

# 2024 Ritsumeikan University Festival

Held on Sunday, November 10  
OIC Flea market/Fair event  
Recruitment booklet

Reception date and time: September 1st (Sunday) 12:00 -

September 29th (Sun) 23:59

Reception location: Conducted on the web

URL: <https://forms.gle/nNsrJazAG2AQKnrf6>



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

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

\* Lottery and guidance will be held only at OIC.

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

Inquiries

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

# Basic knowledge for opening a store at Flea Market

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

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

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

Serves as the person in charge of a flea market.

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

## Deputy store manager (2 people)

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

- \* **Store managers and store managers cannot concurrently serve in their respective roles.**
- \* **It is also prohibited to concurrently serve as the person in charge of opening a store at other stores at flea markets and Fair events or to**

oversee mock store projects, group projects, or stage projects.

\* Applications for a change in the store manager must be made according to the document confirmation guidance.

- Location: Foyer of Building B
- Equipment required on the day: **Blue sheet (2.7mX3.6m)**, **application booklet (PDF)**, **student ID card (all store managers)**, **garbage bag**, money delivery tray, advertising permit, and other items required for each group to open a store

\* Please note that **if you do not have the equipment in bold letters**, you will not be allowed to open a store. If you forget any other equipment, please prepare it by business hours at each organization.

# Basic knowledge for participating in fair events

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

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

Head of the Fair event. Communicate announcements to members.

Participate in guidance for store managers.

**Deputy store manager (2 people)**

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

- \* **Store managers and deputy store managers cannot concurrently serve in their respective roles.**
- \* **It is also prohibited to concurrently serve as the person in charge of opening a store at other stores at flea markets and Fair events or to oversee mock store projects, group projects or stage projects.**

\* Applications for a change in the store manager must be made according to the document confirmation guidance.

- Store location: Between Buildings A and C (stores that use water)  
Foyer in Building B (a store that does not use water)
- Equipment required on the day: **Blue sheet (2.7 m × 3.6 m)**, **application booklet (PDF)**, **student ID card (all store managers)**, **garbage bag**, money delivery tray, advertising permission form, and other items required for each group to open a store.

\* If you do not have the equipment in bold letters, you will not be allowed to open a store.

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

## Flow until the day of the University Festival

### 1. 出店(WEB)受付

○Period: September 1st(Sunday) 12:00–September 29th(Sunday) 23:59

○Form: WEB

○URL : <https://forms.gle/nNsrJazAG2AQKnrf6>

### 2. Notification of Lottery and Lottery Results

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

○Date: Monday, September 30

○Time: 14:30–

### 3. Document Verification Guidance

We will check and distribute the documents and explain the future flow.

\*Please submit documents by e-mail.

○ Implementation date: October 8 (Tuesday) and 9(Wednesday)

- Time: 18:00-20:00 each day
- Location: AC130 (Tuesday, October 8), AN110 (Wednesday, October 9)
- Documents to be distributed: Guidance sheet for store managers

#### 4. Guidance for store managers

- Date: November 1 (Friday)
- Time: 18:00-19:00
- Location: AN110
- Documents to be distributed: Guidance resume for store managers, store opening permits, advertising permits

#### 5. The day of the University Festival (p.16)

- ▼ Flea market • Fair event
  - 9:45-11:00 Preparation
  - 11:00-17:00 Open
  - 17:00-18:00 Clean up

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

## Store opening web reception

- Date & Time: September 1st (Monday) 12:00-September 29th (Sunday) 23:59
- Format: Implemented on the web (Google Form)
- URL : <https://forms.gle/nNsrJazAG2AQKnrf6>

### <Requirements>

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

#### 1. Name of organization

## 2. Store name

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

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

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

## 4. Store opening details

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

\* Please fill in all items.

<Notes>

- Submitted documents must be complete to be accepted.
- We will not accept applications for opening stores after the application period ends.
- If you wish to use water (open a store outside), the store may be canceled in case of rain.



## Lottery and lottery result notification

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

Date and time: September 30(Monday) 14:30~

Eligibility: Store manager who received an email permission to participate in the lottery

Lottery Procedure: (1) If the number of applicants exceeds the number of applications, a screen recording will be made on Zoom, and the University-wide Events Department will conduct a fair lottery using the function function of Excel.  
(2) We will send an e-mail notifying all applicants of the lottery results. Winning organizations will be accompanied by the following documents and a deadline for submission. Alternate numbers will be sent to the unsuccessful organizations.

Documents to be sent: Pledge (Word), names of all participants except the person in charge of store opening, faculties, and universities  
Registration number (Excel), student ID data (Word) for all store managers, Flea market proposal (Word), Fair event proposal (Word)

- **If you win the lottery, you will not be allowed to decline to open a store in principle.**
- It is not possible to choose the location of the store by the group.
- There are two types of lottery results: winning and alternate.  
The winning organizations will be sent the lottery results with the above materials, so please be sure to download each file yes and submit it by e-mail by **23:59 on Monday, October 7th.** Alternate numbers will be sent to the unsuccessful organizations.
- In the unlikely event that the item cannot be allowed to open at the time of reception, you may be asked to change or modify it.
- It is not possible to change the store name or sales items without

permission after the reception is completed.

- If some of the winning groups do not open a store for some reason, the winning will be moved up from among the unsuccessful organizations in the order of priority of the alternate number. If the winner is decided later, the store manager or deputy manager will be contacted by phone or email.

\* The right to win early will expire at **23:59 on Sunday, October 6th.**

## Document Verification Guidance

We will explain the future flow and distribute documents.

D a t e: October **8 (Tuesday) and 9 (Wednesday) 18:00~20:00**

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

P l a c e: AN130 (Tuesday, October 8), AN110 (Wednesday, October 9)

Handout: Store Manager Guidance Information Form

Belongings: **Student ID of an undergraduate student participating in the document verification guidance**

### 【Notes】

- **The store manager or deputy manager must attend on one of the two days of guidance.** If you are unable to attend, please be sure to email the University-wide Events Department by 17:00 (Monday) October 7th. Contact information is provided on the back cover.
- If you are absent without permission, 2 points will be deducted from the points you have at the time of patrol, and you will be dealt with individually later.
- If you are late, please be sure to contact us at least 1 hour before the start time.
- If you are late for more than 5 minutes, you will be deducted 1 point from the points you have at the time of patrol, and you will be dealt with individually later. We will respond individually later.

## Guidance for store managers

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

D a t e: **November 1 (Fri) 18:00-19:00**

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

P l a c e: AN110

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

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

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

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

## About store opening permits

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

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

## About Advertising Permits

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

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

## Prohibitions, precautions, and point system

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

〈What is the point system〉

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

### List of deductions and points

- Pre-deduction items

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

#### 2 points deduction

- Change of store manager outside the change permission period
- Change of project content/store name outside the change permission period
- Unauthorized absence of document verification guidance
- Unauthorized absence of guidance for store opening managers
- Failure to follow the instructions of other members of the University-wide Events Department.

#### 1 point deduction

- Late arrival of document verification guidance
- Late arrival of guidance for store manager
- Points deducted on the day

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

#### 5 points deduction (items that will be stopped immediately)

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

### **3 points deduction**

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

### **2 points deduction**

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

- Failure to follow the instructions of other members of the University-wide Events Department.

### 1 point deduction

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

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

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

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



## Prohibited items for sale

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

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

## Mailing Lists

### 〈What is a mailing list〉

From now on, the University-wide Events Department will contact organizations that have requested to open a store by e-mail with guidance schedules until the day of the University Festival. To ensure that communication is disseminated, the store manager and deputy manager of the organization will be asked to join the mailing list.

### 〈Distribution content〉

- Notification of cancellation of the project
- Emergency contact
- Contact for guidance, etc. after the store opening is confirmed

### 〈Notes〉

- **Please use your on-campus email address.**
- Register all store managers and deputy store managers of the organization.
- We will check the documents on October 8 (Tuesday) and Wednesday, October 9 to confirm whether you are on the mailing list.
- Please check if you have received an email from the University-wide Events Department on the day of notification of lottery results.
- Please refrain from replying using the mailing list.
- **Please cancel your junk e-mail settings and turn on e-mail notifications in advance.**
- **The University-wide Events Department will not be held responsible for any disadvantages incurred due to failure to contact us regarding not seeing the email or not receiving the email.**

If you have any questions, please contact the University-wide Events Department directly.

## About Signage

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

### Precautions for signage

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

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

## About the operation of the day

○ Flow of the day of the flea market/fair event

9:00-11:00 Preparation

9:45-10:30 Equipment rental

11:00-17:00 Open

17:00-18:00 Clean up

- On the day of the event, you will need **a blue sheet (2.7m×3.6m), a document that allows you to view the application booklet (PDF), a student ID card (for all store managers), a garbage bag, a money delivery tray, an advertising permit**. In addition, please bring the items you will need for each group.

\* Please note that if you do not have the equipment in red letters, you will not be allowed to open a store. If you forget any other equipment, please prepare it by business hours at each organization.

- The store opening permit is affixed to the front of the blue sheet in the store in an easy-to-see position during business hours. Please keep it glued.

- Please be responsible for cleaning at the time of withdrawal and properly at the time of withdrawal. Please be sure to take the garbage generated on the day to the garbage collection point. **However, bulky garbage such as blue sheets cannot be disposed of.** Please be sure to take it home without throwing it away on the premises or at a nearby commercial facility.

- The decision to cancel in the event of light rain is voluntary for each organization.

However, if the University-wide Events Department deems it unfeasible or if the University Festival is canceled, the flea market and Fair events will also be canceled. Notification of the cancellation or suspension of the University Festival will be

announced by the mailing list, the organizing committee members, and the members of the University-wide Events Department.

- If you have any other questions, please contact the Mock Headquarters.

## Equipment rental and return

### About the rental of equipment

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

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

### < Precautions for lending >

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

### < Rental equipment >

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

## About the return of equipment

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

< Precautions for returning the >

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

# Garbage separation

## Garbage separation

The University Festival attracts not only vendors but also many visitors to the campus. As a result, it is expected that a large amount of garbage will be generated on the day of the University Festival. To beautify the campus, we ask the vendors to separate their garbage at the University Festival.

## Sorting items

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

Sorting items	Specific examples	Precautions
Burning garbage	Plastics, paper, Garbage	
Bin		Collect after taking out the contents
Can		Collect after taking out the contents
Plastic bottle		Collect after taking out the contents Remove the label and cap and burn garbage
Styrofoam		
Cardboard		Collected in folded state

**Bulky trash such as blue tarps will not be collected, so please take them home with you at your own responsibility.**



### Collection location and time

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

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

- Garbage collection point: 10:30-20:30

### Precautions

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

## Emergency Response

### **In the event of an earthquake**

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

### **If you feel unwell or injured**

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

### **Suspension or cancellation of flea market and Fair event**

- If the University Festival Executive Committee or the person in charge of the mock shop determines that it is dangerous to continue holding the Flea market / Fair event, we will instruct you to suspend or cancel the Flea market / Fair event.
- Instructions will be given by the mailing list, executive committee members, and members of the University-wide Events Department.
- In case of interruption, please stop selling and wait in the store opening area.
- In case of cancellation, please put away the equipment and move out of the store area.

## Privacy Policy

### (Purpose)

#### Article 1:

These regulations aim to protect personal information held by the Special Event Team (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

Ritsumeikan University Student Union University Festival Executive Committee  
University Festival Executive Committee Chairperson: Hitomi Hozumi

## Pledge

We, the flea market and Fair event stall organizers (hereinafter referred to as "store opening organizations"), will participate in the 2024 Ritsumeikan University University Festival OIC Festival (hereinafter referred to as the "Festival") When opening a store at the market • Fair event (hereinafter referred to as the "Project"), you agree to the following matters and the terms and conditions regarding the protection of personal information (attachment).

## Record

1. During the implementation of the project, we will not engage in acts that are offensive to public order and morals or religious acts.
2. If the store owner intentionally or negligently causes damage to others during the implementation of the project,  
The liability for compensation is borne by the store owner who caused the damage.
3. In the event of the above, the Ritsumeikan University Festival Executive Committee, the Central Administrative Office University-wide Events Department, and the university authorities shall be exempted from liability.
4. When opening a stall, all instructions and punishments by the Ritsumeikan University University Festival Executive Committee, the Central Administrative Office University-wide Events Department, and the university authorities shall be followed.

5. If the decision is made to cancel or suspend the University Festival or this project, we will comply immediately.
6. If you win the lottery for any reason, you will not decline to open a store.
7. The Ritsumeikan University Festival Executive Committee and the Central Administrative Office, University-wide Events Department, shall not be compensated for any losses incurred in the event of the cancellation of this project.
8. If you are instructed by the Central Administrative Office University-wide Events Department to return the equipment distributed to you for the implementation of this project, you will immediately follow the instructions.
9. Comply with the contents of this project recruitment booklet, handouts, and guidance.

mm/dd/yyyy/ Day of the week:

Name of the organization that opened the store\_\_\_\_\_

Manager\_\_\_\_\_

Current address\_\_\_\_\_

Contact (Mobile phone) \_\_\_\_\_

## Student ID card copy and paste field

(1) Store manager

Paste field

(2) Deputy store manager

Paste field

(3) Deputy store manager

Paste field

## Flea market • Fair event

Example

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

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

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

Remarks:



## Location



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

\*The location of the store is subject to change.

# Overall Map



Memo

## List of Documents to be Submitted

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

**Are there any missing or omissions in any documents**

**before submission?**

**Please check again.**

Questions about Flea market and Fair  
event

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