



**Ritsumeikan
Kinugasa Festival**



**Fair / Flea Market
Recruitment Booklet**

2024/11/24(SUN)



~Table of contents~

Page	Page title
1	Table of contents
2	What is a fair/flea market project?
3	The Flow of Opening a Booth at a Fair/flea Market
4	Determination of the Booth Manager
5	Prohibited Items for Sale
6	List of Suggested Activities for the Fair/Flea Market
7	Web Application for Booth Opening
8	Lottery
9	Mailing list
10~11	Booth Registration
12~13	Booth Manager Guidance
14	Flow of the Day
15~16	Equipment Rental and Return
17~19	Deduction Items
20	Garbage Separation
21	Temporary Water Supply
22	Parade
23	Notes for Rainy Weather
24	Emergency Response
25	Regulations Regarding Personal Information
26	Checklist for Submitted Items and Things to Bring
27	Checklist for Things to Bring on the Day
28	Summary of Reception, Guidance, and Required Items
29~32	Pledge, Flea Market Sales List, Fair Procedure Prize List, and Vehicle Entry Application
33~34	MEMO
35	Campus Map of Kinugasa
36	Publisher and Contact Information

~What is the Fair/Flea Market Project?~

The Fair/Flea Market project involves outdoor sales of goods and services (excluding food) at the University Festival. Participants can run booths offering games like ring toss or sell second-hand clothes, books, recycled items, or handmade goods. If you wish to sell food, please apply for the mock store project, which is detailed in a separate booklet. We look forward to your participation!

【Event Date & Location】

November 24, 2024 (Sunday), Ritsumeikan University, Kinugasa Campus

【Booths Operating Hours】

11:00~17:00

【Booth Size】

Width: 2.7m × Depth: 1.8m

【Number of Booths to be Recruited】

10 booths

【Minimum Number of People Required】

5 people

※including 1 manager and 2 assistant managers

【Maximum Number of People Allowed】

10 people

※Applications exceeding the maximum number will not be accepted.

【Maximum Number of People Allowed Inside the Store at Once】

7 people

【Maximum Number of Parade Participants】

2 people

※These participants are not included in the maximum number of people in the booth.

【Conditions for Opening a Booth】

The manager and a majority of the participants must be undergraduate students of Ritsumeikan University.

~The flow of opening a booth at a fair/flea market~

① Read the Recruitment Booklet

- This booklet contains the procedures and important notes for opening a store. Please read it carefully. The Central Administrative Office and University Festival Executive Committee will not be responsible for any disadvantages caused by not thoroughly reading the booklet.

② Decision of Booth Manager and Items for Sale (p.4~6)

- Must be someone who can attend all the receptions, guidance sessions, and the festival itself.
- Ensure that the items for sale do not violate the prohibited items list (p.5).

③ Web Application for Booth Opening (p.7)

From 12:00 AM, September 23

(Monday) to 12:00 PM, October 20 (Sunday)

- A web application is required to open a booth.
URL: <https://pro.form-mailer.jp/fms/14168bc7319744>



④ Confirmation of Lottery Results (p.8 • 9)

To be announced via email by

12:30 PM on October 22 (Tuesday).

- A lottery will be held to determine the groups and locations of the booths, and the results will be sent by email.

⑤ Booth Registration (p.10 • 11)

Saturday, October 26 13:00~15:00

- Please download and fill out the necessary documents and send them via email by 5 PM, October 25.
※ Files for submission are available on Gakuyuukai homepage. Please download the file yourself before filling it out.

⑥ Guidance for Booth Managers (p.12 • 13)

Friday, November 15, 18:00~

19:30

- Guidance will be provided to booth managers.
- **Participants: Manager (1 person) and Assistant Managers (2 persons)**
※ As soon as the attendance of each manager in all guidance sessions is confirmed, booth permits will be distributed.

⑦ Preparation for the Festival

- Review the contents of the guidance and **be sure to share the information with all members involved in the booth.**
- **Be cautious not to violate the prior deduction rules (p.17).**

~Determination of the Booth Manager~

Role	Description
Manager (1 person)	Oversees the operation and bears full responsibility for the store. Attends the store registration and guidance sessions (in the absence of the store manager, an assistant manager may attend).
Assistant Manager (2 persons)	Assists the store manager. In their absence, they may act on behalf of the store manager. They must attend the store manager guidance session.

【Notes】

- Only undergraduate students of Ritsumeikan University can become a booth manager.
- The booth manager does not necessarily have to be in charge of a circle/club activity.
- Please make sure that the booth manager can be contacted.
- The same person cannot hold multiple positions of responsibility. In addition to the Fair and Flea Market project, you cannot serve as a responsible person for the Mock Store project, Central Stage project, Kinugasa ED project, West Stage project, or any group project held at the Kinugasa Festival. If you are registered for multiple roles, booth approval will not be granted.
- Changes to the person in charge will **only** be allowed **if requested to the University-wide Events Department before the booth registration**. After the registration, changes will generally not be accepted unless due to unavoidable circumstances such as an accident.
- **The manager and assistant managers must attend the guidance session.**
- On the day of the event, **either the manager or one of the assistant managers must be present at the booth** from setup to cleanup. If no one is present, points will be deducted.
- The persons in charge must wear a vinyl ribbon on their left shoulder as an identifier during the event.
- ※ Managers should wear a yellow ribbon, and assistant managers should wear a green ribbon.
- Always follow the instructions of the University Festival Executive Committee, the University-wide Events Department, and the Student Office.

~List of Prohibited Items for Sale~

The following items cannot be sold at the Flea Market or used as prizes at the Fair:

- Food and beverages
- Alcoholic beverages (including non-alcoholic) and tobacco
Bringing alcoholic beverages onto the Kinugasa Campus, as well as drinking and smoking, is prohibited.
※ Smoking is allowed in some areas
- Dangerous items
The provision of products or services that may damage the premises or equipment or endanger people is prohibited.
- Personal privacy
The provision of products or services that violate the privacy or dignity of any individual is prohibited.
- Items offensive to public order and morals
- Copyright-infringing items of others
- Items related to commercial activities
- Items associated with specific religions, ideologies, or political activities
- Live animals or plants
- Pharmaceuticals
- Other items deemed inappropriate by the Central Administrative Office or the University Festival Executive Committee

~List of Suggested Activities for the Fair/Flea Market~

Some groups may be unsure of what goods to sell or services to offer. To help, we've compiled a list of suggested items for sale. Please use this as a reference and come up with creative and original products!

◎ : Likely to be approved for sale

△ : Sale may be approved with some conditions

Fair		
◎or△	Type	Notes
◎	Super ball scooping	Ensure that water does not overflow
◎	Ring toss	
◎	Yo-yo scooping	Be careful when handling the needle
△	Target shooting	Ensure the safety of participants

Flea market		
◎or△	Items for Sale	Notes
◎	Used books	Items offensive to public order or morals are not allowed
◎	Used clothes	
◎	Toys	
◎	Household items	

This list is only a reference. After the lottery has confirmed the participating stores, the University-wide Events Department will review the items before store registration. If any items do not meet the conditions for approval, they will not be allowed for sale.

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

~Web Application for Booth Opening~

Date and time : Monday, September 23, 0:00~Sunday, October 20, 12:00

URL : <https://pro.form-mailer.jp/fms/14168bc7319744>



【Application details】

The reception form must be filled out with the following information

• Booth name

Names that infringe on copyrights of others or are offensive to public order and morals may not be approved by the University-wide Events Department. In such cases, you will be asked to change the booth name. If you do not comply, points will be deducted, and in some cases, you may not be allowed to open a booth.

• Group name

Please enter the official group name.

• Items for Sale (in the case of a flea market)

Example: ①Plush toys ②Self-published novels ③Handmade accessories

• Procedure and Prizes (in the case of the fair)

Example: ①Hand a string with a hook to the visitors. ②Visitors use the hook to fish for yo-yos.

• Participants list

※The participant list (Excel file) is available on the Student Union website. Download it, fill in the necessary information, and attach it to the registration form.

① Manager (1 person)、Assistant Manager (2 people): Name, phone number, email address, faculty, & student ID number

②Other people involved in preparation and operation: Name, faculty, & student ID number

※All individuals involved in preparation and operation refer to everyone who is involved in tasks such as sales and preparation for the fair and flea market.

※For non-university members, only their name and university name should be provided

【Notes】

- Please use an email address that you check **frequently on a daily basis**.
- Names that infringe on copyrights of others or are offensive to public order and morals may not be approved by the University-wide Events Department.
- The content you enter in the registration form will be reviewed during the booth registration. **Make sure to keep a record of what you enter in the form.**
- If there are any deficiencies in the submitted documents, and the responsible person cannot be contacted, the web application for store registration will be invalid.

The web application alone does not confirm store approval.
Be sure to check the email with the lottery results, which will be sent by 12:30 PM on Tuesday, October 22.

~Lottery~

If the number of applications exceeds the number of available store slots, a lottery will be held to fairly determine the store participants. If the number of applications is less than or equal to the available slots, the lottery will determine store locations.

The University-wide Events Department will conduct the lottery on behalf of participants, and the results will be notified via email.

【Email Notification Date and Time】

October 22 (Tuesday) at 12:30 PM

※ Please note that the email sending time may vary.

【Recipients】

Manager (1 person) and Assistant Managers (2 persons)

【Distributed Items】

Store registration guide sheet

【Notes】

- If you win the lottery, withdrawal from participation is not allowed.
- The lottery results will either be “accepted” or “rejected.”
- If a group that has been selected does not open a booth for some reason, groups that were rejected will be selected in order according to their lottery number. If a vacancy arises, the Manager and Assistant Managers will be contacted via phone or email.

※ The selection for vacancies will be completed by October 24 (Thursday).

~Mailing List~

A mailing list will be created to communicate information related to the fair and flea market store openings, and the University-wide Events Department will send out emails.

【Scheduled delivery date】

October 22 (Tuesday)

【Recipients】

The email addresses of the Fair/Flea Market Managers and Assistant Managers

【Content】

抽 Lottery results, guidance session announcements, classroom changes, event cancellations, and emergency contacts.

【Notes】

- If any of the Store Managers or Assistant Managers do not receive the lottery result email, contact the University-wide Events Department during store registration. If no contact is made, the email will be considered to have been delivered normally.
- **The University-wide Events Department takes no responsibility for any disadvantages caused by not checking emails or failing to report undelivered emails.**
- Please use an email address that **you frequently check.**
- Booth participants should refrain from using the mailing list for email distributions or replies.
- Please disable any spam filters and ensure email notifications are enabled in advance.

~Booth registration~

During store registration, the University-wide Events Department will confirm the store details based on the information entered in the web application.

The registration will be conducted via phone. We will call you at the specified time.

【Registration Date and Time】

10月26日(土) 13:00~15:00

【Recipients】

October 26 (Saturday) from 1:00 PM to 3:00 PM

【Distributed items】

Manager Guidance Session guide sheet

Submission Documents (Deadline: Friday, October 25, 5:00 PM, via email)

- Copy of Store Manager's and Assistant Managers' student ID (Word file)
- Pledge form (PDF file)
- Vehicle entry application form (Word file, only for groups requesting it)
- Sales item list (for the flea market) and procedure and prize list (for the fair)
- ※ Submission documents (Word files) are available on the Student Union website. Please download and fill them out before submission.
- ※ Only email submissions will be accepted.
- ※ Only the pledge form should be converted to a PDF file; other Word files should not be converted to PDFs.

【Notes】

- The lottery result email will specify the time for registration, so be sure to check it. *If we cannot reach you at the specified time, points will be deducted.*
- Documents with errors will not be accepted, and resubmission will be required.
- Either the Manager or an Assistant Manager must answer the phone. If they cannot, individual arrangements will be made later, but be sure to contact the University-wide Events Department by **5:00 PM on Friday, October 25**. The contact information is on the back cover.

- We will confirm whether the Manager and Assistant Managers have received the lottery result email. Before the registration call, please confirm with the Manager and Assistant Managers whether they have received the email.”
- After the store registration is completed, **changes to the person in charge, store name, or items for sale will generally not be accepted.** If you absolutely need to make changes, please consult with the University-wide Events Department before the store registration. Any changes made after the registration will result in point deductions, regardless of the reason.
- We will confirm the details you entered in the web application for store registration. Please make sure to take notes or keep a record of it

~Booth Manager Guidance~

【Date and Time】

November 15 (Friday), 6:00 PM - 7:30 PM

【Location】

Zonshin Building, Room ZS201

【Participants】

Manager and two Assistant Managers

【Materials Provided】

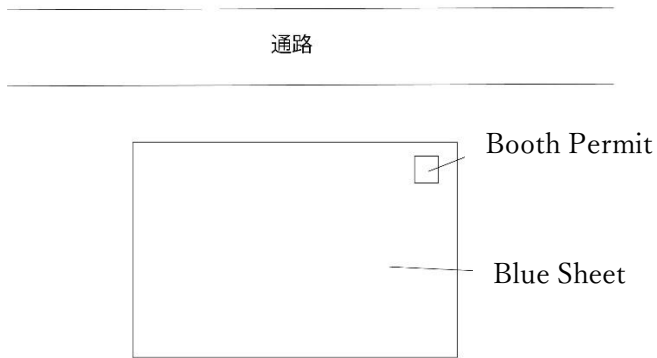
Booth Permit, Summary Sheet, Recruitment Booklet

【Things to Bring】

Student ID of those attending the Booth Manager Guidance

【Notes】

- Each group needs to fully understand the information necessary to safely and smoothly run their store at the Fair and Flea Market. **Be sure to share the guidance content within your team.**
- If even one person is absent, the store will not be allowed to participate in the Fair and Flea Market. **Substitutes and late arrivals are not allowed. If you are even 1 minute late, you will not be allowed to enter,** so please arrive with plenty of time.
- Once all the responsible persons have attended the guidance, the Store Permit will be issued.
※Without the Booth Permit, you cannot open a booth.
- **You must bring the Booth Permit to the University Festival** and show it during equipment rental and return.
- During the festival, display the Booth Permit in the designated area on your booth to ensure it is visible.



- If you lose the Booth Permit, please contact the University-wide Events Department to have it reissued.
 - ※ If you lose it before the day of the festival, please visit Office 207 on the 2nd floor of the Student Center.
 - ※ If it is lost the day before or on the day of the festival, visit the Mock Store Headquarters.
 - ※ Only one reissue is allowed; if you lose it again, your booth will be canceled.
-
- Latecomers or those absent without notice will receive a point deduction, and an individual guidance session will be held later.
-
- If you exhibit poor behavior during the guidance, such as sleeping, talking, or doing other work, you will be deducted points and asked to leave.
-
- If even one person cannot attend the Store Manager Guidance, individual guidance will be conducted later. Please contact the University-wide Events Department by **5:00 PM on Thursday, November 14**. The contact information is on the back cover.

The Booth Manager Guidance will explain the specific flow of the day. Make sure the guidance content is shared not only with the store manager but with the entire group.

~Flow of the Day~

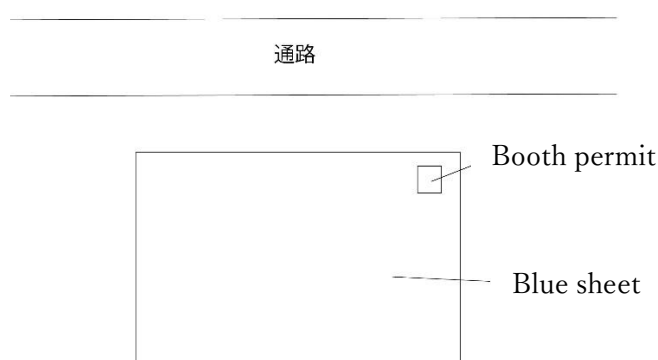
① 10:00~Equipment Rental Begins

〈Rental Time〉 10:00~11:00

- Equipment necessary for the Fair and Flea Market will be rented out at the Mock Store Headquarters.
- You must bring your **Booth Permit and Student ID** on the day of the University Festival.
- Please prepare your own tables, chairs, and any other necessary items.
 - ※ Ensure that any equipment used stays within the store area (2.7m x 1.8m).
- The use of carts or hand-pulled carts is prohibited.

② 11:00~17:00 Operating Hours

- During operating hours, display the Store Permit in the designated area on your booth.
 - ※Tents will be set up this year.



- As soon as the store closes, begin cleanup immediately.
- **No sales are allowed outside of the designated operating hours.**

③ 17:00~Closing Sales and Equipment Return

- Equipment should be returned between 5:00 PM and 6:00 PM.
- Each group is responsible for cleaning their area after closing.
- All garbage generated during the day must be taken to the waste collection site. Large items like blue sheets cannot be discarded. Please take them home and do not dispose of them in nearby stores or facilities.

※See page 20 for information on garbage separation

If you have any issues on the day of the festival, please come to the Mock Store Headquarters.

~Equipment Rental and Return~

The University-wide Events Department will lend the necessary equipment for store operation at the Fair/Flea Market on the day of the University Festival.

The equipment must be returned after the event.

When renting equipment, **you must bring your Booth Permit and Student ID. Only the person who handed in the Student ID can retrieve it** when returning equipment, so make sure the same person comes back. Your Student ID will be kept securely.

Once you receive the equipment, please quickly transport it back to your booth.

① Equipment Rental on the Day

【Date and Time】

November 24 (Sunday), 10:00 AM - 11:00 AM

【Location】

Mock Store Headquarters

【Number of Participants】

1 person

【Things to Bring】

Booth Permit, Booth Manager's (or Assistant Manager's) Student ID

【Items Provided】

Money Tray for cash transactions

【Items Rented】

Badges for the responsible persons, participants, nameplates

【Note】

- Only one person per group can come for equipment rental.
• ※If two or more people come, equipment will not be rented out.
- Equipment will not be rented out after 11:00 AM. **Please adhere to the rental times.**
- The store manager must wear a yellow vinyl ribbon, the assistant manager a green ribbon, and anyone involved in preparation or operation must wear a white ribbon on their left shoulder. Do not remove the ribbon.
- When walking around, wear your nameplate on your left chest.

②Equipment Return on the Day

<p>【Date and Time】 November 24 (Sunday), 5:00 PM - 6:00 PM</p> <p>【Location】 Mock Store Headquarters</p> <p style="text-align: right;">【Number of Participants】 1 person</p> <p>【Things to bring】 Booth permit ※ Please keep the Booth Permit until the end of the event.</p> <p>【Items to Return】 Badges for the managers, participants, and nameplates.</p>
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【Notes】

- Only one person per group can return the equipment.
 ※If two or more people come, equipment return will not be accepted.
- The Student ID that was held will be returned. **Only the person who provided it can collect it.**
- Please return the equipment clean. If it is dirty, you will be asked to clean it.

③About Equipment Usage

Name	Quantity	Type	Details
Badges for Managers	1 for Manager, 2 for Assistant Managers	Rental Equipment	Manager: yellow, Assistant Manager: green
Badges for participants	Up to 6 (depending on the number of participants)	Rental Equipment	White color
Nameplates	2	Rental Equipment	Must be worn when walking in the parade.
Money Tray	1	Provided Equipment	Used for cash transactions

~Point Deduction Items~

The following are prohibited to ensure the safe operation of the Fair/Flea Market. Each group starts with 5 points once their participation is confirmed by lottery. Points will be deducted based on violations. **If a group's points reach 0, their store will be immediately shut down.** If their booth is shut down before the event, they will not be allowed to participate. If the group continues to operate after being shut down, the University-wide Events Department and the University Festival Executive Committee will forcibly remove equipment and ban entry into the booth area.

※If you are ordered to cancel exhibition, you will not be allowed to exhibit in this project in the next year.

【Items Leading to Point Deductions Before the Day of the Event】

Immediate Booth Shutdown (5-point deduction)	
Loss of the Booth Permit for the second time or more	
3-point deduction	
Sale of advance tickets	
2-point deduction	
Changes to the person in charge, booth name, or items for sale after store registration	
Not answering the phone during the registration call without prior notice	
Late or unexcused absence from the Booth Manager Guidance	
Bad behavior during the Booth Manager Guidance (e.g., talking, etc.)	
1-point deduction	
Not following the instructions of the University-wide Events Department	

【Items Leading to Point Deductions on the Day of the Event】

Immediate Booth Shutdown (5-point deduction)
Drinking alcohol inside or outside the store
Smoking inside or outside the store
Actions or items that violate public order and morals
Acts of violence
Operating a booth without permission
Selling unapproved items
Unauthorized use or movement of campus equipment
Use of generators
Use of open flames
Gambling or activities with strong gambling elements
Not following the instructions of the University-wide Events Department

3-point deduction
Use of campus electricity (including microwaves on campus)
Poor treatment of visitors
In case a visitor is injured
Peddling (selling outside the designated store area)
Sale of advance tickets
Not following the instructions of the University-wide Events Department

2-point deduction
Soliciting for groups
Religious or political activities
Leaving the booth unattended
Interfering with other booths
Causing nuisance to nearby residents
Selling items outside the designated hours
Providing food and drinks (including free provision)
Operating outside the designated store area
Accepting corporate sponsorship
Interfering with the operations of the University-wide Events Department or University Festival Executive Committee
Not following the instructions of the University-wide Events Department

1-point deduction
Using microphones, musical instruments, or loudspeakers
Playing music
Both the Manager and Assistant Managers leaving the store at the same time
Exceeding the booth's maximum capacity (7 people)
Walking around without wearing the nameplate
Distributing flyers or advertising unrelated to the Fair/Flea Market while walking around
Not displaying the Booth Permit
Not using the blue tarp
Eating while wearing the badges for responsible persons or participants
Leaving equipment unattended on campus
Bringing in carts or hand-pulled carts
Not starting cleanup after the sales hours end
Allowing equipment to extend beyond the booth area
Not following the instructions of the University-wide Events Department

【Notes】

- If prohibited items are found to be sold or provided, the items will be held at the Mock Store Headquarters until equipment return is completed.

~Garbage Separation~

【Regarding Garbage Separation】

A large amount of garbage will be generated during the operation of the Fair / Flea Market on the day of the University Festival. To maintain cleanliness and facilitate smooth garbage collection, we request that participants separate their garbage. Thank you for your cooperation.

Temporary Garbage Bins

【

Collection time: November 24 (Sunday) 11:00 AM - 7:00 PM

Collection locations: In front of Seishinkan, East side of Shigakukan, In front of Shogakukan, East side of Shugakukan, South of the bus pool, Inside Ryo-yu-kan cafeteria, In front of Cafe Yunge, In front of Keimeikan, 1st floor of Zonshin-kan, 1st floor of Igakukan

※All existing outdoor and indoor garbage bins will be closed on the day of the festival.

※10 temporary garbage bins will be set up on campus to collect garbage generated from the Fair / Flea Market.

【Garbage Separation Categories】

Garbage will be collected as follows during the University Festival. Please separate your garbage at your booth in advance.

1. **Combustible garbage:** food waste, ice packs, sponges, soiled plastics (e.g., plastic bags, straws), eco-trays, used oil, chopsticks, skewers

※Used oil should be solidified with a coagulant and disposed of at the garbage collection site.

2. **Plastic:** only clean plastic will be collected

3. **PET bottles:** empty the contents, and collect the cap and label as plastic garbage

4. **Cans:** empty the contents before disposal

5. **Glass bottles:** empty the contents, and leave the cap and label attached

6. **Leftovers and soup:** do not pour into the temporary water supply

7. **Paper**

8. **Cardboard:** collect only at the garbage collection site. Cardboard that is too soiled to be reused should be broken down and disposed of as combustible garbage.

9. **Styrofoam:** collect only at the garbage collection site

10. **Metals (nails, screws, etc.):** collect only at the garbage collection site

11. **Wood (beams, plywood, etc.):** collect only at the garbage collection site

※Large garbage, blue sheets, cooking utensils, and leftover ingredients from the mock store cannot be collected and must be disposed of by each store.

【Notes】

- If there is a large amount of garbage, please bring it directly to the garbage collection site.
- If you have any questions regarding garbage on the day, please visit the Environmental Headquarters.
- Please ensure the garbage generated from the Fair / Flea Market is separated responsibly.

~Temporary Water Supply~

Please use the temporary tap water during the fair/flea market. There are dish soap, sponge, tawashi, trash bags on the sink, hand soap, water drop net, and alcohol spray.

Time and Date available...November 24th (Sun) 11:00~19:00

※Use of any time other than written above is prohibited.

※Please use the temporary water supply for washing hands. Please also use the temporary water supply if your fair needs access to. **Do not use for any other purpose.**

※Make sure to **keep it clean** for others.

※In the unlikely event of damage to the temporary water supply, please notify the University-Wide Events Department as soon as possible.

【Precautions】

- Temporary trash can, water supply, trash collection, and environment headquarters are shown on the map on the other side of the back cover.
- Please prepare your trash bag for your group.
- Please keep the trash bag behind your stall and do not dispose of trash given by guests. If the guests try to dispose, please ask them to use the temporary trash can for guests.
- If the trash is full, please bring it to the trash collection place directly.
- If you have any questions regarding the temporary water supply, please visit the environment headquarters directly.

~Marketing/ Promotion~

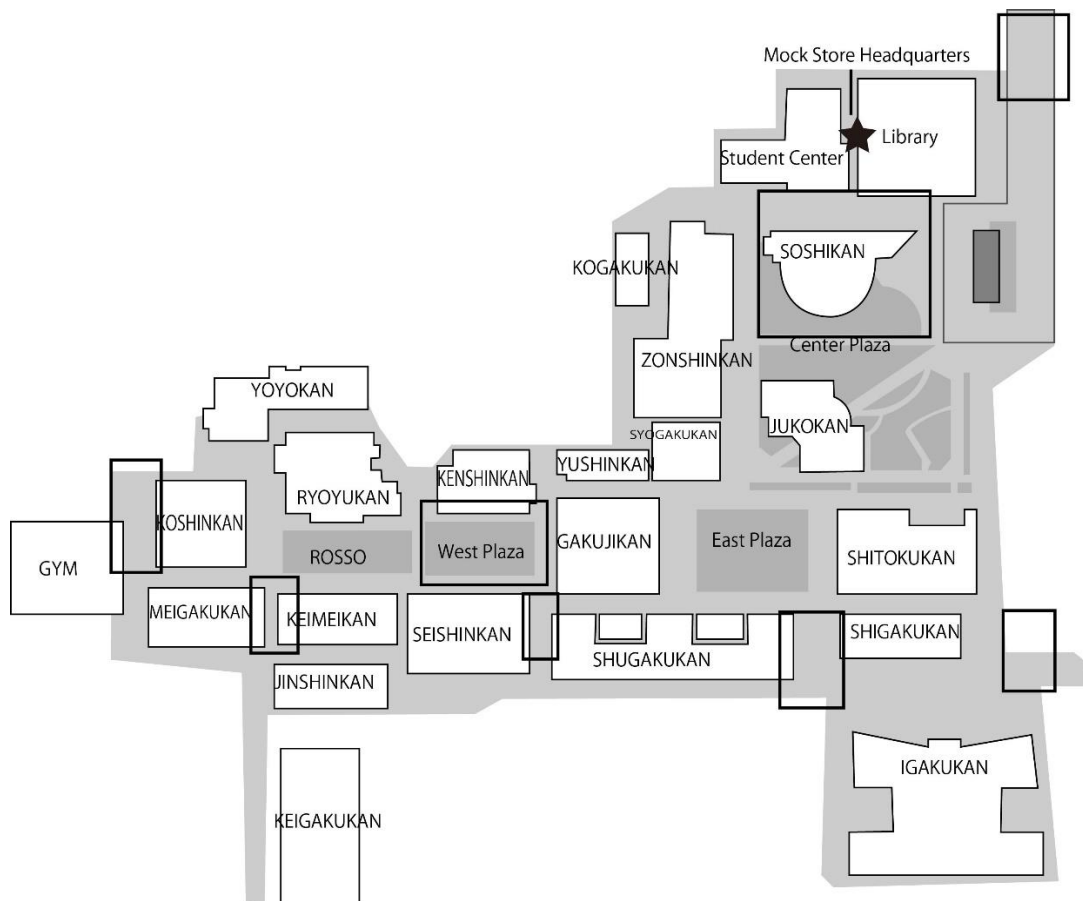
A maximum of 2 people with nameplates are allowed to walk around the campus and promote their fair/flea market.

※Do not sell or give flyers while promoting.

【Promotion Prohibited Area】

- Inside building, near the entrance of the building, Within the stage performance location.
- Area in the black square below is prohibited.

※Depending on how crowded the campus is, we might ask you to stop promoting other than promotion prohibited area. Please follow the instructions from the University-wide Events Department and University Festival Executive Committee.



~Precautions in Rain~

【In case of Rain】

The event will be held in the rain since all stalls are inside the tent.

※Unless the University Festival itself is canceled, equipment will be available for rent as planned even in the rain.

【Caution in Rain】

- Please make sure that no water will be on the tent.

【Cancellation】

In case of a typhoon causing strong wind or rain and there is a risk of tents collapsing or when the University Festival itself is canceled, there is a possibility of the Fair/Flea market being canceled.

※In case the cancellation has been decided, mail will be sent to the Manager and assistant manager of each group.

※If the cancellation has been decided after equipment rent, the University-wide Events Department and University Festival Executive Committee staff will announce.

We will not be responsible for any losses caused by cancellation of fair/flea market.

※Please check the Pledge as well

~In case of Emergency~

【Earthquake】

- Please ensure your safety by kneeling in place.

【Cancellation of Fair/Flea Market】

- If the University-wide Events Department/University Festival Executive Committee determines that it is unsafe to continue the fair or flea market, we will ask you to stop the fair/flea market.
- Instructions will be given through campus announcements and staff members from the University Festival Executive Committee or University-wide Events Department.
- In case of cancellation, please stop selling and remain inside your store.
- If case of cancellation, please start returning equipment immediately. Please exit your store immediately and follow the instructions by the University-wide Events Department.

The phone number of University Festival Headquarter will be
written on store permission sheet.

※Only available for the day of Unviersity Festival

～Terms and Conditions Regarding Personal Information～

(Purpose)

Article 1:

These regulations aim to protect personal information held by the University-wide Events Department (hereinafter referred to as "the Division") in the course of its activities.

(Definition)

Article 2:

In these regulations, personal information refers to information that can identify an individual, such as name, address, date of birth, phone number, email address, and student ID number.

(Responsibilities)

Article 3:

The Division is responsible for complying with these regulations regarding personal information protection.

(Management Officer)

Article 4:

The head of the Division shall be appointed as the Information Protection Management Officer responsible for protecting personal information within the Division.

Article 5:

The Information Protection Management Officer shall instruct and supervise the members of the Division to ensure compliance with these regulations.

(Security Management)

Article 6: The Division shall strictly manage personal information to prevent third parties from viewing it.

(Purpose of Use)

Article 7:

The Division shall use personal information only for the necessary tasks involved in planning and managing events at Ritsumeikan University's school festivals.

(Disposal)

Article 8:

The Division shall promptly dispose of personal information after completing all tasks specified in the preceding article.

(Provision to Third Parties)

Article 9:

The Division shall not provide personal information to third parties.

Article 10:

Notwithstanding the preceding article, the Division may provide personal information to third parties in the following cases:

- ① With the consent of the provider
- ② When requested by police or courts for information related to an investigation
- ③ When required by law

~List of items to submit bring~

【For reception desk】

Check	item
	Image (word file) of student id of manager and assistant manager.
	List of items for sale (for flea market) (Word file)
	Procedures and prize list (for fair) (Word file)
	Vehicle Entry Form (if you need) (Word file)
	Pledge (PDF file)

【For stall responsibility guidance】

Check	item	Number of item
	Student ID	For all participants

~List of items to bring on the day~

【Required】

Check	Items to bring	Details
	Student ID Card For manager (assistance manager)	Need in order to borrow equipment.
	Permission for opening the stall	Proof that shows authorization to hold a fair/flea market Please bring it when borrowing/returning equipment and place on top right of blue sheet during stall is open.
	Blue Sheet	Blue sheets will be used in stall area. Please take home after using them.
	This booklet	It contains necessary information for the operation of the fair and flea market. Be sure to bring.

【Optional】

Check	Things to bring	詳細
	Money for change	Preparing changes will make the stall operation smooth.
	A bag to keep the money	This would make it easier to manage the sales and prevent miscounting when closing.

※Please bring items additionally if your group needs them.

※Please prepare extra garbage bags than required.

~Schedule for mandatory reception/guidance~

Date and Time	Content	Place	Participants
September 23rd Mon 0:00~ October 20th Sun 12:00	Web application for opening a stall		Groups who wish to open a stall
October 22nd Tues 12: 30	Lottery		Manager, 2 assistant managers.
October 26 Sat 13:00~15:00	Stall Reception		Manager (assistant manager if not available)
November 15th Fri 18 : 00~19:30	Stall responsibility guidance	Zonshinkan ZS201	Manager & 2 assistant maanagers

※We will not allow you to participate in the middle of guidance on November 15th about stall responsibility, so please be **on time**. If you miss the start time by even one minute, you will be considered late

※Please note that **points will be deducted if you cannot answer the call** at stall reception.

※**Late arrivals or unexcused absences** from the stall responsibility guidance will cause a deduction of points.

Example

Ritsumeikan University Festival Executive Committee
Executive Committee Leader Hitomi Hozumi

October 25, 2024

Pledge

We, the undersigned Flea Market and Fair Group, hereby agree to the following terms and conditions regarding the protection of personal information (attached) in connection with our participation in the Flea Market and Fair Project at the 2024 Ritsumeikan University Festival (University Festival).

1. We will not to engage in any acts that are offensive to public order and morals or religious acts during the project
2. We will be responsible in the case where damage is caused to others due to the intentional or negligent actions of a stall organization during the project.
3. Regarding the situation in No.2, the Ritsumekan University Festival Executive Committee and Central Administrative Office University-wide Events Department as well as Ritsumeikan University will not be responsible.
4. We will follow all instructions and disciplinary actions of the Ritsumeikan University Festival Executive Committee, the Central Administrative Office University-wide Events Department, and the university authorities when setting up a stall.
5. We will follow instructions regarding any decision of cancellation or suspension of the University Festival or the project.
6. We will not decline to open a stall for any reason after winning a right of stall in the lottery.
7. We will not to demand a refund from the Ritsumeikan University Festival Executive Committee or the Central Administrative Office University-wide Events Department for any reason
8. We will not claim compensation from the Ritsumeikan University Festival Executive Committee or the Central Administrative Office University-wide Events Department for any losses if this project is canceled for any reason
9. We will agree and follow the contents of this brochure and other handouts.

Group Name **Ritsumeikan Stuffed Toy Study Group**

Manager **Izuko Furima**

Address 00-00, Kitano Hakubai-cho, Kita-ku, Kyoto-shi, Kyoto

Contact(phone number) **080-0000-0000**

*Please be sure to make a copy of this pledge

*The original pledge cannot be kept by each group

Flea Market Sold Item List Example

Accept Stamp	Stall Number:[Filled by University-wide Events Department] ※DO NOT FILL HERE	
Market Name	<i>Flea Market for Everyone</i>	
Group Name	<i>Ritsumeikan University Stuffed Animal study group</i>	
Sold Items		
1 Stuffed Toy		6
Description :	<i>A fluffy stuffed rabbit knitted with wool yarn.</i>	Description:
2		7
Description :		Description:
3		8
Description :		Description:
4		9
Description :		Description:
5		10
Description :		Description:

Fair Procedures and Prize List Example

Accept Stamp	Stall Number: [Filled by University-wide Events Department] ※DO NOT FILL HERE
Store Name	<i>Smiley Yo-yo fishing</i>
Group Name	<i>Ritsumeikan University Fair/Flea market research group</i>
Project Name	<i>Yo-yo fishing</i>

Please provide details about the equipment to be used at the fair below.

Equipment	Reason for use
<i>Cardboard</i>	<i>Signboard</i>
<i>Small plastic pool</i>	<i>fill with water</i>
<i>Yo-yo</i>	<i>prize</i>
<i>newspaper</i>	<i>under plastic pool</i>
<i>air pump</i>	<i>Inflate yo-yo</i>
<i>fishing hook</i>	<i>Catch a yo-yo</i>
<i>Duck puppet</i>	<i>decoration</i>

Project Contents
 (Please describe the project and procedures that visitors will experience.)
Catch a yo-yo with a hook.
 (1) Give visitors a string with a fishhook attached.
 (2) Visitors fishing for yo-yos

Vehicle Entry Form Example

Unless accepted, vehicles are not allowed to enter the Kinugasa Campus on the day of the University Festival.

Please fill out this form and submit it at the **fair/flea market registration desk(10/26)** only if you need to enter the campus with the vehicle for bringing in fair/flea market items.

※Please fill out completely. Incomplete forms will not be issued a vehicle entry permit.

※If the driver is someone out of campus, please write “off-campus” in the student ID number field.

※It will be one-way traffic in the day of the University Festival. Please follow the instructions of security guards when entering.

※Vehicle entry is permitted for up to one hour and no more than one vehicle per fair/flea market.

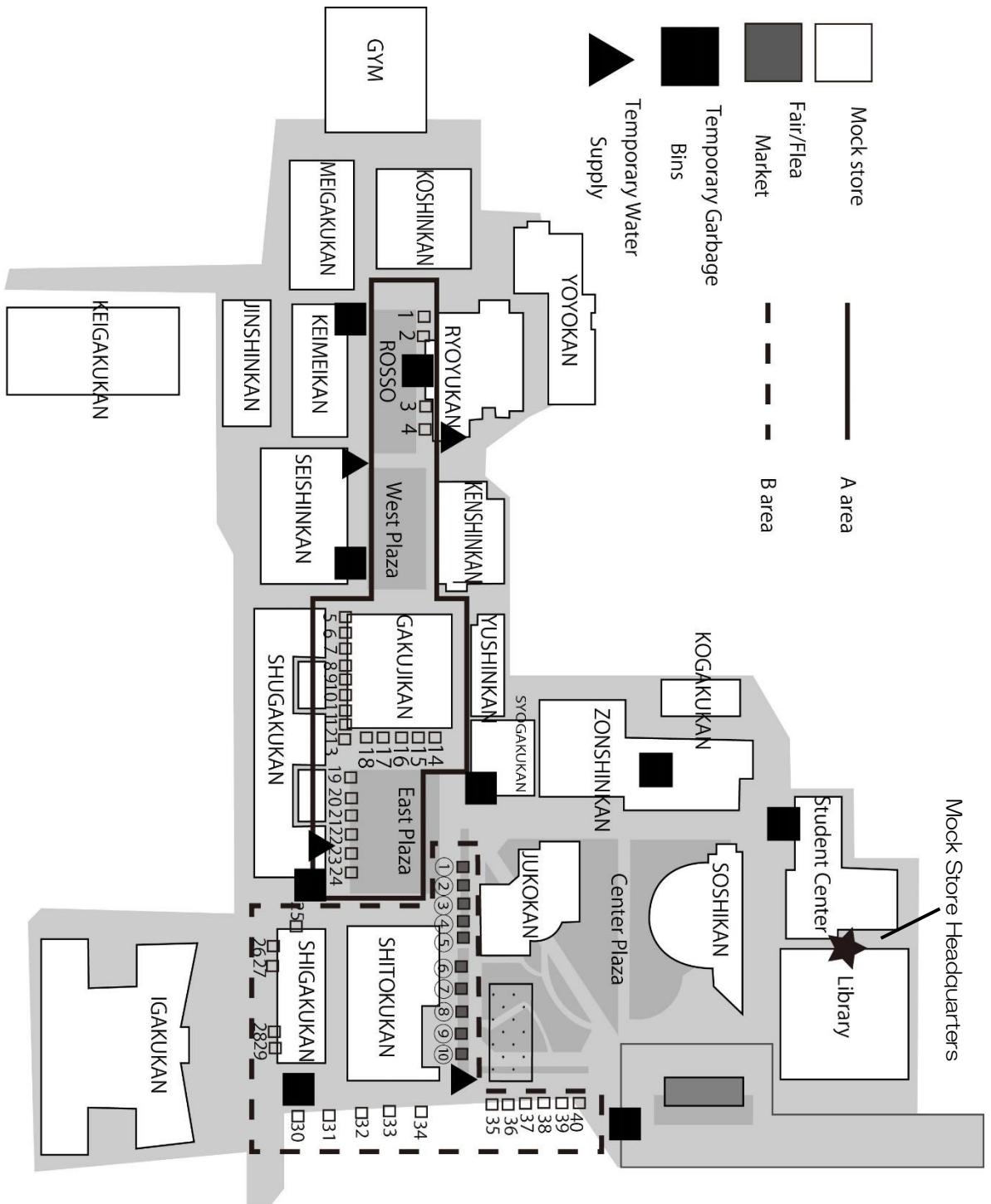
Fair/Flea Market Name	Flea Market	
Group Name	Ritsumeikan Unviersity Stuffed Toy Research Group	
Store Manager	Name Izuko Furima	Student ID Number: 000000000-0
	Contact 090-0000-0000	
Driver	Name 雲天 栖琉男	Student ID Number: off-campus
	Contact 080-0000-0000	
Date and Time	November 24 (Sun)	
	9:00~10:30 / 17:00~18:30	
Reson of entry	To bring in luggage	
Car number	[Kyoto] 50 / (㊦) 11 - 27	
Model/Vehicle name	<input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rental Car <input type="checkbox"/> Truck(t)	
	Porsche 356A	
Car Color	black	
Name of vendor (if ordered)		

Stamp

MEMO

MEMO

Campus Map



Publisher and Contact Information

Central Administrative Office University-wide Events Department

Student Center 2nd floor Office Room 207

Time

13:00~17:00(during vacations)

16:00~20:00(regular schedule)

※We do not respond on Saturdays, Sundays, and holidays.

※Please note that the person in charge may not be available.

You can also contact us at the following e-mail address

Email for Kinugasa Fair/Flea Market (Only Kinugasa
Campus)

2024g.mogi@gmail.com

※. Contacts regarding Kinugasa Fair/Flea Market will only be accepted in this email address.

Please include your group name, fair/flea market name, fair/flea market number, and your name in the mail.

We will post informations on Ritsumeikan University Festival Official X(@rits_fes_koho) and Official Instagram(@rits_gakusai)

Please follow us ! ! ! !

