

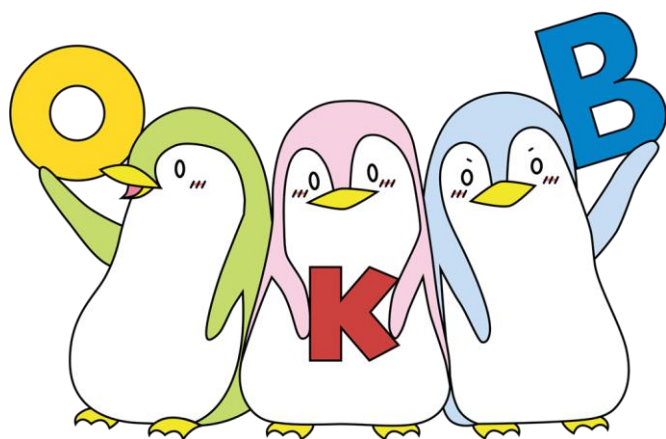
2024 OIC Festival

Food Booth Recruitment Booklet

RITSUMEIKAN

OIC Festival

2024



Food Booth
Recruitment Booklet

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~Basic Information of Food Booths~

<u>Date</u>	<u>November 10th (Sun)</u>
<u>Venue</u>	<u>Ritsumeikan University Osaka Ibaraki Campus (OIC)</u>
<u>Operating Hours</u>	<u>11:00~16:00</u>
<u>Number of Booths</u>	<u>30</u>
<u>Total Area</u>	<u>2.7m×3.6m</u>
<u>Min. Number of Booth Members</u>	<u>7 (including booth leaders)</u> ※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.
<u>Max. Number of Booth Members</u>	<u>10 (including booth leaders)</u> ※You cannot apply if the number of members exceeds the limit.
<u>Max. Capacity</u>	<u>7</u>

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

【Requirements for Opening Booths】

Organizations which belong to the FY2024 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: 13,200 yen

Organizations that do NOT use fire: 4,600 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

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organizations and what will be distributed or lent by the Special Event Team, please refer to P.30-35.

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

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~About University Festival Executive Committee Event

“Mogi-1 Grand Prix” ~

This is the University Festival Executive Committee.

We are excited to host the “Mogi-1 Grand Prix” , which is an event where booths compete with each other in product quality and store ambience through visitor voting!!

What is “Mogi-1 Grand Prix” !?

All booths at OIC are nominated. Visitors of booths will vote for the store they find most appealing based on product quality, store ambience and customer service. Each visitor will have one vote in this ranking competition. The top 3 stores in the final ranking will receive prizes!!

<Event Duration>

Voting Hours: 11:00~16:15

Counting Hours: 16:15~17:00

Result Announcement: Polling place (OIC Meal Shop Entrance) - 17:00~

On-stage announcement - 17:40~17:50

<Polling Place>

OIC Meal Shop Entrance

We will provide more details about this event at the Booth Leaders

Guidance because there are things we would like your cooperation on. We are looking forward to your participation in the OIC Food Booth event!!

~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)

September 1st (Sun) 12:00 ~ September 29th (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://forms.gle/L3bSPbpKNMcWdvFu9>

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

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

September 30th (Mon) 13:00~

There will be a lottery to determine the organizations that can open booths and where the booths can be opened. You will be informed of the result via email. If your organization wins the lot, please start preparing for the festival.

④Attending the document confirmation guidance (P.12)

October 8th (Tue), 9th (Wed) 18:00~20:00 for both dates

Either the booth manager or the assistant booth manager must be present.

※Please submit your documents via email.

⑤Attending the fire safety guidance (P.13)

October 15th (Tue) 18:00~20:00

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)

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October 22nd (Tue), 23rd (Wed) 18:00~19:00 for both dates

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 29th (Tue), 30th (Wed) 18:00~20:00 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.

⑧Registering your booth fee (P.16)

Registration of booth fees will be taken during the guidance for booth managers. If your organization wins the lot, you must pay the booth fee during 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)

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

~About Booth Leaders~

<u>Booth leader</u>	<u>Description</u>
<u>Booth manager</u> <u>(1 person)</u>	<u>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.</u>
<u>Assistant booth manager</u> <u>(2 people)</u>	<u>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.</u>
<u>Fire safety manager</u> <u>(2 people)</u>	<u>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.</u>

【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, organization event, etc.).
- Changes to the booth leaders will only be accepted if a request is submitted via email to the Special Event Team 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.

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 :
Sep. 1st (Sun) 12:00 ~ Sep. 29th (Sun) 23:59
- URL : WEB (Google Forms)
- <https://forms.gle/L3bSPbpKNMcWdvFu9>
- 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 (Mon) 13:00~

【Recipients of the email】

The booth leader who received the lottery participation permit email

【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)

【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.
- 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 (Mon) 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 Special Event Team, 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

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be notified by phone or email.

※The right to be selected from the waitlist will expire on October 6th (Sun)
23:59.

~Document Confirmation Guidance~

After distributing the documents, we will explain the flow of the schedule.

<u>Date and time</u>	<u>October 8th (Tue), 9th (Wed) 18:00~20:00 for both dates</u>
<u>Place</u>	<u>AC130 (October 8th, Tue), AN110 (October 9th, Wed)</u>
<u>Attendees</u>	<u>The booth manager or one of the assistant managers</u>
<u>What to bring</u>	<u>The student ID card of the attending student, stationary</u>
<u>Distributed documents</u>	<u>Ritsumeikan University Cooperative (Co-op) Equipment Lending Booklet, allergen notice template, booth fee registration paper, fire response lesson handout, fire safety guidance handout, booth leader guidance handout</u>

【Important notices】

- We will ask booth managers and assistant managers if they have received emails from us. Please check your inboxes beforehand.
 - The booth manager or one of the assistant managers is required to attend one of the two sessions of the guidance. If you cannot be present at the guidance, please make sure to inform the Special Event Team of your absence by **October 7th (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.

~Fire safety Guidance~

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

<u>Date and time</u>	<u>October 15th (Tue) 18:00~20:00</u>
<u>Place</u>	<u>AC130</u>
<u>Attendees</u>	<u>Both of the 2 fire safety managers</u>
<u>What to bring</u>	<u><input type="checkbox"/> Student ID cards of the participating students</u> <u><input type="checkbox"/> A device for accessing the recruitment booklet (PDF)</u> <u><input type="checkbox"/> Stationary</u> <u>※Please check this list beforehand and make sure to bring them.</u>
<u>Distributed documents</u>	<u>Fire safety guidance handout</u>

【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 Special Event Team of your absence by **October 14th (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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- 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.

<u>Date and time</u>	<u>October 22nd (Tue), 23rd (Wed) 18:00~19:00 for both dates</u>
<u>Place</u>	<u>SORA-NO-Plaza</u>
<u>Attendee</u>	<u>Both of the 2 fire safety managers</u>
<u>What to bring</u>	<u>Student ID cards of attending students</u>

[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 Special Event Team of your absence by **October 21st (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.

~Booth leader guidance~

In order to ensure the safe and smooth operation of booths, the Special Event Team will explain the flow of the schedule on the festival day and things to keep in mind.

<u>Date and time</u>	<u>October 29th (Tue), 30th (Wed) 18:00~20:00 for both dates</u>
<u>Place</u>	<u>AC130 (October 29th, Tue), AN110 (October 30th, Wed)</u>
<u>Attendee</u>	<u>The booth manager, 2 assistant managers</u>
<u>What to bring</u>	<u><input type="checkbox"/> Student ID cards of attending students</u> <u><input type="checkbox"/> Booth fee confirmation stamp, 2 copies of the stamp</u> <u><input type="checkbox"/> A device to access the recruitment booklet (PDF)</u> <u><input type="checkbox"/> Stationary</u> <u>※Please check the list beforehand and make sure to bring them.</u>
<u>Distributed documents</u>	<u>A handout for the booth leader guidance, booth permit, advertisement permit</u>

【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 Special Event Team of your absence by **October 28th (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.

~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.

<u>Date and time</u>	<u>October 29th (Tue), October 30th (Wed) 18:00~20:00 for both dates</u> <u>※The fee can be paid in the session you choose to attend.</u>
<u>Place</u>	<u>AN130 (October 29th, Wed), AN110 (October 30th, Wed)</u>
<u>Attendee</u>	<u>The booth manager, one of the assistant managers</u>
<u>What to bring</u>	<u>□Booth fee confirmation stamp, 2 copies of the stamp</u> <u>※Please check the list beforehand and make sure to bring them.</u>

【Important notices】

- 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.

~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]

<u>Weekdays</u>	<u>9:00~21:30</u>
<u>Saturday</u>	<u>9:00~17:00</u>
<u>Sunday</u>	<u>Out of order</u>

※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.ritsumeai.ac.jp/infostudents/certificate/>).

[Stamp prices]

Booth fee ... Organizations that use fire: 13,200 yen

Organizations that do NOT use fire: 4,600 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 cash-based automated certificate-issuing machines can only take 4,000 yen at once)

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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.

⑥Select "university festival booth fee" and purchase the stamp

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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 13,200 yeh (when using fire)

In this case, you are supposed to have one 10,000 yen stamp + three 1,000 yen stamps + two 100 yen stamps, which totals 6 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.

③Bring the stamps to the booth leader guidance (P.15).

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- ④Submit the original stamps and 2 copies of the stamps.
- ⑤Take home the copies of the stamp with the Special Event Team' 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 Special Event Team 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 Special Event Team 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 Special Event Team 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.

☐Diary products (e.g. milk, fresh cream, parfaits, ice cream)

※Exceptions may be made upon consultation between the Special Event Team and the Student Affairs Department, such as when

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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 Special Event Team or the University Festival Executive Committee

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

~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 Special Event Team before submitting your documents (see P.12). Contact information is listed on P.67.

【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**

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nitrile gloves.

- 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

Absence from the document confirmation guidance 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

Failure to follow instructions from the Special Event Team 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 Special Event Team will patrol booths.

5-point Deduction (Immediate Suspension of Booth)

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

3-point Deduction

<u>Improper wearing of a mask (or a face shield [★1])</u> ※Including not covering the nose [★1]…Face shields are only permitted under special circumstances in which masks cannot be wore
<u>Failure to sanitize hands regularly</u>
<u>Peddling (selling while walking)</u>
<u>Improper storage of ingredient</u>
<u>Using fire before inspection</u>
<u>Using equipment not borrowed from the co-op</u>
<u>Deep frying with a frying pan</u>
<u>Using pre-prepared ingredients before the designated cooking start time</u>
<u>Heating oil over 200° C</u>
<u>Failing to use a cooler box for refrigerated or frozen foods</u>
<u>Filling frying pots with oil above 70% capacity</u>
<u>Displaying religious or highly political items</u>
<u>Leaving the booth unattended after it opens</u>

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<u>Allowing someone wearing a vinyl ribbon to eat at the booth</u>
<u>Failure to install an oil thermometer or wet towel in booths using oil</u>
<u>Failure to follow the booth layout guidelines</u>
<u>Using heat sources unapproved by the Special Event Team</u>
<u>Using campus electricity (including microwaves)</u>
<u>Damaging borrowed equipment</u>
<u>Failure to follow instructions from the Special Event Team staff</u>

2-point deduction

<u>Failure to wear nitrile gloves on both hands during cooking or serving (exceptions allowed for heat-related cooking using work gloves)</u>
<u>Causing disturbances to nearby residents</u>
<u>Obstructing other booths</u>
<u>Recruiting members for your organization at the booth</u>
<u>Exceeding the maximum number of people allowed per booth (7 people)</u>
<u>Cooking outside the designated cooking hours</u>
<u>Selling food outside the designated sales hours</u>
<u>Mixing cooking and accounting roles</u>
<u>Placing flammable items near cooking equipment</u>
<u>Using unsanitized cooking tools</u>
<u>Washing cooking tools at unauthorized sinks</u>
<u>Placing signs in unapproved areas</u>
<u>Cooking in places other than designated long tables</u>
<u>Having both the booth manager and assistant managers leave the booth at the same time</u>
<u>Having both designated fire safety managers leave the booth at the same time</u>
<u>Distributing pre-sold tickets</u>
<u>Disturbing festival participants</u>
<u>Failure to separate garbage</u>
<u>Failure to use a blue sheet</u>
<u>Failure to use a range guard</u>
<u>Failure to post an allergy information sheet</u>
<u>Failure to follow instructions from the Special Event Team staff</u>

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1-point Deduction

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

※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 Special Event Team and the Festival Executive Committee will forcibly remove the equipment and prohibit entry to the booth.

※Acts such as adding sauce to food are considered part of the serving process.

※If a prohibited item is sold, unapproved equipment is used or signage is displayed in unapproved areas, the Special Event Team will confiscate the relevant items and hold them until the end of the festival.

※The Special Event Team 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.

~Mailing List~

<What is the mailing list?>

For organizations applying to operate a booth, the Special Event Team will communicate important information, such as guidance schedules, via email leading up to the festival day. To ensure these notifications reach all relevant individuals, the following members of your group are required to join the mailing list: 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>

- Use your school email address to join the mailing list.
- During the document confirmation guidance on October 8th (Tue) and October 9th (Wed), we will confirm whether you have joined the mailing list.
- Before the results of the lottery draw, check to ensure that you have received emails from the Special Event Team.
- Turn off any spam filters in advance and enable email notifications to avoid missing important updates.
- Do not send or reply to emails via the mailing list.
- 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 emails or failure to notify us of email issues.

~Flow of Schedule on the Festival Day~

November 10th (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
⑰~⑳	8:45~9:30

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

Representatives from the propane gas supplier, the fire department and the Special Event Team 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 P.45-46 for 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 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 equipment.

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

○Pickup Location: Food booth headquarters (between Building D and OIC Field, see P.60-61)

○Pickup Time: 8:00~9:30

Booth numbers ①~⑮...8:00~8:45

Booth numbers ⑯~⑳...8:45~9:30

○Required Item: Student ID card of the booth manager

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

○Equipment for Borrowing: Propane gas, fire extinguishers, plasterboard, disinfectant,

4 types of vinyl ribbons masking tape, nitrile gloves, booth permit

○Distributed 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 9:00, 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 worn at all times during the festival. Please pay extra caution not to lose them.

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[Inspection Time]

All booths 10:00~10:45

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

[Regarding Equipment Return]

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

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

○Return Location: Booth event headquarters

○Return Time: 16:00~18:00

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

○Required Item: Booth permit

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

○Equipment 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

<u>Item Name</u>	<u>Quantity</u>	<u>Target Booths</u>	<u>Details</u>
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<u>Propane gas</u>	<u>1</u>	<u>Booths using fire</u>	<u>Install according to regulations.</u>
<u>Fire extinguisher</u>	<u>1</u>	<u>All booths</u>	<u>Install in designated locations. In case of fire in or near the store, use as judged necessary.</u>
<u>Plasterboard</u>	<u>2</u>	<u>Booths using fire</u>	<u>Place under stoves and special equipment.</u>
<u>Disinfectant</u>	<u>1</u>	<u>All booths</u>	<u>Use for hand disinfection.</u>
<u>Protective tape</u>	<u>1</u>	<u>All booths</u>	<u>Use to affix the store permit.</u>
<u>Vinyl ribbon (for booth leaders)</u>	<u>1 yellow for booth manager, 2 green for assistant managers, 2 red for fire safety managers</u>	<u>All booths</u>	<u>Wear in the designated position.</u>
<u>Vinyl ribbon (for booth members)</u>	<u>White ribbons for all booth members except for booth leaders</u>	<u>All booths</u>	<u>Wear in the designated position.</u>
<u>Nitrile gloves</u>	<u>1 box</u>	<u>All booths</u>	<u>Must be worn when cooking or serving products.</u>
<u>Booth permit</u>	<u>1 sheet</u>	<u>All booths</u>	<u>Affix in the designated location as instructed by the Special Event Team.</u>

<Distributed equipment list> ※No need for return

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

[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

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| closure is complete, and points will be deducted.

~Things to be Prepared by Booth Host Organizations~

Please prepare and check in advance.

✓	Necessary Item	Description
	<u>Cooking utensils and ingredients</u>	<u>Please borrow as much as possible from the co-op.</u> <u>Ensure high standards of hygiene.</u>
	<u>Oil thermometer (be sure to purchase one specifically for oil)</u>	<u>You need to keep the oil temperature below 200° C during cooking. Please make sure to check frequently.</u>
	<u>Stove</u>	<u>If using a stove, make sure to borrow it from the co-op.</u>
	<u>Aluminum foil</u>	<u>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.</u>
	<u>Lighter</u>	<u>Used for ignition. Essential for booths using fire.</u>
	<u>Trash bags</u>	<u>Use transparent bags. They are needed for sorting trash. Please follow the Special Event Team's instructions for sorting and do not use municipal-designated trash bags.</u>
	<u>Cooler box, insulated bag, ice packs</u>	<u>Use for food storage. Please make sure not to store food at room temperature.</u>
	<u>Cloths, wet towels</u>	<u>Use for cleaning around your workspace.</u>
	<u>Work gloves</u>	<u>Use to prevent burns when handling hot cooking equipment. Please use the provide nitrile gloves for cooking and avoid using work gloves.</u> <u>※Work gloves can be used if the handles of cooking utensils get hot and dangerous during cooking.</u>
	<u>Money tray</u>	<u>Must be used for handling money.</u>
	<u>Cutlery</u>	<u>Prepare containers, chopsticks, spoons, forks, etc. for serving products.</u>
	<u>Scissors</u>	<u>Use as needed for opening bags, etc. but do not use on food.</u>

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.
- In order 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 15th(Tue).
- The Special Business Department will loan out 8 kilograms of gas. In addition, stores that use 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 will be cooking directly using special utensils (okonomiyaki cookers, yakitori cookers, etc.), you will need to rent other special utensils from the Co-op.

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(For details, please refer to the Co-op rental equipment booklet distributed at the document confirmation guidance on October 8 (Tue) and 9 (Wed).

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 Special Projects 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 persons 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 (Special Projects 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 Special Project 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 going to wet 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 Special Projects Department.

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

~Sanitation Management~

The following items must be observed.

コメントの追加 [介R1]: range guard
propane gas
Fire Extinguisher
Signs
Stove

コメントの追加 [介R2]: long table
Propane gas (PP rope Japan to fix with long desk)
Permit for opening a stall
Fire extinguisher
Cooking utensils
Signboard (to be fixed to the front of the long desk with four PP ropes)

コメントの追加 [介R3]: Plasterboard should be placed under the stove.
stove
Range Guard
Bundling desks and tables
propane gas
Wrap plasterboard with aluminum foil
Keep a distance of at least two meters from the stove
Tie the gas hose underfoot with PP rope to prevent stepping on it
Bind the propane gas to the legs of the desk to prevent it from tipping over.

Special equipment

コメントの追加 [介R4]: range guard
desk
Gypsum board wrapped entirely with aluminum foil throughout

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□ 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 with alcohol disinfectant 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 keep the temperature below 10°C at all times.

- 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 persons 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】

【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

コメントの追加 [介R5]: PP rope
long table
Signboard

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will be distributed by the Special Projects 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 Special Projects 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 Special Projects Department may be asked to be removed.

~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 Special Projects 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 Special Projects 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.

• 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 on p. 38 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.

2024 OIC Festival Food Booth Recruitment Booklet

• 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 rain or shine. 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 Special 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 Special Projects Department and the Festival Committee will make rounds to notify the organizers.

In the event that 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】

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 garbage from cooking.
- If visitors come to dump their trash, please ask them to go to the temporary trash cans on the premises.

コメントの追加 [介R6]: Separated items Specific examples Notes
Burnable trash Plastic, food scraps, coolants, range guards

Bottles Collect after removing contents
Cans Collect after removing contents
PET bottles Collect after removing contents (remove labels and caps for burnable trash) (labels and caps removed for disposal)

Styrofoam
Corrugated Cardboard Collect open and folded

Leftover food and soup
Collected at garbage collection points

Waste oil Used oil from fried food Waste oil solidified with coagulant for waste oil or absorbed with newspaper should be brought to the garbage collection point.

Please bring the oil that could not be processed by coagulant for waste oil and newspaper to the Environment Division.

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- 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.

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~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
Leftovers 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.

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Please take it home as the responsibility of each organisation.

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

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[Collection location and time]

On the day of the University Festival, the permanent trash can installed on the premises can also be used as usual. However, the permanent trash can has 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 (see P.61 for the location)

【注意事項】

- 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 disinfectant, 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.

~How to Use Oil Solidifier~

[Usage procedure]

1. Immediately after cooking, add the oil solidifier while the oil is hot (about 80°C or more). **Be sure to turn off the fire and use it immediately.**
2. Stir well until the oil solidifier dissolves completely.
3. Leave it for about 1 hour until the oil hardens. (The time varies depending on the room temperature and the amount of oil, but it will harden when it is below 40°C.)
4. When it hardens, peel it off with a fryer, put it in a plastic bag, and bring it to the garbage collection station.

(In the case of cold oil)

- Add the Oil solidifier and reheat (about 80°C) while stirring.
- When it melts enough, turn off the heat and let the oil cool down.

(If it does not solidify)

- If the amount of oil is too much, it will not harden. Add an oil solidifier and heat it again (about 80°C).
- When it melts, turn off the fire and leave it alone.

※If the Oil solidifier is insufficient for distribution, please come to the event hq. I'll give you a spare. In addition, one pack of oil solidifiers can solidify about 600 ml of oil.

※**The use of fire is prohibited outside business hours. Be sure to turn off the heat and add the Oil solidifier immediately. Please close the business with plenty of time.**

※**You can wipe off the oil with the newspaper you brought.**

※**If the oil does not solidify, the staff will collect it in a bucket can, so please do not try to overheat it and call event hq.**

~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 metres 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 Festiv. Please contact the al Executive Committee. In addition, please contact the festival hq.

<Example of how to contact festival hq>

"We are the Food booth、 numberO(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 neighbouring 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.

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[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 metres 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 middle of the hose, 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

Let's do it.

※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.

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

<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 metres 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.
- The festival hq will call 119. **Participants should not report.**
- Please follow the instructions as soon as the head of the Food booth of the University-wide Events Department arrives.
- Health centre 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 P.67.
- 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.

2024 OIC Festival Food Booth Recruitment Booklet

[In case of injury or poor health]

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

Privacy Policy

(Purpose)

Article 1.

This Agreement governs the personal information held by the University-wide Events Department during its activities.

(Definition)

Article 2.

Personal information, as used in this Agreement, means information that can be used to identify an individual, such as name, address, date of birth, telephone number, e-mail address, student ID number, etc., relating to an individual.

(Responsibilities)

Article 3.

The University-wide Events Department is responsible for adhering to these terms and conditions regarding protecting personal information.

(Management Officer)

Article 4.

The University-wide Events Department Director is responsible for protecting personal information in the University-wide Events Department.

Article 5.

The Superintendent will instruct and supervise University-wide Events Department members to comply with this Agreement.

(Safety Management)

Article 6

The University-wide Events Department will strictly protect personal information from being viewed by third parties.

(Purpose of use)

Article 7.

The University-wide Events Department will use personal information only to plan and operate the Ritsumeikan University Festival.

(Destroyed)

Article 8.

The University-wide Events Department will destroy personal information as soon as possible after all operations as specified in the preceding article are completed.

(Provision to third parties)

Article 9.

The University-wide Events Department will not provide personal information to third parties.

Article 10.

Notwithstanding the preceding paragraph, the University-wide Events Department may provide personal information to a third party in any of the following cases

1. with the consent of the provider
2. when we are requested by the police or a court of law to disclose information related to a criminal investigation
3. under laws and regulations

**2024 OIC Festival
Food Booth Recruitment Booklet**

, the Ritsumeikan University Student Union University Festival Executive Committee
Chairperson Hitomi Hozumi

記入例

Oath

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 2024 Ritsumeikan University Festival OIC Festival (hereinafter referred to as this festival).

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.

End

August 25, 2024 (Saturday)

Name of the group Emerald

2024 OIC Festival
Food Booth Recruitment Booklet

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.

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 temperature
Potato	Sundy	22	12/03	Refrigeration
Salt (i.e. sodium chloride)	Sundy	1Kg	12/03	Room temperature

2024 OIC Festival
Food Booth Recruitment Booklet

Cooking Processes				
1.Heat oil				
2. Fry cut potatoes in oil.				
3. Cover potatoes with salt.				
4. Put in the tray.				
5				
6				
7				
8				
Sales method				
Sold in paper cups.				

2024 OIC Festival Food Booth Recruitment Booklet

Ritsumeikan University Student Union University Festival Executive Committee
Chairperson Hitomi Hozumi

A written oath

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 2024 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 Festival Executive Committee and 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.

2024 OIC Festival
 Food Booth Recruitment Booklet

End

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

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				

2024 OIC Festival
Food Booth Recruitment Booklet

1
2
3
4
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

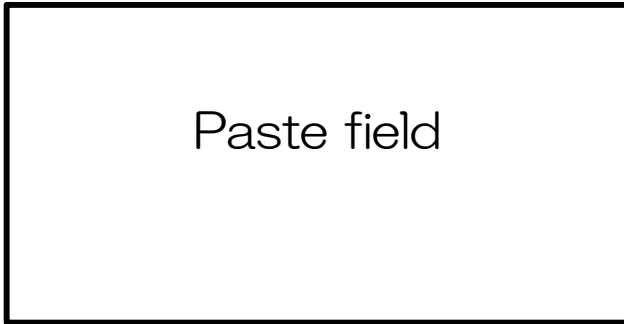
Paste field

④ fire safety m

Paste field

©fire safety

manager



2023年度 OIC 募集
Food Booth Recruitment Booklet

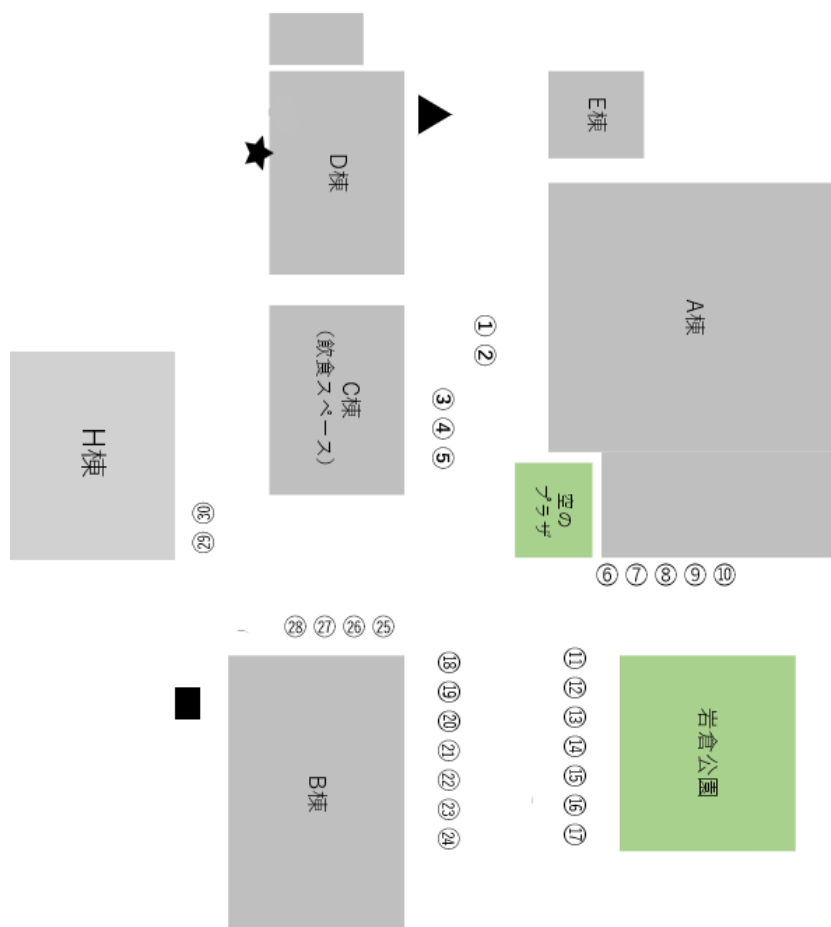
~Area Map~

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



③④⑤・・・booths without tent
 others・・・booths with tent
 ・・・event hq
 ☆・・・Environmental hq
 ▲・・・garbage collection
 station

2023年度 OIC 祭典
Food Booth Recruitment Booklet



~What to do next~

1. Reception of stalls
Period: Primary acceptance: September 1 (Sun.) 12:00 - September 29 (Sun.) 23:59
Format: Conducted via the Web
URL: https://forms.gle/L3bSPbpKNMcWdvFu9

2023年度 OIC 祭典
Food Booth Recruitment Booklet

2. Notification of lottery results
Distribution date: September 30 (Fri) 13:00- Simultaneous e-mail transmission
3.Guidance on document verification
Deadline: Tuesday, October 8 and Wednesday, October 9, 18:00-20:00 each day Location: AC130 (Tuesday, October 8), AN110 (Wednesday, October 9)
4.Guidance on handling fire
Date: Tuesday, October 15, 18:00 - 20:00 Location: AC130
5. purchase of certificates for stall fees
6. firefighting training
Date and time: Tuesday, October 22 and Wednesday, October 23, 18:00-19:00 each day Place: Plaza of the sky
7. guidance for the person in charge of holding the store
Date and time: Tuesday, October 29 and Wednesday, October 30, 18:00 - 20:00 each day Location: AC130 (Tuesday, October 29), AN110 (Wednesday, October 30)
8. University Festival day
Date and time: Sunday, November 10, 8:00 - 18:00 (including preparation and clean-up)

memo

2023年度 OIC 祭典
Food Booth Recruitment Booklet

2023年度 OIC 祭典
Food Booth Recruitment Booklet

memo

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.

2023年度 OIC 祭典
Food Booth Recruitment Booklet



Publisher and contact
information
Central Administrative Office
University-wide Events Department
OIC Building A 2nd floor

※Inquiries about the OIC Food booth will only be accepted at the above e-mail address.

When inquiring by e-mail, **please be sure to specify the name of the organisation and the name of the person who inquired.**