

2025 Ritsumeikan University Festival Held on Sunday, November 23 OIC Flea market/Fair event Recruitment booklet

Reception date and time: July 16th (Wednesday) 12:00 - September 28th (Sun) 23:59

Reception location: Conducted on the web

URL: <https://x.gd/243Mh>

QR code: You can search for the above sites from here (↑).



* This booklet is a recruitment booklet for the flea market and Fair event held at OIC.

* Lottery and guidance will be held only at OIC.

*Please bring the application booklet on the day of the University Festival. It will not be redistributed.

Inquiries
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2025 OIC Festival Flea Market/Fair Event Recruitment Booklet

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This application booklet is a joint application booklet for flea market and fair project.
If you wish to set up a flea market stall, please see pages other than P.3.
If you would like to set up a booth at the fair, please refer to pages other than P.2.

Basic knowledge for opening a store at Flea Market

A flea market is a store that sells products other than food. At the flea market, you can sell used clothes, old books, handmade accessories, and recycled goods that you bring. We look forward to your stall!

- Store opening fee: 0 yen
- Store area : 2m×3m
- Number of stores recruited: 10 (10 stores including Fair event)
- Target organizations: Ritsumeikan University Student Union affiliated organizations (clubs, etc.), undergraduate project groups, other organizations recognized by the university (seminar classes, etc.), voluntary organizations
 - * For undergraduate project organizations, other organizations recognized by the university, and voluntary organizations, **more than half of the members must be undergraduate students of Ritsumeikan University.**
 - * The three people in charge of opening stores for each organization must be undergraduate students at Ritsumeikan University.

- Minimum number of people: 3 people
- Maximum number of people who can participate in this project: 10 people
- Store leaders: Store manager (1 person)

Serves as the person in charge of a flea market.

Communicates communications to the members. Participate in the guidance for stall managers.

Deputy store manager (2 people)

Assistant to the store manager and substitute in the absence of the store manager. Participate in guidance for store managers.

- * **Store managers and deputy store managers cannot concurrently serve in their respective roles.**
- * **It is also prohibited to concurrently serve as a store leader at other stores at flea markets and Fair events, or as a manager of food booths, organization events, or stage events.**
- * **Applications for a change in store leaders must be made according to the document confirmation guidance.**

- Location: Foyer of Building B
- Equipment required on the day: **Blue sheet (2.7m×3.6m), application booklet (PDF), student ID card (all store leaders), garbage bag, money delivery tray, advertising permit, and other items required for each group to open a store**
 - * Please note that **if you do not have the equipment in bold letters**, you will not be allowed to open a store. If you forget any other equipment, please prepare it by business hours at each organization.

Basic knowledge for participating in fair events

Fair events are stores specializing in a playful type of event in which visitors are invited to participate. Fair events allow you to operate a game-type store and sell your services. Starting this year, water-based Fair events can be held. We look forward to your participation!

- Store opening fee: 0 yen
- Number of stores: 10 (10 stores including the FLEA MARKET project)
- Stalled lot area: 2m×3m (indoor), 2.7m×3.6m (outdoor)
- Target organizations: Ritsumeikan University Student Union affiliated organizations (clubs, etc.), undergraduate project groups, other organizations recognized by the university (seminar classes, etc.), voluntary organizations
 - * For undergraduate project organizations, other organizations recognized by the university, and voluntary organizations, **more than half of the members must be undergraduate students of Ritsumeikan University.**
 - * The three people in charge of opening stores for each organization must be undergraduate students at Ritsumeikan University.
- Minimum number of people: 3 people
- Maximum number of people who can participate in the project: 10 people
- Person in charge: **Store manager (1 person)**

Head of the Fair event. Communicate announcements to members.

Participate in guidance for store managers.

Deputy store manager (2 people)

Assistant to the store manager and substitute in the absence of the store manager.

Participate in guidance for store managers.

- * **Store managers and deputy store managers cannot concurrently serve in their respective roles.**
- * **It is also prohibited to concurrently serve as the person in charge of opening a store at other stores at flea markets and Fair events, food booths, organization events or stage events.**
- * **Applications for a change in the store manager must be made according to the document confirmation guidance.**

- Store location: Between Buildings A and C (stores that use water)

Foyer in Building B (a store that does not use water)

- Equipment required on the day: **Blue sheet (2.7 m × 3.6 m), application booklet (PDF), student ID card (all store managers), garbage bag, money delivery tray, advertising permission form, and other items required for each group to open a store.**
 - * **If you do not have the equipment in bold letters, you will not be allowed to open a store.**

Please be careful. If you forget other equipment, each organization will prepare it by business hours.

Flow until the day of the University Festival

1. 出店(WEB)受付

O Period: July 16th (Wednesday) 12:00–September 28th (Sunday) 23:59 O Form: WEB

O URL : <https://x.gd/243Mh>

2. Notification of Lottery and Lottery Results

The university-wide events department will hold a lottery and notify you of the results by email.

O Date: Tuesday, September 30

O Time: 18:25–

3. Guidance for store managers

O Date: November 4 (Tuesday) • November 5 (Wednesday)

O Time: 18:25–19:25

O Location: AN110

O Documents to be distributed: Guidance resume for store managers, store opening permits, advertising permits

4. The day of the University Festival

▼ Flea market • Fair event

9:45–11:00 Preparation

11:00–17:00 Open

17:00–18:00 Clean up

* Please be careful not to make a mistake in the schedule, time, and location.

Store opening web reception

- Date & Time: July 16th (Wednesday) 12:00 - September 28th (Sunday) 23:59
- Format: Implemented on the web (Google Form)
- Link: <https://x.gd/243Mh>

〈Requirements〉

You will be asked to fill out the following information on the application form.

1. Name of organization

2. Store name

- * The University-wide Events Department may not allow store names that violate copyrights or that are offensive to public order and morals. In that case, we may instruct you to change the name of the store.

3. Name, faculty, student ID number, telephone number, and e-mail address of the person in charge of opening the store

- *Please enter the e-mail address of the mobile phone that you use most often because it will be used on the mailing list (**an on-campus e-mail address is recommended**).

4. Store opening details

* Please also answer whether you would like to use water (open a store outside).

* Please fill in all items.

〈Notes〉

- Submitted documents must be complete to be accepted.
- We will not accept applications for opening stores after the application period ends.

• If you wish to use water (open a store outside), the store may be canceled in case of rain.

Lottery and lottery result notification

If there are more applications than the number of stall openings, the University-wide Events Department will hold a lottery on behalf of the applicant to determine the organization to open the booth fairly. The results of the lottery will be notified by email.

Date and Time	September 30(Tuesday) 18:25~20:00
Embodiment	The drawing will be broadcast via ZOOM distribution, and the results will be notified by email after the distribution.
Lottery 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 live streamed via Zoom. In addition, an explanation of the documents to be submitted will also be provided. (3) After the live stream, an email notification of the lottery result will be sent to all applying organizations.
Target	Store Managers

Time and date for the result E-mail:
after the live stream

Target of the mail:
Store managers that got the lottery participation permission e-mail

Attached Documents:

- Form for student ID card copies of all attendees (Word file)
- Pledge (Word file)
- Form for personal information of all attendees, including name, college, and student ID number (Excel file)
- QR code for the official LINE
- Google form for attendance date of the guidance
- Recording of the zoom

Notices:

- **If you win the lottery, you will not be allowed to decline in principle. Hence, you must pay the attendance fee regardless of any reasons.**
- It is not possible to choose the location of the store by the organization.
- There are two types of lottery results: winning and alternate.
The winning organizations will be sent the lottery results with the above materials, so please be sure to download each file yes and submit it by Line by **23:59 on Tuesday, October 7th.** Alternate numbers will be sent the alternate number.
- In the unlikely event that the item cannot be allowed to open at the time of

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reception, you may be asked to change or modify it.

- It is not possible to change the store name or sales items without permission after the submission.
 - We do not accept requests from organizations to withdraw their booth.
 - If some of the winning organizations do not open a store for some reason, the winning will be moved up from among the alternate organizations in the order of priority of the alternate number. If the winner is decided later, the store manager or deputy store manager will be contacted by phone or email.
- * The right to moved up winning will expire at **23:59 on Sunday, October 5th.**

Guidance for store managers

To open a store safely and smoothly, we will explain the flow of the day and precautions when opening a store.

Date: **November 7 (Fri) 18:25-20:00**

Eligibility: **One of the store managers or deputy store managers**

Location: AN110

Handouts: Guidance resume for store managers, store opening permit,
advertising permit

Belongings: **Student ID card of an undergraduate student attending the guidance for store managers, items that can be viewed from the application booklet (PDF), writing utensils**

- **The store manager or deputy store manager must participate.** In the unlikely event that neither of you can attend, please be sure to email the University-wide Events Department by 17:00 on Monday, November 7. Contact information is provided on the back cover.
- If you are absent without permission, 2 points will be deducted from the points you have at the time of patrol, and you will be dealt with individually later.
- If you are late, please be sure to contact us at least 1 hour before the start time.
- If you are late for more than 5 minutes, you will be deducted 1 point from the points you have at the time of patrol, and you will be dealt with individually later. We will respond individually later.

Groups that behave poorly during the guidance session, such as sleeping, talking to each other, or using cell phones, will be asked to leave and will be treated as absent without permission.

About store opening permits

If you do not have a permit to open a store, you will not be able to open a store.

- Distribute it at the time of store opening manager guidance and ask you to fill it out. The University-wide Events Department collects them and distributes them again at the University Festival Day.
- Please know the store opening number confirmed at the time of the lottery result notification email.
- **On the day of the University Festival, immediately after renting out the equipment, it will be placed in an easy-to-see position on the front of the store.**

About Advertising Permits

If you don't have a permit, you won't be able to advertise on foot.

- It will be distributed at the time of store opening manager guidance, and you will be asked to bring it on the day. **If you're promoting a parade, be sure to wear a permit around your neck.**
- Two tickets will be distributed to each group.

Prohibitions, precautions, and point system

On the day of the University Festival, if you violate any of the following prohibitions or precautions, you will be punished based on the point system. To ensure the safe operation of flea markets and Fair events, if you violate this policy, you may be subject to severe penalties, including suspension of store opening.

〈What is the point system〉

As soon as the store opening is confirmed, each store will have 5 points. Each time you commit a violation, you will deduct the points assigned to that violation. As soon as the number of points reaches 0 points, the store will be suspended.

List of deductions and points

- Pre-deduction items

This is a deduction item before the day of the University Festival.

2 points deduction

- Change of store manager outside the change permission period
- Change of project content/store name outside the change permission period
- To distribute advance tickets.
- Unauthorized absence of guidance for store opening managers
- Extremely poor attendance at guidance sessions
- Failure to follow the instructions of other members of the University-wide Events Department.

1 point deduction

- Late arrival of document verification guidance
- Late arrival of guidance for store manager

- Points deducted on the day

This is a deduction item on the day of the University Festival.

5 points deduction (items that will be stopped immediately)

- Drinking and smoking at the planned location
- Acts that are offensive to public order and morals.
- Installation and sale of religious-related and politically tinged items
- Malicious sales, pushing and forcibly pulling in
- Those with corporate sponsorship
- Swearing, verbal abuse, and violent acts
- Gambling activities and activities with a strong gambling flavor
- Sales other than application items
- Unauthorized use of on-site equipment and unauthorized movement
- Use of generators
- Use of fire
- Use of water on university campuses
- Failure to follow the instructions of other members of the University-wide Events

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Department

3 points deduction

- Selling
- Meals at the planned place
- Make the store unmanned (including before the start of planning)
- Provision of food and drinks (including free of charge)
- Use of on-site electricity (including on-site outlets, etc.)
- Damage to rental equipment
- Failure to follow the instructions of other members of the University-wide Events Department.

2 points deduction

- Solicitation to organizations
- Exceeding the maximum number of people in the store (7 people)
- Acts that interfere with other stores
- Acts that cause inconvenience to nearby residents
- Business outside of planning hours
- Acts that cause inconvenience to participants
- Both the store manager and the deputy store manager must leave the store.
- Signboards must be installed outside the lot.
- Use of signage in violation of regulations
- Failure to follow the instructions of other members of the University-wide Events Department.

1 point deduction

- Use of microphones, musical instruments, megaphones, etc.
- There is no affixing of a store opening permit
- Use something other than curing tape to attach equipment to the desk.
- Leaving equipment on the premises
- Bringing in trolleys and rear cars
- Do not start cleaning up when it is time to return the equipment.
- Protruding equipment from the store
- Failure to follow the instructions of other members of the University-wide Events Department

*In addition to the deduction of points due to patrols, the following punishments will be taken.

- If you are using inappropriate equipment, etc., it will be kept at the mock headquarters until the end of this project.

*In addition, if the University-wide Events Department deems it dangerous, the store may be suspended.

Prohibited items for sale

The following items cannot be sold at the Flea market or Fair event.

- Stolen goods or items prohibited by law
- Food and beverages
- Alcoholic beverages
- Flora and fauna
- Pharmaceuticals
- Cash vouchers
- Cosmetics
- Tobacco
- Dangerous goods
- Matters related to corporate activities
- Content related to a specific religion, ideology, or political activity
- Information that contains personal information, etc.
- Offensive to public order and morals
- Gambling activities and those with a strong gambling flavor
- Content that infringes copyrights
- Ready-made products for resale
- Items that violate the Secondhand Goods Business Law
- Services and items that the University-wide Events Department considers dangerous

Official LINE

〈What is the official LINE?〉

For organizations applying to operate a booth, the Special Event Team 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 Special Event Team directly (the contact information is on P.67).

The Special Event Team is not responsible for any disadvantages caused by not checking official LINE or failure to notify us of LINE issues.

About Signage

The installation of signage is voluntary, but the following regulations must be followed when making it.

Precautions for signage

- Please make it by pasting paper such as imitation paper on cardboard.
- The size of the signboard must be within 60 cm in length × 180 cm in width.
- Be careful not to blow away decorations and signs.
- The use of metals such as thumbtacks, wires, and nails that the University-wide Events Department deems dangerous is prohibited.
- After the Flea market and Fair event, you will be asked to separate the garbage and bring it to the garbage disposing point.
- Please do not create or repair signboards on the day of the University Festival.
- After the project is completed, each participant will be asked to separate the garbage and bring it to the garbage collection point.
- Do not use spray, paint, or plywood.
- If the facility is dirty, please clean it responsibly by each organization. In some cases, you will be asked to compensate.
- The company will not create anything that is considered to be in conflict with copyright infringement.

Please do not leave the signboard on the premises or leave it at a nearby commercial facility. If such an act is discovered, it will be the responsibility of each organization to clean it up.

About the operation of the day

OFlow of the day of the flea market/fair event

9:00 - 11:00	Preparation
9:45 - 10:30	Equipment rental
11:00 - 17:00	Open
17:00 - 18:00	Clean up

- On the day of the event, you will need a blue sheet (2.7m×3.6m), a device that can show the application booklet (PDF) or a hard copy of that, a student ID card (for all store managers), garbage bags, a money delivery tray, advertising permits. In addition, please bring the items you will need for each organization.
 - * Please note that if you do not have the equipment in red letters, you will not be allowed to open. If you forget any other equipment, please prepare it by open hours.
- Please affix the store opening permit to the front of the blue sheet wherever easily visible during open hours.
- Please be responsible for cleaning during the clean-up time. Please be sure to take the garbage generated on the day to the garbage disposing point. **However, bulky garbage such as blue sheets cannot be disposed.** Please be sure to take it home, rather than throwing them away on the premises or at nearby commercial facilities.
- The decision to cancel in the event of light rain is voluntary for each organization.
However, if the University-wide Events Department deems it inappropriate or if the University Festival is canceled, the flea market and fair events will also be canceled. Notification of the cancellation or suspension of the University Festival will be announced by the official LINE and the organizing committee members or the members of the University-wide Events Department on patrol.
- If you have any other questions, please contact the Booth Headquarters.

Equipment rental and return

About the rental of equipment

On the day of the University Festival, the University-wide Events Department will lend the following equipment. When borrowing equipment, you will need **the store manager's student ID card** (if the store manager is absent for special reasons, the deputy store manager's student ID can be substituted). The student ID card can only be returned to the student, so please make sure that **the person who deposited the student ID card comes to return the equipment.**

- Minimum number of people required for rental: **2 people (1 store manager must come)**
- Rental location: Booth headquarter
- Rental time: **9:45-10:30**
- Required: **Store manager's student ID card**

< Precautions for lending >

- Student ID cards will be kept at the Booth Headquarter during business hours.
- **After 10:30, equipment cannot be borrowed.**

< Rental equipment >

- Disinfectant solution
- 3 types of vinyl ribbons (for store managers, deputy store managers, and participants)
- Curing tape
- Store opening permit

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About the return of equipment

- Minimum number of people required to return: **1 store manager**
- Return location: Booth headquarter
- Return time: **16:00-18:00**
- Items to be returned: Store opening permit, advertising permit, disinfectant, 3 types of vinyl ribbons, curing tape

< Precautions for returning the equipment >

- **If you do not return all equipment, you will not be able to get your student ID card back.**
- If the returned equipment is dirty, please clean it before brought. Dirty supplies. You will not receive any goods.
- **When returning your student ID card, you will be asked to present the completion screen of the participant questionnaire (WEB).** Please respond by the time you return the equipment.
- If you do not start cleaning up by the return time, you may lose points, which may make you ineligible for attending as vendor in the next fiscal year or later.

Garbage separation

Garbage separation

The University Festival attracts not only vendors but also many visitors to the campus. Hence, a large amount of garbage will be generated on the day of the University Festival. To ensure the beauty of the campus, we ask the vendors to separate their garbage at the University Festival.

Sorting items

At the University Festival, garbage should be sorted and disposed as follows.
Please separate them in advance in the Flea market and Fair event stores.
Items that do not apply to the items cannot be disposed. Please dispose of it at the responsibility of each store.

Sorting items	Specific examples	Precautions
Combustible garbage	Plastics, Paper, Food Waste	
Bins		Take out the contents before disposing
Cans		Take out the contents before disposing
Plastic bottles		Take out the contents before disposing Remove the label and cap and dump as combustible garbage
Styrofoam		Break down and dispose as combustible garbage
Cardboard		Fold before disposing

You may not dispose bulky garbage such as blue sheets, so please take them home with you at your own responsibility.

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Disposing location and time

On the day of the University Festival, the permanent trash cans on the campus are also open as usual. However, permanent trash can are too small that if you dispose garbage in the Flea market or Fair event, it will fill up quickly.

Therefore, please take the garbage generated at the Flea market and Fair event to the garbage disposing point.

- Garbage disposing point: 10:30-20:30

Precautions

- Please prepare garbage bags at your store.
- Please do not accept garbage from visitors.
- If visitors come to throw away their trash, please encourage them to go to the temporary trash can.
- Crush down large garbage (Styrofoam, cardboard, etc.) as small as possible before disposing.
- If you have any questions about garbage on the day of the University Festival, please contact the Environment Division.

Emergency Response

In the event of an earthquake

- If you have a desk, please go under it to protect yourself to ensure your safety.
- If it is decided to cancel or suspend the University Festival, the Flea market and Fair event will also be canceled or suspended. Pay attention to the official LINE.

If you feel unwell or injured

- Please seek medical attention at the Health Center in Building H.
- In the event of a serious injury that requires medical attention, please contact the Booth Headquarter immediately.
- If you feel so unwell that you cannot stand, please contact the Booth Headquarter immediately.

Suspension or cancellation of flea market and Fair event

- If the University Festival Executive Committee or the person in charge of the booth determines that it is dangerous to continue holding the Flea market / Fair event, we will instruct you to suspend or cancel the Flea market / Fair event.
- Instructions will be given by the official LINE and executive committee members, and members of the University-wide Events Department on patrol.
- In case of interruption, please stop selling and wait in the booth area.
- In case of cancellation, please pack up the equipment and move out of the booth area.

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Privacy Policy

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:

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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

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.

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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.”

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

Pledge

We, the flea market and Fair event stall organizers (hereinafter referred to as "store opening organizations"), will participate in the 2025 Ritsumeikan University University Festival OIC Festival (hereinafter referred to as the "Festival") When opening a store at the market • Fair event (hereinafter referred to as the "Project"), you agree to the following matters and the terms and conditions regarding the protection of personal information (attachment).

Record

1. During the implementation of the project, we will not engage in acts that are offensive to public order and morals or religious acts.
2. If the store owner intentionally or negligently causes damage to others during the implementation of the project,
The liability for compensation is borne by the store owner who caused the damage.
3. In the event of the above, the Ritsumeikan University Festival Executive Committee, the Central Administrative Office University-wide Events Department, and the university authorities shall be exempted from liability.
4. When opening a stall, all instructions and punishments by the Ritsumeikan University University Festival Executive Committee, the Central Administrative Office University-wide Events Department, and the university authorities shall be followed.
5. If the decision is made to cancel or suspend the University Festival or this project, we will comply immediately.
6. If you win the lottery for any reason, you will not decline to open a store.
7. The Ritsumeikan University Festival Executive Committee and the Central Administrative Office, University-wide Events Department, shall not be compensated for any losses incurred in the event of the cancellation of this project.
8. If you are instructed by the Central Administrative Office University-wide Events Department to return the equipment distributed to you for the implementation of this project, you will immediately follow the instructions.
9. Comply with the contents of this project recruitment booklet, handouts, and guidance.

mm/dd/yyyy/ Day of the week:

Name of the organization that opened the store_____

Manager_____

Current address_____

Contact (Mobile phone) _____

Paste field for Student ID card copies

(1) Store manager

Paste field

(2) Deputy store manager

Paste field

(3) Deputy store manager

Paste field

Flea market • Fair event

Example

Store Name	Exceed! Guinness World Records! Master of chopsticks
Exhibiting Organization	RITSUMEI
Manager	Name (Written in katakana): リツメイ タロウ Student ID number: 123456789-0
Project Details	Use chopsticks to move the beans further out of the plate within the time limit. We will prepare multiple chopstick lengths and types of beans, rank the results by difficulty, and post them.

Please provide details below about the equipment you will be using at the Fair event.

Tools and equipment name	Number	Why use
Beans	1	For carrying with chopsticks.
Desk	1	To put tools on it and carry out bean transportation projects on top.
Whiteboard	1	To write rankings.
Whiteboard markers	1	To write rankings.
chair	1	For participants and exhibitors to sit during the bean carrying project.
chopsticks	3	To grab and carry beans.
plate	3	To put the beans on it.
stopwatch	1	To time out.

Remarks:

Location



〈Location map of the event hall〉



Fair event stores that use water will be held between Buildings A and C, and flea market and Fair event stores that do not use water will be held in the foyer of Building B.

*The location of the store is subject to change.

Overall Map



Memo

List of Documents to be Submitted

Check box	Submission date	Documents to be submitted
	<u>9/30~10/7</u>	<u>Flea Market Proposal or Fair event Proposal (Word file)</u> <u>* Submit as an attachment to an e-mail during the period on the left.</u>
	<u>9/30~10/7</u>	<u>Pledge (Word file)</u> <u>* Submit as an attachment to an e-mail during the period on the left.</u>
	<u>9/30~10/7</u>	<u>Student ID data (Word file)</u> <u>* Submit as an attachment to an e-mail during the period on the left.</u>
	<u>9/30~10/7</u>	<u>List of participants other than the store manager (Excel file)</u> <u>* Submit as an attachment to an e-mail during the period on the left.</u>

Are there any missing or omissions in any documents

before submission?

Please check again.

Questions about Flea market and Fair event

Inquiries

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