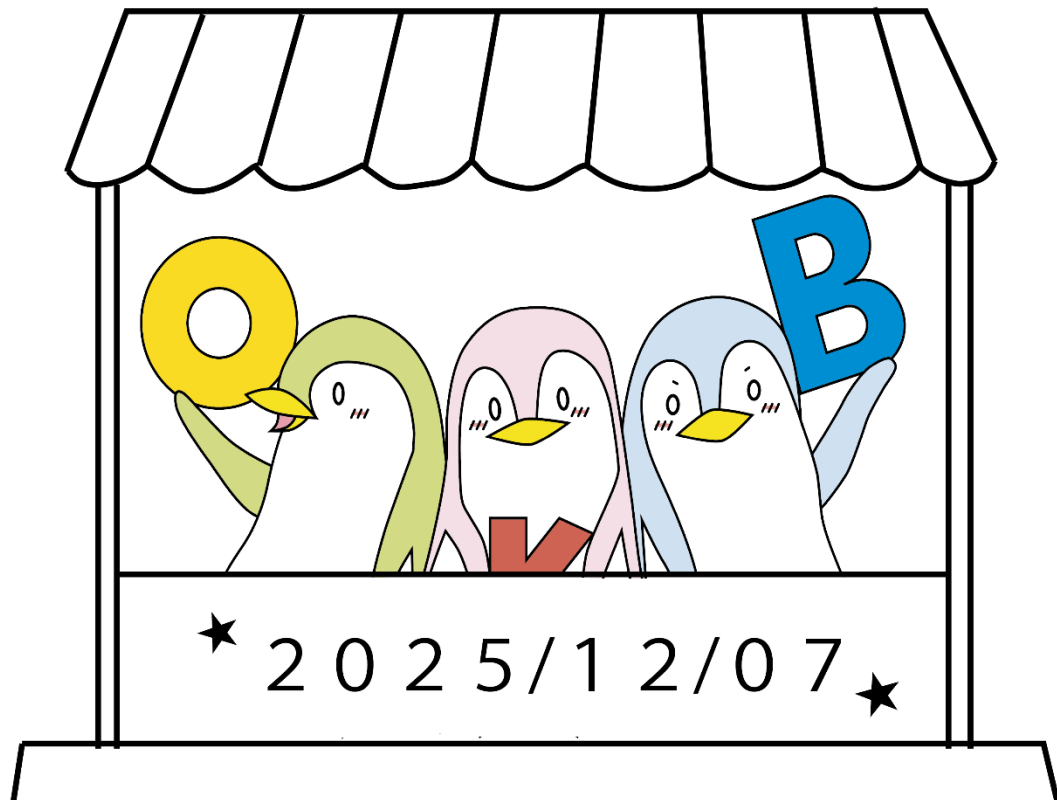


2025

RITSUMEIKAN KINUGASA FESTIVAL

衣笠祭典

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~What is the Fair Event & Flea Market Event?~

The Fair Event & Flea Market features stalls that sell or provide non-food products and services outdoors at the university festival. You can host attractions like ring toss or sell items such as used clothing, second-hand books, recycled goods, and handmade accessories. If you wish to sell food, please apply for a food booth event. The application booklet for food booth events is separate.

We look forward to your applications!

【Event Date & Location】

Sunday, Dec 7, 2025, at Ritsumeikan University, Kinugasa Campus.

【Stall Hours】

11:00 AM - 5:00 PM

【Stall Area】

2.7m (width) × 1.8m (depth)

【Number of Stalls Being Recruited】

8 stalls

【Minimum Required Number of People】

5 people

*A minimum of 5 people is required, including one stall manager and two deputy stall managers.

【Maximum Number of People】

10 people 48

*You cannot apply with more than the maximum number of people.

【Maximum On-site Staff】 (Number of people who can work in and in front of the stall at the same time)

7 people

【Maximum Parading Staff】

2 people

*Not included in the maximum on-site staff count.

【Application Conditions】

All managers and over half of the stall participants must be undergraduate students of Ritsumeikan University.

~Flow to Opening a Fair Event or Flea Market Stall~

① Read the Application Booklet

This application booklet contains the necessary procedures and essential notes for opening a stall. Please read it thoroughly. The Central Secretariat Office, University-wide Events Department (hereafter, University-wide Events Department), and the University Festival Executive Committee will not be held responsible for any disadvantages incurred by not reading this carefully.

② Decide on Managers and Items for Sale (p. 4-6)

Managers must be people who can participate in all registration sessions, orientations, and be present on the day of the university festival.

Please decide on your sale items, ensuring they do not violate the list of prohibited items (p. 5).

③ Online Stall Application (p. 7-8) Sep 25 (Thu) 12:00 PM - Oct 24 (Fri) 12:00 PM

An online stall application is required to participate.

URL: https://docs.google.com/forms/d/e/1FAIpQLSeTXyUIA15KDfCpAROsJvO6le_DWP81_-i-l1cKEp116u3Acg/viewform



④ Check Lottery Results (p. 9) Email Sent: Oct 28 (Tue) 6:00 PM

A lottery will be held to determine the participating groups and their stall locations. The results will be sent via email.

⑤ Stall Registration (p. 11-12) Nov 8 (Sat) 1:00 PM - 3:00 PM

Please download and fill out the necessary documents for registration and submit them by email by Nov 6 (Thu) at 1:00 PM.

*The required document files are available on the Student Union homepage. Please download and fill them out yourself.

⑥ Stall Manager Orientation (p. 13-14) Nov 27 (Thu) 6:30 PM - 8:00 PM

An orientation session will be held for stall managers.

Attendees: Stall Manager (1 person), Deputy Stall Managers (2 people).

*Stall permits will be distributed once it is confirmed that all managers have attended the entire orientation.

⑦ Prepare for the University Festival

Review the contents of the orientation. Ensure that the information from the orientation is shared not only among the managers but also with the entire group.

Please be careful not to incur any preliminary demerits (p. 18).

~Deciding on the Stall Managers~

Role	Description
Stall Manager (1 person)	Oversees the stall's operation and bears full responsibility for all matters related to the stall as the chief person in charge. Must participate in the Stall Registration (in the manager's absence, a deputy manager is permitted to attend as a proxy) and the Stall Manager Orientation.
Deputy Stall Manager (2 people)	Assists the stall manager and acts as a proxy in their absence. Must also attend the Stall Manager Orientation.

【Notes】

- **Only undergraduate students of Ritsumeikan University can become managers.**
- **It is not necessary for the manager to be the head of a circle or club.**
- **Please select managers who can be reliably contacted.**
- **A person cannot serve as a manager for multiple stalls**, including other Fair Event & Flea Market stalls at the KIC University Festival, as well as Food Booth events, Main Stage events, Kinugasa ED events, West Side Stage events, and Group events. If a person is registered in multiple roles, stall permission cannot be granted.
- Changes to managers will only be accepted **if a request is submitted to the University-wide Events Department before the Stall Registration**. After the Stall Registration, changes are generally not permitted except in unavoidable circumstances, such as an accident.
- **The Stall Manager and Deputy Stall Managers are required to attend the Manager Orientation.**
- On the event day, one of the managers (Stall Manager or Deputy Stall Manager) must be present at the stall at all times, from setup to cleanup. Failure to do so will result in a demerit.
- As an identifier, managers should wear the vinyl ribbon provided during equipment lending on their left shoulder.
*Stall Managers should wear a red ribbon, and Deputy Stall Managers should wear a white one.
- Please follow all instructions from the University Festival Executive Committee, the University-wide Events Department, and the Office of Student Affairs.

~Prohibited Items for Sale~

The following items cannot be sold at the flea market or given as prizes at the fair event stalls.

- Food and drinks (including snacks)
- Items related to specific religions, ideologies, or political activities
- Alcohol (including non-alcoholic beverages) and tobacco
Bringing alcohol, drinking, and smoking are prohibited on the Kinugasa Campus grounds.
*Smoking is allowed only in designated areas.
- Hazardous materials
The sale of products or provision of services that could damage campus facilities or equipment, or pose a danger to people, is prohibited.
- Live animals and plants
- Personal information, etc.
The sale of products or provision of services that could harm an individual's privacy or dignity is prohibited.
- Pharmaceuticals
- Items that are contrary to public order and morals
- Items related to corporate activities
- Items that infringe on the copyrights of others
- Other products or services deemed dangerous or inappropriate by the University-wide Events Department or the University Festival Executive Committee

~List of Fair Event & Flea Market Ideas~

Are you a group struggling to decide what kind of products to sell or services to offer? We've compiled a list of examples to help you brainstorm. Please use it as a reference to generate creative and unique ideas!

⊙: High probability of being permitted for sale.

△: Permitted for sale under certain conditions.

Fair Event		
⊙or△	Type	Notes
⊙	Super Ball Scooping	Ensure water does not spill.
⊙	Ring Toss	
⊙	Yo-yo Scooping	Be cautious when handling needles.
△	Target Practice	Ensure participant safety.

Flea Market		
⊙or△	Item for Sale	Notes
⊙	Second-hand Books	Items contrary to public order and morals are not permitted.
⊙	Used Clothing	
⊙	Toys	
⊙	Household Goods	

This list is just a collection of examples.

After a stall is confirmed through the lottery, the University-wide Events Department will review the proposed sale items before the Stall Registration date. If any items do not meet the approval conditions, their sale will not be permitted.

Furthermore, **the University-wide Events Department and the University Festival Executive Committee assume no responsibility for any issues** that may arise from using this list as a reference.

~Online Stall Application~

Date and Time: Sep 25 (Thu) 12:00 PM – Oct 24 (Fri) 12:00 PM

URL: https://docs.google.com/forms/d/e/1FAIpQLSeTXyUIA15KDfCpAROsivO6le_DWP81_-i-l1cKEp116u3Acg/viewform



【Application Content】

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

• Stall Name

The University-wide Events Department may not approve stall names that infringe on copyrights or are contrary to public order and morals. In such cases, you will be asked to change the name. Failure to comply will result in demerits and may lead to the denial of your application.

• Group Name

Please enter the official name.

• List of Items for Sale (for Flea Markets)

Example: ① Stuffed animals ② Original novels ③ Handmade accessories

• Procedure and Prizes (for Fair Events)

Example: ① Hand a string with a hook to the visitor. ② The visitor fishes for a yo-yo.

• Participant List

***The participant list (Excel file) is available on the Student Union homepage. Please download the form, complete the required information, and attach it to the application.**

① Full name, phone number, email address, college, and student ID number for the Stall Manager (1) and Deputy Stall Managers (2)

② Full name, college, and student ID number for all other individuals involved in preparation and operation

***"All other individuals involved in preparation and operation" refers to everyone involved in the fair event/flea market, including sales and setup.**

***For non-students, please provide their full name and university name only.**

[Notes]

- Please provide an email address that you use frequently.
- The University-wide Events Department may not approve stall names that violate copyrights or are contrary to public order and morals.
- The content will be reviewed during the stall registration process. Please keep a record of the information you entered in the application form.
- **If we cannot contact the manager due to incomplete application documents, the online stall application will be voided.**

Submitting the online stall application does not guarantee a stall.

Please be sure to check your email for the lottery results, which will be sent on Oct 28 (Tue) at 6:00 PM.

~Lottery~

If the number of applications exceeds the number of available stalls, a lottery will be held to determine the participants fairly. If the number of applications is below the available stall count, a lottery will be held to assess stall locations. The University-wide Events Department will conduct the lottery on behalf of the University. The results will be announced via email.

【Email Sending Date and Time】

Oct 28 (Tue) at 6:00 PM

*The email delivery time may vary.

【Recipients】

Stall Manager (1 person) and Deputy Stall Managers (2 people)

【Distributed Material】

Information Sheet for the Stall Registration.

【Notes】

- If you are selected in the lottery, you cannot withdraw your application.
- The lottery results will be either "selected" or "not selected."
- If a selected group withdraws for any reason, groups that were not selected will be chosen as replacements in the order of their lottery number. If a replacement selection occurs, the Stall Manager and Deputy Stall Managers will be contacted by phone or email at a later date.
 - *Contact regarding replacement selection will be made by Nov 5 (Wed).

~Mailing List~

To communicate information regarding the Fair Event & Flea Market stalls, we will create a mailing list and send emails from the University-wide Events Department.

【Scheduled Start Date for Distribution】

Sep 25 (Thu)

【Recipients】

The email addresses of the Fair Event & Flea Market Stall Manager and Deputy Stall Managers.

【Content of Emails】

Lottery results, notifications for each orientation after stall confirmation, classroom changes, event cancellation notices, emergency contacts, etc.

【Notes】

- If even one of the managers (Stall Manager or Deputy Stall Managers) does not receive the lottery email, please get in touch with the University-wide Events Department during the Stall Registration. If no contact is made, we will assume the email was delivered successfully.
- **The University-wide Events Department will not be held responsible for any disadvantages incurred from not reading emails or failing to report that an email was not received.**
- Please use an email address that you check frequently.
- Stall participants are requested to refrain from sending or replying to emails using the mailing list.
- Please turn off your spam filter in advance and turn on email notifications.

~Stall Registration~

During the Stall Registration, the University-wide Events Department will conduct a final confirmation of the stall details with the group, based on the information provided in the online stall application. Registration will be conducted by phone. We will call you at the designated time.

【Registration Date and Time】

Nov 8 (Sat) from 1:00 PM to 3:00 PM

【Participants】

Stall Manager (or a Deputy Stall Manager if the manager is unavailable)

【Distributed Material】

Information sheet for the Stall Manager Orientation.

Required Documents: Submit by email by 1:00 PM on Nov 6 (Thu)!

○Copies of the Stall Manager's and Deputy Stall Managers' student ID cards (Word file)

○Pledge Form (PDF file)

○Vehicle Entry Application (Excel file, for requesting groups only)

○List of Items for Sale (Flea Market) and Procedure/Prize List (Fair Event)

*The required document templates (Word files) are posted on the Student Union homepage. Please download and fill them out.

*Submissions are accepted by email only.

*Please convert only the Pledge Form to a PDF file and submit the other Word files without converting them.

【Notes】

- Your designated time will be specified in the email containing the lottery results, so please be sure to check it.

- *Those who cannot be reached at the specified time will be subject to a demerit.

- Incomplete documents will not be accepted and will require resubmission.

- The Stall Manager or a Deputy Stall Manager should answer the phone. If you are unable to answer the call, we will arrange a separate follow-up. Please be sure to contact the University-wide Events Department by **1:00 PM on Nov 6 (Thu)**. The contact information is on the back cover.

- We will ask whether the lottery email was successfully delivered to the Stall Manager and Deputy Stall Managers. Please confirm with them in advance if you will be the one taking the call.

- After the Stall Registration is complete, **changes to the managers, stall name, or items for sale are generally not permitted**. If a change is necessary, please consult with the University-wide Events Department **before submitting your Stall Registration**. Any changes made after that deadline will incur a demerit, regardless of the reason.
- We will confirm the details you entered in the online stall application. Please be prepared to take notes.

~Stall Manager Orientation~

【Date and Time】

Nov 27 (Thu) 6:30 PM - 8:00 PM

【Location】

Gakujikan GJ312

【Attendees】

Stall Manager, 2 Deputy Stall Managers

【Distributed Materials】

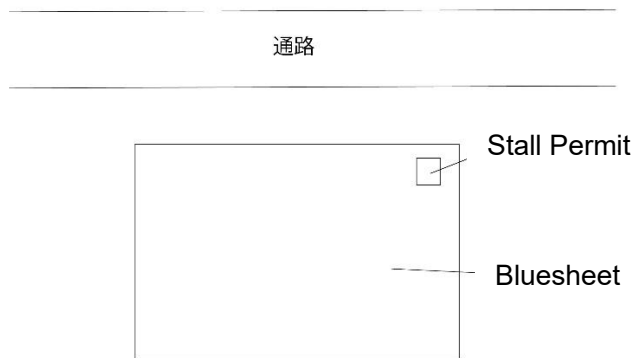
Stall Permit, Handout, Application Booklet

【What to Bring】

Student ID card of each attendee, writing utensils

【Notes】

- To ensure that each group can operate their Fair Event/Flea Market stall smoothly and safely, it is necessary to understand important information. **Please ensure that you share the content of this orientation with your entire stall team.**
- If even one required person is absent, your group will not be permitted to run a stall. **Proxy attendance and tardiness are not allowed.** You will not be permitted to enter the room even if you arrive one minute late, so please come with ample time to spare.
- The Stall Permit will be distributed once we have confirmed that all managers have attended the Stall Manager Orientation.
*You cannot operate a stall without a Stall Permit.
- **Be sure to bring the Stall Permit on the day of the university festival** and present it during equipment lending and return.
- During stall hours, please affix the Stall Permit in the location shown in the diagram below, so that it is visible.



- If you lose your Stall Permit, we will reissue it. Please get in touch with the University-wide Events Department.
 - *If you lose it before the day before the festival, please come to Office 207 on the 2nd floor of the Student Center.
 - *If you lose it on the day before or the day of the festival, please come to the Food Booth Headquarters.
 - *The first reissue is permitted, **but losing it a second time or more will result in a demerit.**
- Those who are late or absent without notice will receive a demerit and will be required to attend a separate make-up orientation.
- **Anyone found sleeping, chatting, or engaging in other activities unrelated to the orientation, or whose attitude is deemed disruptive, will receive a demerit and be asked to leave.**
- In the event that even one Stall Manager is unable to attend, a make-up orientation will be held at a later date. Please be sure to contact the University-wide Events Department **by 5:00 PM on Nov 26 (Wed)**. The contact information is on the back cover.

At the Stall Manager Orientation, we will explain the detailed flow of the event day.
Please share the content of the orientation not just with the managers, but with the entire group.

~Event Day Schedule~

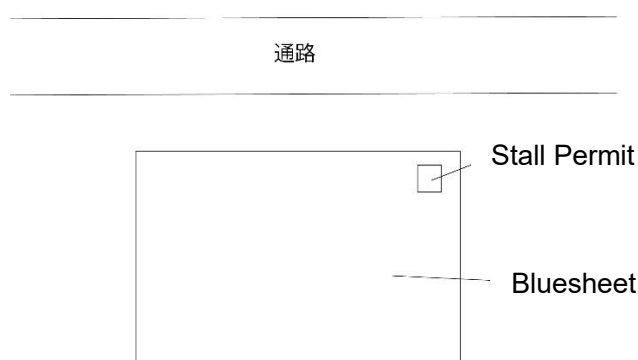
① 10:00 AM~ Equipment Lending Begins

〈Equipment Lending Hours〉 10:00 AM - 11:00 AM

- Equipment necessary for operating the Fair Event/Flea Market stall will be lent out at the Food Booth Headquarters.
- On the day of the university festival, please be sure to bring your **Stall Permit and Student ID card**.
- If you need tables, chairs, or any other items, please provide them yourselves.
 - *Please ensure that any equipment you use does not extend beyond the stall area (2.7m x 1.8m).
- Bringing your own carts or wagons is prohibited.

② 11:00 AM - 5:00 PM Operating Hours

- During operating hours, please display your Stall Permit in the position shown in the diagram.
 - *Tents will be set up this year.



- When it is time to close, please promptly end sales and begin cleaning up.
- **Sales outside of operating hours are not permitted.**

③ 5:00 PM~ Sales End & Equipment Return

- Please return all equipment between 5:00 PM and 6:00 PM.
- Each group is responsible for cleaning their area during takedown.
- All trash generated on the day must be taken to a trash collection point. Large items, such as tarps, cannot be disposed of on campus. Do not dispose of them on campus or at nearby commercial facilities; please take them home with you.
 - *For details on waste segregation, please see p. 21.

If you have any issues on the day of the event, please come to the Food Booth Headquarters.

~Equipment Lending & Return~

On the day of the university festival, we will lend out necessary equipment to groups participating in the Fair Event & Flea Market. You will be required to return it after the festival ends.

You will need your **Stall Permit and Student ID card** to borrow equipment. Please do not forget to bring them.

Please note that **a Student ID card can only be returned to the owner**, so the person who provided the ID card must be the one to return the equipment. We will store the Student ID cards responsibly.

Once you receive the equipment, please return it promptly to your stall.

①Equipment Lending on the Day

【Date and Time】

Dec 7 (Sun) 10:00 AM - 11:00 AM

【Lending Location】

Food Booth Headquarters

【Number of People】

1 person

【What to Bring】

Stall Permit, Stall Manager's (or Deputy's) Student ID card

【Distributed Equipment】

Cash tray for transactions

【Lent Equipment】

Manager's identifier, Participant's identifier, Nameplates

【Notes】

- Only one person per group is allowed to come for equipment lending.
*We will not lend equipment if more than one person comes.
- Lending will not be available after 11:00 AM. **Please adhere strictly to the lending hours.**
- As an identifier, the Stall Manager must wear a red vinyl ribbon, the Deputy Stall Managers a white one, and all other participants involved in preparation and operation must wear a green vinyl ribbon on their left shoulder. These must not be removed.
- When parading, please wear the nameplate on the left side of your chest.
- The manager's identifier, participant's identifier, and nameplate should be moved to the outermost layer of clothing when changing. They will be attached with safety pins, so please wear clothing that you do not mind getting punctured.

② Equipment Return on the Day

【Date and Time】 Dec 7 (Sun) 5:00 PM - 6:00 PM 【Return Location】 Food Booth Headquarters 【Number of People】 1 person 【What to Bring】 Stall Permit *Please keep your Stall Permit until the very end. 【To Be Returned】 Manager's identifier, Participant's identifier, Nameplates
--

【Notes】

- Only one person per group is allowed to return the equipment.
*We will not accept returns if more than one person comes.
- We will return the Student ID card that was held. **The person who provided the ID card must retrieve it.**
- Please return the equipment in a clean condition. If it is dirty, you will be asked to clean it.

③ About the Equipment

Equipment Name	Quantity	Type	Details
Manager's identifier	Stall Manager: 1 Deputy Manager: 2	Lent	Stall Manager: Red Deputy Manager: White
Participant's identifier	Max 6 (varies by number of participants)	Lent	Green
Nameplate	2	Lent	Must be worn when parading.
Cash tray	1	Distributed	Please use it for monetary transactions.

~Demerit Items~

The following items are prohibited to ensure the safe operation of the Fair Event & Flea Market. Each group starts with 5 points upon confirmation of a stall. Points will be deducted according to the severity of the violations. **If your points reach 0, your stall will be shut down immediately.** If your stall is ordered to be shut down in advance, you will not be allowed to operate. Suppose you continue to operate after being shut down. In that case, the University-wide Events Department and the University Festival Executive Committee will forcibly remove your equipment and prohibit entry into the stall area.

***If your stall is shut down, you will not be permitted to participate in this event next year.**

【Demerits Incurred Before the Event Day】

2-Point Demerit Items
Changing managers, stall name, or sale items after the Stall Registration
Failure to answer the Stall Registration call during the designated time without prior notice
Unexcused absence from the Stall Manager Orientation
Poor attitude, such as talking, during the Stall Manager Orientation
Losing the Stall Permit for a second time or more
Selling advance tickets
Failure to follow other instructions from the University-wide Events Department or the University Festival Executive Committee

1-Point Demerit Items
Late submission of documents
Unexcused lateness for the Stall Registration call
Unexcused lateness for the Stall Manager Orientation

【Demerits Incurred on the Event Day】

Immediate Stall Shutdown Items (5-Point Demerit)
Drinking alcohol or smoking in or around the stall area
Actions or items contrary to public order and morals
Verbal abuse, abusive language, or violent behavior
Operating a stall without permission
Selling or distributing items not listed in the application
Unauthorized use or moving of campus equipment
Use of power generators

Use of fire
Gambling or activities with strong gambling elements
Other actions deemed dangerous for failing to follow instructions from the University-wide Events Department or the University Festival Executive Committee

3-Point Demerit Items
Use of campus electricity (including microwaves, etc. on campus)
Installation of items or engaging in acts related to religion or with strong political tones
Poor customer service (aggressive sales tactics, pushy selling, forceful solicitation)
Items with corporate sponsorship
Causing injury to a visitor
Roving sales
Destruction of the lent equipment
Acts that disturb visitors
Failure to follow other instructions from the University-wide Events Department or the University Festival Executive Committee

2-Point Demerit Items
Soliciting for your group
Leaving the stall unattended
Obstructing other stalls
Disturbing nearby residents
Sales outside of operating hours (11:00 AM - 5:00 PM)
Providing food or drinks (including free items)
Using space outside the designated stall area
Parading in prohibited areas
Failure to display the Stall Permit
Distributing advance tickets
Failure to follow other instructions from the University-wide Events Department or the University Festival Executive Committee

1-Point Demerit Items
Playing music, or using microphones, musical instruments, megaphones, speakers, etc.
Both the Stall Manager and Deputy Stall Managers are leaving the stall at the same time.
Exceeding the maximum on-site staff limit (7 people)
Having a person inside the stall who is not wearing a vinyl ribbon

Parading without wearing a nameplate
Distributing flyers or promoting things unrelated to the Fair Event/Flea Market while parading
Not using a tarp
Eating while wearing a manager or participant identifier ribbon
Leaving equipment unattended on campus grounds
Bringing carts or wagons
Not starting to clean up when the equipment return time begins (5:00 PM)
Having equipment or other items that extend beyond the stall's boundaries
Failure to follow other instructions from the University-wide Events Department or the University Festival Executive Committee

【Notes】

- If you are found selling or providing items that fall under the Prohibited Items list, those items will be confiscated and held at the Food Booth Headquarters until the equipment return period is over.

~Waste Segregation~

【About Waste Segregation】

Operating a fair event or flea market stall generates a significant amount of waste on the festival day. To keep the campus clean and facilitate smooth waste collection, we kindly request that all Fair Event/Flea Market participants segregate their waste. We appreciate your cooperation.

【Temporary Trash Bins】

Collection Date/Time: Dec 7 (Sun) 10:00 AM – 7:00 PM

Collection Locations: In front of Seishinkan, Shigakukan, Shogakukan, Shugakukan, south of the bus pool, inside Ryoyukan Cafeteria, inside Sonshinkan Cafeteria, 1st floor of Igakukan

*On the day of the university festival, all existing outdoor and indoor trash bins will be sealed.

*Temporary trash bins will be set up at 8 locations on campus. Please dispose of the waste generated by the Fair Event/Flea Market on site.

【Segregation Categories】

At the university festival, waste is collected according to the following categories. Please segregate your waste within your Fair Event/Flea Market stall beforehand.

1. **Combustible Waste:** Raw garbage, cold packs, sponges, soiled plastics (e.g., plastic bags, straws), containers, used cooking oil, chopsticks, skewers. *Used cooking oil must be solidified by each group using a coagulant, and can only be disposed of at the main trash collection point.
2. **Plastics:** Only clean items will be collected.
3. **PET Bottles:** Empty the contents before disposal. Caps and labels should be disposed of as plastic waste
4. **Cans:** Empty the contents before disposal
5. **Glass Bottles:** Empty the contents before disposal. Caps and labels can be left on.
6. **Food Scraps/Leftover Liquids:** Strictly forbidden to pour down temporary water taps
7. **Mixed Paper**
8. **Cardboard:** Collected only at the main trash collection point. Cardboard that is too soiled to be recycled should be torn into small pieces and treated as combustible waste.
9. **Styrofoam:** Collected only at the main trash collection point
10. **Metal (nails, screws, etc.):** Collected only at the main trash collection point
11. **Wood (lumber, plywood):** Collected only at the main trash collection point

*Large items, tarps, cooking utensils, and leftover ingredients from stalls cannot be collected. Please dispose of these items yourselves.

【Notes】

- If you have a large amount of trash, please bring it directly to the main trash collection point.
- If you have any questions about trash on the event day, please visit the Environment Headquarters (located on the east side of Jukokan).
- Please be responsible for segregating the waste generated from your Fair Event/Flea Market stall.

~Temporary Water Taps~

If you need to use water for your fair event or flea market, please use the temporary water taps.

Detergent, sponges, scouring pads, corner strainers, hand soap, drain nets, and alcohol disinfectant will be available at the temporary water taps.

Available Date/Time: Dec 7 (Sun) 10:00 AM – 7:00 PM

*Use outside of these hours is prohibited.

*Please use the temporary water taps for hand washing and for water needed for fair events. **Please refrain from using them for any purpose other than their intended use.**

*Many people will be using them, so **please keep them clean.**

***In the unlikely event that a temporary water tap is damaged, please report it to the University-wide Events Department immediately.**

【Notes】

- The locations of the temporary trash bins, temporary water taps, main trash collection point, and Environment Headquarters are indicated on the map on the back cover (p. 37).
- Each group should provide their own trash bags.
- Please manage the trash bags at the back of your stall and refrain from accepting trash from visitors. If a visitor attempts to dispose of trash at your stall, please direct them to a nearby temporary trash bin.
- If you have a large amount of trash, please bring it directly to the main trash collection point.
- If you have any questions about the temporary water taps, please ask at the Environment Headquarters

~Parading~

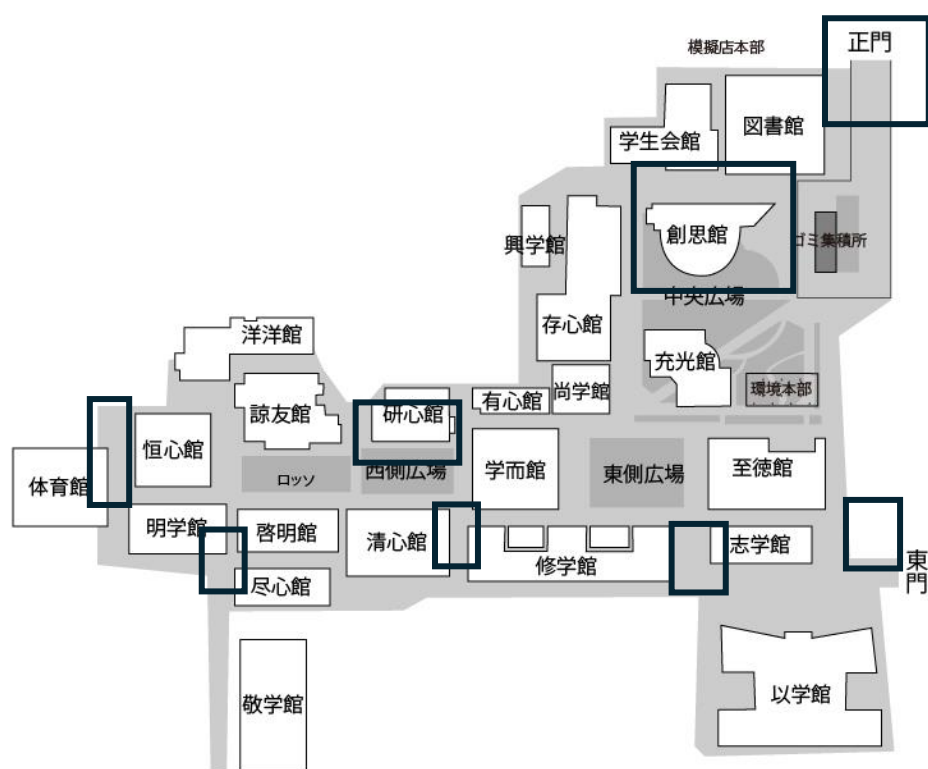
Up to two individuals wearing nameplates are permitted to parade on campus to advertise their fair event or flea market.

*Roving sales and flyer distribution are prohibited.

【Parading Prohibited Areas】

- Parading is prohibited indoors, near the entrances/exits of buildings, and within the Main Stage and West Side Stage event areas.
- Parading is prohibited in the areas outlined in black in the diagram below.

*Depending on congestion on the festival day, you may be asked to stop parading even outside the black-framed areas. Please follow the instructions of the University-wide Events Department and the University Festival Executive Committee.



~Precautions for Rainy Weather~

【In Case of Rain】

Since tents will be set up, the event will proceed in case of rain. Therefore, stalls can operate even in light rain.

*Unless the university festival itself is canceled, equipment lending on the day will proceed as usual even in rainy weather.

【Precautions for Rainy Weather】

- Please do not let water accumulate on top of the tents.

【Cancellation/Interruption】

Please be aware that the Fair Event/Flea Market event may be canceled or interrupted if the University-wide Events Department or the University Festival Executive Committee determines that it is impossible to continue, such as in the case of strong wind or rain from a typhoon that poses a risk of tents collapsing, or if the university festival itself is canceled.

*If a decision to cancel is made, we will contact the Stall Manager and Deputy Stall Managers of each group via email.

*If a decision to cancel or interrupt is made after equipment lending has begun, we will notify you through patrols by the University-wide Events Department and the University Festival Executive Committee.

We will not compensate stallholders for any losses incurred due to the cancellation or interruption of the Fair Event/Flea Market.

***Please also check the items in the Pledge Form.**

~Emergency Response~

【In Case of an Earthquake】

- Ensure your safety by crouching on the spot.

【In Case of Fair Event/Flea Market Cancellation or Interruption】

- If the University-wide Events Department or the University Festival Executive Committee determines it is dangerous to continue the Fair Event/Flea Market, they will order its cancellation or interruption.
- Instructions will be given via campus-wide announcements and patrols by the University Festival Executive Committee and the University-wide Events Department.
- In case of an interruption, please stop all sales and wait inside your stall.
- In the event of cancellation, we will promptly return the equipment. Please exit your stall promptly and follow the instructions of the University-wide Events Department.

The phone number for the Festival Headquarters will be listed on the Stall Permit.

***This number will only be active on the day of the university festival.**

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

Chapter 1: General Provisions

Article 1 (Purpose)

The purpose of this regulation is to ensure appropriate handling and protection of personal information collected for the University Festival activities hosted by the Ritsumeikan University Student Union [Student Union]. In addition, this regulation establishes general guidelines for the protection of personal information and detailed procedures for handling and managing it, based on the "Rules on University Festival Events of the Ritsumeikan University Student Union."

Article 2 (Definition)

For this regulation, "personal information" is defined as the "personal information" mentioned in the Act on the Protection of Personal Information, which includes name, college, academic year, date and year of birth, phone number, email address, student ID number, and any other information that can be used to identify a specific individual.

Chapter 2: Management System

Article 3 (Manager)

The head of the University Festival Executive Committee is responsible for managing personal information. However, during the execution of University Festival activities, when an organization within the Student Union is responsible for practical work based on the guidelines established by the University Festival Executive Committee, the head of the organization is to serve as the manager of personal information in practice, who ensures appropriate management of personal information in collaboration with the University Festival Executive Committee.

Article 4 (Responsibilities of the manager)

The manager is to fulfil the duties below to ensure appropriate management of personal information:

- 1 Promoting full awareness of this regulation
- 2 Instructing and overseeing Student Union members who are involved in University Festival activities
- 3 Appropriate management of the collection, storage, utilization, and disposal of information
- 4 Preventing leak, loss, and falsification of information, and arranging a report system
- 5 Appropriate collaboration with the personal information manager in practice, and development and operation of an information management system

Chapter 3: Collection, use, and storage of personal information

Article 5 (Limitation of information collection)

The collection of personal information is to be carried out only to the extent needed for University Festival activities, and the purpose of using the information is to be clearly stated in advance.

Article 6 (Specification of the purpose of use)

The collected personal information is to be used only for the purposes established in the items below:

- 1 Communication and scheduling related to the execution of University Festival events
- 2 Notifying and managing participating organizations
- 3 Processes necessary for operation, such as making name lists and publishing certificates
- 4 Emergency contact and support in case of an accident
- 5 Other fair purposes related to the University Festival activities

Article 7 (Storage and disposal)

Personal information is to be disposed of in a timely and appropriate manner once its purpose of use has been achieved. However, if a part of the information is to be stored for fair documentation purposes, such as making activity records or reports, by the responsibility of the head of the University Festival Executive Committee or, if there is an organization within the Student Union which is responsible for the work, by the responsibility of the personal information manager, the information can be stored for three years maximum, under a rigid management system.

Chapter 4: Third-party provision and correction

Article 8 (Limitation of third-party provision)

Personal information is not to be provided to any third party unless:

- 1 The person themselves gives consent to the provision
- 2 A law requires the information to be provided
- 3 An emergency requires the information to be provided for the protection of human life, body, or property, and the consent of the person themselves is difficult to obtain
- 4 A government institution, local public entity, or an individual carrying out work based on laws and as an agent of such organizations requires cooperation. Obtaining the consent of the person themselves can disrupt the execution of the work.

Article 9 (Requests for correction or deletion)

Suppose the person themselves or an agent of theirs requests that their personal information be disclosed, corrected, stopped from being used, deleted, or otherwise. In that case, the request should be responded to on time.

Chapter 5: Revision and abolition

Article 10 (Revision and abolition process)

The revision and abolition of this regulation are to be carried out through a draft by the University Festival Executive Committee, and a resolution with the agreement of more than half of the present members of the Central Standing Committee and the Central Committee.

Supplementary provisions

- 1 This regulation takes effect from Jun 21, 2025.
- 2 This regulation applies to personal information collected before its enforcement.
- 3 For the execution of this regulation, when an organization within the Student Union that is involved in University Festival activities has its own rules on personal information protection, only if the said regulations do not go against this regulation and can both be followed at the same time, the execution of the organization's rules will not be disrupted.
- 4 For items not specified in this regulation, the "Regulations on Personal Information Protection of the Ritsumeikan University Student Union" shall apply.

End of Document

~Checklist for Submissions and Belongings~

【Documents to Submit at Stall Registration】

Check	Item
	Photos of the Stall Managers' and Deputy Stall Managers' student ID cards (Word file)
	List of Items for Sale (for Flea Markets) (Word file)
	Procedure and Prize List (for Fair Events) (Word file)
	Vehicle Entry Application (for requesting groups only) (Excel file)
	Pledge Form (PDF file)

【Documents to Bring to the Stall Manager Orientation】

Check	Item	Quantity
	Student ID Card	For every person attending

~Event Day Belongings Checklist~

【Items to Prepare】

Check	Item	Details
	Student ID Card	The Student ID card of the Stall Manager (or Deputy) is required for equipment lending.
	Stall Permit	This certificate proves you are authorized to operate a Fair Event/Flea Market stall. Bring it for equipment lending/return, and during stall hours, affix it to the front right of your tarp, facing the aisle.
	Tarp	To be laid out within your stall area. Large items, such as tarps, cannot be disposed of on campus. Please take them home with you.
	Application Booklet (This Booklet)	Contains essential information for operating a fair event or flea market stall. Be sure to bring it.

【Convenient Items to Have】

Check	Item	Details
	Change (Money)	Preparing for change will help your stall operate smoothly.
	Money Pouch/Box	Makes managing sales easier and can help prevent discrepancies when settling accounts.

*The items listed above are the bare minimum. Please prepare any other items your group deems necessary.

*Please prepare more trash bags than you think you will need for the waste generated by your Fair Event/Flea Market.

~Summary of Registrations, Orientations, and Required Items~

Date/Time	Event	Location	Attendees
Sep 25 (Thu) 12:00 PM – Oct 24 (Fri) 12:00 PM	Online Stall Application		Groups wishing to open a stall
Oct 28 (Tue) 6:00 PM	Lottery		Stall Manager, 2 Deputy Stall Managers
Nov 8 (Sat) 1:00 PM – 3:00 PM	Stall Registration		Stall Manager (Deputy may substitute if unavailable)
Nov 27 (Thu) 6:30 PM – 8:00 PM	Stall Manager Orientation	Gakujikan GJ312	Stall Manager, 2 Deputy Stall Managers

*Joining the Stall Manager Orientation midway is not permitted, so please be on time. You will be considered late even if you are one minute past the start time.

***Failure to be reached by phone during the Stall Registration will result in a demerit, so please be careful.**

***Lateness or unexcused absence from the Stall Manager Orientation will result in a demerit, so please be careful.**

Pledge Form

私たち衣笠縁日・フリーマーケット出店団体(以下、出店団体)は 2025 年度立命館大学学園祭(以下、学園祭)において、衣笠縁日・フリーマーケット企画(以下、本企画)に出店するにあたり、下記の事項及び立命館大学学友会学園祭運動における個人情報保護に関する規程 (別紙)に同意します。

記

1. 企画実施中において、公序良俗に反する行為及び宗教的行為を行わない。
2. 企画実施中において、出店団体の故意または過失により、他人に損害を発生させた場合その賠償責任は損害を発生させた出店団体が負う。
3. 2 の場合において、立命館大学学友会学園祭実行委員会及び中央事務局特別事業部、大学当局は免責される。
4. 出店に際しては、立命館大学学友会学園祭実行委員会及び中央事務局特別事業部、大学当局の指示・処分に全て従う
5. 学園祭または本企画の中止・中断が決定された場合は、直ちにそれに従う。
6. いかなる理由でも抽選で当選後、出店を辞退しない。
7. いかなる理由でも立命館大学学友会学園祭実行委員会及び中央事務局特別事業部に対し、返金を求めない。
8. いかなる理由でも立命館大学学友会学園祭実行委員会及び中央事務局特別事業部に対し、本企画が中止になった場合に受けた損失の補填を請求しない。
9. 本企画募集冊子及び配布資料の内容を遵守する。

以上

Participating Group Name: **立命館めいぐるみ研究会**

Stall Manager: **振間 出子**

Current Address: **京都府京都市北区北野白梅町〇〇-〇**

Contact (Mobile Phone): **080-0000-0000**

*Please be sure to make a copy of this pledge form

*You cannot keep the original as your group's copy.

Flea Market Item List Example Forms

Reception	Stall Number: [For University-wide Events Dept. Use] ※ <i>Do not write here.</i> _____	
Stall Name	みんなのフリーマーケット	
Group Name	立命館ぬいぐるみ研究会	
Items for Sale		
1 Stuffed Animal	6	
Details: A fluffy bunny stuffed animal knitted from yarn.	詳細:	
2	7	
詳細:	詳細:	
3	8	
詳細:	詳細:	
4	9	
詳細:	詳細:	
5	10	
詳細:	詳細:	

Fair Event Procedure & Prize List Example Forms

Reception	Stall Number: [For University-wide Events Dept. Use] ※Do not write here. —
Stall Name	ニコニコヨーヨー釣り
Group Name	立命館大学縁日研究会
Event Name	ヨーヨー釣り

Please provide details on the equipment used for the fair event below.

Equipment Name	Reason for Use
Cardboard	Signboard
ビニールプール	水を張る
ヨーヨー	景品
新聞紙	ビニールプールの下に敷く
空気入れ	ヨーヨーを膨らませる
釣り針	ヨーヨーを釣る
アヒル人形	雰囲気形成

Event Content

(Please describe what kind of event it is and the steps for visitors to experience it.)

“Catching a yo-yo with a fishing hook.”

- ① Hand a string with a hook to the visitor.
- ② 来場者がヨーヨーを釣る

Vehicle Entry Application Example Forms

As a general rule, vehicle entry to the Kinugasa Campus on the day of the university festival is prohibited, except where permission has been granted.

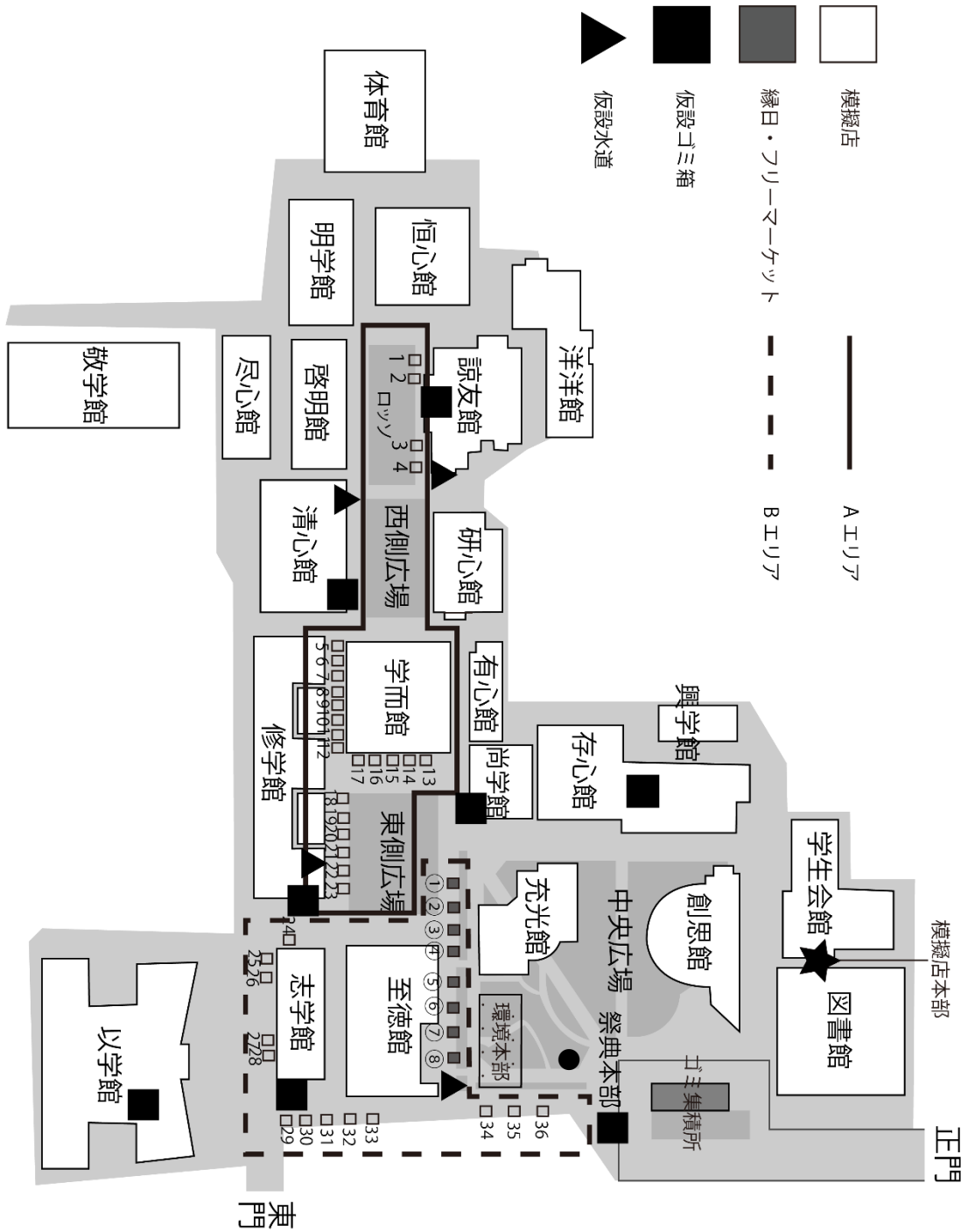
Only if vehicle entry onto campus is necessary for purposes such as delivering heavy items, please complete the vehicle permit request below and submit it during Stall Registration.

備品搬入などの理由で車両入構を希望しますか？								
該当する方に <input checked="" type="checkbox"/> をつけてください								
<input type="checkbox"/>	車両入構を希望します		<input type="checkbox"/>	車両入構を希望しない				
※構内は原則入構禁止かつ駐車禁止です。 ※下記の「2025年度学祭期車輛入構申請書」を記入していただく必要があります。 ※車輛入構は原則1団体につき1台までです。 ※入構の際は警備員の指示に従ってください。								
【2025年度学祭期団体企画車輛入構申請書】								
※必ず全項目記入をお願いします。不備がある場合、許可証を発行できません。								
企画名	緑日・フリーマーケット企画							
団体名	立命館大学ぬいぐるみ研究会							
企画者	氏名	振間 出子						
	学籍番号	0000000000-0						
	連絡先	090-0000-0000						
団体責任者	氏名	模擬 太郎						
	学籍番号	0000000000-0						
	連絡先	090-0000-0000						
運転手	氏名	雲天 栖琉男						
	学籍番号	学外						
	連絡先	080-0000-0000						
入構希望日時	前日	12月6日(土) 9:00～10:30						
	当日	12月7日(日) 9:00～10:30						
入構理由	荷物搬入のため							
車種	<input type="checkbox"/>	自家用車	<input type="checkbox"/>	レンタカー	<input type="checkbox"/>	トラック(t)	<input type="checkbox"/>	タクシー
車名	ポルシェ 365A							
(自家用車の場合のみ記入)								
車両ナンバー	(例) 京都123 あ 4567							
	京都50 ゆ 1127							
車の色	黒							
業者名 (依頼する場合)								
駐車予定場所 (BKC不要)	バスプール							
※前日・当日以外の入構は各自で申請を行ってください。								
※複数台数での入構希望の場合は、1台につき1枚記入してください。								
※レンタカーの場合はナンバー等の記入は必要ありませんが、わかり次第担当者に連絡して下さい。								

MEMO

MEMO

~Campus Map~



Publisher & Contact Information

Central Secretariat Office, University-wide Events Department
Student Center, 2nd Floor, Office 207

Office Hours

1:00 PM - 5:00 PM (During long vacation periods)

4:00 PM - 8:00 PM (During regular semesters)

*Closed on Saturdays, Sundays, and holidays.

*Please note that the staff member in charge may not always be present.

Inquiries are also accepted at the following email address.

Dedicated Email for Kinugasa Fair Event & Flea Market Event

(Kinugasa Campus Only)

2025g.mogi@gmail.com

*Inquiries regarding the Kinugasa Fair Event & Flea Market event will only be accepted at the above email address.

When inquiring by email, please clearly state your group name, stall name, stall number, and the name of the person asking.

Information is regularly updated on the Ritsumeikan University Festival official X (@rits_fes_koho) and official Instagram (@rits_gakusai).

Please follow us!

