

The 96th May Festival  
Standing Committee

Handout for the 2nd Information Session

# Almighty

in English

vol.2

All About Registrations / Requests / Orders



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# 1 Preface

## How to Use This Handout

- This handout, “Almighty vol. 2 in English”, covers information about registrations/ requests/orders and how to carry out projects.
- Please refer to the following table and check necessary matters.

Chapter	How to Use
1. Preface	These chapters cover important information related to all projects. <b>Please review these chapters first.</b>
2. Until the May Festival	
3. Carrying Out the Project	This chapter explains rules related to carrying out the project, or the like. Please refer to “How to Use This Chapter” (→ <a href="#">p. 13</a> ) and <b>review the matters related to your project.</b>
4. Registrations	This chapter explains registrations/requests/orders (hereinafter referred to as “registrations”) and cautions. Please review registrations related to your project referring to Registrations/Requests/Orders List (→ <a href="#">p. 26</a> ) as well.
5. Documents	This chapter contains Tent Image and List of Necessary Goods. Please refer to them if necessary.

## Notes

- This handout, “Almighty vol. 2 in English” is not a complete version, which means that only some of the information on “Almighty vol. 2” in Japanese, which covers all information on Outdoor Projects, is excerpted.
- You can refer to “Almighty vol. 2 for Outdoor Projects” in Japanese from here <[https://system.gogatsusai.jp/96/static/files/session2/MF96\\_Almighty\\_vol\\_2\\_forOutdoor.pdf](https://system.gogatsusai.jp/96/static/files/session2/MF96_Almighty_vol_2_forOutdoor.pdf)>.
- What the Committee members explain in the 2nd Information Session or the 2nd Consultation Meeting is based on “Almighty vol. 2 in English”. **Please make sure that you read through it by yourself.**
- Other handouts which are not required for all projects are not translated into English. According to the content of your project or your inquiry, we provide necessary information in English.
- **In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.**

## English Service by the Committee

- We provide English service for non-Japanese speakers.
- **We translate a certain part of “Almighty” and other handouts into English.**
- To inquiries in English, the Committee will respond in English as well.
- We sometimes release information or send group messages to all projects. We translate each of them into English as well.
- We hold consultation meetings regularly and support your project in English. For example, support for complicated procedures and consultation about content of the project are available.

## How the Festival is Held

- We are going to hold the 96th May Festival **in a hybrid format, with food and drink service and without an entry restriction.**
- Serving alcohol is also included in food and drink service.

## Precaution

- **Please make sure that emails from the Web System do not arrive in your spam folder.**
  - » We strongly recommend that you receive emails from (@gogatsusai.jp) and (@system.gogatsusai.jp) by changing your spam settings.
- Inquiries about carrying out the Festival should be made **to the Committee, not to the University.**
  - » The Committee will make arrangements with the University if necessary. Please do not contact the University directly about it.

# 2 Until the May Festival

## Schedule to the May Festival

- **The schedule is subject to change**, depending on the surrounding circumstances of COVID-19 or the like. Please pay attention to any further notices from the Committee.

### March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### ■ 17th (Fri.)

##### The 2nd Information Session

- We will explain about registrations/requests/orders. Discussion on Place and Time Allocation will also be held and your project place and time will be confirmed.

#### ■ 22nd (Wed.) • 23rd (Thu.) 4:00 p.m. - 7:00 p.m. The 2nd Consultation Meeting (→[p. 6](#))

- You can complete all registrations/requests/orders with the help of the Committee members. **Please make sure that you participate in this meeting.**
- Please consider the content of registrations/requests/orders in advance.
- The meetings are scheduled to be held on the 22nd (Wed.) at Hongo Campus and 23rd (Thu.) at Komaba Campus.

#### ■ 25th (Sat.) 9:00 p.m.

##### Registrations/Requests/Orders Deadline (→[p. 6](#))

- All the registrations/requests/orders explained in the 2nd Information Session are due on this date.

## April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

■ **12th (Wed.) 9:00 p.m.**  
**Project Cancellation/Food and Drink Service Cancellation Deadline (→[p. 7](#))**

- Project cancellation and food and drink service cancellation can be made even after this point, but you must fulfill various duties and pay to the Committee.

■ **15th (Sat.) – 23rd (Sun.) 9:00 p.m.**  
**Period for Registration of Student Information (→[p. 8](#))**

- During this period, both managers are required to register pictures of their student ID cards, student ID number and affiliation.

■ **24th (Mon.) – 26th (Wed.) 9:00 p.m.**  
**Period for Confirmation of Request Results and Objection (→[p. 9](#))**

- During this period, you shall check the status of registrations approval.

■ **24th (Mon.) – May 1st (Mon.) 3:00 p.m.**  
**Period for Payment to the Committee (→[p. 9](#))**

- During this period, you will be required to make necessary payments to the Committee.

## May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

■ **3rd (Wed.) • 4th (Thu.) 1:00 p.m.-**  
**The 3rd Information Session (→[p. 12](#))**

- We will explain the schedule on the day of the May Festival and precautions. We will distribute necessary documents for the day of the May Festival.
- The sessions are scheduled to be held on 3rd (Wed.) **at Hongo Campus** and 4th (Thu.) **at Komaba Campus**.
- The content is the same for both of the days, so please attend on either date.

■ **13th (Sat.) • 14th (Sun.)**

# The 96th May Festival

- For the preparation of the festival, there are no classes on the afternoon of the 12th (Fri.).

## June

**Early June The 4th Information Session**

- We will make a report on the festival and ask you to take a survey.

**Late June Deposit Refund**

- We will refund the project guarantee deposit or the like.

## The 2nd Consultation Meeting

### Outline

- To carry out your project in the May Festival using English, **you are required to attend the meeting.**
- You can fill out the registration forms on the Web System (written in Japanese) with our help.
- You can also ask us in person any questions about the May Festival.

### Time and Place

- March 22nd (Wed.) 4:00 p.m.-7:00 p.m at Room 83, 1st basement floor, Faculty of Engineering Bldg. 8, Hongo Campus
- March 23rd (Thu.) 4:00 p.m.-7:00 p.m. at Room 157, 2nd floor, Bldg. 1, Komaba Campus

### How to Participate

- Please fill out this application form <<https://forms.gle/tQChmTgrvvPwQcmt9>> in advance.
- The main manager of the project is expected to attend the meeting.
  - » Any members of the project can attend the meeting as well.
- **Please bring your own PC.**
- If you are not available in any of the time above, please contact us via “Inquiry” (問い合わせ).

## Registrations/Requests/Orders

### **Deadline** March 25th (Sat.) 9:00 p.m.

- You have to register the content of your project in detail to carry out the project.
  - » About registrations in detail, please refer to “Registrations” (→[p. 26](#)).
- If you have questions about registrations, feel free to ask the Committee members in the 2nd Consultation Meeting held on March 22nd (Wed.) and 23rd (Thu.).
- **You must attend the 2nd Consultation Meeting.** The Committee members will support you to complete your registrations as before.
  - » As registrations are complicated, you have to consider the content of your project in detail. **Please read through “Almighty vol. 2 in English” and consider the content of your project in advance.**
- You can edit your registrations anytime until the deadline.
- If you cannot complete your registrations by the deadline, you may have trouble in carrying out your project such as disapproval of the actions that require the Committee’s permission.

## Communication with the Committee Regarding Registration Contents

### Period April 1st (Sat.) – Late April

- The Committee may contact you to confirm the registration contents of registrations/ requests/orders via “Inquiry” (問い合わせ). **Please make sure that you can be contacted anytime.**
  - » When the Committee contacts you, we may set a response deadline. Please note that **if you cannot respond by the deadline, you may have trouble in carrying out your project such as disapproval of the actions that require the Committee’s permission.**
  - » The Committee may also contact you on the phone.
- **Please make sure that emails from the Web System do not arrive in your spam folder.**
  - » We strongly recommend that you receive emails from (@gogatsusai.jp) and (@system.gogatsusai.jp) by changing your spam settings.

## Official Brochure Print Image

### Subject All projects other than those that only serve food and drink

- **Around April 1st (Sat.),** we plan to release print images of the “Project Introduction” for each project to be inserted in the Official Brochure. **Please check the contents and layout from the “Brochure Print Image Confirmation” (パンフレット印刷イメージ確認) on the Web System and register any errors or corrections.**
- For more information, please refer to “[24] Project Information Registration for PR (for specific projects)” ([24]対面企画広報用情報登録) (→[p. 55](#)).

## Project Cancellation/Food and Drink Service Cancellation

### Deadline April 12th (Wed.) 9:00 p.m.

- If you would like to cancel your project or food and drink service, please contact us via “Inquiry” (問い合わせ) by the deadline.
- Both cancellations are irreversible procedures, so once your project is canceled, it cannot be carried out anymore.
- In the event that you have no choice but to cancel your project or food and drink service **even after the deadline, you are still required to fulfill various duties** such as Payment to the Committee (→[p. 9](#)), Cleaning Check (→[p. 16](#)), providing Temporary Staff (→[p. 51](#)).

## Registration of Student Information (学籍情報登録)

**Period** April 15th (Sat.) – 23rd (Sun.) 9:00 p.m.

- We will check the student ID cards of both managers to identify student information for the 2023 academic year.
- Please log in to the Web System and register your student ID photo, student ID number, and affiliation from the “Registration of Student Information” on the menu page.
  - » **Please upload a photo of the entire student ID card, not just the face photo portion of the card.**
  - » If your student ID number and affiliation have changed along with the start of the new academic year, please register your new student ID photo, student ID number and affiliation.
- If the student information registration of both managers is not completed, **there is a possibility that important documents necessary for carrying out the project on the day of the May Festival will not be distributed, or carrying out the project will not be permitted on the day of the May Festival.** Please make sure to complete this registration within the period.
  - » If you cannot receive your 2023 student ID card during the period, please contact us via “Inquiry” (問い合わせ).

## Change of Managers

**Deadline** April 23rd (Sun.) 9:00 p.m.

- As a rule, you cannot change managers after the deadline. If you have no choice but to change the manager after the deadline, please contact us via “Inquiry” (問い合わせ).
- If you would like to change the manager, follow the steps below.
  1. The new managers shall review ‘The Definition of Project’ and ‘Project Manager’ in [“Almighty vol. 1 in English” p. 12](#) and **complete User Registration**. Please refer to “User Registration” in [“Almighty vol. 1 in English” p. 24](#) for more details on User Registrations.
  2. The previous managers shall **contact us via “Inquiry” by the deadline**. Please also tell us the name and the UTokyo Account usernames of the new and old managers.
  3. The Committee will individually confirm the approval of the change of manager via “Inquiry”. The Committee will replace the manager after obtaining the consent of all.

## Confirmation of Request Results and Objection (申請結果確認・異議申立)

**Period** April 24th (Mon.) – 26th (Wed.) 9:00 p.m.

- You can view “Confirmation of Request Results” (申請結果確認) on the menu page on the Web System from April 24th (Mon.).
  - » The Committee will notify you via “Inquiry” (問い合わせ) when we release “Confirmation of Request Results”.
- You can view whether matters that require requests and permissions from the Committee are permitted. On the day of the May Festival, you can only conduct what was permitted by the Committee.
- **All projects shall confirm whether the content of registrations/requests/orders is correct.**
  - » Even if you do not have any objections, you shall register to that effect.
- Once you have registered the objection to the “Confirmation of Request Results”, you will not be able to change the objection. Please register “Confirmation of Request Results” after filling in all objections.
- The period of payment to the Committee also starts when the “Confirmation of Request Results” starts.
- **If you pay the required fee to the Committee without any objection, we will regard that you do not have any objection to any of the request results.**
  - » We will bear absolutely no responsibility for any disadvantages caused by payment without confirming the request results.

## Payment to the Committee

**Period** April 24th (Mon.) – May 1st (Mon.) 3:00 p.m.

- Do not pay before or after the payment period, otherwise we may not be able to confirm your payment.
- If you cannot pay during the period, please contact us in advance via “Inquiry” (問い合わせ).

## To Pay to the Committee

- This includes Participation Fee, Project Guarantee Deposit, Outdoor Stall Fee, and fees for rental and purchase.
- Please make the payment to the Committee **by bank transfer**. We do not accept cash.
  - » Please check the business days and business hours of financial institutions before making a bank transfer.
- If you do not complete the payment to the Committee within the period, you may be considered to have canceled the purchases and rentals through the Committee, and we may regard that you do not want to carry out the project and cancel the project. You cannot carry out the project until you complete the payment to the Committee.
- We will issue a receipt to groups which we have confirmed the payment to the Committee of after the 3rd Information Session.
  - » We describe the group name registered in the “Project Registration” as the receipt address. If you want us to describe another group as the receipt address, please fill that in the “[20] Bank Account Registration” ([20]返金用口座情報登録) (→[p. 50](#)).

## Payment Method

### Payee

- |                  |  |
|------------------|--|
| • Bank           | 三井住友銀行 (Mitsui Sumitomo Bank, Bank code: 0009) |
| • Branch         | Koishikawa branch (Branch code: 813)           |
| • Type           | 普通預金 (Ordinary Account)                        |
| • Account Number | 3899741  |
| • Name           | 五月祭常任委員会 (ゴガツサイジヨウニンインカイ)                      |

## Total Amount of Payment

- **The total amount of payment will be announced in “Confirmation of Request Results” (申請結果確認) (→[p. 9](#)) from April 24th (Mon.).**
  - » If you pay to the Committee without any objection, we will regard that you do not have any objection.
- If you register an objection, the total amount of payment may change. **Please do not make a payment until we contact you.**
  - » We will bear absolutely no responsibility for any disadvantages caused by the payment before the determination of the amount of the money you should pay.

## Notes

- **Please check the transfer fee of financial institutions by yourself and take responsibility for it at your expense.**
  - » Please inquire your financial institution for the amount of transfer fees.
- Please enter **“Project ID” + “Project manager’s name”** (either the main manager or the sub-manager) as a payer.  
Example: 101サツキメイ
  - » Otherwise the Committee may not recognize your project because the account name of groups often starts with “The University of Tokyo” and the following characters are hidden due to limited space to write the name of payers in the passbook.
- **Please keep your transfer statements with you until the end of the May Festival.**
  - » If we cannot confirm your payment although you have completed the payment, we may ask you to present the transfer statement as a proof of payment. If you do not present it, we may ask you to pay again.
  - » If you use internet banking, transfer statement is not issued, therefore we may ask you to present an email with an electronic signature sent by the financial institution after the transfer is completed.
- **Please pay close attention when entering the account number, the amount of your payment, and the name of the payer.** If we cannot confirm your payment due to your mistakes in the name of the payer or the amount of money, we may ask you to pay again.
- The account used for payments may have a limited amount of transfers per day. Please check in advance so that you can make the payment within the deadline.

## How to Check Your Payments

- You can check whether you have completed your payments from “Confirmation of Request Results”.
  - » It may take some time for it to be reflected.
- **If you have made a payment within the deadline but do not receive a confirmation of payment in three days, please contact us via “Inquiry”.**

## The 3rd Information Session

**Date** May 3rd (Wed.) / 4th (Thu.) 1:00 p.m. (at most for 3 hours)

**Place** May 3rd (Wed.): Hongo Campus

May 4th (Thu.): Komaba Campus

※ The content is the same for both of the days, so please attend on either date.

- We will explain the schedule and precautions on the day of the May Festival and distribute the necessary handouts.
- We will also hold seminars on important matters such as how to handle fire equipment, precautions on food and drink service, and how to handle goods rented through the Committee.
- **At least one manager is required to attend.** Please bring **your student ID card** for identification at this time.
  - » If neither of the project managers can attend, contact the Committee and have a substitute who knows the detailed content of the project attend instead. The substitute is required to bring a copy of the student ID card of the main manager or the sub-manager.
  - » However, some of the important handouts are **only distributed to project managers themselves**. If the substitute attends, the project manager will have to come to Main Office of the Committee to receive the important handouts at a later date.

# 3 Carrying Out the Project

## How to Use This Chapter

### Contents for All Projects

Headline	Notes
Open Hours for Visitors (→ <a href="#">p. 14</a> )	About the hours you can release your project on the day of the May Festival
Rules and Regulations (→ <a href="#">p. 14</a> )	About the Autonomous Regulations of the May Festival, and measures during the festival and punishment after the festival when rules are violated
About Measures Against COVID-19 (→ <a href="#">p. 15</a> )	About the necessary measures against COVID-19 when preparing and cleaning-up the project
Cleaning Check System (→ <a href="#">p. 16</a> )	About the “Cleaning Check” in which the Committee make sure the place used for projects is sufficiently cleaned and restored to its original state after the usage of the project place
About Eating Space (→ <a href="#">p. 17</a> )	About the duty of projects to set up and strike the tents of the “Eating Space”

### Items to be Referred According to the Content of the Project

Headline	Notes
Food and Drink Handling (→ <a href="#">p. 18</a> )	About the procedures of cooking food and drink and precautions regarding the purchase, preparation, and storage of food and beverages
Notice on the Handling of Fire/Electric Equipment (→ <a href="#">p. 24</a> )	About the Safety Seminar on Fire Equipment and items that are necessary for handling fire equipment, generators and electric appliance

# Contents for All Projects

## Open Hours for Visitors

- Open hours for visitors of the festival on both on-campus and online is **9:00 a.m. to 6:00 p.m. for both days.**
- **From May 13th (Sat.) 6:00 p.m. to May 14th (Sun.) 9:00 a.m. which is outside of the project opening hours, you cannot release the online contents to visitors.**
- Outside of the opening hours for visitors, the official website may be inaccessible due to maintenance.

## Rules and Regulations

### About the Autonomous Regulations

- The Autonomous Regulations for the 96th May Festival were approved by your vote.

#### The Autonomous Regulations for the 96th May Festival

1. All projects will autonomously be led by students at the University of Tokyo.
2. Project members and the Committee should pay attention to prevent accidents.
3. Project members and the Committee should endeavor to preserve university facilities and environment, and restore them immediately to their original states after the festival.
4. Any behavior that disturbs others is prohibited.
5. Project members and the Committee should respect the right of all participants to run projects smoothly and not disturb other projects.
6. Any behavior that is against public order and morality is prohibited.
7. Any behavior that profits certain political groups, religions or religious groups is prohibited.
8. Any behavior of soliciting political or religious activities is prohibited.
9. Any behavior of advertising companies or certain external groups and individuals is prohibited.
10. All projects will be non-profit.
11. All projects will be exhibited for free.
12. Project members and the Committee should fulfill their responsibility needed for the operation of the May Festival.

### Measures During the Festival and Punishment After the Festival

- Projects are required to abide by the Autonomous Regulations and the rules established by the Committee when carrying out the projects.
- In case of violation of these rules or if socially unacceptable problems are caused, there may be measures taken during the festival and punishments after the festival.
- Further details will be informed at the 3rd Information Session.

## About Measures Against COVID-19

- When carrying out, preparing and cleaning-up the project, please follow the necessary measures against COVID-19.
  - » You need to register whether you can follow the required prevention measures in the “[3] Measures Against COVID-19 Detailed Registration” ([3]感染症対策詳細登録). If you are unable to follow the required prevention measures, you must register alternative measures against COVID-19. Please refer to “[3] Measures Against COVID-19 Detailed Registration” (→[p. 28](#)) for more details.
- For measures against COVID-19, the Committee will make arrangements with the University. Please do not contact the University directly about it.
- Taking the surrounding circumstances into consideration, **we may alleviate the standard of prevention measures.**

## Necessary Measures

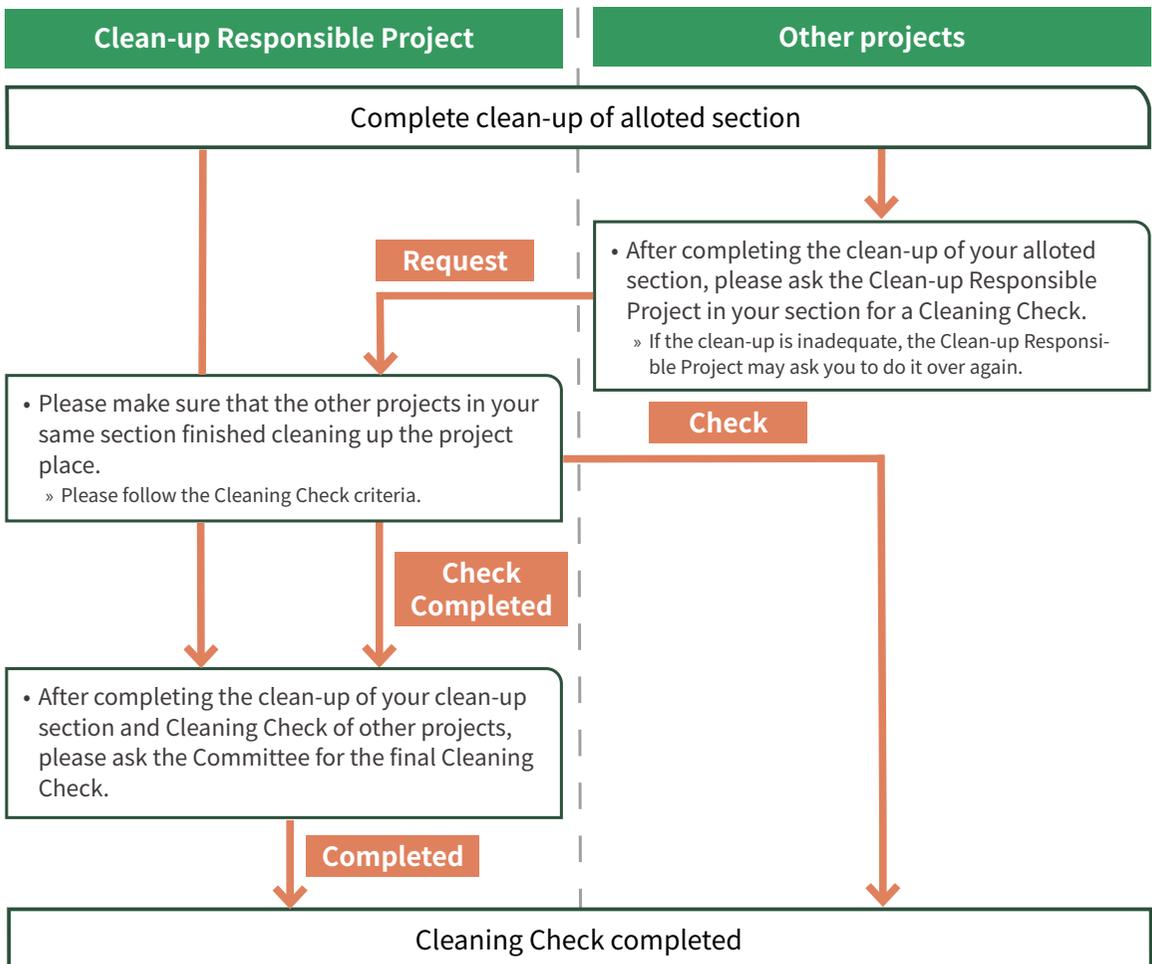
- In carrying out, preparing and cleaning-up the project, **please make sure that project members and visitors wear masks all the time.**
- If wearing masks is not suitable for your project, we are planning to accept projects carried out without wearing masks after ensuring that alternative measures against COVID-19, for example maintaining enough space between people or refraining from talking, are taken.
- If none of the measures listed above cannot be followed, it will require further arrangements with the University about an alternative plan which the Committee meditates between.
  - » If alternative measures are not sufficient, we may ask for more strict measures.

## Cleaning Check System

- “Cleaning Check System” is a system to make sure the place used for projects is sufficiently cleaned and restored to its original state at the end of the usage of the project place.
- After using the facility, please clean the clean-up section allotted to your project.
- We will explain details on the allocation of the clean-up section and the procedures of the Cleaning Check in the 3rd Information Session.

### Clean-up Responsible Project

- In case several projects share outdoor sections, we will designate one project that will be responsible for the cleaning of the section as **“Clean-up Responsible Project”**.
- During the “Discussion on Place and Time Allocation”, we will ask projects in the same section to choose the Clean-up Responsible Project.



## About Eating Space

- Due to measures against COVID-19, areas called “**Eating Space**” where visitors are **allowed to eat and drink will be set up**.
- The Eating Space will have tables and chairs inside the tents.
  - » There will be 3-6 Eating Spaces per section, for a total of 6 sections.
- We will encourage visitors who have purchased food and drink from projects to use the Eating Space, instead of eating around.
- We ask projects that serve food and drink to both set up and strike the tents in the Eating Space.
- Projects that serve food and drink will be asked to pay Outdoor Stall Fee to the Committee.
  - » The cost is expected to be approximately 2,000-3,000 yen per project. The cost is significantly reduced from the amount we announced at the last Information Session.

## Eating Space Responsible Project

- Each Eating Space will have one project designated as **Eating Space Responsible Project** which is held responsible for setting up and striking the tents.
  - » Sections that require the Eating Space Responsible Project are decided by the Committee in advance.
- Eating Space Responsible Project needs to fulfill the tasks as follows.
  - Setting up the Eating Space on the day before the May Festival
  - Striking all the tents of the Eating Space after Day 2 is over.

# Items to be Referred According to the Content of the Project

## Food and Drink Handling

**Subject** Projects which serve food and drink

※ **Only those projects that have already registered to serve food and drink in “Place and Time Request” can serve food and drink.**

### Introduction

- To serve food and drink, you have to submit “[4] Food and Drink Handling Request” ([4] 飲食物取扱申請) (→[p. 29](#)).
- Depending on the results of arrangements with the Public Health Center, even if food and drink that you register in “[4] Food and Drink Handling Request” meet the standards for serving food and drink, we may ask you to change the cooking procedures or menu.
- The Committee will make all arrangements with the Public Health Center, so **please do not contact the Public Health Center directly.**
- We will conduct a seminar on food hygiene in the 3rd Information Session so that you will serve food and drink safely.

### Main Items and Sub Items

- At the May Festival, menus are divided into “Main Items” and “Sub Items” based on the number of cooking procedures.

#### Cooking Procedures

- “Cooking procedures” refer to heating procedures such as boiling, baking, steaming, frying, and sauteing, and procedures such as stirring. However, please note that “dishing up” is not regarded as a part of “cooking procedures”.

Main Items	Sub Items
<ul style="list-style-type: none"> <li>• “Main Items” are foods which require one or more cooking procedures.               <ul style="list-style-type: none"> <li>» Drinks such as ones made using a electric kettle is also regarded as a “Main Item”</li> </ul> </li> <li>• <b>You may handle only one main item.</b></li> </ul>	<ul style="list-style-type: none"> <li>• “Sub Items” are foods which don’t require any cooking procedures and can be served directly.               <ul style="list-style-type: none"> <li>» In principle, “Sub Items” indicate ready-made snacks and drinks.</li> </ul> </li> <li>• <b>You may handle multiple “Sub items”.</b></li> </ul>

## How to Serve Multiple Items

- Projects can serve “Main Item” and “Sub Item” at the same time.

✓ Acceptable	× Unacceptable
<ul style="list-style-type: none"><li>• Yakisoba (Main Item) + bottled drinks (Sub Item)</li><li>• skewered beefs (Main Item) + ready-made snacks (Sub Item) + bottled drinks (Sub Item)</li></ul>	<ul style="list-style-type: none"><li>• coffee made with coffee brewer (Main Item) + churros (Main Item)<ul style="list-style-type: none"><li>» multiple “Main Items” are not accepted</li></ul></li></ul>

## Cooking Precautions

- For reasons of hygiene, all cooking processes should be simplified.

## Purchasing and Preparation

### Purchasing

- **Ingredients you use in your project shall be purchased on the morning of each day of the May Festival.**
- Drinks, condiments, and oil may be purchased before the day of the May Festival.
  - » Drinks and oil purchased through the Committee will be distributed in a two-day batch on the morning of the first day of the May Festival.
- For reasons of hygiene, **you are not permitted to leave any food on the campuses overnight that has been opened, and that cannot be stored at room temperature.**
  - » If any food that has been opened or that cannot be stored at room temperature is found to be left during the night, the Committee will confiscate it. The Committee is not responsible for any disadvantages due to the confiscation of food.
  - » Drinks, condiments, and oils will be distributed only on the first day of the May Festival. As long as they are unopened, drinks, condiments, and oils may be left on the campuses during the night of the first day of the May Festival and carried over to the second day.

### Preparation

- “Preparation” refers to procedures of preparing ingredients, such as cutting ingredients, outside the project place in the morning on the days of the May Festival.
- **All “Preparations” are prohibited.**
  - » When ingredients need to be cut, please use pre-cut ones.

## Heating

- Heating procedures refer to cooking procedures with heating, such as boiling, baking, steaming, frying, and sauteing.
- Heating procedure in the cooking of “Main Item” shall be carried out only in your stall and **is limited to one heating procedure**.
- In principle, heating procedures of two or more are prohibited.

✓ Acceptable	× Unacceptable
<ul style="list-style-type: none"> <li>• Yakisoba                             <ul style="list-style-type: none"> <li>» acceptable as it only has one procedure of “fry-stirring meat, vegetables, and noodles”.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fried chicken on rice                             <ul style="list-style-type: none"> <li>» unacceptable as it has two cooking procedures of “heating rice” and “frying chicken”.</li> </ul> </li> </ul>

- Foods shall be **heated just before serving**.
  - » Kakigori(shaved ice), Tokoroten, chocolate-covered fruits, drinks, bread, snacks that can be opened and served immediately, and so on can be served without heating.
  - » Vegetables shall also be heated.
  - » Regarding stewed food and soups, you shall heat them until just before serving.

## Storage

- Foods should be stored hygienically until just before cooking.
- Except for those that can be stored at room temperature, **all foods shall be stored in coolers**.
  - » Coolers in which you store foods shall always be filled with a sufficient amount of ice or refrigerants and **always kept closed** except when taking foods or ice in and out.
- Please bring coolers with sufficient capacity to store the foods, or rent them through the Committee. If necessary, please check the form in “[5a] Goods Rental Order” ([5a]物品レンタル申込) (→[p. 30](#)).
  - » You can purchase ice through the Committee. If you want, please check the form in “[6] Food and Items Purchasing Order” ([6]食材・物品等購入申込) (→[p. 37](#)).
- To prevent dust and dirt from getting in, **please keep foods and coolers at least 60 cm off the ground by placing them on a desk or the like** instead of placing them directly on the ground.
  - » Please prepare desks or the like high enough to keep coolers and foods off the ground, or rent desks through the Committee. If you want, please check the form in “[5a] Goods Rental Order” (→[p. 30](#)).
- Do not defrost frozen food until just before cooking. Avoid thawing food naturally at room temperature when defrosting, and defrost it slowly in the cooler.
- Do not use frozen food that has been thawed once again.

## Cooking Place and Tools

- Please keep the cooking place and tools clean at all times.
- In your tent, **please put a fire resistant sheet on the ground and when cooking, set side curtains on three sides of the tent** without a gap.
  - » You can rent a “tent set” through the Committee and it includes four side curtains. Please check the form in “[5a] Goods Rental Order” (→[p. 30](#)). About fire resistant sheets, please check the form in “[6] Food and Items Purchasing Order” (→[p. 37](#)).
- **You cannot use cooking tools such as knives, mixers, food processors and scissors for food due to the insufficiency of cleaning facilities.**
- It is recommended that you use disposable cooking tools. Please take care to maintain the hygiene of non-disposable cooking tools as well, such as by cleaning them regularly.
  - » On the days of the May Festival, we will set up simple cleaning facilities for outdoor stalls, called “Washing Place” (水洗場).

## Water

- **Water for cooking should be procured on your own.**
  - » You can purchase mineral water through the Committee. If necessary, please check the form in “[6] Food and Items Purchasing Order” (→[p. 37](#)).
  - » There will be water-boiling spot on the day of the May Festival to procure hot water, but **only indoor projects can use it**. Please note that this is not available for outdoor projects.
  - » Indoor hot water supply rooms are not available.

## Cooks and Clothing

- When cooking, please wear clean and appropriate clothing for cooking.
- Please be sure to wear an apron, a triangular bandage, and a mask.
- Please keep the cooking place and tools clean at all times.
- Please use disposable plastic gloves when you handle food, and replace with new ones frequently instead of handling them with bare hands.
  - » You can purchase “disposable plastic gloves” through the Committee. If you want, please check the form in “[6] Food and Items Purchasing Order” (→[p. 37](#)).

## Meal Prep

- From a hygienic standpoint, it is dangerous to prepare food in advance, so **do not pre-prepare food in advance at any time** including when cooking or serving.
  - » It is especially very dangerous to prepare in advance the dough of okonomiyaki, takoyaki, pancakes, etc. Please use the dough you have made as soon as possible.
- Selling food outside of the project place (peddling), serving food that has been cooked a long time ago, and displaying food as samples are prohibited as they are also considered as meal prep.

## Each Ingredient and Item

### Ingredients and Items You Cannot Use and Serve

- We will prohibit serving food that is not listed in the table below, if the Public Health Center deems it dangerous to serve from a hygienic standpoint.

Ingredients/Menu	Notes
Raw food (Sashimi, raw vegetables, fruits, etc.)	<ul style="list-style-type: none"> <li>• <b>All food shall be processed with heat.</b></li> </ul>
Cream	<ul style="list-style-type: none"> <li>• <b>Only shelf-stable vegetable-based cream is accepted.</b> <ul style="list-style-type: none"> <li>» ready-made cakes and cream puffs are also prohibited because they contain dairy cream.</li> </ul> </li> </ul>
Curry	<ul style="list-style-type: none"> <li>• Prohibited due to the insufficiency of cleaning facilities.</li> </ul>
Noodles that require large amount of water	<ul style="list-style-type: none"> <li>• Due to the insufficiency of cleaning facilities, Udon and Soba noodles, and other noodles that need to be boiled are prohibited.</li> </ul>
Organ meat such as innards blowfish•oyster	<ul style="list-style-type: none"> <li>• Banned due to hygienic problems.</li> </ul>
Milk, condensed milk, and dairy products without heating process	<ul style="list-style-type: none"> <li>• <b>Milk and condensed milk are prohibited.</b> As alternatives, soy milk, potion milk, or the like is accepted.</li> </ul>

## Ingredients and Items Requiring Particular Attention

Ingredients/Menu	Notes
Pork, Beef and Chicken, etc.	<ul style="list-style-type: none"> <li>Please purchase pre-cut ones.</li> <li><b>Regarding chicken, only heated ones are permitted.</b></li> <li>Please keep them refrigerated in a cooler or the like until just before using, and <b>heat them well inside when cooking.</b></li> <li>Regarding skewered beef, please purchase and use already skewered ones. Regarding skewered chicken and pork, please purchase and use already skewered and heated ones.</li> </ul>
Products that use eggs	<ul style="list-style-type: none"> <li><b>Only products that are heated thoroughly are allowed.</b> <ul style="list-style-type: none"> <li>» Products that are not fully-heated are prohibited.</li> <li>» Leaving eggs after cracking them is also prohibited because it is very dangerous from a hygienic standpoint.</li> </ul> </li> </ul>
Ice-cream	<ul style="list-style-type: none"> <li>Due to hygienic problems, serving ice-cream with metal spoons is banned.</li> <li>Only individually packed ones, such as ice-cream puffs, are accepted.</li> </ul>
Dairy products (cheese, etc.)	<ul style="list-style-type: none"> <li>Please keep them refrigerated in a cooler or the like until just before using them and heat them well inside.</li> </ul>
Steamed bun and Dump-ling(Dango), etc.	<ul style="list-style-type: none"> <li>Only ready-made ones or semi-ready-made ones which can be served by just heating at the stall are permitted.</li> </ul>
Bread used for Hot dogs	<ul style="list-style-type: none"> <li>Please purchase pre-cut ones.</li> </ul>
Stewed food (Soup, etc.)	<ul style="list-style-type: none"> <li>In order to avoid food poisoning, please keep heating and mixing the food in a pot until just before serving.</li> <li><b>For every two hours, please remove all food in a pot.</b></li> <li>It is recommended to prepare at least two pots for cooking.</li> </ul>
Frozen Tapioca	<ul style="list-style-type: none"> <li><b>It is not permitted to boil tapioca since the process of cooling corresponds to “meal prep”.</b> <ul style="list-style-type: none"> <li>» You can handle it only when you defrost it in a cooler.</li> <li>» Handling dried tapioca is also prohibited.</li> </ul> </li> </ul>
Rice	<ul style="list-style-type: none"> <li>Only boil-in-the-bag or aseptic packaged rice is accepted.</li> </ul>

## Handling Alcohol

- If you want to handle alcohol, please be sure to indicate that you will serve alcohol in “[4] Food and Drink Handling Request” ([4]飲食物取扱申請) (→[p. 29](#)). If this is not stated, you cannot serve alcohol.
- Alcoholic drinks with an alcohol content of **20 percent or higher** cannot be brought to campuses under any circumstances.
- If necessary, the Committee will inform you of the rules for serving and identification in English.
- No alcohol may be served without permission of the Committee.**

## Notice on the Handling of Fire/Electric Appliances

### **Subject** Projects that use fire/heat-generating electric appliances and generators

- A safety seminar on safe use of fire/electric appliances and generators is scheduled to be held in the 3rd Information Session.

## Note on the Use of Fire Equipments

- **In general, all fire equipment shall be rented through the Committee.**
- When using a fire equipment prepared not through the Committee, you shall apply “[15]Bringing Fire/Heat-generating Electric Appliances Request” ([15]火気器具・発熱電気機器持込申請) (→[p. 44](#)).
- When using a fire equipment, you must rent **one fire extinguisher and a heat insulating plate** through the Committee by filling out “[5a] Goods Rental Order” ([5a]物品レンタル申込) (→[p. 30](#)).
- Even when using a fire equipment not rented through the Committee, **please rent enough heat insulating plates so that all parts of the table touching the fire equipment are protected.**
  - » The size of the heat insulating plates is 60cm x 30cm.
- **Please prepare tools for fire ignition (e.g. lighter) on your own.** Please note that the fire ignition tools do not have to be registered in “[15] Bringing Fire/Heat-generating Electric Appliances Request”.
- To get rid of ash, **please bring a bowl or a bucket on your own.**

## Note on Generators

- Projects that did not request the use of electricity in “Place and Time Request” (企画場所・時間申請) may not be approved of using electric appliances.
  - » If you want to use electricity but did not request the use of electricity, please contact us via “Inquiry” (問い合わせ) immediately.
- **You must have a generator** when using electric appliances outdoors.
- **Generators must not be prepared by individuals. Please rent one through the Committee by filling out “[5a] Goods Rental Order”** (→[p. 30](#)).
- When using a generator, you must rent **one fire extinguisher** through the Committee by filling out “[5a] Goods Rental Order”.
- Gasoline fuel must be purchased at gas stations on your own.
  - » In the 3rd Information Session, we will be giving examples of gas stations around Hongo and Yayoi campuses.

## Note on Heat-generating Electric Appliances

- “Heat-generating Electric Appliances” refers to electric appliances (such as toasters and hotplates) that constantly emit heat.
- When using heat-generating electric appliances not rented from the Committee, **you need to fill out “[15] Bringing Fire/Heat-generating Electric Appliances Request”** (→[p. 44](#)).
- When using electric appliances with heat emission, you must rent **one fire extinguisher and a heat insulating plate** through the Committee by filling out “[5a]Goods Rental Order” (→[p. 30](#)).
  - » When using electric kettles, fire extinguishers and heat insulating plates are not needed.
- **Please rent enough heat insulating plates so that all parts of the table touching the heat-generating electric appliances are protected.**
  - » The size of the heat insulating plate is 60cm x 30cm.
- **Laptops and electric musical instruments are not regarded as heat-generating electric appliances, therefore, no registration or heat insulating plate rental is necessary.**

# 4 Registrations

Deadline of all registrations in this chapter is **March 25th (Sat.) 9:00 p.m.**

## Registrations/Requests/Orders List

- As registrations are complicated, you have to consider the content of your project in detail. **Please allow enough time to complete your registrations.**
- You can alter your registrations anytime until the deadline.
- If you cannot complete your registrations by the deadline, **you may have trouble in carrying out your project such as disapproval of the actions that require the Committee's permission.**

### Detailed Registration/Request about Carrying out the Project

Name	Japanese Label on Web System	Subject
[3] Measures Against COVID-19 Detailed Registration (→ <a href="#">p. 28</a> )	[3]感染症対策詳細登録	All projects
[4] Food and Drink Handling Request (→ <a href="#">p. 29</a> )	[4]飲食物取扱申請	Projects which serve food and drink

### Orders for Goods

Name	Japanese Label on Web System	Subject
[5a] Goods Rental Order (→ <a href="#">p. 30</a> )	[5a]物品レンタル申込	Projects planning to rent goods through the Committee
[6] Food and Items Purchasing Order (→ <a href="#">p. 37</a> )	[6]食材・物品等購入申込	Projects planning to purchase food and goods through the Committee

## Requests about Actions that Require Committee's Permission

Name	Japanese Label on Web System	Subject
[11] Commercial Transaction Request (→ <a href="#">p. 42</a> )	[11]商行為申請	Projects that conduct commercial transaction
[15] Bringing Fire/Heat-generating Electric Appliances Request (→ <a href="#">p. 44</a> )	[15]火気器具・発熱電気機器持込申請	Projects using fire/heat-generating electric appliances that are not rented through the Committee
[17] Outdoor Monument Request (→ <a href="#">p. 45</a> )	[17]屋外構造物設置申請	Projects that set monument outdoors

## Registration/Requests about Operation of the Festival

Name	Japanese Label on Web System	Subject
[19] Garbage Disposal Request (→ <a href="#">p. 47</a> )	[19]ごみ排出申請	All projects
[20] Bank Account Registration (→ <a href="#">p. 50</a> )	[20]返金用口座情報登録	All projects
[21] Temporary Staff Dispatch Request (→ <a href="#">p. 50</a> )	[21]運営スタッフ派遣日時申請	All projects

## Registrations about PR of Projects

Name	Japanese Label on Web System	Subject
[22] Project Information Registration for PR (for all projects) (→ <a href="#">p. 52</a> )	[22]広報用情報登録	All projects
[23] Project Information Registration for Official Website (→ <a href="#">p. 53</a> )	[23]公式ウェブサイト情報登録	All projects
[24] Project Information Registration for PR (for specific project) (→ <a href="#">p. 55</a> )	[24]対面企画広報用情報登録	All projects other than those that only serve food and drink

# Detailed Registration/Request about Carrying out the Project

## [3] Measures Against COVID-19 Detailed Registration ([3]感染症対策詳細登録)

**Subject** All projects

### Main Registration Contents

- Able/unable to “wear masks at all times”
- Alternative measures against COVID-19 conducted when necessary measures against COVID-19 cannot be conducted

### Notes

- Please be sure to refer to “About Measures Against COVID-19” (→[p. 15](#)) for registration.
- **Wearing masks at all times is necessary for measures against COVID-19.** For projects unable to wear masks at all times, please register alternative measures against COVID-19.

## [4] Food and Drink Handling Request ([4] 飲食物取扱申請)

**Subject** Projects which serve food and drink

※ **Only those projects that have already registered to serve food and drink in “Place and Time Request” can serve food and drink.**

### Main Registration Contents

- Details of food and drink you serve
  - » Please provide all details of the menu to be served, ingredients, date of arrival, method of preservation and cooking, and the total number of menus.

### Notes

- **Your project cannot serve food that is not registered here.**
  - » All projects that serve food or drink, **including those that are not intended to be consumed on the campuses, such as packaged snacks as prizes**, shall submit this registration.
- You cannot serve **food and drink that does not meet the standards described in “Food and Drink Handling”** (→[p. 18](#)). **Please be sure to refer to it before submitting this request.**
- Depending on the results of arrangements with the Public Health Center, even if they meet the standards for serving food and drink, we may ask you to change the cooking procedures or the menu.
  - » The Committee will make all arrangements with the Public Health Center, so **please do not contact the Public Health Center directly.**
- **Please do not order food and drink from suppliers until you are approved to handle food and drink in the “Confirmation of Request Results” (申請結果確認)** (→[p. 9](#)). The Committee is not responsible for any disadvantages caused by ordering without waiting for an approval from the Committee.

# Orders for Goods

Please refer to “Tent Image” (→[p. 60](#)) and “List of Necessary Goods” (→[p. 60](#)) for information on necessary equipment and how to prepare them.

## [5a] Goods Rental Order ([5a]物品レンタル申込)

**Subject** Projects planning to rent goods through the Committee

### Main Registration Contents

- Whether to use a tent or not
- The amount of each goods you want to rent

### Notes

- For rental services, you can rent from “San-no Space&Rental” and “Duskin Rent-All”.
- All rental goods are only available from May 12th (Fri.) to 14th (Sun.). Reception of rental goods before the festival preparation date is not available.
- Rental goods have limited stock. When short on stock, we will contact you via “Inquiry” (問い合わせ).
- Please note that due to price fluctuations, prices are subject to change.
- This handout does not cover all rental goods. All goods shown on the rental catalog can be rented.
  - » Duskin Rent-All only provides generators and goods related to tents. All goods from Duskin Rent-All are on this handout.
  - » Please refer to “Rental Catalog” (レンタルカタログ) <[https://system.gogatsusai.jp/96/static/files/session2/MF96\\_catalogue\\_ssr.pdf](https://system.gogatsusai.jp/96/static/files/session2/MF96_catalogue_ssr.pdf)> for images of rental goods and its details for San-no Space&Rental.
- Rental Catalog is available only in Japanese. Please refer to Japanese rental goods names written along the images.
- **After you have chosen your rental goods and rental cooking equipment, please consult with us via “Inquiry” or at the 2nd Consultation Meeting (→[p. 6](#)). We will help you find necessary rental goods.**

## Goods for Tents/Outdoor Monuments

- If you register to “rent weights through the Committee” (委員会を通じてレンタル) in “[17] Outdoor Monument Request” ([17]屋外構造物設置申請) (→[p. 45](#)), please rent **tent weights or water weights for flags**.
  - » Panel stands need more than 36kg of weight, and more than 54 kg for signboards.
- Even when preparing tents on your own, please rent side curtains and tent weights if necessary.

Name	Japanese Label on Web System	Price (including tax)	Notes
Tent Set	テントセット	¥14,190	Includes a set-up tent (2.4m × 3.6m), four tent weights (20kg), and side curtains (for four sides)
Side curtains (2.4m × 3.6m, for four sides)	横幕 (2.4m×3.6m用、4面分)	¥5,390	
Side curtains (for sides)	横幕 (側面用)	¥1,155	
Side curtains (for front and back)	横幕 (前面、背面用)	¥1,540	
Four tent weights	テントウェイト4個	¥2,200	
Tent weight (single)	テントウェイト単品	¥550	For stabilizing outdoor monuments, 20kg each
Tent weight for flags	のぼり用水ウェイト	¥880	For stabilizing outdoor monuments, around 18kg each when filled with water

## Equipment for Setups

- We recommend outdoor stalls to rent three tables for setting up tents.
- We recommend **plywood table(wide)** over plywood table(single) for installing fire equipment.
- **Food ingredients and coolers must not touch the ground and must be kept more than 60cm above the ground.**
- We recommend projects with multiple rental goods projects with a few members to **rent push carts if necessary.**
  - » In order to carry a tent set without using any push carts, it would require around 10 to 12 people.

Name	Japanese Label on Web System	Price (including tax)	Notes
Plywood table (single)	ベニヤテーブル(シングル)	¥990	W180cm × D45cm × H70cm
Plywood table (wide)	ベニヤテーブル(ワイド)	¥990	W180cm × D60cm × H70cm
Teak Desk	会議机チーク	¥1,210	W180cm × D60cm × H70cm
Pipe chair	パイプ椅子	¥330	
Round chair	丸椅子	¥220	Green, four legs
Push cart(60cm x 90cm)	台車 (60cm×90cm)	¥2,200	

## Fire Equipment Set

- **When using fire equipment, you need to rent one fire extinguisher.**
- **Fire equipment set does not include fire extinguishers.**
- Each fire equipment set includes more than enough gas for total open hours for visitors (18h) and heat insulating plate.
- All gas equipment has only one port.
- Please refer to “Rental Catalog” <[https://system.gogatsusai.jp/96/static/files/session2/MF96\\_catalogue\\_ssr.pdf](https://system.gogatsusai.jp/96/static/files/session2/MF96_catalogue_ssr.pdf)> for images and details.

Name	Japanese Label on Web System	Price (tax included)	Content
LP gas: “Teppanyaki” (grilled food) maker set	LP鉄板焼セット	¥25,520	The machine body, one oil spreader, two spatulas, 10kg gas, 5kg gas, two heat insulating plates
LP gas: “Takoyaki” (octopus dumplings) maker set	LPたこ焼き機セット	¥17,380	The machine body, one oil spreader, one batter can, one awl, 10kg gas, one heat insulating plate
LP gas: desk-top frier set	LP卓上フライヤーセット	¥31,900	The machine body, one net (for removing scums), one “Aburakiri” (shallow tray to place fried food), 10kg gas, 5kg gas, three heat insulating plates
LP gas: Chinese steamer set	LPセイロセット	¥25,080	The machine body, 10kg gas, 5kg gas, one heat insulating plate
LP gas: double-burner gas stove set	LPガスコンロ二重セット	¥21,120	The machine body, 10kg gas, 5kg gas, one heat insulating plate
LP gas: triple-burner gas stove set	LPガスコンロ三重セット	¥36,850	The machine body, 20kg gas, 10kg gas, two heat insulating plates

## Propane Gas

- When using fire equipment prepared on your own, please rent propane gas if necessary.
- If you rent a fire equipment set, no additional rental of propane gas is necessary.
- One rubber hose can attach to one fire equipment.

Propane Gas	Japanese Label on Web System	Price (tax included)	Attached Rubber Hose
LP gas 5kg (One piece of fire equipment can be attached.)	5kg一□	¥7,700	One rubber hose
LP gas 5kg (Two pieces of fire equipment can be attached.)	5kg二□	¥8,250	Two rubber hoses
LP gas 10kg (One piece of fire equipment can be attached.)	10kg一□	¥11,000	One rubber hose
LP gas 10kg (Two pieces of fire equipment can be attached.)	10kg二□	¥11,550	Two rubber hoses
LP gas 20kg (One piece of fire equipment can be attached.)	20kg一□	¥22,000	One rubber hose
LP gas 20kg (Two pieces of fire equipment can be attached.)	20kg二□	¥22,550	Two rubber hoses

## Electric Appliances

- When using electric appliances that constantly emit heat, you must rent **one fire extinguisher and a heat insulating plate** through the Committee.
- Please refer to “Rental Catalog” <[https://system.gogatsusai.jp/96/static/files/session2/MF96\\_catalogue\\_ssr.pdf](https://system.gogatsusai.jp/96/static/files/session2/MF96_catalogue_ssr.pdf)> for images and details.

Name	Japanese Label on Web System	Price (tax included)	Content
Can warmer	缶ウォーマー	¥2,970	Electric consumption: 480W
Steaming machine	スチームマシーン	¥9,900	Electric consumption: 950W
Cord reel	コードリール	¥990	30m of wire, 15A
Audio equipment set (small)	音響セット(小)	¥19,800	Attached with two wired microphones, two 10m wires (for the mics), one amplifier with mixer functions, a pair of small speakers, and two 10m wires (for the speakers)  Electric consumption: 30W
Audio equipment set (large)	音響セット(大)	¥29,700	Attached with two wired microphones, two 10m wires (for the mics), one powerful amplifier with mixer functions, a pair of large speakers, and two 20m wires (for the speakers)  Electric consumption: 150W

## Generator

- **Generators and gasoline cans must be rented through the Committee.** No other generators or gasoline cans are permitted.
- Rental generators come with gasoline cans and a rainshade.
  - » **Gasoline must be purchased at gas stations on your own.**
- The wattage of generators must be more than 10% larger than the total electric power consumption.
- **When you rent a generator, you need to rent at least one fire extinguisher.**

Name	Japanese Label on Web System	Price (tax included)	Notes
Generator: 1,500W	発電機1500W	¥12,100	Comes with gasoline can and a rainshade.
Generator: 2,800W	発電機2800W	¥22,000	

## Fire Extinguisher and Heat Insulating Plate

- **When you use fire equipment, generator and electric appliances that constantly emit heat, you need to rent at least one fire extinguisher.**
  - » Both projects renting a fire equipment through the Committee and projects using their own fire equipment must follow the above.
- **When using electric appliances that constantly emit heat, you must rent heat insulating plates through the Committee.**
  - » Even when using fire equipment prepared on your own, you must rent **heat insulating plate**.
  - » The fire equipment set includes heat insulating plates, therefore no additional rental of heat insulating plates is necessary.
  - » Please rent enough heat insulating plates so that all parts of the table touching the fire equipment is protected.

Name	Japanese Label on Web System	Price (tax included)	Notes
Fire extinguisher	消火器	¥1,100	When used, an additional fee of ¥3,300 is charged.
Heat insulating plate	遮熱板	¥440	30cm x 60cm

## Panel Stand

- Panel stand may only be installed nearby the project place.
- Outdoor panel stand installation requires **a weight of 36kg or more**.
  - » When renting through the Committee, please refer to “Goods for Tents/Outdoor Monuments” (→[p. 31](#)) to rent “two tent weights” or “two water weights for a streamer”.
- When installing a panel stand, please complete “[17] Outdoor Monument Request” ([17] 屋外構造物設置申請) (→[p. 45](#)) as well.
- Panels are not included in panel stands.
  - » You can use cardboard panels which can be purchased from “[6] Food and Items Purchasing Order” ([6] 食材・物品等購入申込) (→[p. 37](#)) as panels.

Name	Japanese Label on Web System	Price
Attached Type Panel Stand L	パネルスタンド添付型L	¥1,480
Panel Stand PISA	パネルスタンドPISA	¥1,980

## Cooler

- **If you need to keep the food and drink you handle cold during storage, please rent enough coolers.**
- You must prepare **ice packs or ice** when you use a cooler.
  - » You can purchase block ice through the Committee. Please complete “[6] Food and Items Purchasing Order” ([6] 食材・物品等購入申込) (→[p. 37](#)).

Name	Japanese Label on Web System	Price
Icebox 45L	アイスボックス45L	¥2,970
Icebox 64L	アイスボックス64L	¥3,960
Icebox 94L	アイスボックス94L	¥4,950

## Other Goods

- It is necessary to change the entire content of the stockpot every two hours or so, so you shall prepare at least two stockpots.

Name	Japanese Label on Web System	Price	Notes
Kettle 8L	やかん8L	¥990	
Anodized Aluminum Pot (Diameter 39 cm)	アルマイト鍋(直径39cm)	¥1,430	Ladle included.
Stockpot 46L	寸胴鍋46L	¥2,970	Ladle included.
Stockpot 86L	寸胴鍋86L	¥4,950	Ladle included.
Beijing wok	北京鍋(直径39cm)	¥1,430	Chinese ladle included.

## [6] Food and Items Purchasing Order ([6]食材・物品等購入申込)

**Subject** Projects planning to purchase food and goods through the Committee

### Main Registration Contents

- The amount of each food and ice your project want to purchase (order day by day)
- The amount of each beverages, oil, containers, cardboard panels, and various other goods your project want to purchase (order in a batch for two days)

### Notes

- **Please be careful of the unit of sale.**
- Please note that prices are subject to change without notice due to price fluctuations and other factors.
- Some items have limited stock. In the case of a stock shortage, we will contact you via “Inquiry” (問い合わせ).
- **Once you have decided on the food and goods you want to purchase, please consult with us via “Inquiry” or at the 2nd Consultation Meeting (→[p. 6](#)). If there are any goods that we can mediate, we will let you know in English.**

### Food

- ※ In order to purchase food in this order, you need to submit “[4] Food and Drink Handling Request” ([4] 飲食物取扱申請) (→[p. 29](#)).
- **Food cannot be carried over to the next day due to hygiene problems.**
- Please register the desired quantity of food **for each day**. Food will be distributed on the morning of each day of the May Festival.

## Drink/Oil

※ In order to purchase drink and oil in this order, you need to submit “[4] Food and Drink Handling Request” (→[p. 29](#)).

- Please register the desired quantity **of two days by batch**.
- Drinks and oil for two days will be distributed on the morning of May 13th by batch.
- Only unopened drinks and oil can be carried over to the next day.
- **Projects using oil shall purchase and use oil absorption sheet. Please purchase it from “other goods” (各種物品) (→[p. 41](#)) in this order.**

Item	Amount per Unit	Price (tax included)
Black Tea	1.5L×8	¥2,624
Tea with Milk	1.5L×8	¥2,624
Tea with Lemon	1.5L×8	¥2,624
Coca-Cola	1.5L×8	¥1,680
Ginger Ale	1.5L×8	¥1,680
Orange Juice	1.5L×8	¥2,784
Apple Juice	1.5L×8	¥2,784
COOP Green Tea	2L×6	¥1,188
COOP Oolong Tea	2L×6	¥1,188
Mineral Water	2L×6	¥1,188
Green Tea	0.5L×24	¥1,188
Oolong Tea	0.5L×24	¥2,592
Vegetable Oil	1500g	¥870

## Ice

※ In order to purchase ice in this order, you need to submit “[4] Food and Drink Handling Request” (→[p. 29](#)).

- Please register the desired quantity **for each day**.
- **Block ice is for cold storage. You may not use it in drinks or the like.**
- **Rock ice is edible. You may use rock ice for drinks, shaved ice(kakigori) or the like.**
- Ice will be distributed on the morning of both days of the May Festival.
- The Committee will sell ice on the day of the May Festival. We will explain more details in the 3rd Information Session.

Item	Unit	Price (tax included)	Notes
Block Ice	1	¥300	• It is a block of ice, 10cm×10cm×25cm.
Rock Ice	1	¥600	4kg

## Containers

- Please register the necessary amount **for both days at once**.
- We will be distributing the containers for both days on the day before the festival.
- We are planning to sell containers on the day of the festival. Details will be announced in the 3rd Information Session.

Name	Amount	Price (tax included)	Notes
Square Tray	100	¥880	250mm×150mm×25mm
Round Tray	100	¥880	180mmφ×20mm
Deep Tray	100	¥880	160mmφ×55mm Comes with a lid
Tray with Lid	100	¥1,938	127mm×171mm×52mm eco friendly, made from sugar cane
Paper Cup	100	¥675	210mL eco friendly, made from timber woods
Paper Bags for Churros	100	¥399	240mm × 90mm
Paper Bags for Burgers	100	¥219	150mm×152mm
Chopsticks	100	¥385	210mm eco friendly, made from timber woods
Straws	100	¥94	21cm long×6mmφ made from plastic



Square tray



Round Tray



Deep tray



Tray with lid

## Cardboard Panel

- We will be distributing cardboard panels in Komaba Campus in advance. We will send you the details via “Inquiry” (問い合わせ) later.
  - » Once you finish decorating your cardboard panels, please return them to the Committee. We will send you the date to return via “Inquiry”.
- We will be distributing all goods except for cardboard panels included in the stall decoration set on the day before the festival.
- **We recommend outdoor projects to purchase stall decoration sets.**
- We will explain how to decorate stall tents afterwards.
- When using cardboard panels as banners, you are required to rent panel stands in “[5a] Goods Rental Order” ([5a]物品レンタル申込) (→[p. 30](#)).

Name	Amount	Price (tax included)	Notes
Stall Decoration Set	1	¥892	<ul style="list-style-type: none"> <li>• Stall decoration set includes 1 cardboard panel (900mm×1800mm, 5mm thick), 1 OPP tape, vinyl string (2×1m, 4×5m) and a vinyl rainshade</li> </ul>
Cardboard Panel	1	¥309	<ul style="list-style-type: none"> <li>• Length 900mm×Width 1800mm×Thickness 5mm</li> <li>• common cardboard</li> </ul>

## Other Goods

- All outdoor stalls are required to use **fire resistant sheet**, and projects which use oil are required to use **oil absorption sheet**. Please purchase as many as you need.
- If you chose to rent weight through the Committee in “[17] Outdoor Monument Request” ([17]屋外構造物設置申請) (→[p.45](#)), please order **plastic tank** in this order form.

Name	Size	Amount	Price (tax included)	Notes
Fire Resistant Sheet	3.6m×5.4m	1	¥4,330	<ul style="list-style-type: none"> <li>• Placed under tents, used to avoid dirtying the ground.</li> <li>• <b>Outdoor Stalls must purchase and use this item.</b> Please do not use cardboard or other ground sheet as an alternative.</li> </ul>
Oil Absorption Sheet	0.90m×1.0m	1	¥2,000	<ul style="list-style-type: none"> <li>• Placed under cooking equipments and on the fire resistant sheet.</li> <li>• Projects using oil must purchase and use this item.</li> </ul>
Plastic Sheet for cardboard panel	Thickness 0.07mm×Width 1070mm	50cm	¥52	
Plastic Sheet for Wooden Signs	Thickness 0.07mm×Width 1370mm	50cm	¥87	<ul style="list-style-type: none"> <li>• Purchase of wooden panels through the Committee is not available.</li> </ul>
Partitions	Thickness 0.15mm×Width 915mm	50cm	¥99	
Plastic Gloves L	200	1	¥411	<ul style="list-style-type: none"> <li>• Recommended to projects involving food and drink service.</li> </ul>
Plastic Gloves M	200	1	¥411	<ul style="list-style-type: none"> <li>• Recommended to projects involving food and drink service.</li> </ul>
Plastic Tank	20L	1	¥1,400	<ul style="list-style-type: none"> <li>• Mainly used as weights for outdoor monuments.</li> <li>• Weigh around 20 kg when filled with water.</li> <li>• One panel stand needs 2 plastic tanks.</li> </ul>

# Requests About Actions that Require Committee's Permission

## [11] Commercial Transaction Request ([11]商行為申請)

**Subject** Projects that conduct commercial transaction

※ “Commercial transaction” refers to actions receiving money from visitors in exchange for the content of the project such as goods or services.

### Screening Standards

- The commercial transaction must be clearly related to the content of your project.
- You must clearly show the content of goods and services to visitors in advance.
- You must not aim at receiving more profit than necessary expenses.
- According to the article above, you must set a fair price for goods and services you will provide.
- You must receive money in the place of your project or service applied for.
- You must comply with Autonomous Regulations and Project Duties.

### Main Registration Contents

- The relation to the content of your project
  - » Fill in the purpose of the commercial transaction and the relation to the content of your project.
- The content of the commercial transaction
  - » Fill in the name, the price, and the sales unit of the goods or services you sell, and whether you will lower the price. If you use mail order, fill in the available period, the service you use, the commission fee, and the settlement method as well.

## Notes

- When completing this request, clearly show that it meets the standards above. The request which doesn't meet the standards will not be accepted.
- **You can sell goods or services only during open hours for visitors.**
  - » If you need to conduct crowdfunding related to the May Festival before the day of the May Festival, please contact us via "Inquiry" (問い合わせ) before the request. You must not start the crowdfunding without permission from the Committee.
- You cannot receive money from visitors by any ways other than commercial transactions, fund-raising, or fund-raising campaigns.
- **If you conduct an unpermitted commercial transaction, we may suspend the commercial transaction.**
- You must comply with the law on commercial transactions.
- If you will conduct the crowdfunding where you provide returns to funders or selling of goods using the services that the buyer can add any amount to the selling price (such as BOOTH), please contact us via "Inquiry".
- To prevent troubles, **preparing and selling advanced tickets is banned.**

## Change of the Price

- To prevent troubles, **you must not sell goods or services at a higher price than you have requested.**
- You can reduce the price of goods or services by requesting in advance. If conditions are placed on price reductions, participation should be at the discretion of the visitor.
  - » This includes the price reduction according to the result of a game.

## Admission Fee

- Admission fee refers to the money that visitors pay in order to enter the project place, not for an exchange for goods or services.
- **Commercial transactions that can be regarded as admission fee will not be permitted.**
- Recover necessary expenses not by admission fee but by fund-raising or the commercial transaction such as selling goods or services.

## [15] Bringing Fire/Heat-generating Electric Appliances Request ([15]火気器具・発熱電気機器持込申請)

**Subject** Projects using fire/heat-generating electric appliances that are not rented through the Committee

- ※ **If you are to rent these appliances through the Committee, you do not need to complete this request.**
- ※ “Heat-generating electric appliances” are electrical equipment that constantly emit heat, including toaster, hotplate, heating appliances, etc. **Laptops and musical instruments are not subject to this request.**

### Main Registration Contents

- Name, number, size, usage of the fire equipment, fuel, and heat-generating electric appliance that projects prepare on their own
  - » Please register only the name and the quantity for fuels

### Notes

- **Please refer to “Notice on the Handling of Fire/Electric Appliances” (→[p. 24](#)) as well.**
- You are not permitted to bring fire/heat-generating electric appliances which have not been registered.
- Even if you are to use fire equipment of your own, **you cannot use your own propane gas/gas hose. Please rent them through the Committee.**
  - » Please rent through “[5a] Goods Rental Order” ([5a]物品レンタル申込) (→[p. 30](#))
- If you are preparing your own fire/heat-generating electric appliances, **you are required to rent at least one fire extinguisher and a heat insulating plate through the Committee .**
  - » For further details, please refer to “[5a] Goods Rental Order” (→[p. 35](#)).
- **You do not need to register fire ignition tools such as lighters used in each project.**

## [17] Outdoor Monument Request ([17]屋外構造物設置申請)

### **Subject** Projects that install outdoor monuments

※ All monuments to be installed outside the tent are subject to this request.

### Main Registration Contents

- Type, size and description of the monument
- Place to set the monument
  - » In principle, panel stands may only be installed nearby the project place.
- Ways of stabilizing monuments
  - » In addition to the ways of fixation, please register the ways of procurement of the weights used for fixation.
- Check in/number of outdoor monuments
  - » Plywood, rafters, and cardboard panels can be checked in.

### Notes

- This request should also be submitted if you will install monuments nearby the project place.
- It is not necessary to submit this request for monuments that will be supported by hand at all times, such as hand-held signs.
- **Project ID and contact information of the manager** must be written on the monument.
  - » These descriptions can be on the back of monuments or elsewhere.
- **Unpermitted outdoor monuments may be removed without notice.**
- Based on your requests, the Committee will assign a place for installation. Due to overlap of requests, visitor's movement line, etc., the Committee may not be able to assign a place as requested.
- Check-in is where you temporarily consign your monuments to the Committee so that we can transfer them.
- Projects that have requested check in the monuments will be asked to register the desired date and time in the “Confirmation of Request Results” (申請結果確認) section.
- If working on Komaba Campus, please do not transport the created monuments to Hon-go Campus by public transportation, and make sure to leave it to the Committee.

## About Panel Stand/Signboard

- **We recommend the use of panel stands.** These can be installed simply by attaching the poster to the stand.
  - » For information on panel stand rental, please refer to “[5a] Goods Rental Order” ([5a]物品レンタル申込) (→[p. 30](#)), and for information on purchasing cardboard panels, please refer to “[6] Food and Items Purchasing Order” ([6]食材・物品等購入申込) (→[p. 37](#)).
- **We do not recommend the installation of signboard** because of the time and labor required to assemble it and the fact that the production work using wood can only be done at Komaba Campus.
  - » For safety reasons, you are not allowed to install signboards nearby the project place.
- If you would like to produce signboard, please contact us promptly via “Inquiry” (問い合わせ).

## About Stone Weight

- **Tent weights and water weights for flags** that can be rented through the Committee and **plastic tanks** that can be purchased through the Committee are usable as weights for outdoor monuments.
  - » For more information, please refer to “[5a]Goods Rental Order” (→[p. 30](#)) and “[6]Food and Items Purchasing Order” (→[p. 37](#)).
- The weight of stone weight required to secure various monuments is as follows.

Monument	Weight of Stone Weight
Panel Stand	36kg or more
Single Signboard	54kg or more
Double Signboards	108kg or more

- If you are considering installing monuments with special shapes and are unsure of the required amount of stone weight, please contact us via “Inquiry”.

# Registration/Requests about Operation of the Festival

## [19] Garbage Disposal Request ([19]ごみ排出申請)

**Subject** All projects

### Main Registration Contents

- Whether there will be garbage disposal or not
- Types of garbage that will be disposed of
  - » Details on wood, cardboard, leaflet and booklet, amount of cooking oil, and special garbage that will be disposed of
- Number of garbage bags

## Garbage Separation Items

- Please complete this request in accordance with the garbage separation items.
- **If your project will dispose of garbage that is not specified in the garbage separation items, please register as special garbage.**

Garbage Separation Items	Examples	Notes
Wood	Plywood, squared lumber, etc.	<ul style="list-style-type: none"> <li>• If you are planning to paint the surface in gold or silver, please register to that effect in this request.</li> </ul>
Chopsticks, Skewer, and Toothpick		
Cardboard		
Leaflet and Booklet		
Food Waste	Scraps of food, etc.	<ul style="list-style-type: none"> <li>• Please register if you are serving food and drink.</li> </ul>
Burnable Garbage	Paper scraps, mask, corn cob, egg shell, paper towel soaked in cooking oil	<ul style="list-style-type: none"> <li>• Please do not register as burnable garbage if it is not listed here.</li> </ul>
Plastic Sheet	Partition, plastic cover that is included in the stall decoration set, plastic sheet for signboards	<ul style="list-style-type: none"> <li>• Please register if you will use the stall decoration set.</li> </ul>
Vinyl and Plastic	Bottle of cooking oil, styrofoam, made of plastic, plastic bag, vinyl rope	
Spray Can and Gas Cylinder		
Bottle		
Can	Beverage can	
Plastic Bottle		
Unburnable Garbage	<b>Oil absorption sheet, fire resistant sheet</b> , ice pack, aluminum foil, rubber product such as rubber band, string, tape such as curing tape, glass, fluorescent lamp, lightbulb	<ul style="list-style-type: none"> <li>• Please do not register as unburnable garbage if it is not listed here.</li> </ul>
Cooking Oil	Vegetable oil, etc.	<ul style="list-style-type: none"> <li>• Please register if you will use cooking oil.</li> </ul>
Special Garbage	<b>All garbage not listed in the above 14 garbage separation items</b> including battery, chemicals, gasoline, paint, party popper, tile, bamboo, charcoal, ash	<ul style="list-style-type: none"> <li>• Please register if the garbage is not listed in the above 14 garbage separation items.</li> <li>• <b>We can not necessarily collect all the registered garbage.</b></li> </ul>

## Notes

- **In principle, we will not collect garbage that is unregistered in this request.**
  - » If you find out that your project will dispose of garbage anew after the deadline, please contact us via “Inquiry” (問い合わせ) promptly.
- We will collect visitors’ garbage. **You do not need to complete this request for visitors’ garbage.**

### Cooking Oil

- Please register if you will use cooking oil.
  - » A rough estimate of the amount of cooking oil disposal for 2 days is 0.5 liters to 1.5 liters for food with cooking procedures such as baking, and 30 liters to 50 liters for foods with the cooking procedure of frying.
  - » If you will dispose of less than 0.5 liters of cooking oil, please absorb the oil in cooking paper, etc. and dispose of it as burnable garbage.
- We recommend projects using cooking oil to register burnable garbage as well just in case of cooking oil spills, etc.

### Garbage Bag

- We will distribute garbage bags based on this registration.
- **Please separate garbage bags for every garbage separation item.** Please register the necessary number of garbage bags considering that you will separate them.
- You do not need garbage bags when disposing of cardboard.

## [20] Bank Account Registration ([20]返金用口座情報登録)

**Subject** All projects

- This is a registration for refunds of Project Guarantee Deposit or the like by bank transfer.
- We are planning to **make bank transfers in late June** based on the registered bank account information.

### Main Registration Contents

- Financial institution of the bank account to receive refunds
- Account type, account number, name

### Notes

- Please be careful not to register incorrect information on your bank account, such as the account number.
  - » The Committee will not be responsible for any defect in refunds caused by misregistration.
- If it is difficult for you to receive refunds by bank transfer, please contact us via “Inquiry” (問い合わせ) for face-to-face refunds, etc.
- The group name will be the addressee of the receipt issued to the groups that have completed the payment to the Committee. Please write to that effect in the notes column (備考欄) if you want to have a different addressee name.

## [21] Temporary Staff Dispatch Request ([21]運営スタッフ派遣日時申請)

**Subject** All projects

### Main Registration Contents

- Hours you are able/unable to dispatch Temporary Staff
- Conditions of people you can provide as Temporary Staff
  - » Sex, able/unable to communicate in Japanese, able/unable to do physical labor

## Temporary Staff

- We ask projects to provide manpower necessary for the festival's operations. We call this manpower **Temporary Staff**.
- ※ **The Temporary Staff does not necessarily have to be the project manager.**
- Units in the Temporary Staff system are calculated as **“one project member works for 1 hour”=“one unit”**.
- The duties include assistance in Information Centers, Garbage Stations, etc.

## Achieving Units

### Projects Without Food and Drink Service

- We ask projects to provide **one unit per project** worth of manpower in principle.
  - » A unit is achieved by “working for an hour once”.

### Projects With Food and Drink Service

- We ask projects serving food and drink to be eaten and drunk on campuses to provide **two units per project** worth of manpower in principle.
  - » We ask projects serving food and drink not to be eaten and drunk on campuses to provide one unit per project worth of manpower.
  - » Two units are achieved by “working for an hour twice”, “two people working for 1 hour”, or “working for 2 hours once”. Even if you provide two people as manpower at the same time, it does not necessarily mean that they will conduct the same duties.

### Standby Duties

- We ask some projects to conduct standby duties instead of normal duties.
- Standby duties are duties where we ask you to stand by for 5 hours so that you can conduct duties whenever the Committee contacts you.
- Units are achieved when you meet any one of the four conditions below.
  - When 5 hours have passed without the Committee contacting you to conduct a duty
  - When 1 hour have passed since the Committee asked you to conduct a duty
  - When the duty the Committee asked you to conduct have ended
  - When 5 hours have passed since you started to stand by, even if you are in the middle of a duty

## Notes

- **You may not be assigned to your desired time and duty style.**
- If you do not provide Temporary Staff, you may be subject to punishments after the festival such as forfeiting the deposit.

# Registrations about PR of Projects

## [22] Project Information Registration for PR (for all projects) ([22]広報用情報登録)

**Subject** All projects

### Main Registration Contents

- Change of the project name
  - » To change the project name that you registered before, please fill in the new project name.
- Profile picture
  - » The registered image will be used in “Project Introduction” on the Official Brochure, “Project Search Page” and “Project Detail Page” on the Official Website, and as the OGP.
- Project category
  - » The project category selected in this registration will be on the Official Brochure and Website. This will also be used when we decide the category your project corresponds to in the “May Festival Award”, where the popular projects will be chosen on the day of the May Festival.
- Media relations
  - » Please choose what measures you take against interviews related to the May Festival from groups other than the Committee.
- Project shooting by the Committee
  - » The Committee may take photos of your project for PR activities and records. Please choose what measures you take against photographing your project and the usage of the photos.
- About comments from visitors
  - » Please choose whether you receive comments from visitors which will be collected in “Project Detail Page” on the Official Website.

### Notes

- **If you change your project name after the deadline of this registration, the change may not be reflected on our media.**
- Please do not use an image with extremely low resolution or **an unauthorized image owned by a third person** as your project logo.

## [23] Project Information Registration for Official Website ([23]公式ウェブサイト情報登録)

**Subject** All projects

### Main Registration Contents

- Whether to promote in English
- Project introduction images
- Project/Group introduction
- Project catchphrase
  - » Catchphrase will be displayed on “project search page” of the Official Website as shown in the image.



- SNS accounts/websites
- Keywords used when searched on the Official Website
- Contents that will be released online
  - » This is only required for projects that are planning to release their projects online.

### Notes

- Please do not use an image with extremely low resolution or large data size or an **unauthorized image of a third person** as your project introduction image.
- The Committee may correct small mistakes on the registered SNS links or keywords that are apparently unrelated to the project with our decision.
- **If you are planning to release your project online, please contact us via “Inquiry” (問い合わせ) as soon as possible.**
  - » Please refer to “Online Project Release” (→[p. 57](#)) for more details.
- **The information on this registration can be changed after the release of “Project Detail Page” until the day of the May Festival.**
  - » “Project Detail Page” will be released in late April.

# Markdown Syntax

- You may use the markdown syntax on your project introduction. The syntax allows you to create a headline or bolden your letters by following the rules below.
- The appearance of your markdown syntax can be checked on this website <<https://markdown-it.github.io>>.

## Example Sentences

```
# Heading 1
## Heading 2 are available.
This is the text.
You can make letters bold, italicized or strikethroughed.
|This is left aligned|This is center aligned|
|---|:~:|
|apple|2 items|
|orange|4 items|
-List 1
-List 2
-List 3
```

## Example Display



Images registered as project introduction images will be displayed in order.

```
Heading 1
| Heading 2
This is the text.
You can make the letters bold, italicized or strikethroughed.

| This is left aligned | This is center aligned |
| apple | 2 items |
| orange | 4 items |

· List 1
· List 2
· List 3
```

You may use the markdown syntax on your project introduction.

This tentative design of the “project introduction” may be rearranged in the future.

## [24] Project Information Registration for PR (for specific projects) ([24]対面企画広報用情報登録)

**Subject** All projects other than those that only serve food and drink

※ This registration is only shown on the subject projects' "Registrations/Requests/Orders" (各種登録・申請・申込) on the Web System.

**Period** Released – March 25th (Sat.) 9:00 p.m.

※ This registration will be released by around March 19th (Sun.) 9:00 a.m. We will contact you via "Inquiry" (問い合わせ) after its release.

### Main Registration Contents

- Project release time and place
  - » Please register the actual place and time you will carry out your project for visitors within the allocated place and time.
- Matters for the visitors to know
  - » You can let the visitors know of rules on entrance/exit or information about the online release of your project.
- Project introduction sentence for the Official Brochure (**under 150 letters**)

### Notes

- Please complete this registration based on the place and time allocation confirmed in the "Discussion on Place and Time Allocation" at the 2nd Information Session.
- Please contact us via "Inquiry" if you are able to complete this registration though the confirmed place and time allocation is not reflected.
- **You do not need to complete this registration if your project content is only serving food and drink outdoors.**
  - » Please contact us via "Inquiry" if the content of your project was rearranged from that registered in "Project Registration" (企画登録) to more than serving food and drink.

## Official Brochure Printing Preview

- We will release the printing preview of each project's "project introduction" on "Official Brochure Printing Preview" around April 1st (Sat.). Please check the content and layout, and report if there are any mistakes or points of improvement. We will provide you with more detail via "Inquiry" later.

The image shows a tentative design for a project introduction brochure. At the top, a green header contains the text "Little May Show at The 96th May Festival" and "The 96th May Festival Standing Committee" next to a green leaf logo. Below the header, the brochure is divided into several sections:

- Profile picture (17mm x 17mm):** A placeholder box for a profile picture.
- パフォーマンス / ダンス (Performance / Dance):** A section with a green header containing performance details:
  - セントラルステージ (Central Stage): 13日(土) 13:00~17:00 (12:30開場)
  - 図書館広場ステージ (Library Plaza Stage): 14日(日) 13:00~17:00 (12:30開場)
  - 雨天中止 / 撮影禁止 (Rain cancellation / No photography)
- Registration Information:** Two lines of text on the right side of the brochure:
  - "Please register in "[22]Project Information Registration for PR (for all projects)"
  - "Please register in "[24]Project Information Registration for PR (for specific projects)"
- QR Code:** A QR code located at the bottom right of the brochure.
- Text:** A paragraph at the bottom left reads: "A show starring Little May, the official character of the May Festival, will be held on both days. Let's dance and have fun together!"

※ This tentative design of the "project introduction" may be rearranged in the future.

## Items Requiring Additional Request

- If you are considering taking the following actions to carry out your project, please contact us via “Inquiry” (問い合わせ) as soon as possible.
  - » You may be asked to take additional necessary procedures or adhere to additional standards.

### Online Project Release

- You may release your project online in several forms including live streaming on-campus, release of websites or sale of goods.
- **Online project release will all be conducted through the 96th May Festival Official Website.**
- If you want to release your project online, please contact us via “Inquiry” as soon as possible.
  - » Projects which are planning to release projects online while carrying out projects on-campus are also included.
  - » There will be additional necessary procedures and standards concerning the rental order of equipment, external services used for online release, and the like.

### Actions Related to External Entities

- External entities refer to entities outside the University or all entities other than the group that carries out the project.
  - » Specifically, actions related to external entities include inviting a person who does not belong to the group that carries out the project, receiving assistance of goods from outside, and placing an advertisement in a handout in exchange for assistance.
- The screening standards are set on the degree of the relation to the external entities, the necessity, and the independence of your project. An action related to external entities that doesn't meet the standards will not be permitted.
- **In the case where unpermitted actions related to external entities are conducted or the project managers are not at the project place while invitation or manifestation of external entities are taking place, we may suspend the action related to external entities.**
- We will bear absolutely no responsibility for any disadvantages on the invitee caused by suspension of the project due to the measures during the festival or others.

### Fund-Raising

- Fund-raising refers to voluntary solicitation of money from visitors for public entities.
- The screening standards are set about the purpose of the fund-raising, the way of manifestation of the donation recipient, the way of collecting money, and the way of proving the donation. Fund-raising that doesn't meet the standards will not be permitted.
- **In case unpermitted fund-raising is conducted, we may suspend the fund-raising.**

## Fund-Raising Campaign

- Fund-raising campaign refers to voluntary solicitation of money from visitors for recovering necessary expenses of the project.
- The standards are set on the purpose of the fund-raising campaign, the use of the money collected, and the way of collecting. Fund-raising campaign that doesn't meet the standards will not be permitted.
- **In case an unpermitted fund-raising campaign is conducted, we may suspend it.**

## Collection of Personal Information

- Collection of personal information refers to collecting personal information of visitors in a personally identifiable way. This includes advance reservations or questionnaires.
- **Advance reservations is not permitted unless its necessity is recognized.**
- The standards are set about the optionarity of providing the personal information, and the use and the management method of the personal information. Collection of personal information that doesn't meet the standards will not be permitted.
- If you collect personal information along with commercial transactions (→[p. 42](#)), fund-raising, and fund-raising campaign, you are not required to request it.

## Vehicle Entry

- The Committee's permission is required when vehicles enter the campuses on the day before and on the day of the May Festival.
- Vehicle entry inessential for carrying out the project cannot be permitted.
- **Vehicle entry aimed to bring in food are not permitted in principle.**
  - » If it is difficult to bring in items without using vehicles, please consult us via "Inquiry" (問い合わせ).

## Photography On-Campus

- **If you want to take photographs or videos on-campus in preparation for your project, you must obtain permission from the University through the Committee.**
- In case you want to take photographs or videos, please contact us via "Inquiry" by 9:00 p.m. on March 25th (Sat.).
- Overdue contact to the Committee can lead to delays in providing photography permission, and we may not be able to meet the desired photography or video dates.

## Usage of the May Festival Official Image Data

- The May Festival Official Image Data refers to image created by the Committee: map of Hongo and Yayoi campuses, official mascot "Little May" and the official theme logo of the 96th May Festival. These are available for usage as PR or guide of your project.
- If you want to use this image data, please contact us via "Inquiry" along with an explanation on the purpose and how to use it.
  - » There are standards for the use of image data. Please be sure to consult us in advance.

# 5 Documents

“Tent Image” and “List of Necessary Goods” are on the following pages. Please refer to them.

# Tent Image

You can review goods outdoor stalls should prepare here.

- Green : goods you can rent through "[5a] Rental Goods Order" ([5a] 物品レンタル申込)
- Black : goods you can purchase through "Food and Items Purchasing Order" ([6] 食材・物品等購入申込)

## Stall Decoration Set

## Fire Resistant Sheet

Projects that serve food or drink have to use this sheet.

## Fire Extinguisher

This is not included in a fire equipment set.  
Projects that use fire equipment have to rent a fire extinguisher.

## Fire Equipment

We recommend you rent a fire equipment set.

## Heat Insulating Sheet

This is included in a fire equipment set.

## Oil Absorption Sheet

Projects that use oil have to purchase this sheet.

## Tent Set

This set includes a tent, side curtains (for four sides), roof curtain and four tent weights.

## Table

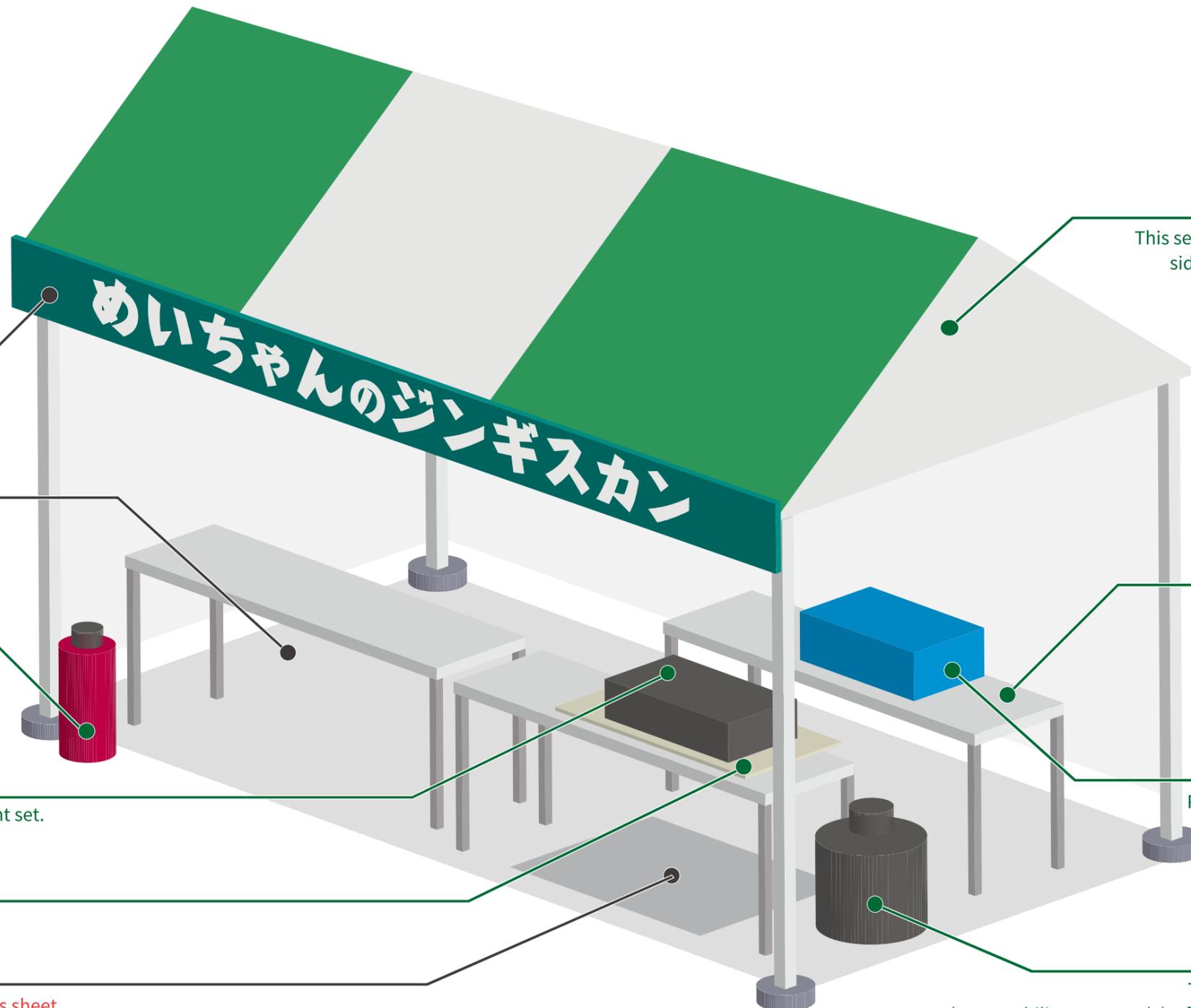
We recommend outdoor stalls rent about three tables for setting up a tent

## Cooler

Please rent enough coolers for storage.  
You need enough ice or refrigerants in addition to coolers

## Propane Gas

This is included in a fire equipment set.  
Please stabilize a gas tank by fixing it to a leg of a table or a tent pole.



## List of Necessary Goods

You need these goods in addition to the goods shown in “Tent Image”. Please refer to this list when you order or prepare.

### Goods You Can Rent Through the Committee

Please rent through “[5a] Rental Goods Order” (→[p. 30](#))

#### Electric Appliances

- In principle, only projects which have registered to use electric appliances in “Place and Time Request” (企画場所・時間申請) can use electric appliances.
- When you use electric appliances, you are required to rent a generator.
- When you use heat-generating electric appliances, you are required to prepare a fire extinguisher and heat insulating plates just as when using fire equipment.

#### Push Cart

- We recommend projects with multiple rental goods such as Eating Space Responsible Projects or projects with few members to rent a push cart.

### Goods You Can Purchase Through the Committee

Please purchase through “[6] Food and Items Purchasing Order” (→[p. 37](#)).

#### Ice

- Block ice is only for storage, and rock ice is edible.

#### Drink/Oil

- Please order in a batch for two days.
- Only unopened drinks and oil can be carried over to the next day.

### Goods You Have to Prepare Yourself

You cannot rent or purchase these goods through the Committee.

#### Fire Ignition Tool and Bowl to Collect Ash

- Please prepare tools for fire ignition (e.g. lighter) and a bowl or a bucket for collecting ash.

#### Curing Tape or Baling Twine

- Please prepare it for stabilizing propane gas tanks.

### Goods Prohibited to Bring

#### Knives

You cannot use knives, mixers, food processors or scissors for food.

# Almighty vol. 2 in English

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## The 96th May Festival Standing Committee

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※ In principle, please contact us via “Inquiry” (問い合わせ) on the Web System.

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