both dates

The booth manager and both of the assistant booth managers must be present

※You cannot open the booth unless you attend the guidance.

⑨Preparing for the festival

The preparation for your booth includes making signs, procuring food ingredients and creating a shift schedule. Also, some equipment has to be prepared by each organization (P.34-35).

⑩Flow of schedule on the festival day

November 10th (Sun)

8:00~9:30	Lending equipment
9:45~10:45	Safety inspection
10:45~	Start preparing food
11:00~16:00	Booth operation
16:00~18:00	Returning equipment and cleaning

~About Booth Leaders~

Booth leader	Description
Booth manager (1 person)	As the executive of their booth, booth managers are responsible for general management of their booth. They are expected to ensure necessary information is shared between all the booth members in order to prevent accidents. Also, booth managers are required to attend the booth leader guidance.
Assistant booth manager (2 people)	The main responsibility of assistant booth managers is to support the booth manager. Assistant booth managers are expected to substitute booth managers when they are not present, with at least 1 of the assistant booth managers. They are also required to attend the booth leader guidance.
Fire safety manager (2 people)	Fire safety managers are responsible for handling of fire. They are expected to act swiftly to minimize the damage in case of a fire, with the knowledge about fire prevention methods. Also, they are required to attend the fire response lesson and the fire safety guidance.

【Important notices】

- Only **undergraduate students of Ritsumeikan University** are eligible to become booth leaders.
- In order to ensure smooth safety and document process, booth managers are **required to be able to speak Japanese**.
- Booth leaders are expected to be someone who **can be contacted reliably and quickly**.
- The roles of booth managers, assistant booth managers and fire safety managers cannot be held by the same person.

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- The role of booth managers cannot be held by the same person who is also a leader of other booths in OIC festival booth events or other events (festival fair and flea market event, stage event, team event, etc.).
- Changes to the booth leaders will only be accepted if a request is submitted via official line to the University-wide Events Department before the document confirmation guidance. Any changes made after this period will generally not be permitted. However, if there are legitimate reasons for a change, such changes may be accepted on the condition that 2 points are deducted from the total score.
- The booth manager and assistant booth managers are required to attend the booth leader guidance. The fire safety managers are required to attend the fire response lesson and fire safety guidance.
- On the day of the festival, the booth manager or one of the assistant managers, and one of the two fire safety managers must be present at the store at all times from setup to cleanup.

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コメントの追加 [小春3]: 同上

コメントの追加 [小春4R3]: 以下全 29 件同上

As mentioned above, there are sessions for registration, guidance and lessons you are required to attend.

Please make sure to manage your schedule so that you can be present in such sessions.

Booth managers are required to participate in the operation on the day of the festival as well.

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~Booth Web Registration~

○Registration period :

July. 16th (Wed) 12:00 ~ Sep. 28th (Sun) 23:59

○URL : WEB (Google Forms)

○//x.gd/zDTBT

○QR code : Please find the website from here ->



Please fill out the following entries in the registration form:

1. Organization name

2. Booth name

Names that violate intellectual property or public decency can be rejected.

In this case, we may ask you to change the name of your booth.

3. Product name

Please fill in the name of the product you will be selling e.g. yakisoba.

※**Only food products** can be sold in booths.

※**Make sure to avoid selling products on the List of Goods Prohibited from Sale.**

4. Estimated number of units to be sold

Please fill in an approximate estimate of the number of your food products to be sold.

5. Booth leaders' name, faculty, student ID number, phone number and university email

Please provide the information of all the 5 booth leaders.

※Make sure to put **the university email address**.

6. Propane gas use request

※**After the registration, fire use status cannot be changed.**

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~Lottery and Notification of Result~

If the number of applicants exceeds the available spots for booths, a lottery will be conducted to fairly determine the participating organizations. The results of the lottery will be announced via email.

【Email announcement period】

September 30th (Tue) 18:50~20:00

【embodiment】

The drawing will be broadcast via ZOOM distribution, and the results will be notified by email after the distribution.

【implementation procedure】

- (1) A link to Zoom for distribution will be attached to the "Lottery Participation Permission E-mail" sent in advance.
- (2) On the day of the lottery, the lottery will be broadcast via Zoom. In addition, an explanation of the documents to be submitted will also be provided.
- (3) After the broadcast is over, an email notification of the lottery results will be sent to all applying organizations.

【Attached documents】

- ☐ Data of all the booth leaders' student ID cards (Word file)
- ☐ Cooking process chart (Word file)
- ☐ Written oath data (Word file)
- ☐ Name, faculty and student ID number of all booth members (Excel file)
- ☐ Stall Fee Receipt Form Co-op rental equipment booklet
- ☐ QR code for the official LINE for the mock-up, flea market, and fair
- ☐ Google form for guidance attendance date
- ☐ Recording of the ZOOM broadcast

【Important notices】

- **If selected in the lottery, withdrawing from participation will not be allowed.**

Therefore, the booth fee must be paid at the booth fee registration under any circumstances.

- Organizations cannot choose where their booths will be located.
- There are 2 results of the lottery: selected and waitlisted.

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We will send the lottery result and the attached documents to selected organizations. Please download the files, fill in the entries and submit them to use by **Oct. 7th (Tue) 23:59** via email. We will notify the waitlisted organizations of their waitlist numbers.

- You may be asked to change or revise the product if the item cannot be approved for sale.
- After submitting the documents, booth names and products sold cannot be changed without prior notice.
- Withdrawing from participation will not be allowed in principle.
- If a booth is deemed extremely difficult to open by the University-wide Events Department, the next organization in line will be selected from the waitlisted applicants, based on the highest priority of their waitlist numbers. If a waitlisted organization is later selected, the booth manager or assistant manager will be notified by phone or email.

※The right to be selected from the waitlist will expire on **October 5th (Sun) 23:59**.

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~submit documents~

Selected organizations must submit documents by the deadline. If you do not submit the documents, you will not be allowed to open a stall.

deadline	October 7th (Tue) Groups that have been selected to open a stall due to an advanced selection must submit their applications by 23:59 on October 10 (Fri.).
Attendees	The booth manager or one of the assistant managers
Presentation of the methodology	①Add the Official LINE. ②Submit documents to the document submission Google Form sent from the official LINE.

【Important notices】

- Failure to submit the documents by the due date will result in one point being deducted from the points you have at the time of patrol.
- If you have unavoidable circumstances, please consult with us in advance.
- If you have any questions or concerns, please contact us in advance. If you have any questions about the submission, please contact us through the official line of the booth, flea market, and fair.

【Book Category】

- ☐Data of all the booth leaders' student ID cards (Word file)
- ☐Cooking process chart (Word file)
- ☐Written oath data (Word file)
- ☐Name, faculty and student ID number of all booth members (Excel file)
- ☐Google form for guidance attendance date

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~Registration of Booth Fee~

Selected organizations are required to pay booth fees during the booth leader guidance. Please refer to P.17-19 for details about purchasing confirmation stamps for the booth fee.

Date and time	October 14th (Tue), October 15th (Wed) 16:40~20:00 for both dates
Place	AN110
Attendee	The booth manager, or assistant managers
What to bring	<input type="checkbox"/> Booth fee confirmation stamp, 2 copies of the stamp ※Please check the list beforehand and make sure to bring them.

【Important notices】

- Please come at a convenient time between 16:40 and 20:00; you do not have to be here at 16:40.
- If your organization is selected in the lottery, withdrawing from participation is not allowed. Therefore, selected organizations are required to purchase a confirmation stamp and bring it to the booth leader guidance.
- Please make sure to make 2 copies of the stamp and bring them with you.
- Please be sure to know your booth number, which will be confirmed during the lottery.

~Fire safety Guidance~

This guidance provides an opportunity to learn about how to use propane gas to ensure the safe operation of booths.

Date and time	October 21th (Tue) 18:25~20:00
Place	AN110
Attendees	Both of the 2 fire safety managers
What to bring	<input type="checkbox"/> Student ID cards of the participating students <input type="checkbox"/> A device for accessing the recruitment booklet (PDF) <input type="checkbox"/> Stationary

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	※Please check this list beforehand and make sure to bring them.
Distributed documents	Fire safety guidance handout

【Important notices】

- **Both of the fire safety managers are required to attend the guidance.** If one of them cannot attend, we will provide individual support later.
 - Absence, lateness and substitute attendance are not allowed in principle. If the two of you cannot be present at the guidance, please make sure to inform the University-wide Events Department of your absence by **October 20th (Mon) at 17:00** via email, so that we can provide individual support to each case. Our contacts are listed on P.67.
 - If you are absent from the guidance without prior notice, **2 points will be deducted** from your point at the time of the patrol, and individual support will be provided later.
 - If you are going to be late to the guidance, please make sure to inform us of the situation **an hour before the guidance.**
 - If you are more than 5 minutes late to the guidance without prior notice, **1 point will be deducted** from your point at the time of the patrol, and individual support will be provided later.
- ※Please refer to P.24-27 for details about your point at the time of the patrol.
- Please make sure to share the information you learned at the guidance with the organization members.
 - **Both the fire safety managers are required to be constantly present at the booth during the safety inspection hours on the OIC festival day.**

This is an important guidance to ensure each booth' s safe operation.

Please make sure there will not be any lateness or absence without prior notice.

~Fire Response Lesson~

To prevent fire accidents and damage, fire department officers will teach fire prevention measures, correct ways of extinguishing fire and first aid.

Date and time	October 28nd (Tue), 29rd (Wed) 18:25~19:25for both dates
Place	SORA-NO-Plaza
Attendee	Both of the 2 fire safety managers
What to bring	Student ID cards of attending students

【Important notice】

- **Fire safety managers are required to attend one of the two sessions of the lesson.**

※If one of the fire safety managers is unable to attend, we will provide individual support later.

※The two fire safety managers do not have to attend the same session, as the lesson content is the same for both sessions.

- Absence, lateness and substitute attendance are not allowed in principle. If the two of you cannot be present at the guidance, please make sure to inform the University-wide Events Department of your absence by **October 27st (Mon) at 17:00** via email, so that we can provide individual support to each case. Our contacts are listed on P.67.
- If you are absent from the guidance without prior notice, **2 points will be deducted** from your point at the time of the patrol, and individual support will be provided later.
- If you are going to be late to the guidance, please make sure to inform us of the situation **an hour before the guidance**.
- If you are more than 5 minutes late to the guidance without prior notice, **1 point will be deducted** from your point at the time of the patrol, and individual support will be provided later.

※Please refer to P.24-27 for details about your point at the time of the patrol.

- Please make sure to share the information you learned at the guidance with the organization members.

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This is an important guidance to ensure each booth' s safe
operation.

Please make sure there will not be any lateness or absence
without prior notice.

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~Booth leader guidance~

In order to ensure the safe and smooth operation of booths, the University-wide Events Department will explain the flow of the schedule on the festival day and things to keep in mind.

Date and time	November 4th (Tue), 5th (Wed) 18:25~20:00 for both dates
Place	AN110
Attendee	The booth manager, 2 assistant managers
What to bring	<input type="checkbox"/> Student ID cards of attending students <input type="checkbox"/> Booth fee confirmation stamp, 2 copies of the stamp <input type="checkbox"/> A device to access the recruitment booklet (PDF) <input type="checkbox"/> Stationary ※Please check the list beforehand and make sure to bring them.
Distributed documents	A handout for the booth leader guidance, booth permit, advertisement permit

【Important notices】

- **The booth manager and assistant managers are required to attend one of the two sessions of the lesson.**

※The three of you do not have to attend the same session, as the lesson content is the same for both sessions.

- Absence, lateness and substitute attendance are not allowed in principle. If the two of you cannot be present at the guidance, please make sure to inform the University-wide Events Department of your absence by **November 3rd (Mon) at 17:00** via email, so that we can provide individual support to each case. Our contacts are listed on P.67.
- If you are absent from the guidance without prior notice, **2 points will be deducted** from your point at the time of the patrol, and individual support will be provided later.
- If you are going to be late to the guidance, please make sure to inform us of the situation **an hour before the guidance**.
- If you are more than 5 minutes late to the guidance without prior notice, **1 point will be deducted** from your point at the time of the patrol, and individual support will be provided later.

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※Please refer to P.24-27 for details about your point at the time of the patrol.

- Please make sure to share the information you learned at the guidance with the organization members.

This is an important guidance to ensure each booth' s safe operation.

Please make sure there will not be any lateness or absence without prior notice.

~Paying Booth Fee~

To ensure smooth management of booth fees, payments are not accepted in cash but are instead processed using confirmation stamps.

Please make sure to check the information below and bring the stamp for paying booth fees with you when registering booth fees.

※Do not pay booth fees until you receive the booth fee confirmation email.

【About the Automated Certificate-Issuing Machines】

- The machines are on the first floor of the Building A (in front of AS office)
- Payments can be made in cash or by transportation IC cards.

〔Operating hours〕

Weekdays	9:00~21:30
Saturday	9:00~17:00
Sunday	Out of order

※When classes/supplementary classes/exams are held on Saturdays/Sundays/holidays, the operating hours of the machines may differ. Please refer to the operation schedule on the Ritsumeikan University website > Current Students > a page about certificates, stamps and train cards (<http://www.ritsumei.ac.jp/infostudents/certificate/>).

〔Stamp prices〕

Booth fee … Organizations that use fire: 15100 yen

Organizations that do NOT use fire: 6600 yen

※We recommend you **charge your transportation IC card and purchase** as the stamps are expensive. If using cash, the payment process is complicated (you will need to insert cash multiple times because the

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cash-based automated certificate-issuing machines can only take 4,000 yen at once)

Under any circumstances, including booth suspension or cancellation, the booth fee cannot be returned after the purchase of the stamps.

[Stamp purchase process]

①After being selected in the lottery, the booth manager collects booth fees from the booth members.

Please collect the fees from the members of your booth. Please use name lists when collecting in order to avoid any troubles regarding the payment.

②Charge the Booth manager' s IC card with the collected fee

Stamps can be purchased in cash as well, but the payment process becomes significantly more complicated. Therefore, we assume that you use IC cards.

③After you receive the booth fee confirmation email, go to the automated certificate-issuing machine.

The machine is on the first floor in Building A (in front of the AS office).

④Scan the student ID card of the person purchasing the stamp and log in.

Please make sure to scan your ID card. Without the student information, purchase history and record cannot be created. In this scenario, we will not be able to provide support if you lose the stamp.

⑤Select “issuing certificate” and choose the “bus, parking lot, insurance” option.

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⑥Select “university festival booth fee” and purchase the stamp

There are three options in the university festival booth fee section:
10,000 yen, 1,000 yen and 100 yen. Please choose the appropriate price.

(Example case of purchasing stamps)

General fee 15100 yeh (when using fire)

In this case, you are supposed to have one 10,000 yen stamp + five 1,000 yen stamps + one 100 yen stamps, which totals 7 stamps that are worth 13,200 yen! You will be asked to submit copies of all the stamps (in this scenario, all 6 stamps) and the original stamps. Please make sure to put your booth number and booth name in the bottom right of all the original and copy stamps.

<When using IC card>

Scan the IC card.

<When using cash>

Insert the cash. Please put your booth number and organization name in the bottom right of the stamp with a pen. Please make sure not to lose the stamps as you will need them when registering for the booth fee.

⑦Receive the stamps.

The stamps are A4-sized. Please put your booth number and organization name in the bottom right of the stamp with a pen. Please make sure not to lose the stamps as you will need them when registering for the booth fee.

[Booth fee payment process]

①Write down the booth number and organization name in the bottom right of the stamps (A4) with a pen.

②Make copies of the stamps.

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- ③Bring the stamps to the booth leader guidance (P.15).
- ④Submit the original stamps and **2** copies of the stamps.
- ⑤Take home the copies of the stamp with the University-wide Events Department' s mark.

[Important notices]

- Purchasing the stamps does not complete the payment of the booth fee. You are required to bring the stamps to the booth leader guidance (P.15).
- Make sure to purchase after your booth is selected in the lottery and **after you receive the booth fee confirmation email.**
- Be extra cautious not to mix up stamps for the flea market and festival fair event' s fees with the booth fee.
- **The University-wide Events Department cannot reimburse the fee if you purchase the wrong stamps.**
- **We are not responsible for the loss of stamps. Please store them securely until the booth fee registration.**

~About Co-op Lending Service~

At the co-op, you can purchase or borrow the necessary items for operating a booth. For more details, please refer to the **co-op equipment lending booklet**, which will be distributed during the document confirmation guidance.

【Important notices】

- When purchasing or borrowing equipment from the co-op, each organization **must apply directly to the co-op**.
- The only fire source permitted is propane gas. **Organizations using fire must borrow a cooking stove from the co-op**. If you do not borrow one, you will not be allowed to operate a booth. Please note that a separate fee is required for renting specialized equipment.
- The booth fee includes only the propane gas cylinder, hose and safety device, which are not sufficient to ignite a flame. For the necessary preparations on the day, please refer to P.34-35.
- **Bringing your own pots, pans or specialized equipment is prohibited. You must purchase or borrow these from the co-op.**
- Items such as oil thermometers and coolers can also be purchased or borrowed from the co-op.
- **For other necessary equipment, please purchase or borrow from the co-op if possible.**
- Please ensure that any equipment purchased or borrowed from the co-op is stored by your own organization.

※The University-wide Events Department and the University Festival Executive Committee are not responsible for any damage or loss of borrowed items from the co-op. The responsibility for damage or loss of borrowed items lies with the organization which operates booths.

※The University-wide Events Department cannot handle equipment malfunctions or defects. Please contact the co-op immediately in such cases.

~List of Goods Prohibited from Sale~

There are certain restrictions on the types of food that can be sold at booths from a hygiene perspective. The following items are prohibited for sale at booths based on discussions between the healthcare center and the university. When deciding on items to sell, make sure to confirm that they do not conflict with these prohibited items and pay close attention.

- ☐ Alcoholic beverages (including non-alcoholic beers, etc.)
- ☐ Items that require electricity for cooking (e.g. the use of a microwave)
- ☐ Items prepared using heating methods other than propane gas
- ☐ Items made with raw fresh ingredients
(e.g. sushi, sashimi, raw meat, salad, fruits including those from cans)
 - ※Pre-cut vegetables available at supermarkets are allowed.
- ☐ Items that are not cooked (e.g. sandwiches, salads, cut fruits)
- ☐ Pre-cooked items
 - ※Pre-cooking, including any preparations made the day before at home, is strictly prohibited.
- ☐ Items made with vegetables other than pre-cut vegetables
- ☐ Items that pose a food poisoning risk even after being cooked
(e.g. liver, shellfish, innards, tapioca)
 - ※Tapioca may be allowed if it is heated and served along with drinks.
- ☐ Dairy products (e.g. milk, fresh cream, parfaits, ice cream)
 - ※Exceptions may be made upon consultation between the University-wide Events Department and the Student Affairs

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Department, such as when the dairy product is included in a pre-made product. However, soy milk and cheese (some types of cheeses are prohibited) are allowed. Cheese may be sold if it is sufficiently cooked (to the point of browning).

- ☐ Items prepared more than 30 minutes in advance
- ☐ Items that are hand-kneaded or prepared manually
- ☐ Items other than food or drink
- ☐ Pre-made items that do not require any preparation
- ☐ Items sponsored by companies
- ☐ Cold noodles
- ☐ Rice dishes (however, curry rice and heated rice bowls prepared immediately before serving are allowed)
- ☐ Beverages not heated just before serving (e.g. fresh juice, tapioca drinks)
 - ※Tapioca may be allowed if it is heated and served along with drinks.
- ☐ Food that is eaten by hand
- ☐ Items deemed inappropriate by the University-wide Events Department or the University Festival Executive Committee

※At booths, cutting, kneading or other preparation of food is prohibited by the Ibaraki Healthcare Center.

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~List of Goods Recommended to Be Sold~

This is a list of recommended items for sale as outlined in the healthcare center's guidelines for operating booths.

※Please note that these are only **recommendations**, and you are not required to sell items exclusively from this list.

- French fries
- Yakisoba, Takoyaki, okonomiyaki
- Udon
- Oden
- Tako-sen (octopus crackers)
- Pancakes, sponge cake (milk cannot be used)
- Grilled mochi, zenzai (sweet red bean soup with mochi)
- Shaved ice

※**All items must be cooked immediately before serving.**

(There are some exceptions for items approved by the healthcare center.)

Items that may be served under certain conditions

- Grilled chicken skewers: Serve by reheating pre-cooked products that are already skewered.
- Karaage (fried chicken): Serve by reheating pre-cooked products that are already cut and battered.
- Mitarashi dango (rice dumplings with sweet soy glaze): Serve by reheating pre-made products.

※If you are unsure about any items, please consult the University-wide Events Department before submitting your documents. Contact information is listed.

【Important notices】

- If the health department requests a change to your menu items after registration, you will be required to make the necessary changes.
- When preparing food, always sanitize your hands with alcohol and **wear nitrile gloves**.

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- **Ensure all food items are thoroughly cooked to prevent food poisoning.**
- For groups using oil in cooking, maintain the oil temperature **below 200° C**. Regularly check the temperature with an oil thermometer.
- When serving or adding toppings (e.g. placing food or applying sauce), for hygiene purposes, always wear nitrile gloves.

~Prohibited Actions and Point System~

To ensure the safe operation of food booths at the university festival, we have established a list of prohibited actions. If any of the prohibited actions listed below are violated, the point system described later will be applied, leading to possible sanctions such as suspension of the booth.

【Point system】

Each booth is initially allocated 5 points upon approval. For each violation, points will be deducted according to the offence. If a booth's points reach zero, the booth will be suspended. Please be cautious of your actions.

List of Point Deduction Items

【Pre-Festival Deduction Items】

These are prohibited actions that may occur before the festival day.

2-point Deduction

Changes to the booth manager, menu or booth name outside of the permitted period for changes
To distribute advance tickets.
Absence from the Registration of Booth Fee without notice
Absence from the fire safety guidance without notice
Absence from the fire response lesson without notice
Absence from the booth leader guidance without notice
Extremely poor attendance at guidance sessions
Failure to follow instructions from the University-wide Events Department staff

1-point Deduction

Coming late to the document confirmation guidance without notice
Coming late to the fire safety guidance without notice
Coming late to the fire response lesson without notice
Coming late to the booth leader guidance without notice

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【Festival Day Deduction Items】

On the festival day, members of the University-wide Events Department will patrol booths.

5-point Deduction (Immediate Suspension of Booth)

Drinking alcohol or smoking inside or around the booth
Acts or items violating public decency
Aggressive or forceful sales tactics
Shouting, insults or violence
Selling unregistered items
Corporate-sponsored items
Unsanitary food or ingredients
Unauthorized use or relocation of campus equipment
Gambling or acts resembling gambling
Fire incidents (including minor ones)
Food poisoning
Connecting cooking equipment not borrowed from the co-op to propane gas
Failure to follow instructions from the University-wide Events Department staff

3-point Deduction

Failure to sanitize hands regularly
Pedding (selling while walking)
Improper storage of ingredient
Using fire before inspection
Using equipment not borrowed from the co-op
Deep frying with a frying pan
Using pre-prepared ingredients before the designated cooking start time
Heating oil under 75°C or over 200° C
Failing to use a cooler box for refrigerated or frozen foods
Filling frying pots with oil above 70% capacity
Displaying religious or highly political items
Leaving the booth unattended after it opens
Allowing someone wearing a vinyl ribbon to eat at the booth
Failure to install an oil thermometer or wet towel in booths using oil

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Failure to follow the booth layout guidelines
Using heat sources unapproved by the University-wide Events Department
Using campus electricity (including microwaves)
Damaging borrowed equipment
Failure to follow instructions from the University-wide Events Department staff

2-point deduction

Failure to wear nitrile gloves on both hands during cooking or serving (exceptions allowed for heat-related cooking using work gloves) ※Acts such as adding sauce to food are considered part of the serving process.
Causing disturbances to nearby residents
Obstructing other booths
Recruiting members for your organization at the booth
Exceeding the maximum number of people allowed per booth (7 people)
Cooking outside the designated cooking hours
Selling food outside the designated sales hours
Mixing cooking and accounting roles
Placing flammable items near cooking equipment
Using unsensitized cooking tools
Washing cooking tools at unauthorized sinks
Placing signs in unapproved areas
Cooking in places other than designated long tables
Having both designated fire safety managers leave the booth at the same time
Distributing pre-sold tickets
Disturbing festival participants
Failure to separate garbage
Failure to use a blue sheet
Failure to use a range guard
Failure to post an allergy information sheet
Failure to follow instructions from the University-wide Events Department staff

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1-point Deduction

Use of microphones, instruments or megaphones
Using signs that violate regulations
Failure to display the booth permit
Leaving equipment unattended in your booth' s area before sales start
Failure to use aluminum foil on tables not used for cooking
Not starting cleanup by the designated equipment return time
Leaving items in front of the booth, blocking the path
Leaving equipment unattended on campus
Bringing carts or wheelbarrows
Using adhesives other than tape on tables
Equipment sticking out of the booth' s designated area
Failure to follow instructions from the University-wide Events Department staff

※If a booth is suspended before the festival, it will not be allowed to operate on the day of the event.

※If a booth is suspended on the day of the festival, it must return all borrowed equipment immediately to the food booth headquarters. If the booth continues operating despite the suspension, the University-wide Events Department and the Festival Executive Committee will forcibly remove the equipment and prohibit entry to the booth.

※If a prohibited item is sold, unapproved equipment is used or signage is displayed in unapproved areas, the University-wide Events Department will confiscate the relevant items and hold them until the end of the festival.

※The University-wide Events Department reserves the right to suspend booths if deemed dangerous.

If 5 points are deducted, your booth will be suspended.

Please review the point system within your organization to avoid violations.

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~Official LINE~

〈What is the official LINE?〉

For organizations applying to operate a booth, the University-wide Events Department will communicate important information, such as guidance schedules, via LINE leading up to the festival day. To ensure these notifications reach all relevant individuals, the following members of your group are required to add official LINE: booth manager, assistant booth managers and the fire safety managers.

〈Content〉

- Notices about event cancellations
- Emergency announcements
- Information about guidance sessions after booth approval

〈Important notices〉

- Make sure you have added the official line at each guidance.
- Notifications must be turned on.
- If you have any questions, contact the University-wide Events Department directly the contact information.

The University-wide Events Department is not responsible for any disadvantages caused by not checking official LINE or failure to notify us of LINE issues.

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~Flow of Schedule on the Festival Day~

November 23rd (Sun)

①Equipment pickup 8:00~9:30

To avoid congestion, equipment pickup times are designated by booth numbers.

Please check your booth number and arrive at the designated time at the food booth headquarters for equipment pickup.

〈Designated Pickup Schedule〉

Booth Numbers	Pickup Times
①~⑮	8:00~8:45
⑮~③①	8:45~9:30

②Propane and fire safety check 9:45~10:45

Representatives from the propane gas supplier, the fire department and the University-wide Events Department will inspect each booth to ensure proper equipment placement. After picking up your equipment, promptly arrange your booth for the inspection. If your booth does not pass the inspection, you will not be allowed to start cooking even if the cooking start time has passed.

※Do not begin cooking until 10:45 even if your inspection is completed early.

③Cooking start time 10:45~

Booths may only begin cooking once all inspections have been completed.

※Cooking before the designated time or using fire before inspection will result in point deductions.

④Operating hours 11:00~16:00

You can begin selling products starting at 11:00. Please finish promptly at 16:00 and start cleaning up immediately.

※Selling outside of operating hours will result in point deductions.

⑤Sales end and equipment return 16:00~18:00

For booths using fryers, please solidify the used oil with an oil solidifier (see P.48) before returning the equipment. Make sure to dispose of all waste in the designated collection points. Please refer to instructions on waste separation.

※After returning your equipment and finishing the cleanup, please leave the premises promptly.

~Borrowing and Returning University Equipment~

【Regarding Equipment Lending】

When borrowing equipment, **the store manager's student ID card is required**. If the manager forgets the card, they will be asked to go to the place where they left the card and retrieve it. However, if the manager is absent, the assistant manager's student ID card may be used as a special exception, but ID cards will only be returned to the person who presented them. Ensure **the person who handed in the ID card is present when returning the equipment**.

ORequired Personnel for Equipment Pickup: 6 people (**the store manager and one fire safety manager must be present**)

OPickup Location: Food booth headquarters (between Building D and OIC Field)

OPickup Time: **8:00~9:30**

Booth numbers ①~⑯...8:00~8:45

Booth numbers ⑯~③①...8:45~9:30

ORequired Item: **Student ID card of the booth manager**

※Make sure to check it beforehand and bring them with you

OEquipment for Borrowing: Propane gas, fire extinguishers, plasterboard, disinfectant,
4 types of vinyl ribbons masking tape, nitrile gloves, booth permit

ODistributed Equipment: Range guard, PP rope, setup reference paper, allergy notice

【Notes for equipment pickup】

- **You must arrive with 6 people**. If there are fewer than 5 or more than 7 people, you will not be allowed to borrow equipment.
- Student ID cards will be kept at the headquarters during operating hours.
- Booths will already have tents and long tables set up. Follow the markings on the ground for your booth area.
- After 9:30, equipment lending will no longer be available, so please be punctual.
- After receiving equipment, promptly set up your propane gas and other equipment according to the provided setup reference sheet. Inspections will be conducted by 10:45. Fire use is not permitted until inspections are complete. **Unauthorized fire use before 10:45 or inspection will result in point deductions.**
- **The fire safety managers must be present during the inspection.**
- Borrowed equipment from the co-op must be picked up at the co-op counter.
- **Propane tanks must be carried by two people.**
- Bring an eco-friendly bag or similar products to carry the equipment, as there is a lot to transport.
- As a mark of identification, booth leaders and staff are required to wear vinyl ribbons. The color of the ribbons indicates specific roles: **the booth manager wears yellow, the assistant managers wear green, the fire safety managers wear red and other members involved in setup and operations wear white.** These must be

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always worn during the festival. Please pay extra caution not to lose them.

【Inspection Time】

All booths 10:00~10:45

※Make sure your booth setup is completed by this time.

【Regarding Equipment Return】

When returning the equipment, the same person who handed in the student ID card must be present.

ORequired Personnel for Equipment Return: 5 people **(Booth manager and one fire safety manager must be present)**

OReturn Location: Booth event headquarters

OReturn Time: 16:00~18:00

※You may return equipment earlier if your booth is closed or sold out.

ORequired Item: **Booth permit**

※Please make sure to check it beforehand and bring it with you

OEquipment to be returned: Propane gas, fire extinguishers, plasterboard, disinfectant,
4 types of vinyl ribbons, masking tape, nitrile gloves, booth permit,
advertisement permit

※Ensure all items are gathered before returning to headquarters

【Important notices】

• **You must arrive with 5 people.** If fewer than 4 or more than 6 people are present, your return will not be accepted.

• **All equipment must be returned, or your student ID card will not be returned.**

• All equipment must be returned clean.

• **Propane tanks must be carried by two people.**

• Propane gas will be moved off-site immediately after the return period ends. **Make sure to return on time.**

• Rental equipment from the co-op must be returned directly to the co-op.

• To receive your student ID card back, you must show the completed **participation online survey** on your device. Please fill this out by the time of return.

• Delays in starting the cleanup may result in point deductions or affect eligibility for future booth participation.

〈List of equipment for borrowing〉 **※Must be returned**

Item Name	Quantity	Target Booths	Details
Propane gas	1	Booths using fire	Install according to regulations.
Fire extinguisher	1	All booths	Install in designated locations. In case of fire in or near the store, use as judged necessary.

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Plasterboard	2	Booths using fire	Place under the stoves and special equipment.
Disinfectant	1	All booths	Use for hand disinfection.
Protective tape	1	All booths	Use to affix the store permit.
Vinyl ribbon (for booth leaders)	1 red for booth manager, 2 white for assistant managers, 2 yellow for fire safety managers	All booths	Wear in the designated position.
Vinyl ribbon (for booth members)	green ribbons for all booth members except for booth leaders	All booths	Wear in the designated position.
Nitrile gloves	1 box	All booths	Must be worn when cooking or serving products.
Booth permit	1 sheet	All booths	Affix in the designated location as instructed by the University-wide Events Department.

〈Distributed equipment list〉 ※No need for return

Item Name	Quantity	Target Booths	Details
Range guard	1	Booths using fire	Install the equipment to prevent oil splashes.
PP rope	9	All booths	Use for sign installation and securing propane tanks.
Allergy notice	1 sheet	All booths	Post it in the designated location.
Setup guide sheet	1 sheet	All booths	Contains instructions for equipment placement. Follow this guide when setting up.

【About the Use of Equipment】

- Cover all tables not used for stoves or special equipment with **aluminum foil**.
- Careless handling of equipment will result in deductions of points.
- There will be no loaning of carts or rickshaws, nor are you allowed to bring your own. If unregistered use of such equipment is found, it will be confiscated until booth closure is complete, and points will be deducted.

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~Things to be Prepared by Booth Host Organizations~

Please prepare and check in advance.

✓	Necessary Item	Description
	Cooking utensils and ingredients	Please borrow as much as possible from the co-op. Ensure high standards of hygiene.
	Oil thermometer (be sure to purchase one specifically for oil)	When cooking, you must maintain an oil temperature between 75° C and 200° C. Please check the temperature frequently. ※For locations that use oil only.
	Stove	If using a stove, make sure to borrow it from the co-op.
	Aluminum foil	Cover all tables not used for stoves or special equipment with aluminum foil to prevent stains. If the table is dirty, you may be required to clean it or pay for damages.
	Lighter	Used for ignition. Essential for booths using fire.
	Trash bags	Use transparent bags. They are needed for sorting trash. Please follow the University-wide Events Department' s instructions for sorting and do not use municipal-designated trash bags.
	Cooler box, insulated bag, ice packs	Use for food storage. Please make sure not to store food at room temperature.
	Clothes, wet towels	Use for cleaning around your workspace.
	Work gloves	Use to prevent burns when handling hot cooking equipment. Please use nitrile gloves for cooking and avoid using work gloves. ※Work gloves can be used if the handles of cooking utensils get hot and dangerous during cooking.
	Money tray	Must be used for handling money.
	Cutlery	Prepare containers, chopsticks, spoons, forks, etc. for serving products.
	Scissors	Use as needed for opening bags, etc. but do not use on food.

コメントの追加 [大5]: 75 度以上という表記が抜け落ちていたため、追加。

About Propane Gas

□Introduction of Propane Gas

- Propane gas will be used at the school festival for fire booths. Cassette stoves and other types of fire are not allowed.
 - Please use propane gas with the utmost care, as misuse could lead to a serious accident.
- To ensure the safe use of propane gas, you are required to take a course on propane gas handling during the "Guidance on the Handling of Fire on October 21st (Tue).
- The Special Business Department will loan out 8 kilograms of gas. In addition, stores that use

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fire are required to rent propane gas stoves and specialized appliances from the Co-op.

- If you use cooking utensils rented from the Co-op, such as pots and pans, you must use a double burner stove. If you cook directly using special utensils (okonomiyaki cookers, yakitori cookers, etc.), you will need to rent other special utensils from the Co-op.

(For details, please refer to the Co-op rental equipment booklet distributed at the document confirmation guidance.

If you wish to open a fire booth, you must pay the stall opening fee and rent special equipment from the Co-op.

If you have not rented the equipment, you will not be able to open a stall.

[Layout of the store on the day of the event]

*The placement in the store is subject to change. Changes will be communicated via email or during guidance.

<Stores using double burner stoves> <Stores using other special equipment>

□Notes on the use of propane gas

- When using fire for cooking, use only propane gas loaned by the Special Business Department. You may not use propane gas, cassette stoves, etc. that you bring with you.
- Generators and on-site electric power cannot be used (microwave ovens from 7-Eleven are not allowed).

- Please use the special equipment on the heat-resistant plasterboard provided by the University-wide Events Department.

- Wrap aluminum foil around the entire surface of a long table on which no cooking utensils are placed. Aluminum foil should be provided by each organization.

- Two persons in charge of handling fire and flame should be present at the time of inspection. Also, one of the two people should be stationed in the store during the bake sale project.

- On the day of the event, please be sure to promptly follow the instructions of those conducting gas inspections (University-wide Events Department, Fire Department, propane gas supplier, Student Office, and Community Relations Division).

If you fail to do so, you may be asked to stop the use of gas or fire and remove the gas or fire.

- If the inspection by the fire department and propane gas supplier has not been completed by 10:45 a.m., the cooking time will not be allowed to start.

- Please set up the range guard so that it is surrounded on three sides where there is no one cooking. Please be sure to fix the range guard with adhesive tape.

- Do not use cookware with a diameter of more than 30 cm. If cookware with a diameter exceeding 30 cm is used, the use of the cookware must be discontinued. The cooking utensils must be left at the booth headquarters until the end of the booth project.

- If the cooking equipment is not set up as specified, points will be deducted from the total.

- If you use oil, please keep the temperature of the oil below 200°C at all times. Please bring your own oil thermometer and check the temperature of the oil frequently. In addition, the University-wide Events Department staff will check the temperature of the oil at each patrol. If the temperature rises above 200°C, there is a risk of oil ignition.

Place a wet towel near the cooking utensils so that you can respond quickly in the event of ignition. Towels should be kept dry by wetting them every 30 minutes.

- The use of gas burners is prohibited.

- Do not place flammable materials around the dedicated equipment.

- If a malfunction occurs, be sure to turn off the main valve first, and then contact a member of the University-wide Events Department.

- Please follow the instructions of the University-wide Events Department, the School Festival Committee, the propane gas supplier, the fire department staff, the Student Office, and the Community Relations Division regarding fire use.

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コメントの追加 [大7]: 対訳表に基づき変更

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～Sanitation Management～

The following items must be observed.

- Always wear a mask when cooking or selling food.
*If for some reason it is difficult for you to wear a mask, please use a face shield or other similar material in place of a mask.
- Hand soap is available at the temporary water supply, and alcohol sanitizers are available for loan to all stores. All participants must wash their hands with hand soap and disinfect alcohol disinfectants at the beginning of cooking. Alcohol disinfection should be performed not only before the start of cooking, but also whenever necessary during cooking.
- If water is needed, use water from the temporary water supply.
- Do not use toilets or other facilities to obtain water.
- Nitrile gloves must be worn at all times during cooking. However, military gloves may be worn when cooking hot food. Direct contact with food with military gloves is prohibited.
- Please be sure to separate the person in charge of handling money from the person in charge of cooking.
- Please be careful not to get rubber bands, etc. mixed in with the food.
- Please be sure to wash and sanitize all cooking utensils thoroughly.
- The sale of raw food or food that can be eaten by direct contact with the hands is prohibited. Please make sure that any food that needs to be heated is cooked all the way through.
- Pre-cooking, home preparation, and walking around selling products are prohibited as they can lead to deterioration of food products and can easily cause sanitary problems.
- Do not leave food on the table for more than 30 minutes.
- Do not cook at any place other than a long table.
- Please ensure that food is stored in the best possible manner. As a general guideline for storage up to the day before, always keep the temperature below 10° C for refrigerated food and -15° C for frozen food. On the day of the event, please place the food in a cooler box and use refrigerant to always keep the temperature below 10°C.
- Please be sure to thaw frozen raw materials in the store.
- Participants with diarrhea, headache, nausea, or other symptoms that may cause infection should not enter the store.
- When storing food and cooking utensils, please keep them out of sight of third parties and ensure that all participants exercise caution at all times. Please be very careful of suspicious people during the stall to prevent food poisoning and food accidents caused by foreign substances.

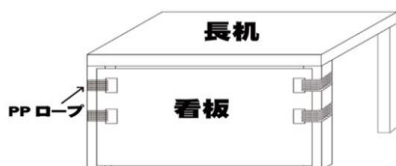
If food poisoning or other food-related accidents occur due to negligent hygiene management at a booth, not only will visitors be inconvenienced, but the stall organization may also be held liable for damages. This could also lead to the cancellation of the booth project itself. Therefore, it is a condition of stall opening that thorough hygiene management is practiced.

～About the signage～

Each organization should create a sign so that visitors will know what items are for sale.

*Signs are optional.

【Installation diagram】



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【Mentioned item】

Store name, store number, menu, prices, etc.

*Please be sure to include the store name and store number.

【Notes on signboard creation, installation, and disposal after the bake sale】

- Plywood may not be used for signboards. **Please use corrugated cardboard for signs.**
- Paste imitation paper or other paper materials onto cardboard, **no larger than 60 cm (length) x 180 cm (width)**, and use PP rope to secure the cardboard to the desk at the front of the store in four places.
- Please drill holes in the four corners of the signboard and secure it with PP rope. (PP ropes will be distributed by the University-wide Events Department on the day of the festival.)
- **To prevent fire, please do not install the signs in any other way or location than shown in the store layout diagram.** If they are installed, points will be deducted, and the University-wide Events Department will forcibly remove them.
- Do not fasten signs to trees, lampposts, or other places other than desks.
- Do not make signs with content that is offensive to public order and morals or that slanders other people or other stores.
- Do not use decorations that extend beyond the prescribed cardboard frame.
- Do not use paint to make or repair signs on the day of the festival.
- Do not use sprays on the premises.
- Do not use metal objects such as thumbtacks, wire, braid, etc.
- Please do not place signs in the aisles between stores, which are used as evacuation routes.
- After the festival, please be sure to take the signs to the garbage collection point when you dispose of them. When doing so, please separate the decorations.
- Please refrain from leaving signboards on the premises or discarding them at nearby commercial facilities, etc.
- Other items deemed dangerous by the University-wide Events Department may be asked to be removed.

コメントの追加 [大8]: 対訳表

コメントの追加 [大9]: 対訳表に基づき変更

コメントの追加 [大10]: 対訳表に基づき変更

～About the allergy chart～

On the day of the school festival, all groups are required to post an allergy chart to ensure safe operation of the bake sale.

- A Word file containing an explanation of the allergy chart will be distributed on the day of document confirmation.
- ***This may be life-threatening for visitors. Please research the information carefully and make sure there are no omissions.**
- Allergy information will be submitted to the University-wide Events Department staff via email, and a printed allergy chart will be provided when equipment is checked out on the day of the school festival.
- Please post the allergy chart in a location that is easily visible to visitors.
- The University-wide Events Department and the School Festival Executive Committee will not be held responsible for any problems that may occur if the allergy chart is incomplete.

～About the Permit to Open a Store～

No stalls will be allowed without a stall permit affixed during the bake sale planning. Therefore, all groups are required to display the stall permit.

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- The stall permit will be distributed at the guidance for stall managers, and will be collected once completed. They will be re-distributed at the time of equipment rental on the day of the festival. Please follow the instructions to attach the permit to your stall in the designated area.

~About advertising permits~

Without an advertising permit, you will not be able to advertise at the parade.

- The permit will be handed out at the stall managers' guidance and must be brought with you on the day of the event. **Please be sure to wear the permit around your neck when you advertise during the parade.**

- **Two cards** will be distributed to each group.

~About Food and Beverage Space~

When serving products to visitors, it is recommended that meals be served in the food and beverage areas.

- The eating and drinking areas are the cafeteria (Co-op cafeteria) and the OIC FOODPARK.
- **When you offer your products to visitors, please inform them that meals will be served in the food and beverage area.** We appreciate your cooperation.

~ Rainy weather response~

Since the stores are set up in tents and under eaves, the event will basically be held in rain or shining. Therefore, even in the event of light rain, stalls may be opened. However, in the event of a typhoon or other strong winds and rain, the University-wide Events Department may decide to cancel or suspend the stalls after consultation with the School Festival Executive Committee. Please understand this in advance.

- **Please take special care to prevent rainwater from getting into food, cooking utensils, etc. when setting up stalls in the event of rain.** Also, please do not allow water to collect on top of the tents, and please keep your desks inside the tents to prevent rainwater from getting inside.

- If the school festival itself is canceled, the bake sale will also be canceled.

- If the decision to cancel is made by 7:00 a.m. on the day of the festival, the person in charge of each group's booth will be notified by e-mail.

- If the decision to cancel or suspend the event is made after the equipment is rented out on the day of the festival, the University-wide Events Department and the Festival Committee will make rounds to notify the organizers.

If a booth cannot be opened for any reason, such as cancellation or interruption of a booth project due to various factors, including rain, the stall fee will not be refunded in any way. No compensation will be provided for any losses incurred by the participants due to the cancellation or interruption of the stalls.

~Trash Separation~

【About the separation of garbage】

The school festival attracts not only participants but also many visitors to the campus. Therefore, it is expected that a large amount of garbage will be generated on the day of the festival. Please separate trash for the sake of beautification of the campus.

【Separation of trash】

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At the school festival, garbage will be separated and collected as follows. Please separate your garbage in advance. Items that do not fall into any of the categories will not be collected. Please dispose of them at your own risk.

Blue sheets and cooking utensils will not be collected, so each group is responsible for taking them home.

(Bake sale signs can be collected if they are separated.)

【Collection point and hours】

On the day of the festival, the permanent trash cans on campus will be open as usual. However, the permanent trash cans have a small capacity and will fill up quickly if you fill them with trash from the bake sale. Therefore, we ask that you take the trash from the booth to the trash collection point.

- Garbage collection point: 10:30 - 20:30 (see P.61 for location)

【Attention】

- Please bring your own garbage bags.
- Please place garbage bags at the back of the store and **do not accept garbage from visitors.** Please use them for cooking.
- If visitors come to dump their trash, please ask them to go to the temporary trash cans on the premises.
- Please dispose of large items of trash (Styrofoam, cardboard, etc.) in the smallest possible size.
- **When using coagulant for waste oil, please be sure to refer to the instructions for using coagulant for waste oil (p. 48).**
- If you have any questions about garbage on the day of the festival, please contact **the Environment Division.**

～About Temporary water supply～

Since there is no outdoor water supply on the OIC campus, a temporary water supply will be installed to facilitate the operation of the bake sale. The temporary water supply includes hand soap, alcohol sanitizer, detergent, scrubbers, and sponges.

! Attention !

- Temporary water supply is provided for washing utensils, securing water necessary for food preparation, hand washing and disinfection. It may not be used for any other purpose.

☐ Please do not pour waste oil or juices into the temporary water supply.

*Waste oil that has been solidified with a coagulant for waste oil or absorbed with newspaper must be brought to the garbage collection point.

*Please bring any oil that cannot be disposed of with the waste oil coagulant and newspaper to the Environmental Headquarters.

☐ For hygienic reasons, please do not use the hand washing stations in the restrooms for washing food or cooking utensils, or for securing water needed for food preparation.

Please share the use of the restrooms with others as many people will be using them.

~Separating Garbage~

[About Separating Garbage]

On the day of the University Festival, the campus is crowded with visitors and participants. A large amount of garbage is expected to occur on that day. To keep the premises beautiful, participants should separate garbage.

[Separate items]

On the day of the University Festival, garbage will be separated and collected according to the table below. Please separate the garbage in advance in the booth before taking it out. In addition, the only garbage that can be collected is written in the table below. Garbage that is not collected should be disposed of at the responsibility of each booth.

Type of Garbages	Example	Precautions
Burning garbage	Plastic, food waste, coolant, range guard	
Bin		The contents should be empty
Can		The contents should be empty
Plastic bottles		The contents should be empty Labels and caps are burning garbage
Styrofoam		
Cardboard		Fold it, please
Lettows and soup		The collection site is a garbage collection site
Waste oil	Oil used in deep-fried food	<u>Collection at a garbage collection station: Waste oil solidified with an oil solidifier, or waste oil sucked into newspaper</u> <u>Recovery by Environmental hg: Waste oil that could not be treated with the above method</u>

Blue sheets and cooking utensils cannot be collected.
Please take it home as the responsibility of each organisation.

(If the food booth signboard is separated, it can be collected)

2025 OIC Festival Food Booth Recruitment Booklet

[Collection location and time]

On the day of the University Festival, the permanent trash can be installed on the premises and can also be used as usual. However, the permanent trash can have a small capacity, so if you put the garbage in the food booth, it will be full immediately. Therefore, please take the garbage generated at the Food booth to the garbage collection station.

- Garbage collection station: 10:30-20:30

【Notice】

- Please prepare garbage bags at each booth.
- Install garbage bags in the back of the booth: **please do not accept garbage from visitors**. Please put the garbage from cooking in this garbage bag.
- If visitors come to throw away their garbage, please urge them to go to the temporary trash can on the premises.
- Please dispose of large garbage (Styrofoam, cardboard, etc.) as small as possible.
- When using an Oil solidifier, **be sure to use the Oil solidifier (P.48)**. Please refer to it.
- On the day of the University Festival, the address for questions about garbage is **Environmental hg.**

~Temporary Water Pipe~

Since there is no outdoor water supply on the OIC premises, a temporary water pipe will be installed to facilitate the operation of the Food booth. The temporary water pipe includes hand soap, alcohol disinfectants, detergent, washcloth, and sponge.

! Attention!

- Temporary water pipes are installed to clean cooking utensils, secure the water necessary for cooking food, and wash and disinfect hands. It cannot be used for any other purpose.
- **Do not pour waste oil and soup into the temporary water pipe.**
※Please bring the waste oil solidified with the Oil solidifier or the waste oil sucked with newspaper to the garbage collection station.
※Please bring the oil that cannot be processed by the above method to the Environmental hg.
- From a hygienic point of view, the hand washing area in the toilet should not be used to clean food and cooking utensils and secure the water necessary for cooking food.

Please give way to each other and use it.

~Emergency Response~

[In the event of a fire]

1 First, please close the original valve of the propane gas. In the event of a fire in the adjacent booth, please close the propane gas valve.

2 Next, please guide all participants so visitors do not approach the booth where the fire occurs. Please prohibit entry within 5 meters of the booth where the fire is occurring and the adjacent booth.

Three booth managers or assistant booth managers are near the University-wide Events Department or University Festival. Please contact the Executive Committee. In addition, please contact the festival hq.

<Example of how to contact festival hq>

"We are the Food booth, number O(booth), I am booth manager, OO(your name). Now, my booth is on fire.

The oil in the pot is burning. The fire has not been extinguished even now. No one was injured.

4 Please check if any people are injured. If there are people who need emergency transportation, please contact the festival HQ immediately.

5 If there is a fire on a scale that can be extinguished (the approximate size of the fire is lower than your height, within 2 to 3 minutes of the fire), please try to extinguish the fire using a wet towel and fire extinguisher to prevent the damage from spreading.

6 As soon as the head of the Food booth of the University-wide Events Department arrives, follow their instructions immediately.

7 After the fire department arrives and the fire is extinguished, the site will be inspected by the University-wide Events Department, propane gas suppliers, and the Office of Student Affairs. Therefore, the booth manager, assistant booth manager, fire safety manager, and those who were engaged in cooking at the time of a fire should not leave the scene.

[Notes]

- If the fire extinguisher in your booth does not extinguish the fire, please also use the extinguisher in the neighboring booth.

- If the fire is extinguished by initial fire extinguishing, please contact the festival hq.

- The festival hq calls 911 immediately. **Participants should not report** to avoid confusion of information.

- The phone number of the festival hq is posted on the store opening permit.

※This phone number is only valid on the day of the University Festival.

2025 OIC Festival Food Booth Recruitment Booklet

[How to use a fire extinguisher]

1 You should be careful not to hit the fire extinguisher on an obstacle while carrying the fire extinguisher to a safe place near a fire.

※If you are too far away from the fire, you will be short before the drug reaches the fire, but it is dangerous to approach the fire. It is generally 7 to 8 meters in front of the fire source.

2 Pull out the yellow safety pin.



3 Remove the hose, take the tip of the hose, and point it at the fire.



※If you hold the hose in the middle of this, the radiation pressure will not be determined, etc., and there is a risk that it cannot radiate accurately.

4 Hold the lever tightly and radiate. When radiating, pay attention to the direction of the wind and make sure there are no people downwind.

※If the fire extinguisher is heavy, it may be emitted by holding the lever while the fire extinguisher is placed.



5 Aim at the base of the fire and radiate the drug as if sweeping it with a broom from the front.



※It radiates from the wind to radiate effectively while protecting yourself from fire.

2025 OIC Festival Food Booth Recruitment Booklet

<Points to extinguish the tempura oil fire>

If you get too close to extinguish a tempura oil fire, the oil may splash with the momentum of the radioactive agent, and there is a risk of burns. The fire radiates from about 4 to 5 meters and gradually approaches. **If it is ignited from oil, never extinguish the fire with water.**

[At the time of an earthquake]

- Stop using fire immediately, and close the propane gas plug to ensure safety.
- As soon as the University-wide Events Department confirms safety, we will contact you directly around the booth to resume the use of fire.

[If food poisoning is suspected]

- If you receive a report of poor health from multiple visitors who have eaten the products sold by your booth, you are suspected of developing food poisoning. First, please stop selling your booth products and report them to the festival hq.

<Example of reporting to festival hq>

"I'm OO, the booth manager of Food booth number O (store number). I received reports from O visitors who ate the OO sold in my booth that they had broken their stomachs. There is a possibility of food poisoning. (OThe name needs to be transported to the emergency room.)

- To respond to the victims, please contact a nearby University-wide Events Department or a University Festival Executive Committee member.
- Please follow the instructions as soon as the head of the Food booth of the University-wide Events Department arrives.
- Health center staff, Office of Student Affairs, University Festival Executive Committee, Unive The University-wide Events Department will conduct an on-the-go inspection. Therefore, those who were engaged as booth managers, assistant booth managers, and cooks should not leave the booth. In addition, food poisoning often occurs 2 to 3 days after the University Festival.
- If multiple people are in poor health from those who ate the products sold by your booth after the University Festival, immediately University-wide Events at the Osaka Ibaraki Campus Please contact the Department. The contact information is listed on the last page.
- If the University-wide Events Department reports an outbreak of food poisoning, please contact the booth manager and ask you to come to the Student Lounge on the 3rd floor of Building A, Su. Therefore, please be aware of contact from the University-wide Events Department for a week after the University Festival.
- The phone number of the festival hq is posted on the store opening permit.
※This phone number is only valid on the day of the University Festival.

[In case of injury or poor health]

- Please see a doctor at the health center in Building H.

コメントの追加 [大11]: 誤字変更

2025 OIC Festival Food Booth Recruitment Booklet

- If you suffer a severe injury or burn that requires treatment, please contact event hq immediately.
- If you are not feeling well enough to stand, please contact event hq immediately.

[When the Food booth project is cancelled or interrupted]

- University-wide Events Department and University Festival Executive Committee determine that it is dangerous to continue implementing Food booths. If so, we will instruct you to cancel or interrupt the Food booth project.
 - Cancellations and interruptions will be notified by the University Festival Executive Committee and the University-wide Events Department.
 - In case of disruption, please stop cooking, selling, etc., and wait in the booth.
 - In case of cancellation, we will immediately return the equipment. Get out of the booth promptly and follow the instructions of the University-wide Events Department.
 - The phone number of the festival hq is posted on the store opening permit.
- ※This phone number is only valid on the day of the University Festival.

2024 OIC Festival Food Booth Recruitment Booklet

Regulations on the Protection of Personal Information in the Ritsumeikan University Student Union University Festival Activities

Chapter 1: General Provisions

Article 1 (Purpose)

These regulations aim to ensure the proper handling and protection of personal information collected during the university festival activities organized by the Ritsumeikan University Student Union (hereinafter referred to as “the Student Union”). In addition, these regulations stipulate the basic policies and concrete management guidelines for personal information protection based on the “Ritsumeikan University Student Union University Festival Activity Regulations.”

Article 2 (Definitions)

In these regulations, “personal information” refers to the same as defined in the Act on the Protection of Personal Information, including name, faculty affiliation, academic year, date of birth, phone number, email address, student ID number, and any other information that can identify a specific individual.

Chapter 2: Management System

Article 3 (Person Responsible for Management)

The person responsible for managing personal information shall be the Executive Committee Chairperson of the university festival for the relevant academic year. However, if an internal group of the Student Union carries out practical operations based on the policies set by the University Festival Executive Committee, the head of the said group shall be positioned as the practical personal information manager and shall ensure proper management in cooperation with the Executive Committee.

Article 4 (Duties of the Person Responsible for Management)

To ensure the appropriate handling of personal information, the person responsible for management shall perform the following duties:

Ensuring awareness and understanding of these regulations

Providing guidance and supervision to Student Union members involved in festival activities

Proper management of the collection, storage, use, and disposal of personal information

Preventing information leakage, loss, or tampering, and establishing a reporting system

Collaborating with the practical personal information managers and establishing/operating a robust information management system

Chapter 3: Collection, Use, and Storage of Personal Information

Article 5 (Limitation on Collection)

The collection of personal information shall be limited to the scope necessary for university festival activities, and its purpose shall be clearly stated in advance.

Article 6 (Limitation on Use)

Collected personal information shall be used solely for the following purposes:

Communication and coordination related to the implementation of university festival plans

Notification and management of participating groups

Creating various lists, issuing certificates, and other necessary administrative processes

Emergency contact and response in the event of an accident

Other legitimate purposes related to university festival activities

2024 OIC Festival Food Booth Recruitment Booklet

Article 7 (Storage and Disposal)

Once the purpose of use is fulfilled, personal information shall be promptly and appropriately disposed of. However, if retained for legitimate documentation purposes such as activity records and reports, it may be stored for up to three years under strict management by the Executive Committee Chairperson or the designated personal information manager of the relevant Student Union group.

Chapter 4: Third-Party Provision and Correction

Article 8 (Restriction on Provision to Third Parties)

Personal information shall not be provided to third parties except in the following cases:

When consent has been obtained from the individual

When required by law

When it is urgent to protect a person's life, body, or property and it is difficult to obtain the individual's consent

When cooperation with a national or local government agency or a party entrusted with their duties is necessary, and obtaining the individual's consent would impede the performance of those duties

Article 9 (Requests for Correction or Deletion)

If an individual or their representative requests disclosure, correction, suspension of use, or deletion of their personal information, the person responsible for management shall respond promptly.

Chapter 5: Revision and Repeal

Article 10 (Procedures for Revision and Repeal)

Amendments or repeal of these regulations shall be proposed by the University Festival Executive Committee and require the approval of more than half of the members present at both the Central Standing Committee and the Central Committee meetings.

Supplementary Provisions

These regulations shall take effect on June 21, 2025.

These regulations shall also apply mutatis mutandis to personal information collected prior to their enforcement.

If a group within the Student Union involved in the university festival has its own regulations regarding personal information protection, those regulations may be applied as long as they do not conflict with and can coexist with these regulations.

Matters not specified in these regulations shall conform to the "Regulations on the Protection of Personal Information of the Ritsumeikan University Student Union."

2025 OIC Festival Food Booth Recruitment Booklet

the Ritsumeikan University Student Union University Festival Executive Committee
Chairperson Fujisawa Anon

Oath

Example

We, the Food Booth opening group (hereinafter referred to as the group), agree to the following matters and the terms (attachment) regarding the protection of personal information when opening a store in the Food Booth project (hereinafter referred to as this project) at the 2025 Ritsumeikan University Festival OIC Festival (hereinafter referred to as this festival).

コメントの追加 [大12]: 西暦変更

record

1. During the implementation of the project, do not engage in acts that violate public order and morals or religious acts.
2. During the planning and implementation, if the store opening organisation causes damage to others due to its intention or negligence, the organisation that caused the damage shall be responsible for the compensation.
3. In the case of 2, the University Festival Executive Committee and the Central Administrative Office University-wide Even Ts Department, university authorities, propane gas suppliers, health centres, and fire stations are exempt.
4. When opening a store, University Festival Executive Committee and Central Administrative Office University-wide Event Follow all the instructions and disposals of the department, university authorities, propane gas suppliers, health centres, and fire stations.
5. If it is decided to cancel or interrupt the University Festival or this project, we will follow it immediately.
6. If you win the lottery, you will pay the specified opening fee by the due date.
7. Do not decline to open a store after winning the lottery for any reason.
8. The University Festival Executive Committee and Central Administrative Office University-wide Event Department do not request a refund of the store opening fee for any reason.
9. For any reason, the University Festival Executive Committee and the Central Administrative Office University-wide Events Department will not be requested to compensate for the losses received if this project is cancelled.
10. In implementing this project, if we are instructed to return the equipment distributed by the Central Administrative Office University-wide Events Department, we should Follow the instructions immediately.
11. We will comply with the contents of this Food Booth Recruitment Booklet, handouts, and courses and guidance.

Mm/dd, 2025 (Day of week)

Name of the group Emerald

booth manager Yusaku Kawase

Current residence of booth manager oo-oo-o, XX ward, Osaka city, Osaka-Fu

The cell phone number of the booth manager 000-000-000

• Please be sure to prepare the original and 2 copies.
• For the original, please write the original in the upper right corner of the page with a red pen.

2025 OIC Festival
Food Booth Recruitment Booklet

Receipt number	Food booth work process chart by food provided by Food booth			
Meal' s name	French fries	Number of meals will serve.	220	
booth name	Diamond Potato			
booth manager	Kosaku Kawase			
Two assistant booth managers	Noriaki Hanazono		Yukari Yamagishi	
Material name	Supplier	Volume	Date of purchase	Storage method
Oil	Sundy	2L	12/03	Room templeture
Potato	Sundy	22	12/03	Refrigerat ion
Salt (i.e. sodium chloride)	Sundy	1Kg	12/03	Room templeture
Cooking Processes				
1.Heat oil				
2. Fry cut potatoes in oil.				
3. Cover potatoes with salt.				
4. Put in the tray.				

2025 OIC Festival
Food Booth Recruitment Booklet

5
6
7
8
Sales method
Sold in paper cups.

2025 OIC Festival Food Booth Recruitment Booklet

Ritsumeikan University Student Union University Festival Executive Committee
Chairperson Fujisawa Anon

コメントの追加 [大13]: 名前変更

Pledge

We, the Food booth opening group (hereinafter referred to as the opening group) will open a store in the Food booth project (hereinafter referred to as this project) at the 2025 Ritsumeikan University University Festival OIC Festival (hereinafter referred to as this festival) In this case, I agree to the following matters and the terms and conditions regarding the protection of personal information (attachment).

Record

1. We do not engage in acts that violate public order and morals or religious acts during the implementation of the project.
2. During the project's implementation, if we cause damage to others due to the intention or negligence of the store opening organization, the liability for the store opening organization that caused the damage shall be borne by the liability.
3. We are in 2 cases: the University Festival Executive Committee and the Central Administrative Office. The University-wide Events Department, university authorities, propane gas companies, health centres, and fire stations are exempt.
4. When we open a store, the University Festival Executive Committee and Central Administrative Office University-wide E All follow the instructions and disposals of the vents Department, university authorities, propane gas suppliers, health centres, and fire departments.
5. If it is decided to cancel or interrupt the University Festival or this project, we will immediately comply with it.
6. If we win the lottery, we will pay the specified opening fee by the due date.
7. We will not refuse to open a store after winning the lottery for any reason.
8. For any reason, we are the University Festival Executive Committee and Central Administrative Office University-wide E. We do not ask the vents Department for a refund of the store opening fee.
9. For any reason, we are University the Festival Executive Committee and the Central Administrative Office University-wide E The vents Department will not be requested to compensate for the losses incurred in the event of the cancellation of this project.
10. When implementing this project, if we are instructed to return the equipment distributed by the Central Administrative Office University-wide Events Department, we will Follow the instructions directly.
11. We will comply with the contents of this project Application Booklet, handouts, courses and guidance.

Date: _____ Month: _____ Year: _____
Group name _____
Booth manager _____
Address of manager _____
Cell phone number of manager _____

2025 OIC Festival
Food Booth Recruitment Booklet

A receipt number	Work process table for each food provided by Food booth			
Food name		Provide the number of meals		
booth name				
booth manager				
Two assistant booth managers				
Name of material	A supplier	Ammount	Day of supplied	How to strage
Work Process				
1				
2				
3				
4				

2025 OIC Festival
Food Booth Recruitment Booklet

5
6
7
8
Sales form

Student ID copy-paste form

① booth manager

Paste field

② assistant booth manager

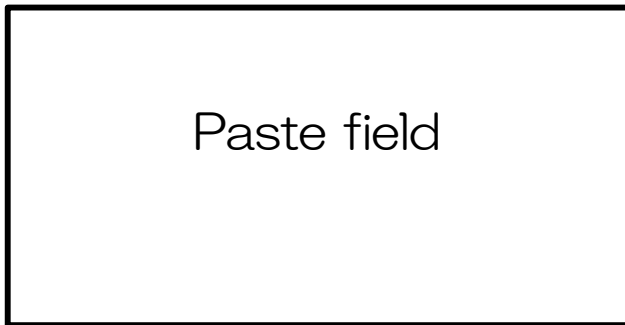
Paste field

③ assistant booth manager

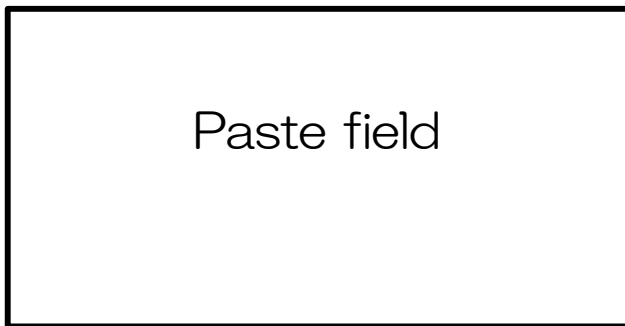
Paste field

2025 OIC Festival
Food Booth Recruitment Booklet

④fire sefety manager



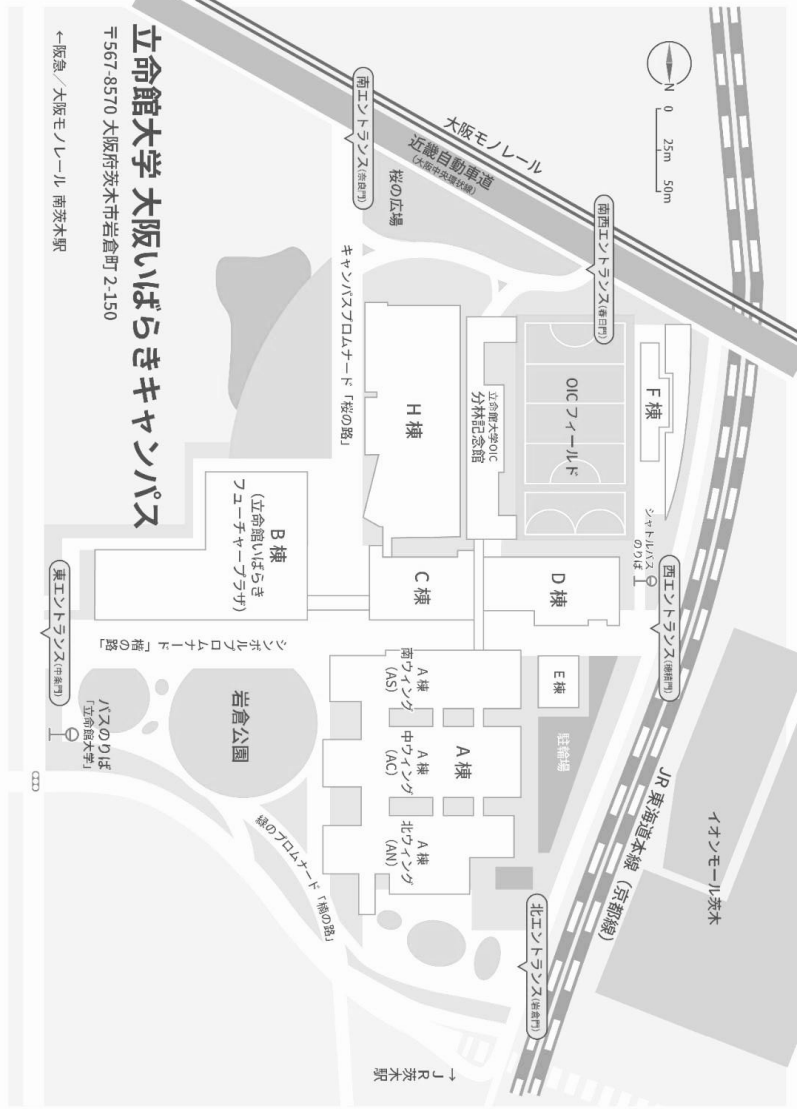
⑤fire sefety manager



2025年度 OIC 祭典
Food Booth Recruitment Booklet

～Area Map～

This is a scheme. It may differ from the actual location. In addition, the location of the store is subject to change.



2025年度 OIC 祭典
Food Booth Recruitment Booklet



~What to do next~

1. Reception of stalls
Period: Primary acceptance: July16 (Wed) 12:00 - September 28 (Sun.) 23:59 OFormat: Conducted via the Web URL: https://x.gd/zDTBT
2. Notification of lottery results
Distribution date: September 30 (Tue.) 18:25
3.submit documents
Deadline: Tuesday, October 7 23:59
4. purchase of certificates for stall fees
Date and Time: Tuesday, October 14 and Wednesday, October 15 Each day from 16:40 to 20:00 Location: Room AN110
5.Guidance on handling fire
Date: Tuesday, October 21 18:25- 20:00 Location: AN110
6. firefighting training
Date and time: Tuesday, October 28 and Wednesday, October 29, 18:25-19:25 each day Place: Plaza of the sky
7. guidance for the person in charge of holding the store
Date and time: Tuesday, November 4 and Wednesday, November 5, 18:25 - 20:00 each day Location: AC110
8. University Festival Day
Date and time: Sunday, November 23, 8:00 - 18:00 (including preparation and clean-up)

コメントの追加 [大14]: リンク変更

コメントの追加 [大15]: 不必要な行が入っていたため、削除。

memo

2025年度 OIC 祭典
Food Booth Recruitment Booklet

memo

2025年度 OIC 祭典
Food Booth Recruitment Booklet

Table of documents to attach

Blank for checking	Date of attach	documents to attach
	<u>9/30~10/7</u>	<u>The person in charge of holding the student ID card for everyone in the store (Word file)</u> ※Attach it to the email and submit it during the period on the left.
	<u>9/30~10/7</u>	<u>Cooking process table (Word file)</u> ※Attach it to the email and submit it during the period on the left.
	<u>9/30~10/7</u>	<u>Pledge (Word file)</u> ※Attach it to the email and submit it during the period on the left.
	<u>9/30~10/7</u>	<u>The person in charge of holding the list of participants other than the store (Excel file)</u> ※Attach it to the email and submit it during the period on the left.

Before submitting, please check again for any missing documents or omissions.

Publisher and contact information

Central Administrative Office
University-wide Events Department
OIC Building A 3rd floor
Student Union corner, Student Lounge

