

FY 2025

| A FRESHER' S FAIR
KINUGASA CLUB BOOTH
PROJECT

APPLICATION BOOKLET

※THIS APPLICATION BOOKLET IS FOR KINUGASA CLUB BOOTH PROJECT; IF YOU WISH TO EXHIBIT AT OIC/BKC CLUB BOOTH PROJECT, PLEASE SEE THE APPLICATION BOOKLET FOR OIC/BKC CLUB BOOTH PROJECT.

Date and time

April 3 (Thu) and April 4 (Fri), 2025
11:30~17:00

Email Address

shinkan.booth2025@gmail.com

Published by

Ritsumeikan University Alumni

Association

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< Overview of the event >

A club booth is a 2.5m x 2.5m space with one long desk and four pipe chairs (two for groups and two for new students) for recruiting new students. This year, we will set up a general booth, a quiet booth, and a booth where sound can be played. (Details on P3,4)

○Number of groups to be recruited

180 group ※90 groups per day

(100 general booths, 60 quiet booths, and 20 sound booths)

○Date and time

- April 3 (Thu) and 4 (Fri), 11:30 - 17:00

○Organizations that are eligible to participate in the event (all the following requirements must be met)

- The group must fall under one of the following categories: groups affiliated with the 2025 Alumni Association, undergraduate project groups, or other groups authorized by the university.
- The organization must be able to elect one booth manager and one deputy manager, each of whom is an undergraduate student of Ritsumeikan University.
- The number of people involved in the operation of the booth on the day of the event must be between 2 and 15.

※Each organization is allowed to exhibit for one day only.

※The Special Projects Department will draw lots to determine the dates and locations of exhibits.

- ※The booth manager and deputy manager must be present on the day of the exhibition. No proxy will be accepted.
- ※No person is allowed to be both the booth manager and deputy manager at the same time. Also, serving as a booth manager or deputy manager for multiple booths, including OIC and BKC circle booth projects, is not permitted.
- ※Concurrent responsibility for stage planning and booth manager/assistant manager is not permitted.
- ※The number of participants (2-15) is based on the number of people who can take turns soliciting during the event hours. The number of people who can solicit during the same period is limited to 5 people in the booth area and 2 people handing out flyers, for a total of 7 people.

< Procedures for exhibiting >

① Web application

Application period: Monday, February 24, 12:00 - Monday, March 3, 12:00

After carefully reading this application booklet, please access the web application form on the Gakuyukai website “About the 2025 Welcome Festival Kinugasa Club Booth Project” and fill in the required information.

Please note that only one application per organization can be submitted.

※You can also apply for the club booth project of other campuses. In that case, please apply using the application form of the other campus.

※A confirmation email will be automatically sent to the person responsible for the booth entered in the web application. If you do not receive a confirmation email, your application has not been accepted, and you will be asked to submit another application.

【Required information】

- Organization name (official name, please do not forget to include “Ritsumeikan University” if your organization has “Ritsumeikan University” in its official name)
- Name of the person in charge of the booth and the name of the deputy in charge (one person each)
 - Student ID card number (both names)
 - Phone numbers (both names)
 - Mail address (both names)

※Please make sure to enter the correct email address that we can contact you with. We see a lot of mistakes.

※If you have set up a spam filtering system, please deactivate it by yourself.

※Important correspondence will be conducted mainly by e-mail. The Special Projects Department will not be held responsible if you do not receive an e-mail from the Special Projects Department due to a typing error in your address or your spam mail settings. Please understand that.

- Content of activities

EX. Volunteer at a children's home, etc. Please be as specific as possible within 20 characters.

- Booth type preference (up to 2nd choice)

※Please note that you can only select the first choice for a booth that can play sound.

※If your organization wishes to have a booth with sound, please provide details and reasons for your choice.

- Corporate sponsorship request

※If your organization wishes to sponsor a booth, please indicate the details and reason for the sponsorship.

《About booth types》

This year, there will be three types of booths: general booths, quiet booths, and sound booths.

※The club booth project is based on the premise of recruiting new students through direct conversation with them, and therefore, the use of loud voices and PCs, etc., similar to those used in daily life, is different from the use of sound in the sound-enabled booths.

※Please note that due to the removal of booths using electricity, no electricity will be available on the premises this year. Please understand.

A, General booths Number of groups accepted: 100 groups

It is possible to conduct solicitation activities without any problem regarding the volume of daily conversation and introduction of usual activities on tablets and PCs. The use of electric power, singing, musical

instruments, and other sounds are not allowed. (Rechargeable devices provided by each exhibitor may be used, but not power-generating devices.)

【Exhibit location】

(Refer to the location map on P.19)

B, Quiet booths Number of groups solicited: 60 groups

Solicitation activities can be conducted without problems as long as the voice volume is at the level of daily conversation. However, due to its proximity to a residential area, solicitation activities using PCs or other equipment while playing sound are prohibited. Also, the use of electric power is not allowed. (Rechargeable devices provided by the participants themselves may be used, but power-generating devices are not allowed.)

※If you wish to introduce your organization's activities using a PC or other equipment with sound playing, or if you do not wish to be overly concerned about the volume of your voice, etc., we recommend that you apply for A, General Booth.

※If you wish to show videos on a PC or other equipment, please make sure that it is silent by having the exhibitor wear headphones or by other means.

【Exhibit Location】

Passage from the bus pool to the Igakukan (See the Source Location Map on P.19)

C, Sound-enabled booths Number of organizations accepted: 20 organizations

This booth is for groups that wish to introduce their activities to new students by playing music.

Sound booths will be open from 11:30am to 1:30pm on both days.
Electricity cannot be used. (Rechargeable devices provided by each exhibitor may be used, but power-generating devices are not allowed.)

- ※Please clearly state the content and reason for using a sound-enabled booth in your web application. The Special Projects Department will use this information to determine if the booth is suitable for a sound booth.
- ※This is a means to convey the appeal of your own organization by producing sound through singing, playing musical instruments, or other performances. Points may be deducted if the sound volume is loud enough to disturb the conversation of neighboring booths or resonate to the neighborhood.
- ※The hours of sound in booths where sound is allowed may be subject to change. The same solicitation activities as those conducted in the A and general booths may be conducted outside of sound hours.

【Exhibit location】

South corridor on the east side of the plaza (see map of source locations on p. 19)

②Lottery

Announcement of lottery results: Friday, March 7, 12:00 p.m.

After the Special Projects Department confirms whether a group is eligible to exhibit, a lottery will be held to select the group, date, and location of the exhibit (if the number of applications does not meet the number of applicants, only the date and location will be selected). The selection and lot drawing for sound-enabled booths and quiet booths will be conducted first, and after the lot drawing, the surplus spaces in the sound-enabled booth sections will be included in the general booth sections, and the general booth sections will be selected by lot drawing. If

any of the groups that were not selected in their first-choice configuration have extra space in their second-choice configuration, a lottery will be held for that configuration.

※All lotteries will be conducted by the Special Projects Department.

The results of the lottery will be emailed to both the booth manager and deputy manager on the above date and time. Please be sure to confirm the results. In principle, cancellations will not be accepted after the circle booth has been accepted.

③ Submission of pledge

Submission deadline: Sunday, March 9, 17:00

The pledge form will be sent by e-mail only to groups who are eligible to exhibit. Please fill out the form and submit it. When submitting, please send your submission in PDF format via e-mail. Failure to do so will result in your inability to exhibit.

④ Guidance

Date & Time: Monday, March 10, Tuesday, March 11,
14:00~15:00

Place: Meigakukan 201

What to bring: Student ID card

At the Guidance, there will be notices and information about exhibiting circle booths. As a rule, the person responsible for the booth should attend on either one day. However, if the booth manager is unable to attend due

to unavoidable circumstances, the deputy manager may attend in his/her place.

【Notes】

• In the event that both persons are unable to attend, individual arrangements will be made at a later date.

※In the above cases, please contact the Special Projects Department by 5:00 p.m. on Sunday, March 9.

• If a student is absent or late for a guidance session without permission, 2 points will be deducted from the total points except for unavoidable reasons.

⑤ Submission of exhibitor list (all groups) and leaflets (groups who wish to submit)

Submission deadline: Friday, March 21, 17:00

○ Exhibitor list

Exhibitor rosters will be sent by e-mail only to groups that are eligible to exhibit. Please fill out the required information and submit it. When submitting, please send your submission in PDF format via e-mail.
Failure to do so will result in your inability to exhibit.

○ Leaflets

- Organizations wishing to distribute leaflets on the day of the exhibition must submit the leaflets in advance.
- The maximum number of leaflets that can be distributed is two , front and back, A4 size, one of each type for each organization.
- Flyers used for solicitation should be submitted via email in PDF format.

- After receiving the leaflets, the Special Projects Department will check them to ensure that they do not violate any of the following prohibited items. If there are any violations, please correct them and resubmit the flyer. On the day of the Welcome Festival, only those flyers that do not violate any of the prohibited items may be distributed.

▽ **Prohibited items**

- Discriminatory expressions, expressions offensive to public order and morals
- Contents that include excessive religious or political allegations
- Any other contents that the New Welcome Committee and the Special Projects Department deem inappropriate.
- Any content that is deemed inappropriate in accordance with the “Ritsumeikan University Alumni Association Solicitation Regulations for Academic Year 2025”
- Any e-mail address or other contact information other than the university address or contact information in the name of the organization (e.g., personal telephone number, personal SNS account)
- Content that deviates from the corporate sponsorship guidelines.

< Flow on the day of the exhibition >

① Confirmation of exhibit location

Please go to the booth location and check the number marked on the ground against the booth number you were notified of in advance.

② Rental of equipment

Number of people: 4~5

※If a group has only two or three participants, an exception will be made to allow two or three people to borrow the equipment. Only in this case it is possible to pick up the equipment on two separate occasions.

What to bring: Student ID card of the person in charge of the booth (student ID card of the deputy in charge of the booth is also acceptable), exhibitor list (if there are any changes from the previously submitted list)

※Exhibitors will not be allowed to borrow equipment without a student ID card. Please be careful. Please note that we will keep your student ID card from the time you borrow the equipment to the time you return it.

Lending location : Igakukan west warehouse

Lending hours : 10:00~11:30

Equipment for loan : 1 long desk, 4 pipe chairs, 5 staff passes, 2 nameplates, and exhibition permit

※Please do not remove the markings on each piece of equipment. When exhibiting at a booth, please attach the exhibition permit to the right end of the long desk when viewed from the front (freshman side) with curing tape.

※Please wear clothes that can be punctured on the day of the event, as the name plate will be worn with a safety pin.

Handout: A piece of masking tape (for attaching the exhibition permit)

※No more than one piece of curing tape or other supplies will be loaned or distributed. Please prepare the necessary supplies in advance.

③Start of club booth planning

Club booths will start simultaneously at 11:30. Any activity before the start time or any violation during the activity may result in point deductions or exhibit cancellation measures.

○Prohibited items

Prohibited items have been established to ensure safe circle booth planning. All exhibiting groups will receive 5 points, and points will be deducted from their total points for each violation. The first time, only a warning will be given, but points will be deducted from the points for the second and subsequent times. If an exhibit is immediately cancelled, the exhibit will be cancelled immediately after the first time. When the number of points reaches zero, the exhibit will be canceled for the following years. In the event of cancellation, the exhibitor's right to participate in the Kinugasa club booth project for the following year will be cancelled.

The point count will continue from March 7 (Fri.) 12:00 to April 4 (Fri.) 18:00.

The following acts will be considered as violations.

◎Matters with minus 2 points

- Unexcused absence or tardiness for guidance and individual correspondence
- Behavioral behavior such as private conversation at guidance sessions
- Inappropriate use of equipment
- Exhibiting in a booth other than the assigned one
- Equipment or items brought into the booth significantly exceed the scope of the booth regulations.
- Exhibiting without displaying an exhibition permit
- Solicitation activities outside of exhibition hours
- Changing leaflets submitted in advance or distributing leaflets without prior permission
- Loud solicitation (beyond the scope of common sense)
- Eating in the booth area
- Walking around the booth without a staff pass
- Handing out leaflets without a staff pass (limited to those on the exhibitor list)
- Handing out leaflets without a name plate (limited to those listed in the exhibitor list)
- Both the person in charge of the booth and the deputy in charge of the booth are away from the booth area
- Other than the above, any other cases that are deemed inappropriate by the Special Projects Department staff

©Matters with minus 3 points

- Behavior that disturbs public morals
- Violation of solicitation regulations
- Behavior that interferes with the solicitation of other groups

- Leaving booths unattended
- Aggressively soliciting participants
- Distribution of food and beverages to participants
- Distribution of items not authorized by the Special Events Department
- Distribution of items not approved by the Special Events Department
- Failure to return equipment by 30 minutes after the end of the circle

booth project

- No sound after hours or in booths that do not allow sound
- Use of power supply or electricity on the premises
- Implementation of corporate sponsorship not applied for
- Any other cases deemed inappropriate by the Special Projects

Department staff.

©Violations that will result in immediate cancellation of the exhibition

- Drinking alcohol
- Smoking outside the area designated by the university
- Handling of hazardous materials such as fire
- Forcing an ideology or proselytizing
- Commercial activities
- Antisocial behavior
- Actions that cause inconvenience to neighboring residents
- Soliciting activities by persons not listed in the exhibitor list
- Any other activities not listed above that are deemed inappropriate by

the Special Projects Department staff.

※The Special Projects Department and the New Coming Committee will not be responsible for any theft of valuables that may occur during the circle booth project.

※If any equipment is found to be left unattended, the person in charge of the booth will be contacted.

※If you encounter any problems while exhibiting or have any other questions, please contact a member of the Special Projects Department nearby.

○Limit on the number of people who can be solicited at one time

To prevent crowding of people in the booth area and to ensure flow lines, there is a limit on the number of people who can solicit at the same time. In addition, each person soliciting must wear the exhibitor's mark.

	Number of people who can be solicited at one time	Exhibitor's mark
Solicitation in the booth area	5 persons (Please make sure that there is either a responsible person or a deputy responsible person)	Staff pass
Handing out leaflets	2 persons	Name plates

※Five staff passes and two nameplates are available for loan from each group, so please change them when you change shifts.

※Both the staff pass and the name plate will include the exhibitor's exhibit number and will not include the exhibitor's name.

〈About the staff pass〉

- The booth manager should wear a yellow staff pass and all other exhibitors should wear a green staff pass. In addition, the staff pass for the booth manager should be worn by the booth deputy manager if the booth manager is not available at any time.
- In order to prevent solicitation activities by those who are not listed on the exhibitor list, the Circle Booth Planning staff of the Special Projects

Department will randomly call out to the exhibitors to verify their identity based on the exhibitor list.

- If a person who is not on the exhibitor list is found to be soliciting, The exhibitor's right to participate in next year's circle booth project will be immediately cancelled and the exhibitor's right to participate in next year's circle booth project will be revoked.

〈Distribution of leaflets〉

- Only those wearing a name plate will be allowed to distribute leaflets.
- No one is allowed to parade around the premises to solicit other than to distribute flyers. It is also prohibited to solicit new students by holding them back.

※Please prepare your own leaflets for distribution on the day of the Welcome Festival.

※Flyers are not allowed to be distributed near the entrances and exits of stage projects, indoors, near building entrances and exits, or near gates (please be mindful not to disturb pedestrians).

※No changes can be made to the submitted leaflets.

④Return of equipment

Number of people:4~5 persons

※If a group has only two or three participants, the loan will be granted on an exceptional basis for two or three people. Only in this case, may you come back to return the equipment on two separate visits.

Return location: Igakukan west warehouse

Return time:13:30~17:30

Equipment to be returned: 1 long desk, 4 pipe chairs, 5 staff passes, 2 name plates, and exhibition permit

- The closing time of the exhibition is 5:00 p.m. Please be sure to start preparing to move out after 5:00 p.m.00
- Equipment can be returned from 1:30 p.m., so you can also return equipment early.

※If all groups start to move out shortly before 17:30, there will be considerable congestion when returning equipment. To prevent congestion, please make your own early clean-up.

⑤ Questionnaire

A questionnaire regarding this project will be sent to all groups exhibiting at the club booths (please make sure to answer the questionnaire). The questionnaires collected will be used as materials for the next and subsequent years. Questionnaires will be sent via email only to the person responsible for the booth and must be submitted to the Special Projects Department by Monday, April 7, 2012. Please respond once per organization.

⑥ In case of rain or strong wind

(1) If the organizer decides to cancel the exhibition by the day before the event due to weather or other reasons, the organizer will notify the organizer and the deputy organizer by e-mail.

(2) Exhibiting booths due to weather or other reasons on the day of the event will be left to the discretion of each organization. Borrowing of equipment is available even after office hours. However, borrowing and returning equipment from 11:30am to 1:30pm is not allowed in principle

because it is during the lunch break time. If you wish to cancel your exhibition or borrow equipment outside of these hours, please contact the Special Projects Department in advance.

(3) If the Special Projects Department determines that it is difficult to set up a booth due to weather or other reasons on the day of the exhibition, the exhibition will be canceled for all groups. In the event of cancellation, each organization will be asked to return its own equipment. Only in that case, the return of equipment during the lunch break time will be permitted from 13:00. The person responsible and deputy responsible person will also be notified by e-mail.

※Groups exhibiting in the event of rain should bring a rag or towel to wipe down their equipment.

Flow on the day of exhibition

10:00 Start of equipment rental @Igakukan West Warehouse

11:30 End of equipment rental

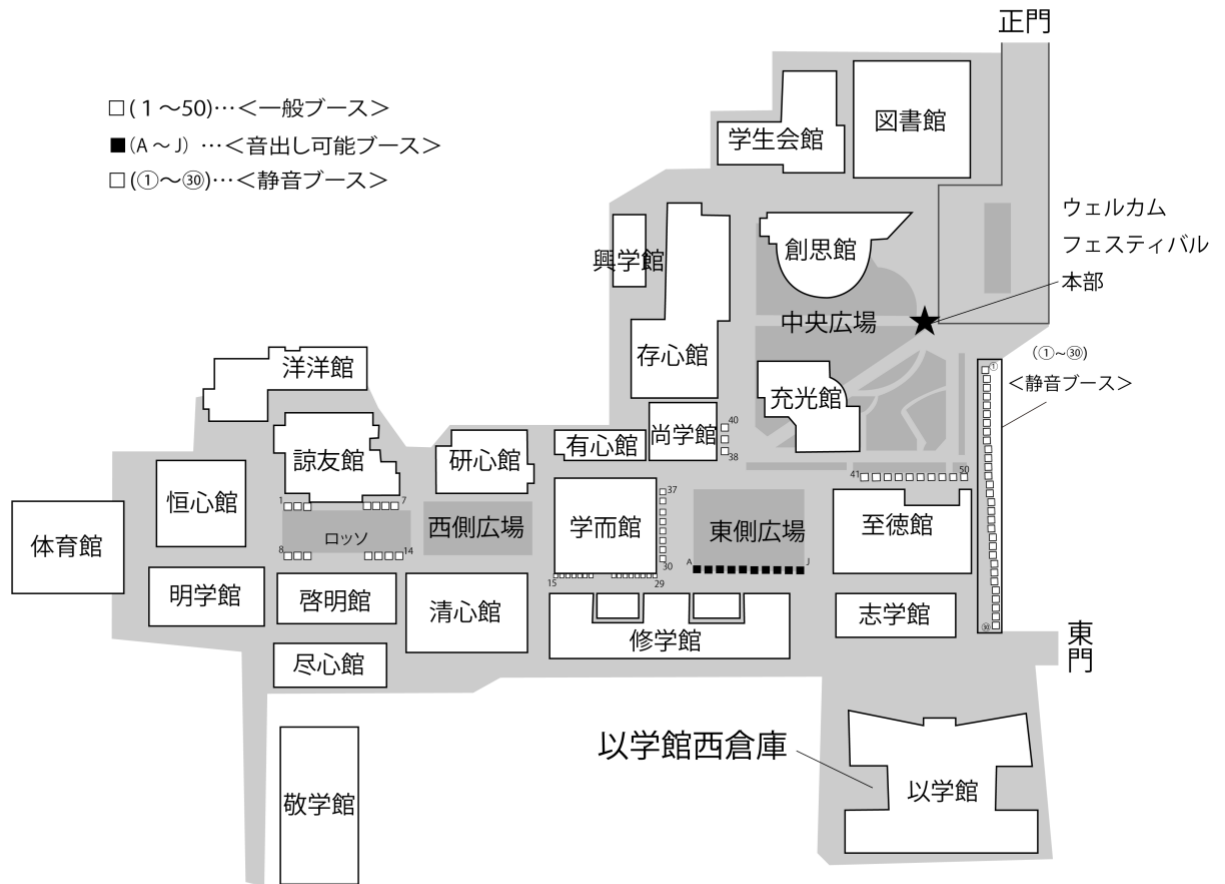
13:30 Exhibit begins

17:00 Start of equipment return

17:30 End of Exhibit

17:30 The spare parts are gone *Punctuality

< Exhibit Location Map >



※Exhibit locations are approximate.

< Calendar >

Club Booth Flow for the New Year 2025

Mon	Tue	Wed	Thu	Fri	Sat	Sun
2/24 WEB Application 12:00 -	2/25	2/26	2/27	2/28	3/1	2
3 WEB Application -12:00	4	5	6	7 Lottery results Sent by e- mail 12:00	8	9 Submission of pledge form, Guidance Notification of absence - 17:00
10 Guidance 14:00 - 15:00	11 Guidance 14:00 - 15:00	12	13	14	15	16
17	18	19	20	21 Exhibitor list, Exhibitor List, Flyer Submission Deadline (See Corporate Sponsorship Deadline, p. 17-20) -17:00	22	23
24	25	26	27	28	29	30

31	4/1	2	3 Booth Exhibit 11:30 -17:00	3 Booth Exhibit 11:30 -17:00	5	6
7 Questionnaire Response Deadline						

Terms and Conditions for Personal Information

(Purpose)

Article 1.

The purpose of this Agreement is to protect personal information obtained by the Special Projects Division of the Central Office (hereinafter referred to as "the Division") during its activities.

(Definitions)

Article 2.

Personal information, as used in these rules, refers to information that can be used to identify an individual, such as name, address, date of birth, telephone number, e-mail address, and student ID number.

(Responsibilities)

Article 3.

The Division shall be responsible for complying with this Agreement regarding the protection of personal information.

(Person Responsible for Management)

Article 4.

The general manager of the Business Division shall be appointed as the person in charge of acquiring personal information protection in the Business Division.

Article 5.

The Chief Administrative Officer shall instruct and supervise the staff of the Division to comply with these Rules.

(Safety Management)

Article 6.

The Division shall strictly manage personal information to prevent it from being viewed by third parties.

(Purpose of Use)

Article 7.

The Division shall use personal information only for the purpose of planning and operating the New Year's party.

(Disposal)

Article 8.

The Division shall dispose of personal information as soon as possible after the completion of all operations stipulated 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 a third party in any of the following cases

(1) When the Division has obtained consent from the provider

(2) When requested by the police or a court of law to disclose information in connection with a case investigation

(3) When required by law

2. when providing personal information to a third party in accordance with the preceding paragraph, the Division will transcribe the information without altering its contents.

(Governing Law)

Article 11.

These Terms and Conditions shall be governed by the laws of Japan.

< Corporate Sponsorship Guide

◎What is Corporate Sponsorship?

Corporate sponsorship refers to the act of seeking some form of cooperation from an organization or company outside of the university for an extracurricular voluntary activity. In past years, many of the organizations that have requested corporate sponsorship have obtained sponsorship fees and sponsorship items through advertisements in flyers and pamphlets.

To ensure the independence of students in extracurricular activities and to prevent confusion among new students, the Special Projects Department will be required to grant permission for such activities. Please understand that we will not be able to provide any other services.

- ※The Special Projects Department will not be held responsible for any problems that may arise between the sponsor and the company.
- ※The term “companies” here refers to all outside organizations, including for-profit and non-profit corporations. (However, voluntary organizations affiliated with Ritsumeikan University or composed of Ritsumeikan University undergraduates are excluded.)
- ※Companies whose sponsorship is deemed to be religious or political in nature will be deemed inappropriate and will not be allowed to participate in the event.

◎Flow of Corporate Sponsorship

- ①Read and confirm the “Prohibitions on Corporate Sponsorship” below.
- ②Apply for corporate sponsorship at the time of application, along with the reason for sponsorship.
- ③Submit the following via email in PDF format by Friday, March 21

- Details of corporate sponsorship
- Actual or photographic images or photographs of the sponsor's goods (advertisements, products, etc.)
- "Pledge of Corporate Sponsorship"

◎What corporate sponsors can do

【Sponsorships that organizations may receive from companies】

- Receiving a fee for advertising or creating leaflets, pamphlets, etc. for the event.
- Receipt of goods to be used as prizes for the event.
- To borrow or receive items for use in a project free of charge.
- To receive funds necessary for the operation of a project.

【What a company can do in exchange for sponsorship】

• Publication of the company's name (on flyers, posters, websites, SNS, etc.)

- Introduction of the company's name in the project.

✕However, it is prohibited for the company to appear in the event and advertise the company.

- Exhibiting products used or distributed in the project.
- Posting of advertisements on posters that mainly promote the project or solicit organizations.
- Distribution of company product samples as prizes.

【Prohibited items for corporate sponsorship】

- Conducting questionnaires (with the exception of cases in which the Special Projects Department approves, and in which the corporate

sponsorship is intended to be effective and targeted only at the participants of the project)

- Commercial activities (selling goods on campus, making contracts, etc.)
- Corporate representatives appearing at the event to advertise the company.
- Exhibiting a company booth (a certain area on campus for the company).
- Posting of job ads or recruitment activities for all types of jobs.
- Posting of real estate advertisements (However, only the name of the company may be advertised)
- Advertising materials that exceed the permissible range of corporate advertisements (see below).
- Students are not allowed to wear company uniforms (However, students may borrow costumes that are not company uniforms).
- Entry of persons related to the company
- Other items deemed inappropriate by the Special Projects Department.

【Specific allowable range of advertisements】

Posters and leaflets	Single-sided→Less than 1/2 of the total Double-sided→Less than 1/2 of the total ※Full-page ads on one side are not allowed.
Pamphlets	Less than 1/2 of the total and less than 1/2 of the front and back covers themselves

<p>Pocket tissue</p>	<p>Less than 1/2 of the total</p> <p>※The entirety of the printed or otherwise designed portion is the entirety.</p> <p>※For leaflets, etc., the same as pocket tissues.</p>
<p>Video (still image)</p>	<p>Less than 1/4 of the total</p>
<p>Video (moving images)</p>	<p>Less than 30 seconds of airtime</p> <p>→Less than 1/5 second of the entire video (If longer than 30 seconds, the Special Projects Department will determine the appropriateness.)</p> <p>* When a still image is displayed during a moving picture</p> <p>→Area of still pictures: 1/4 or less of the total screen area</p> <p>* If the duration of the broadcast, including the time when still pictures are being displayed, is 30 seconds or less</p> <p>→1/5 of a second or less of the total screen time</p> <p>(If the duration is longer than 30 seconds, the Special Projects Department will determine the appropriateness of the duration.)</p>
<p>Audio</p>	<p>Less than 40 seconds of airtime</p> <p>→Less than 1/5 second of the total</p>

	(If longer than 40 seconds, the Special Business Division will determine the appropriateness.)
Other than above	Less than 1/4 of the total

【Notes】

- The Newcomers Executive Committee or the Special Projects Department will make decisions regarding corporate sponsorships that are difficult to determine for each organization.
- Please make sure to submit the application with the reason for corporate sponsorship at the time of web application in advance, and submit the “Pledge for Corporate Sponsorship”, the details of corporate sponsorship and actual or images/photos of sponsorship items (corporate advertisements, products and other items) by e-mail in PDF format by March 21 (Fri.).
 - ※If corporate sponsorship is not approved, distribution and exhibition will not be allowed.
- Corporate sponsorship may be denied if it is deemed by the Special Projects Department that corporate sponsorship will undermine the students' autonomy in the planning of the event or that the event will reach a scale that greatly exceeds the scope of student activities.
 - Only organizations affiliated with alumni associations are eligible for corporate sponsorship.
 - Please be sure to submit a sample of your distribution materials to the Special Programs Division for approval before submitting or creating the materials.
 - ※Even if the number of advertisements submitted is below the above-mentioned range permitted, the Special Projects Department may issue a warning or caution if it determines that the advertisement is of a commercial nature.
 - Please submit video and audio data by e-mail in advance and consult with the Special Projects Department.
- Distribution and publication of leaflets and other materials prepared by companies are prohibited.

- Venture companies and joint industry-academia projects are also included in corporate sponsorship.

Violation of any of the above regulations may result in the cancellation of the exhibit or other severe measures.

< Checklist >

This section provides a summary of the documents that must be submitted from the exhibition web application to the exhibition, as well as the guidance that is mandatory to participate in the exhibition. If you forget anything in this section, you will not be able to exhibit. Please check the relevant page for detailed information and do not forget to do so.

○Until you are selected

- Web Application p3-6
- Confirmation of Winning Results p6-7

○After being elected

- Pledge submission (all organizations) p7
- Attendance at guidance (all organizations) p7-8
- Submission of exhibitor list (all organizations) p8
- Submit a flyer (organization of your choice) p8-9
- Submission of corporate sponsorship pledge form (for organizations that wish to participate) p24-29

○What to bring on the day of exhibition p10-11

- Student ID of the person in charge of the booth (deputy in charge)
- Exhibitor list (if any changes have been made since submission)

Contact information

Email address dedicated to Kinugasa club
booth project

shinkan.booth2025@gmail.com

※Inquiries about the Kinugasa Circle booth project will only be accepted at the above e-mail address. When inquiring by e-mail, please include the name of the organization and the name of the person making the inquiry.