

## The May Festival Must-Have Handout

in English

Project ID:

### What to bring <sup>Must check!</sup>

#### All Project Members

- Mask** (In principle, all project members must wear masks)

#### All Projects

- Handout Envelope**
- Certificate of Project Registration (企画登録証)**  
We will send the content translated into English via "Inquiry" (問い合わせ).  
However, you are required to **also bring this paper written in Japanese**.  
This paper will be distributed on the day before the May Festival in principle.
- Cleaning tools**  
(kitchen detergent, broom, dustpan, bucket, scrub brush, newspaper, and the like)
- Cleaning cloth**
- First aid kit** (medical plaster, bandage, and the like)
- Flashlight**

#### Projects Which Receive Money with Commercial Transaction

- Change**
- Coin case**

#### Projects Which Handle Food or Drink

- Ingredients**  
Except for unopened drinks, condiments or oils, you cannot leave any ingredients on the campuses during the night or carry over to the next day.
- Cooking tools**  
You cannot bring knives in the campuses.
- Cleaning cloth**
- Kitchen detergent**
- Kitchen paper**
- Apron**
- Kerchief**
- Plastic gloves**
- Bottles for sanitizer** (empty plastic bottles or the like)

#### Projects Which Handle Fire Equipment

- Fire ignition tools** (e.g. long lighter)  
Short lighter is not recommended.
- Bailing twine**
- Bowl or bucket**  
These are necessary when disposing of cinder.

#### Optional

- Colored paper, drawing paper, scissors, cutters and pens**  
These are for making posters or decorating stalls.
- Posters**
- Other items necessary for carrying out projects**

Please contact **the number on back cover** when in trouble.

"Inquiry" is not available during May 12th (Fri.) 12:00 p.m. - 15th (Mon.) 12:00 p.m..

# 0 Contents

## 1. Information

How to Use Documents .....	<a href="#">2</a>
Essential Matters on Carrying Out the Project .....	<a href="#">3</a>
Schedule for Day 0 .....	<a href="#">4</a>
Schedule for Day 1 and Day 2 .....	<a href="#">6</a>
On the Day of the Festival .....	<a href="#">8</a>
In an Emergency .....	<a href="#">11</a>
Campus Management System .....	<a href="#">12</a>
Notes .....	<a href="#">14</a>
Where to Find the Committee .....	<a href="#">16</a>
How to Contact the Committee .....	<a href="#">18</a>
About Temporary Staff Unit .....	<a href="#">19</a>

## 2. Preparation

Picking Up Goods .....	<a href="#">20</a>
Setting Up Tent .....	<a href="#">24</a>
How to Put Up Stall Decoration .....	<a href="#">28</a>
Billposting .....	<a href="#">29</a>
Precautions Overnight .....	<a href="#">30</a>

## 3. Carrying Out Your Project

About Measures Against COVID-19 .....	<a href="#">31</a>
Notes on Food and Drink Service .....	<a href="#">31</a>
About Handling Fire Equipment .....	<a href="#">34</a>
About Fire Safety Inspection .....	<a href="#">34</a>
Commercial Transaction .....	<a href="#">36</a>
Advertisement .....	<a href="#">37</a>

## 4. Clean-up

Returning Goods .....	<a href="#">38</a>
Striking Tent .....	<a href="#">39</a>
Garbage Separation and Collection .....	<a href="#">40</a>
Cleaning Check .....	<a href="#">42</a>

## 5. Documents

Regulations .....	<a href="#">44</a>
Measures and Punishment .....	<a href="#">46</a>
Campus Map .....	<a href="#">48</a>

# 1 Information

## How to Use Documents

- Documents for the day of the May Festival are distributed in “Handout Envelope”.
- “Almighty vol. Fes in English” can be read or downloaded from the Web System.
  - » Anyone can read these documents. Therefore, we encourage project managers to share these documents to your project members.
- In the event of any inconsistencies between this English version and Japanese version of the documents, including this handout, the Japanese version shall prevail.

## Handout Envelope

Document	Contents
Almighty vol. Fes in English	This handout covers information necessary for the day before and the day of the May Festival. Please make sure that project managers understand the content and share it to the project members if necessary.
Garbage Separation Guide	This guide covers information about garbage separating and notes of disposing of garbage. Please put a tape on the top and stick it to the desk near the garbage bags.
Important Document Envelope	This covers important documents necessary for your project.

## Important Document Envelope

Document	Subject	Contents
Certificate of Project Registration (企画登録証) (distributed on the day before the May Festival)	All projects	This shows permission of the actions that require the Committee’s permission in “Confirmation of Request Results” (申請結果確認). Please make sure that project managers understand the content and be careful not to conduct actions not permitted.
Goods Pick-up Card	All projects	This card shows number/place/time or the like about your goods to pick-up from the Committee. When you pick-up the goods, please bring this card.
Cleaning Check Sheet	All projects	This sheet shows necessary information for cleaning clean-up areas. Please refer to this sheet when you clean. In addition, please keep this card even after the May Festival.
Certificate of Project Exempted from Fire Safety Inspection	Projects exempted from Fire Safety Inspection	This certificate shows that your project does not need Fire Safety Inspection. Please hang this certificate on your tent during the festival.
Ice Ticket	Projects which have purchased ice	This is the ticket you can exchange with ice (block ice/ rock ice) on the day of the festival.

## Essential Matters on Carrying Out the Project

### Responsibilities of Project Managers

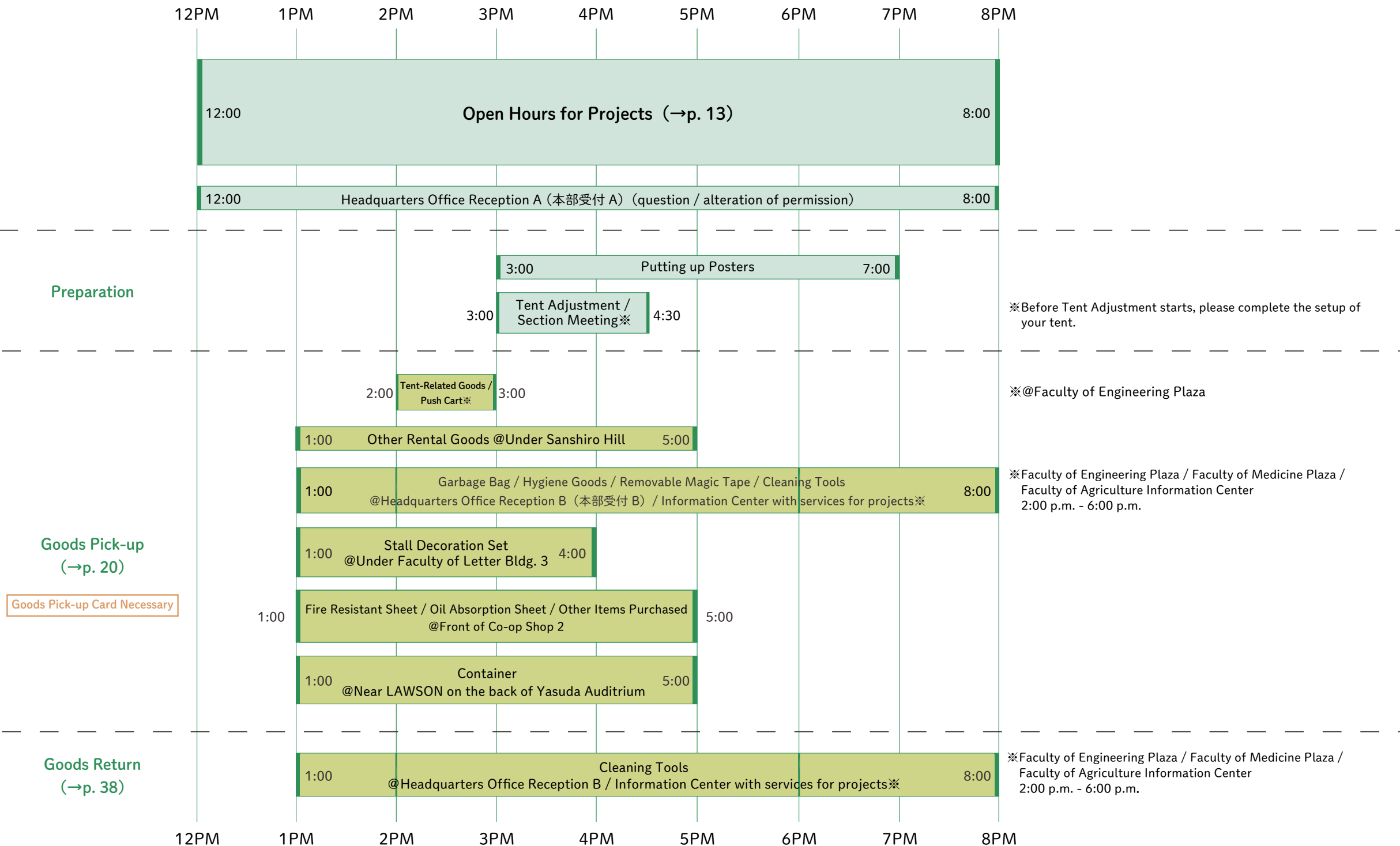
- On the day before and the day of the May Festival, please comply with “Project Managers Duties” (→[p. 45](#)) and fulfill your responsibilities to enable projects to comply with “Project Managers Duties”.
- Please review the documents, for example, this handout and “Certificate of Project Registration” and make sure that you follow the matters written on them.
  - » If you violate the regulations, you may be subject to measures during the festival or punishment after the festival.
- Please make sure that both project managers share information with each other so that each of the two can answer questions by the Committee members.
- On the day before and the day of the May Festival, make sure that you always carry your mobile phones so that **you can answer the calls or the contact via “Inquiry” (問い合わせ)**.
- Please inform **all project members** information shared by the Committee.

### Actions that Require the Committee’s Permission

- You must not carry out the actions not permitted on “Certificate of Project Registration”. You may be subject to measures during the festival or punishment after the festival.
  - » Please be careful especially when serving food or drink, or receiving money from visitors.
  - » “Certificate of Project Registration” is written in Japanese, however **we will send the content translated into English via “Inquiry” with subject [Your “Certificate of Project Registration” (企画登録証) in English]**. Please make sure that you check the “Inquiry”.
- Even if the actions are permitted by the Committee, when they violate the standards or the content of “Certification of Project Registration”, you may be subject to measures during the festival or punishment after the festival (→[p. 46](#)).
- Unless you are permitted by the Committee in advance, please do not carry out actions related to the May Festival outside the place or time written on “Certificate of Project Registration”.
  - » Especially, practicing for performance or taking photos with a large number of people is prohibited, since it interferes with the visitors.
- In the case when you want to alter the content on “Certificate of Project Registration” or on the “Inquiry” with subject [Your “Certificate of Project Registration” (企画登録証) in English] on the day before and the day of the May Festival, please contact the Headquarters Office Reception A.
  - » Please note that the alterations are not necessarily permitted.
- Please refer to “Carrying Out Your Project” (→[p. 31](#)) for the detailed notions for other items.

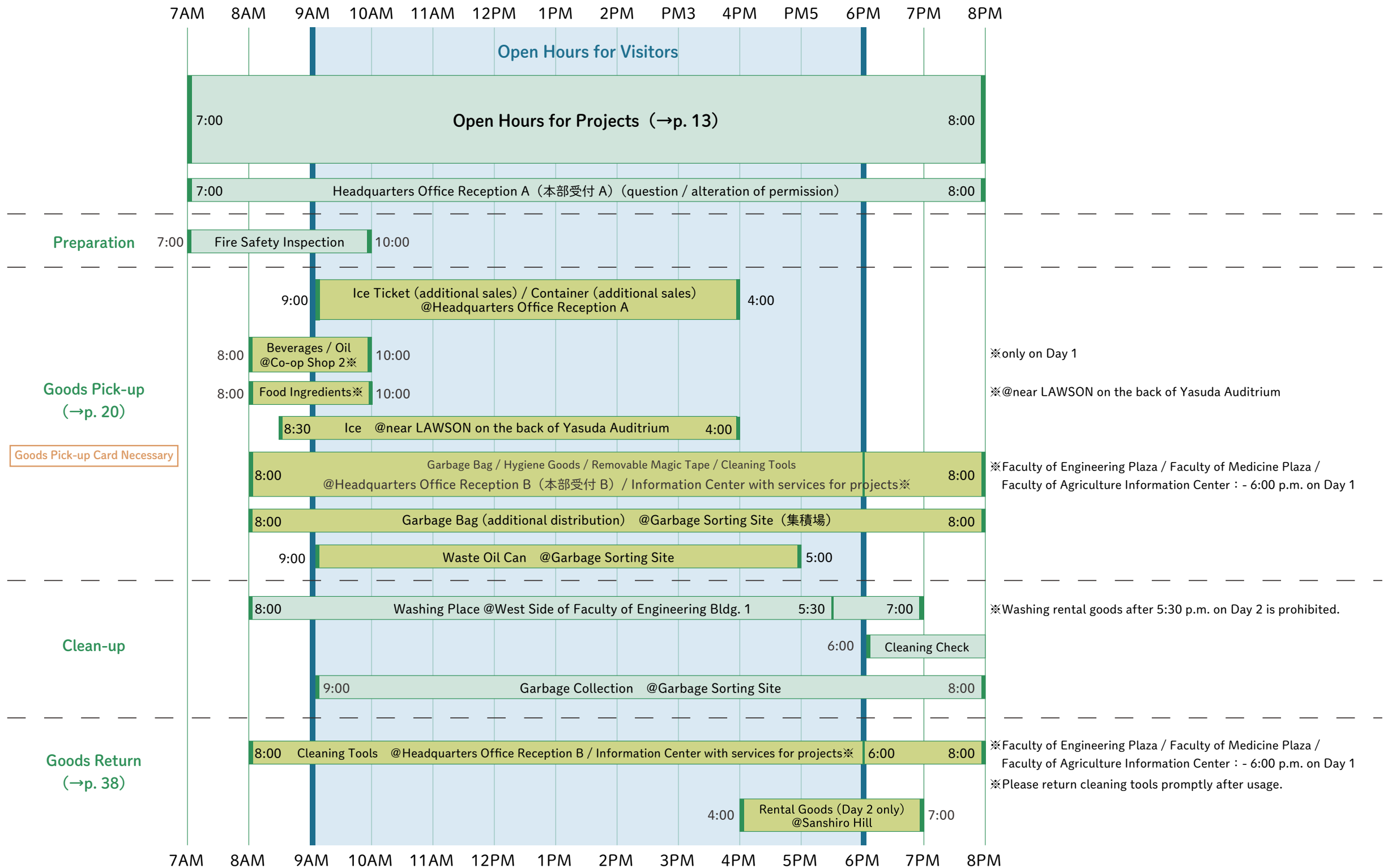
# Schedule for Day 0

• Day 0 refers to the day before the festival, May 12th (Fri.).



# Schedule for Day 1 and Day 2

• Day 1 and 2 refer to the day of the festival, May 13th (Sat.), 14th (Sun.)



## On the Day of the Festival

### Day 0

#### ■ Preparation of the Project

- Setting Up Tent** (→[p. 24](#))
  - Pick-up rental goods (tent related items)
  - Tent Adjustment
  - Section Meeting

- Putting Up Posters** (→[p. 29](#))

#### ■ Picking Up Goods (→[p. 20](#))

- Stall Decoration** @Under Faculty of Letters Bldg. 3
- Other Rental Goods** @Under Sanshiro Hill
- Fire Resistant Sheet/Oil Absorption Sheet/etc.** @Front of Co-op Shop 2
- Containers** @Near LAWSON on the back of Yasuda Auditorium
- Garbage Bags** @Headquarters Office Reception B (本部受付B)  
@Faculty of Engineering Plaza Information Center (工学部広場案内所)

#### ■ Clean-up

- Clean-up of the Project Place** (→[p. 39](#))
  - Lower the tent
  - Take home ingredients that cannot be left inside the tent overnight

#### ■ Returning Goods

- Cleaning Tools** @Headquarters Office Reception B
  - Return them on each day

### Day 1

#### ■ Preparation of the Project

- Fire Safety Inspection** (→[p. 34](#))

#### ■ Picking Up Goods (→[p. 20](#))

- Drinks/Oil** @Front of Co-op Shop 2
  - Distribute two days batches in Day 1
- Food Ingredients/Ice** @Near LAWSON on the back of Yasuda Auditorium
  - Receive one day batch in the morning
- Waste Oil Can** @Garbage Sorting Site (集積場)

#### ■ Clean-up

- Washing Cooking Tools**
  - You can only do washing at the Washing Place (→[p. 33](#)).
- Disposal of Garbage** (→[p. 40](#))
  - Additional garbage bags can be picked-up at Garbage Sorting Site, Headquarter Office Reception B (本部受付B), and Faculty of Engineering Plaza Information Center (工学部広場案内所)
- Clean-up of Project Place** (→[p. 39](#))
  - Lower the tent
  - Take home ingredients that cannot be left inside the tent overnight
  - Close the gas valve and disconnect gas hoses

#### ■ Returning Goods

- Cleaning Tools** @Headquarters Office Reception B, Faculty of Engineering Plaza Information Center
  - Return them on each day

## Day 2

## ■ Preparation of the Project

- Fire Safety Inspection (→[p. 34](#))

■ Picking Up Goods (→[p. 20](#))

- Food Ingredients/Ice @Near LAWSON on the back of Yasuda Auditorium
  - Pick up
- Waste Oil Can @Garbage Sorting Site (集積場)

## ■ Clean-up

- Washing Cooking Tools
  - They must be cleaned with a wet cleaning cloth at your project place, not at Washing Place
- Cleaning Check (→[p. 42](#))
- Disposal of Garbage (→[p. 40](#))
  - Additional garbage bags can be picked-up at Garbage Sorting Site, Headquarter Office Reception B (本部受付B), and Faculty of Engineering Plaza Information Center (工学部広場案内所)

■ Returning Goods (→[p. 38](#))

- Rental Goods @Sanshiro Hill
- Cleaning Tools @Headquarter Office Reception B, Faculty of Engineering Plaza Information Center
  - Return them on each day

## In an Emergency

## Emergency Contact

- Emergency Contact at the May Festival Standing Committee Headquarters Office : **03-5841-7977**
- When the number above is not available : **03-5684-4594**

- In an emergency, please contact **the Emergency Contact** above promptly.
  - » In the case of an earthquake, unless there is fire or serious injury, you do not have to contact the Committee.
- **Do not contact the police, the emergency services, or the fire department directly. The Committee will contact them at once.** When you have no choice but to contact them, please notify us to that effect promptly.

## In Each Case of Emergency

## Earthquake

- In the case of an earthquake, **turn off the fire and close the main gas valve immediately.**
- In the case of earthquakes with an intensity over 4 or long earthquakes with an intensity 3 or less, please **suspend carrying out the project.**
  - » In cases other than above, when the Committee tells you to suspend the project, please follow the instructions.
- After the suspension of the project, please do not restart the project until the Committee instructs you.
  - » Please do not use fire equipment, in particular.
- In the case of a strong earthquake with an intensity over 5-, please lower the tent and evacuate to the nearest shelter following instructions by the Committee.
- In the case of earthquakes with an intensity over 5+, the May Festival will be canceled.

## Fire

- Please contact **Emergency Contact** immediately and tell the place, the project name and the situation.
  - » When you consider the situation critical, please call the fire department directly. If you have done so, please notify the Committee to that effect.
- Shout out to people around you to notify them of the fire and keep visitors and project members safe.
- Use the fire extinguisher to bring the fire under control.
- **Projects around the fire are required to suspend and close the main gas valve.**
- After the suspension of the project, please do not restart the project until the Committee instructs you.

## Injury

- Please direct the injured to the nearest Information Center. When it seems difficult, please contact the Committee for instructions.
  - » When you consider the situation critical, please call the emergency services directly. If you have done so, please notify the Committee to that effect.

## Incidents Such as Assault, Theft, and Suspicious Person or Object

- Please contact Emergency Contact for instructions.
  - » **Please do not call the police directly.**
- Keep yourself safe at first.

## Stormy Weather

- When the weather is stormy, some restrictions may be put on carrying out the projects. Please follow the instructions by the Committee.
- Please suspend the project when a storm warning is issued.
  - » Outdoor projects are required to lower the tent.
  - » When the storm warning is lifted, you can resume the project. However, to use fire equipment, please wait until the Fire Safety Inspections by the Committee.

## Campus Management System

- On the day before and the day of the festival (hereinafter called festival period), campuses and projects will all be managed by the May Festival Standing Committee in principle.

## Open Hours for Visitors

- The open hours for visitors in May Festival is **9:00 a.m. - 6:00 p.m.** for either day, both on campuses and online.
- During the period, May 13th (Sat.) 6:00 p.m. - 14th (Sun.) 9:00 a.m., which is outside the open hours for visitors, online contents will also be shut down.
- The Official Website may be under maintenance and unable to be accessed outside the open hours for visitors.

## Open Hours for Projects

- You can prepare on campuses for the May Festival on **12th (Fri.) (Day 0) 12:00 p.m. - 8:00 p.m.**
  - » Please note that many faculties will have their classes before noon.
  - » If preparation before 12:00 p.m. is necessary for carrying out your project, please contact us via “Inquiry” in advance with proper reasons.
- You can be on campuses for purposes related to the May Festival during the period, **7:00 a.m. - 8:00 p.m. on 13th (Sat.), 14th (Sun.) (Day 1, 2).**
  - » Please leave the campus before 8:00 p.m. for either day, unless your project has received permission from the Committee in advance. However, on the final day of your project, if restoring your assigned area to its original state was not completed by 8:00 p.m., finishing this will take priority over leaving the campus by that time.
- **After 15th (Mon.), no more clean-up by those other than the Committee is permitted.** Please complete all the clean-up by 14th (Sun.).

## Gate and Vehicle Entrance Management

- During the May Festival, all gates and vehicle entrances will be managed by the Committee.
- Vehicle entrance by projects is **only permitted when requested to the Committee in advance.**
- If you need an unrequested use of a vehicle, please come to the Headquarters Office Reception A (本部受付A) immediately. Such cases are not necessarily approved.
- Please note that vehicle entrances for carrying food and drink are not permitted.

## Interview by the Media

- Any interview by the media on the May Festival requires the Committee’s Permission, even if the interview is done to a project.
- The interviewer permitted by the Committee will have a “Press Pass” (取材許可証) down his/her neck. **When taking an interview, please check whether the person has a “Press Pass” or not.**
  - » Taking an interview from any media without a “Press Pass” is prohibited.
- If you have any concerns about media interviews, please contact the Committee. Please call the May Festival Standing Committee Headquarters Office if the member is not available.



## Notes

### Eating and Drinking

#### Eating and Drinking by Visitors

- Due to the measures against COVID-19, **we will set up “Eating Space”** with tables and seats under tents as places for visitors to eat and drink.
  - » Please refer to the “Campus Map” (→[p. 48](#)) for more details on the location of these tents.
- Visitors who purchased any food or drink from projects are encouraged to finish them in these Eating Spaces. Eating or drinking while walking is not encouraged.
- Eating and drinking is also allowed in other areas such as an outdoor Rest Area and in project places of indoor projects that serve food and drink.
  - » Especially indoors, visitors can only eat and drink at the project place that provides food and drink service or open stores on the campuses.

#### Eating and Drinking by Project Members

- You are free to get yourself hydrated anywhere on campuses.
- For any other eating and drinking, please keep in mind the measures against COVID-19.
- Please do not eat or drink inside buildings with postings telling you not to.

### Smoking

- During the May Festival, **smoking is prohibited anywhere on campuses**. Outdoor smoking areas are also unavailable.

### Alcohol

- To avoid any trouble caused by underage drinking or serving alcohol to minors, please observe the **“Alcohol Pass System”**. More details on this system can be found on our Official Website.
- **Serving alcohol is allowed only for projects which made a request to the Committee in advance and was given permission to do so.**



Official Website

#### Bringing in Alcohol

- You can bring in alcohol for serving visitors only which is permitted on “Certification of Project Registration” (企画登録証).
- Bringing in alcohol for any other purposes is strictly prohibited.

### Purchasing Alcohol

- When buying or possessing alcohol, please wear the “Alcohol Pass (アルコールパスポート) for Visitors” on your wrist.
  - » This band is required for buying alcohol in the stores inside campuses such as a convenience store as well.
- Alcohol Pass is **issued at all Information Centers**. On distributing, we will ask for **a photo ID** to check your age.
- We will only issue one Alcohol Pass at a time per person.
- “Alcohol Pass for Visitors” will expire when cut off, given to someone else, or all the checkboxes are crossed.

### Theft

- Theft cases come up sometimes during the May Festival. Please take measures against these crimes by keeping your valuables to yourself and putting your belongings where you can see them.
- When reporting a theft case to the police, please inform the Committee in advance.
- Please note that we will bear absolutely no responsibility for any of these cases.

### Lost Item/Child

- When you find someone else’s belongings, please bring them to the nearest Information Center.
- When a project member is looking for his/her lost belongings, please advise them to come see us at the nearest Information Center, too.
- If you see anyone either lost or in need of accessibility, please conduct them to the nearest Information Center.

### Request for Your Cooperation in Barrier-Free

- We are preparing services for disabled people, the elderly, children, pregnant women, etc. who are visitors that need assistance. We also ask all project members for your cooperation to the extent possible.
- If you notice a visitor who needs help, in principle, please notify your nearest Committee member or Information Center.

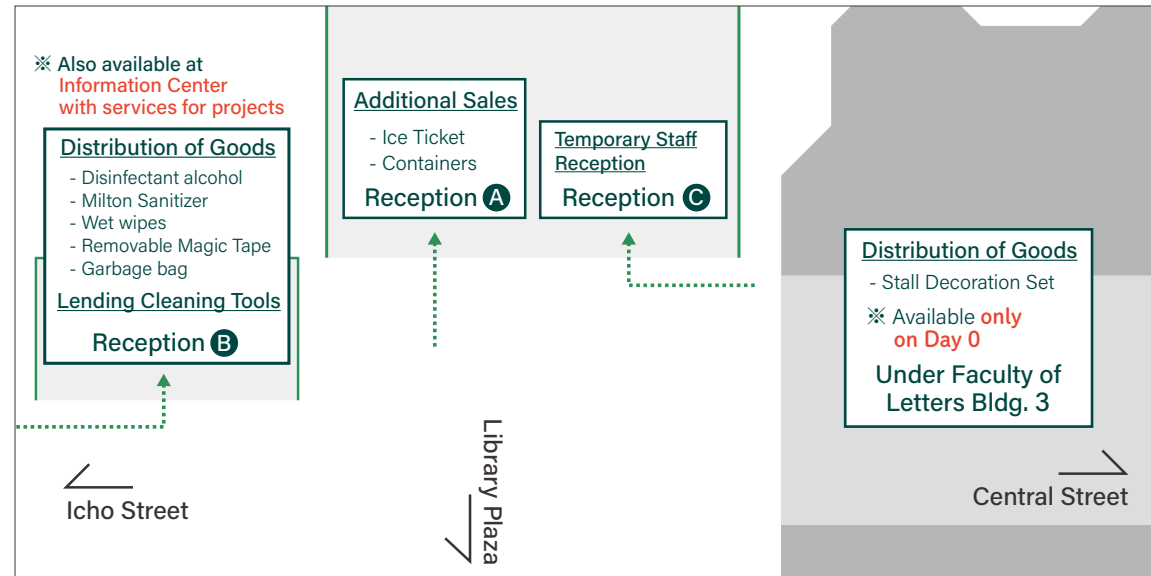
### After-Party

- Please refrain from holding an after-party of the May Festival to stop the spread of COVID-19.
  - » If any kind of after-party was observed or such party led to the spread of COVID-19, it could affect the hosting of the May Festival from the year after. We ask you for your understanding and cooperation.

## Where to Find the Committee

### Headquarters Office

- During the May Festival, we will set up the Headquarters Office to the north of **Faculty of Letters Bldg. 3**.



### Headquarters Office Reception A (本部受付A)

#### How We Can Help

- Answer questions and deal with concerns on carrying out your project
  - » Please feel free to also call the Committee member in charge of your project for help (→p. 18). During the May Festival, the “Inquiry” is not available.
- Deal with concerns on activities which require permission from the Committee
  - » Please visit us here as well if you want to make arrangements on the contents of activities which require permission from the Committee.
  - » In the case, please bring “Certificate of Project Registration” (企画登録証).
- Additional sales of ice and containers on the day of the May Festival
  - » We do not have much stock for the two days, and there are some notes. Please refer to “Picking Up Goods” (→p. 20) for more details.

### Headquarters Office Reception B (本部受付B)

- We will lend you cleaning tools and distribute Hygiene goods and garbage bags. Please refer to “Picking Up Goods” (→p. 20) and the “Goods Pick-up Card” for more details.

### Headquarters Office Reception C (本部受付C)

- This is the Temporary Staff reception.

## Garbage Sorting Site for Projects(集積場)

### Place South side of Yasuda Auditorium

- We will collect garbage from projects, and distribute additional garbage bags.
- In principle, we will receive garbage only which was requested in advance and permitted by the Committee.
- The garbage produced by projects during the May Festival will all be collected at this Garbage Sorting Site. **Please refrain from throwing them away at the Garbage Stations (ごみステーション) temporarily installed by the Committee for visitors or trash cans originally installed by the University.**
  - » Please make sure to have your project members know that waste which came out while preparing, carrying out and cleaning up the project should not be disposed of in blocked dumpsters or Garbage Stations for visitors.

## Information Center with Services for Projects

### Place Faculty of Engineering Plaza Information Center (工学部広場案内所) Faculty of Medicine Plaza Information Center Faculty of Agriculture Information Center

- We will lend you cleaning tools and distribute Hygiene goods and garbage bags. Please refer to “Picking Up Goods” (→p. 20) and the “Goods Pick-up Card” for more details.
- Please note that these Information Centers cannot answer your questions on carrying out your project.

## Other Places to Find the Committee

### Other Information Centers

- There will be several Information Centers for visitors set up across the campuses which do not have the function to help projects.
- These Centers will deal with lost items or children, barrier-free demand, issue of Alcohol Pass, and questions from the visitors or the like. Please guide any visitor who seems to be looking for some help to the nearest Information Center.
- Please be aware that these Information Centers cannot handle your questions and concerns on carrying out your project.
- If you have questions or concerns on carrying out your project, please call the Committee member in charge of your project or come to the Headquarters Office Reception A (→p. 18).
  - » Please refer to the “Campus Map” (→p. 48) for more details on their locations.

## Washing Place (水洗場)

**Place** West side of Faculty of Engineering Bldg. 1

- We will set up a washing place to achieve hygienic food and drink service. Please refer to “Notes on Food and Drink Service” (→[p. 31](#)) for more details.

## How to Contact the Committee

**Period** 12th (Fri.) (Day 0) 12:00 p.m. - 8:00 p.m.  
13th (Sat.), 14th (Sun.) (Day 1, 2) 7:00 a.m. - 8:00 p.m.

### Basic Contact

- In principle, please contact us in the following ways.
  - » Call the Committee member’s number (080-9556-6535) who will be in charge on the day of the festival.
  - » Come see us at the Headquarters Office Reception A (本部受付A) (→[p. 16](#)) at the tent north of Faculty of Letters Bldg. 3.
- ※ The Headquarters Office Reception A is available from 12:00 p.m. of Day 0. The number above may not be available before 1:00 p.m. on Day 0.
- ※ Please visit the Headquarters Office Reception A at the tent north of Faculty of Letters Bldg. 3 with the “Certificate of Project Registration” (企画登録証) if you want to make arrangements on the contents of actions which require approval from the Committee.
- Please call the Headquarters Office (070-4345-6086) during the May Festival if it is either outside the hours above or in an emergency.
- Situations that include accidents, fire, injuries or any other emergency, please call the Emergency Contact (03-5841-7977).
  - » **Please do not call this number other than for the purposes above.** The Committee will take control at once under an earthquake, so you will not need to contact us unless there is any serious injury, fire or the like.

## Inquiry (問い合わせ)

- **During the period 12th (Fri.) 12:00 p.m. - 15th (Mon.) 12:00 p.m., you will not be able to send us messages via “Inquiry”.**
  - » However, during this period, the Committee will make important announcements. **Please make sure you can always check the “Inquiry” from your phone or other devices.**
- Before 12th (Fri.) 12:00 p.m. and after 15th (Mon.) 12:00 p.m., please contact us via “Inquiry” in general. Please make an appointment in advance if you want to make contact either on phone or in person.

## About Temporary Staff Unit

### Notes

- **The Temporary Staff does not have to be the project managers.**
  - » Project managers are required to transmit the necessary information about Temporary Staff in this handout to those that they dispatch from their project.
- Please note that your clothes may get dirty, and also come in clothes and shoes that are comfortable to move around in.
- **There will be no place to check in your belongings, so please come with minimum items.**
- Should you become unable to come at the assigned time, please inform our member who is in charge of Temporary Staff (080-1170-5177) immediately or come to the Headquarters Office Reception C (本部受付C).
  - » The number above is available from 12:00 p.m. on Day 0.
- **Not dispatching the necessary number of staff could lead to punishment after the festival such as forfeit of your Project Guarantee Deposit.**

### At the Beginning of Duty

- Please come to the Headquarters Office Reception C on time. We will assign tasks at the reception.
  - » Please make sure to remember your project ID when coming to the reception.
  - » **Projects that are assigned standby duties are required to come to the reception at the beginning time as well.**
- We may count you as absent if you do not show up on time, so please come to the reception with time to spare.

### At the End of Duty

- Please make sure to **be back at the Headquarters Office Reception C** and receive the **“Certificate of Unit Completion”**.
- This will be the proof of your completing the duty. Please make sure to keep it safe after the festival is over until you get back the Project Guarantee Deposit.
- Please note that the end time for duty could give or take a little.

# 2 Preparation

## Picking Up Goods

### Time and Place of Goods Pick-up

- In principle, please bring your **"Goods Pick-up Card"** with you when you pick up or return your goods.
- Please make sure that **you can pick-up all the goods at once** in each pick-up place.

#### Day 0

- Day 0 refers to the day before the festival, May 12th (Fri.).
- ※ You cannot receive beverages, oil, food ingredients, ice, Waste Oil Can.

Items	Location	Time
<b>Rental goods (Tent-related goods and push carts)</b>	Faculty of Engineering Plaza	2:00 p.m. - 3:00 p.m.
<b>Other rental goods</b>	Under Sanshiro Hill	2:00 p.m. - 3:30 p.m.
<b>Oil absorption sheet and Fire resistant sheet</b>	Front of Co-op Shop 2	1:00 p.m. - 5:00 p.m.
<b>Containers</b>	Near LAWSON on the back of Yasuda Auditorium	1:00 p.m. - 5:00 p.m.
<b>Stall Decoration Set</b>	Under Faculty of Letters Bldg. 3	1:00 p.m. - 4:00 p.m.
<b>Garbage bags</b>	Headquarters Office Reception B (本部受付B)	1:00 p.m. - 8:00 p.m.
	Faculty of Engineering Plaza Information Center (工学部広場案内所)	2:00 p.m. - 6:00 p.m.
<b>Disinfectant alcohol Milton sanitizer Wet wipes Removable Magic Tape</b>	Headquarters Office Reception B	1:00 p.m. - 8:00 p.m.
	Faculty of Engineering Plaza Information Center	2:00 p.m. - 6:00 p.m.
<b>Cleaning tools</b>	Headquarters Office Reception B	1:00 p.m. - 8:00 p.m.
	Faculty of Engineering Plaza Information Center	2:00 p.m. - 6:00 p.m.

## 2. Preparation

### Day 1 and Day 2

- Day 1 and 2 refer to the day of the festival, May 13th (Sat.), 14th (Sun.).
- ※ In principle, you cannot receive rental goods, fire resistant sheet, oil absorption sheet, Stall Decoration Set.

Items	Location	Time
<b>Beverages and oil ※ Only on Day 1</b>	Front of Co-op Shop 2	8:00 a.m. - 10:00 a.m.
<b>Food ingredients</b>	Near LAWSON on the back of Yasuda Auditorium	8:00 a.m. - 10:00 a.m.
<b>Ice</b>	Near LAWSON on the back of Yasuda Auditorium	8:30 a.m. - 4:00 p.m.
<b>Ice Ticket (Additional Sales)</b>	Headquarters Office Reception A (本部受付A)	9:00 a.m. - 4:00 p.m.
<b>Containers (Additional Sales)</b>	Headquarters Office Reception A	9:00 a.m. - 4:00 p.m.
	Headquarters Office Reception B	8:00 a.m. - 8:00 p.m.
<b>Garbage bags</b>	Faculty of Engineering Plaza Information Center	Day 1 : 8:00 a.m. - 6:00 p.m. Day 2 : 8:00 a.m. - 8:00 p.m.
	Headquarters Office Reception B	8:00 a.m. - 8:00 p.m.
<b>Disinfectant alcohol Milton sanitizer Wet wipes Removable Magic Tape</b>	Faculty of Engineering Plaza Information Center	8:00 a.m. - 6:00 p.m.
	Headquarters Office Reception B	8:00 a.m. - 8:00 p.m.
<b>Cleaning tools</b>	Faculty of Engineering Plaza Information Center	Day 1 : 8:00 a.m. - 6:00 p.m. Day 2 : 8:00 a.m. - 8:00 p.m.
	Headquarters Office Reception B	8:00 a.m. - 8:00 p.m.
<b>Waste oil can</b>	Garbage Sorting Site (集積場)	9:00 a.m. - 5:00 p.m.

### Notes

#### Rental Goods

- Please make sure that you come to pick up the rental goods with **enough people according to the amount of rental goods**.
- Please note that you may be asked to pay for any damage or loss of rental goods.
- If you discover any malfunctions or defects before usage, please contact the Committee immediately.

#### Beverages

- Once you receive beverages, you cannot return them even if they remain unsold after the May Festival.

## Ice (Additional Sales on the Day of the Festival)

- ※ Unused “Ice Ticket” will be refunded after the festival therefore please keep them safe.
- Please cut the ticket **to each piece** prior to using “Ice Ticket” distributed at the 3rd Information Session.
  - » “Ice Ticket” distributed at the 3rd Information Session is **in a two days batch**.
- If you want to purchase additional ice, **please purchase an “Ice Ticket” at the Headquarters Office Reception A (本部受付A) and pick it up at the Distribution Place (Near LAWSON on the back of the Yasuda Auditorium)**.
  - » This is the same ice as those available for purchase at “[6]Food and Items Purchasing Order” ([6]食材・物品等購入申込).
- Payment will be made in **cash only**. **Please prepare the exact amount of cash**.
- The amount of additional ice available for sale on the day of the festival is limited and **may sell out early**.
  - » Please note that if we sell out the tickets, you will not be able to purchase additional ice through the Committee and you will need to get ice on your own.

Product	Selling Units	Price (including tax)	Notes
Block ice (角氷)	1 block	¥300	Block of ice (10cm×10cm×25cm) for cold storage
Rock ice (かちわり氷)	1 bag	¥600	4kg edible

## Containers (Additional Sales on the Day of the Festival)

- Only the containers listed in the table below can be purchased additionally at the Headquarters Office Reception A.
- Payment will be made in **cash only**. Please **prepare the exact amount of cash**.
- The amount of additional containers available for sale on the day of the festival is limited and **may sell out early**.
  - » Please note that If we sell out the containers, you will not be able to purchase additional containers through the Committee and you will need to get containers on your own.

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 burgers	100	¥204	150mm×152mm
Chopsticks	100	¥385	210mm eco friendly, made from timber woods

## Hygiene Goods/Removable Magic Tape

- The number of these goods distributed at any one time is limited to one each.
- Milton sanitizer will be distributed for **projects that handle food and drink**.
  - » Please use Milton sanitizer to sanitize cooking tools.
- When picking up Milton sanitizer, **please bring empty plastic bottles or other containers**.
- Undiluted sanitizers will be distributed and should be diluted 20 times.

## Cleaning Tools

- Brooms, dustpans, deck brushes, and mops are available for rent.
- One piece for each equipment is available.
  - » Since there are only a limited number of them, it is recommended that you bring your own.
- **Please return them to the place where you borrowed them promptly after use.**

## Setting Up Tent

### Tent-Related Goods Pick-up and Tent Setup

**Time** 12th (Fri.) (Day 0) - 3:00 p.m.

- Please pick up the rental goods related to tent setup, then complete the assembly and setup of your tent **before 3:00 p.m.**, when Tent Adjustment starts.
  - » Please pick up tent-related goods at Faculty of Engineering Plaza. Please bring your “Goods Pick-up Card”.
- Please refer to **the detailed tent setup location picture sent to you in advance via “Inquiry” (問い合わせ)**, and set up your tent at the location allocated to your project.
- You may need to change the location of your tent at the Tent Adjustment, so **we recommend that you complete the preparation inside the tent, for example fire equipment setup, after Tent Adjustment.**

### Tent Adjustment

**Time** 12th (Fri.) (Day 0) 3:00 p.m. - 4:00 p.m.

- Projects will arrange the location of tents by each section at Tent Arrangement.
- Please gather at your project place by 3:00 p.m., when Tent Arrangement starts, with enough people to move your tent (at least 4 people).
- If the Committee members ask you to arrange the location of your tent, please follow their instructions and move your tent.

### Section Meeting

**Time** 12th (Fri.) (Day 0) 4:00 p.m. - 4:30 p.m.

- After Tent Adjustment, there will be a Section Meeting from 4:00 p.m. to 4:30 p.m.
- Project managers in the same section and Committee members will go over matters necessary in carrying out the project on Day 1 and 2 of the festival at the Section Meeting.
- When Tent Adjustment is done, we will tell you which tent to gather around. Please have either one of the project managers gather around the tent when Tent Adjustment ends.

## Flow of Section Meeting

- After all project managers gather, please follow the three steps below, with the Clean-up Responsible Project leading the discussion.

### 1. Receive handouts from the Committee member in charge

- Please receive documents such as “Certificate of Project Registration” (企画登録証) from the Committee member in charge of your section.



### 2. Allot clean-up area

- Please check the clean-up area written on the “Cleaning Check Sheet” and allot each project an area to clean within the clean-up area at the Clean-up Responsible Project’s discretion.
- Please note that areas not used as project places, such as the routes visitors take or plantings may be included in the clean-up area.
- To prevent troubles, we strongly recommend that you record the allotted clean-up area by taking a picture, etc.



### 3. Check the flow of Cleaning Check and means of communication between projects

- Please check the flow of Cleaning Check (→p. 42) between projects.
- Please check the means of communication between projects.
  - » It is necessary, for example, when you want to ask a Clean-up Responsible Project to complete Cleaning Check.
  - » Clean-up Responsible Project’s contact address is on the “Cleaning Check Sheet”. Please check that it is the correct contact address.

## Precautions on Setting Up Tent

### Stall Decoration

- Attach before raising the tent

### Certificates

- Either "Certificate of Project Exempted from Fire Safety Inspection" or "Permission for Using Fire Equipment" must be put up.

### Fire Extinguisher

- Easily accessible from both inside and outside the tent
- The safety pin is inserted

### Fire Equipment

- The right way up
- Keep fire equipment inside of your tent
- Enough distance between each equipment, and from fuel, curtains, and decorations
  - More than 30cm away from curtains
  - 1m away from Stall Decoration

### Tent Set

- Projects with food and drink service should always have tent curtains on both sides and the back of the tent.

### Cooler

- More than 60cm away from the ground

### Heat Insulating Plate

- It covers all parts of the table touching the fire equipment

### Propane Gas Tank

- Stabilized and fixed to the legs of a table or a tent
- Prepare curing tape or bailing twine
- Always have it fixed including overnight
- Securely connect propane gas, gas hose, and fire equipment to prevent a gas leak.

### Fire Resistant Sheet

- Spread the sheet and put up

### Oil Absorption Sheet

- Be careful with its front and back (the gray side is the front)

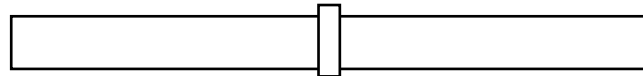
## How to Put Up Stall Decoration

### What You Need

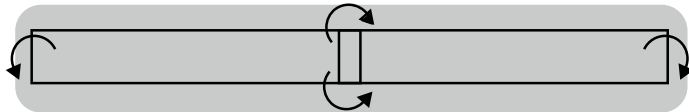
- Stall Decoration Set (cardboard panel, OPP tape, vinyl string, and a vinyl rainshade)
- Tools to cut cardboard (box cutter, scissors)
- Tools to make a hole (pick)

### How-To

1. Cut the cardboard panel in half, and put them together by taping the OPP tape around 2 or 3 times.



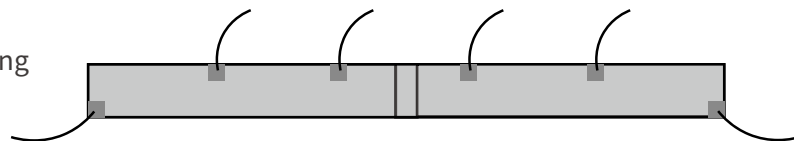
2. Wrap it with a vinyl rainshade and tape them with the OPP tape.



3. Make a hole on the parts shown on the right. Reinforce the holes with the OPP tape.

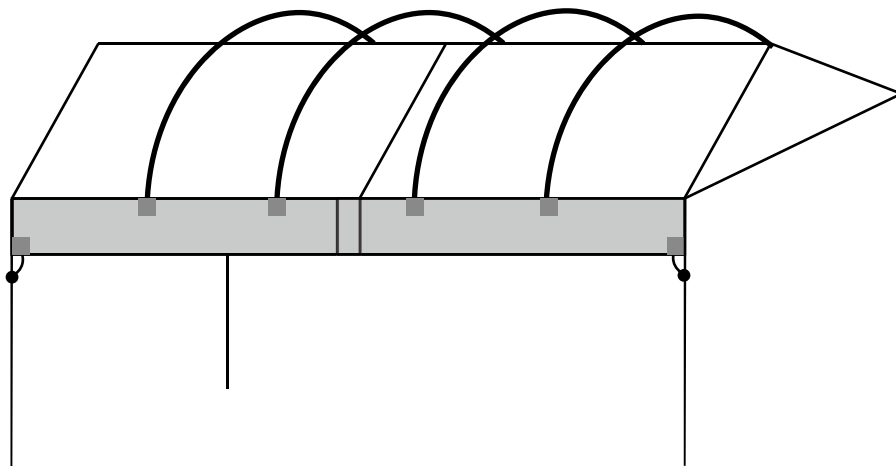


4. Tie them to the tent using the vinyl string.



### How It Should Look Like

- **Before you raise the tent,** tie the stall decoration to the tent.



## Billposting

- Putting up posters in indoor facilities is possible from **3:00 p.m. on Day 0**.
  - » Posters put up before this time may be removed by the Committee without prior notice.
- You can only put up posters on walls and floors of indoor facilities that will be used in the May Festival.
  - » Buildings used during the festival are the ones colored in dark gray on the “Campus Map” (→[p. 48](#)).
  - » Places to put up posters are not limited to your project place.
  - » You can not put up posters on outdoor facilities.
- Please remove posters your project put up responsibly after the festival ends.
  - » Please remember where you have displayed your posters.
- When putting up decorations, please use tape or the like that could be restored to its original state.
  - » We **recommend that you use “Removable Magic Tape”** that will be given out from Day 0 to Day 2 of the festival.
  - » Use of tapes with adhesion too strong, for example scotch tape and duct tape, is prohibited.
- Please do not put up on the places listed below.
 

▪ Glass	▪ Floor
▪ Restroom	▪ Ceiling
▪ Disaster prevention equipment	▪ Light
▪ Stair handrail	▪ Outer wall of building
▪ Equipped items in classroom	▪ In and near installations of the Committee
- Posters that fell on the floor or are about to fall off may be removed and disposed of by a patrolling Committee member without prior notice.



## Precautions Overnight

### Clean-up of the Project Place

- Please lower the tent at night.
  - » If not lowered, the tent may fly away in the wind and be damaged.
- All items needed to be stored inside the tent should be moved to the center of the tent. **Tents must have a curtain in the front and side curtains on all four sides.**
- All fire equipment **must be turned off and gas hoses must be disconnected.**
- Propane gas tank and fire extinguishers must **never be laid down and should be kept standing.**
  - » Propane gas tanks must be fixed to a leg of a table.

### Storage of Food, Drinks, and Cooking Tools During the Night

- In principle, **do not leave any food or drink at the project place overnight.** From a hygienic perspective, **the Committee may confiscate them.**
  - » However, **unopened beverages, condiments, and oil** are permitted to be stored at the project place overnight.
- **If the Committee finds any usage of prohibited cooking tools such as knives (kitchen knives, food mixers, food processors, and scissors for cutting food), the Committee will confiscate them.**
- **In principle, the Committee will not return any of the items confiscated.** The Committee will not bear any responsibilities caused by the confiscations.

# 3 Carrying Out Your Project

## About Measures Against COVID-19

- In the 96th May Festival, in principle, **visitors are not required to wear masks.**
- Project members **must wear masks at all times.**
- The Committee encourages visitors that purchased food or drinks from projects to use the Eating Space. The Committee does not encourage visitors to eat or drink while walking.
  - » The closest Eating Space is on Ichō-Namiki Street.
- Eating and drinking are available in other places such as outdoor Rest Areas and in project places of indoor projects that provide food and drink service.
  - » Especially indoors, visitors can only eat and drink at the project place that provides food and drink service or open stores on the campuses.

## Notes on Food and Drink Service

**Subject** Projects with food and drink service

### Basic Precautions

- **Please do not handle any food or drink in ways different from those written on the “Certificate of Project Registration” (企画登録証).**
  - » Therefore, **the use of ingredients not registered in advance or cooking procedures different from your registration is prohibited.**
- In principle, **do not leave any food or drink at the project place overnight.** From a hygienic perspective, **the Committee may confiscate them.**
  - » However, **unopened and shelf-stable beverages, condiments, and oil** are permitted to be stored at the project place overnight.
- **If the Committee finds any usage of prohibited cooking tools such as knives (kitchen knives, food mixers, food processors, and scissors for cutting food), the Committee will confiscate them.**
- **In principle, the Committee will not return any of the items confiscated.** The Committee will not bear any responsibilities caused by the confiscations.

## Food Preparation and Storage

- Except for beverages, condiments, and oil, purchase of food must be done on the very day of Day 1 and Day 2 respectively, and they must not be carried over to the next day.
- Please make sure that the lid of food storage is shut completely in order to avoid dust from entering the storage.
- Items that must be kept refrigerated or frozen must be kept in a refrigerator or a cooler until the very moment they are processed.
- Do not defrost frozen items until right before the cooking procedure. Also, **when defrosting, do not defrost at room temperature, and defrost them gradually in a cooler.**
- Food and ingredients **must be kept 60cm above the ground**, and must avoid sunlight.
- Defrosted items must be completely used, and do not refreeze any items.

## Selling Food

- **All “Preparation” is prohibited.**
  - » “Preparation” refers to procedures of preparing ingredients, such as cutting and heating ingredients, outside the project place on the morning of the days of the festival.
- **Selling food at other places (selling while walking around) and selling food that was cooked a long time ago are also taken as “Preparation”, and are prohibited.**
- Leftovers of food and solid items must be disposed of as food waste. Do not dispose of them at the Washing Place.
- Visitors may have allergies. The Committee strongly encourages projects to be able to answer any questions related to food allergies.

## Preparing the Cooking Environment

### Hygienic Condition of Cook

- Cut your fingernails to an appropriate length.
- Cooks with long hair must tie their hair before cooking.
- Wear an apron, a kerchief, and a mask.
- Cooks must wear plastic gloves when touching food.
  - » Please change plastic gloves at an appropriate moment.
- Cooks must wash and sanitize their hands and keep them clean and hygienic.
- Persons with wounds on their hands or persons not feeling well must not cook.
- Cooks must not handle money.

## Cooking Place and Tools

- Before cooking, refer to “Precautions on Setting Up Tent” (→[p. 27](#)) and put up tent curtains on both sides and the back of your tent.
- Do not use any knives. The Committee will confiscate them when used.
- Use hygienic cooking tools, and before using them, please sanitize them with your kitchen detergent or Milton Sanitizer that the Committee provides. Also, please wash them frequently.
  - » For more information on where and when to obtain Milton Sanitizer and wep wipes, please refer to “Picking Up Goods” (→[p. 20](#)).
- **The Committee strongly encourages you to take your garbage to the Garbage Sorting Site (集積場) regularly when the garbage bags are full.**
  - » In particular, garbage involving food waste may lead to a hygienic problem when left for a long time, therefore please carry them to the Garbage Sorting Site as frequently as possible. Do not leave them at your project place during the night.

## Washing Place

**Place** West side of Faculty of Engineering Bldg. 1

**Time** 13th (Sat.), 14th (Sun.) (Day 1, 2) 8:00 a.m. - 7:00 p.m.

- We will set up a Washing Place to achieve hygienic food and drink service.
- Do not dispose of any solid items. When jammed, please contact the Headquarters Office.
- Do not do any washing process at other places.
- **Water from the Washing Place must not be used for cooking.**
- After open hours for visitors, the Washing Place is expected to be seriously crowded. To avoid congestion, **after 5:30 p.m. of Day 2, washing rental goods at the Washing Place is prohibited.** Wipe your rental goods with a wet cleaning cloth.

## About Handling Fire Equipment

- You are permitted to use only the fire equipment rented through the Committee or ones listed and permitted on the “Certificate of Project Registration” (企画登録証).
- When using fire equipment, you need to take Fire Safety Inspection on the mornings of each day.**
- Do not use your fire equipment before the Fire Safety Inspection.**
  - » Especially on Day 0, do not use your fire equipment for the purpose of operation check.
- Please prepare fire ignition tools on your own.**
- When in use, make sure that at least one person is at the project place.
- Projects that involve grilling and stir frying **must prepare a bowl or a bucket with water on your own to get rid of the cinder.**
  - » Cinder must be taken to the Garbage Sorting Site along with water.
- If a fire breaks out, shout out to people around you to notify them of the fire, and use the fire extinguisher to bring the fire under control. Contact the Headquarter Office (03-5841-7977) immediately, but **do not contact the fire department directly.**

## About Fire Safety Inspection

**Subject** Project with fire equipment

**Time** 13th (Sat.), 14th (Sun) (Day 1, 2) 7:00 a.m. - 10:00 a.m.

- Projects that use fire equipment must set them up in the way “Fire Safety Inspection Criteria” writes below, and take an inspection from the Committee member with a blue armband.
- Until the Committee member puts up the “Permission for Using Fire Equipment” (火気器具使用許可証), which shows that the Fire Safety Inspection is done on your tent, use of fire equipment is prohibited.** Any use of fire equipment before the inspection may be subject to measures or punishment.
- During open hours for visitors, either “Permission for Using Fire Equipment” or “Certificate of Project Exempted from Fire Safety Inspection” must be put up. Do not take them off.
- Many projects take the inspection from 8:30 a.m. to 9:30 a.m. Therefore, it may take some time before beginning your project. The Committee members will be around from 7:00 a.m. Therefore, the Committee strongly encourages you to begin your preparation and take the inspection as early as possible.
  - » The Committee will not bear any responsibility for delays due to the Fire Safety Inspection.
- You must take the Fire Safety Inspection not only on Day 1 but **on the mornings of both days.**

## Fire Safety Criteria

- If the following criteria are not met, you must retake the inspection.
  - ※ For setting up the fire equipment, also refer to “Setting Up Tent” (→p. 24).

### Fire Equipment

- The fire equipment is properly set up
  - » Only fire equipment given permission are set up
  - » The right way up, not sticking out from the table, and in no danger of falling off
  - » Well ventilated, and placed on a stable surface
  - » All fire equipment is kept inside the tent
- No inflammables around the equipment
- Enough distance between each equipment, and from fuel, curtains, and decorations
  - » More than 30cm away from curtains, 1m away from stall decorations, 15cm away from other fire equipment if any
- A bowl or bucket to collect cinder is filled with water.

### Propane Gas Tank

- Tank is securely fixed to the legs of a desk or a tent with bailing wine.
- Fixed so tight that it cannot easily be moved.
- Gas hose is properly connected.
  - » Gas hose is inserted deep so that it cannot easily come off
  - » The end of the gas hose is clipped with a black clip
  - » Gas hose placed properly so that people will not trip over it

### Fire Extinguisher, Heat Insulating Plate, Fire Resistant Sheet, and Oil Absorption Sheet

- The fire extinguisher is properly placed.
  - » Easily accessible from both inside and outside the tent
  - » Placed on a stable surface that does not block evacuation routes
  - » Safety pin for the fire extinguisher is inserted
- Heat insulating plate covers and protects all parts of the table touching the fire equipment
- Fire resistant sheet is spread out and put up
- Oil absorption sheet is placed over the fire insulating plate.

## Commercial Transaction

- Do not conduct actions other than those permitted in “Certificate of Project Registration” (企画登録証).
- **If actions not written in “Certificate of Project Registration” are found to be conducted, you may be subject to measures or punishment (→p. 46).**

### Notes

- **You must not sell goods or services at a higher price than the price written on the “Certificate of Project Registration”.**
- We do not recommend reducing the price of goods or services from the requested price because it can lead to trouble.
  - » Special kinds of price reduction other than uniform reduction are permitted only when they are permitted in “Certificate of Project Registration”.
  - » When you reduce the price uniformly according to the sales, please pay enough attention to prevent trouble. Make sure that there is no inconsistency between the project and the visitors, for example, by clarifying the details of the price reduction to the visitors.
  - » Refrain from distributing for free or extreme price reduction to prevent trouble.
- When you use payment methods other than cash such as PayPay, be careful not to cause trouble.
  - » We will bear absolutely no responsibility for any trouble caused by the use of a personal account.
- **Selling advanced tickets is prohibited.**
- In the cases below, **bring “Certificate of Project Registration” to the Headquarters Office Reception A (本部受付A) in advance.**
  - When you have to sell goods or services at a higher price than you have requested inevitably.
  - When you want to add different merchandise.
  - When you want to reduce the price in a special way such as the result of a game.

## Advertisement

- Do not approach visitors excessively.
- Depending on the congestion on the campuses, we may ask you to stop your advertising. Please follow our instructions in that case.

### Outdoor Advertisement

- Without any request, you can advertise your project by asking visitors or distributing flyers with two or three people, but please pay attention to the visitors around and the flow.
- You can advertise your project with around 10 people, musical instruments, or costumes only when this is permitted in “Certificate of Project Registration”.

### Indoor Advertisement

- You can advertise your project or distribute flyers with two or three people, but please pay attention to the visitors around, other projects, and the flow.
- Parading with many people is prohibited.
- Please refer to “Billposting” (→p. 29) for details about putting up posters.

# 4 Clean-up

## Returning Goods

- Day 0 refers to the day before the festival, May 12th (Fri.).
- Day 1 and 2 refer to the day of the festival, May 13th (Sat.), 14th (Sun.).

Items	Location	Time
Rental goods (tent-related items and push cart)	Above Sanshiro Hill	Day 2 4:00 p.m. - 7:00p.m.
Other rental goods	Under Sanshiro Hill	
Cleaning tools	Headquarters Office Reception B (本部受付B)	Day 0 1:00 p.m. - 8:00 p.m. Day 1, 2 8:00 a.m. - 8:00 p.m.
	Faculty of Engineering Plaza Information Center (工学部案内所)	Day 0 2:00 p.m. - 6:00 p.m.
		Day 1 8:00 a.m. - 6:00 p.m. Day 2 8:00 a.m. - 8:00 p.m.

## Rental Goods

- Please be careful not to damage rental goods when carrying them.
  - » Please do not drag heavy items, especially items such as fire equipment and tents.
- We recommend that the project member who received the rental goods return them in order to ensure a smooth return.
  - » When returning rented goods, we will check your project ID. Please check documents such as the “Goods Pick-up Card”, and make sure that the members returning the item know their project ID.
- Please note that you may be asked to wait for a long time after 5:30 p.m. due to the congestion to return goods.
  - » Congestion is expected after 5:30 p.m. Please return your items promptly after your project is finished.

### Tent-Related Goods and Push Carts

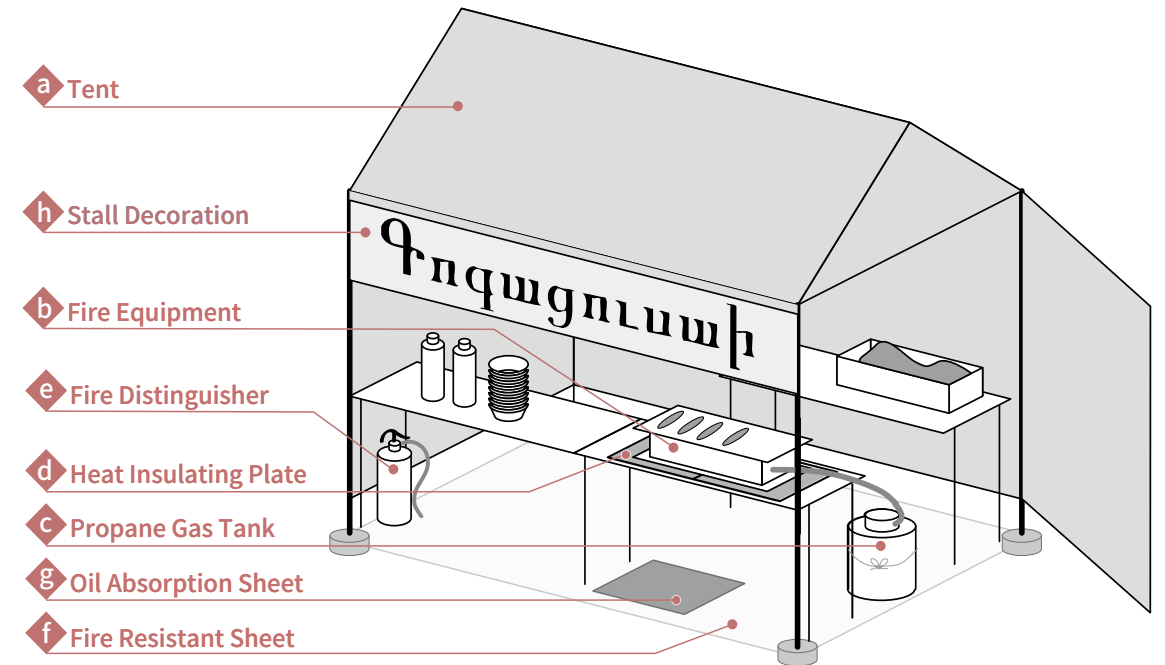
- Tent-related goods refer to tents, tent weights, side curtains, and roof curtains.
- Please properly fold the tent curtains at your project place before returning them.

### Other Items

- When you return fire equipment and cooking tools such as pots and pans, they must be cleaned with a wet cleaning cloth at your project place.
- You cannot wash your rental goods at the Washing Place (→p. 33) later than 5:30 p.m. on Day 2.
  - » Please do not wash heat insulating plates with water, and lightly wipe them clean.

## Striking Tent

- Precautions for striking tents for each goods is listed below.
- Please clean up properly for each goods.



Goods	Return/Disposal	Notes
a. Tent		• Please refer to “Setting Up Tent” (→p. 24) for instructions on how to fold the tent.
b. Fire equipment	Return (→p. 38)	• Please return after wiping the fire equipment with a wet cleaning cloth.
c. Propane gas tank		
d. Heat insulating plate		• Please return after shaking off dirt.
e. Fire extinguisher		
f. Fire resistant sheet	Disposal (Unburnable Garbage)	• Please put it in a garbage bag after folding it inside, being careful not to spill oil on the ground. If you spill oil on the ground, you must clean it.
g. Oil absorption sheet		
h. Stall decoration	Disposal	• Please pay attention to the garbage sorting items.
Other rental goods	Return (→p. 38)	

## Garbage Separation and Collection

**Place** Garbage Sorting Site (集積場) (south side of Yasuda Auditorium)

**Time** 13th (Sat.), 14th (Sun.) (Day 1, 2) 9:00 a.m. - 8:00 p.m.

- In principle, **we will not collect garbage that is not requested in advance and permitted by the Committee.**
  - » We will collect leftover containers, cinder and cardboard used in purchasing food even if they were not registered in advance.
- Please refer to “Garbage Separation Guide”, take necessary procedures before disposing of garbage, and separate garbage correctly.
- **If the garbage separation is insufficient, we will ask you to redo the separation process.**
- In principle, the garbage visitors dispose of will be collected at the Garbage Station (ゴミステーション) installed by the Committee.

## Distribution of Garbage Bags

- You can receive garbage bags at Headquarters Office Reception B (本部受付B) or Faculty of Engineering Information Center (工学部広場案内所).
- When receiving them, **please bring your “Goods Pick-up Card”.**
- Please refer to the “Goods Pick-up Card” for more details on the distribution place and time.
- We will distribute them after writing your project ID on them, so it may take some time. Please allow enough time to receive them.
- We will only collect garbage in the garbage bags we distribute.
- We will distribute additional garbage bags for projects that ran out of them.

## Disposal of Leftover Container

- Please separate it from other garbage and put it in a different garbage bag.
- Please do not put different types of containers in the same garbage bag.
- We will collect them even if they are not registered in advance.

## Disposal of Cinder

- Please dispose of cinder in a bowl or a bucket of water, then bring **the bowl or bucket with water** to the Garbage Sorting Site.
- We recommend that you take measures not to spill water while carrying them, for example by putting them in a bag.
- We will collect them even if they are not registered in advance.

## Disposal of Cooking Oil

Disposal Amount	Disposal Procedure
0.6 - 1.5L	Pour them in containers like plastic bottles and carry them to Garbage Sorting Site
More than 1.6L	Pour them in rented Waste Oil Cans and carry them to Garbage Sorting Site

## Waste Oil Can Rental

**Place** Garbage Sorting Site (south side of Yasuda Auditorium)

**Time** 13th (Sat.), 14th (Sun.) (Day 1, 2) 9:00 a.m. - 5:00 p.m.

- When receiving them, please bring your “Goods Pick-up Card”.
- After pouring cooking oil into the waste oil cans, please put them in the plastic bags attached to the cans and carry them.

## Cleaning Check

- Please check the **“Cleaning Check Sheet”** distributed at the 3rd Information Session.
  - » After Cleaning Check, you will get your “Cleaning Check Sheet” signed by the manager of the Clean-up Responsible Project. Please keep this safe until your Project Guarantee Deposit is refunded.

## Outdoor Clean-up Procedures

### 1. Check clean-up area

- Please clean the entire area described on your “Cleaning Check Sheet” including bushes, plantings, and stairs, not just the area your project used.
- The clean-up area has been divided among projects in your section at the Section Meeting (→p. 24).

### 2. Remove rental goods, garbage, and personal belongings

- Please receive documents such as “Certificate of Project Registration” (企画登録証) from the Committee member in charge of your section.

### 3. Remove posters

- Please do not forget to remove posters that you put up in other projects’ clean-up areas.

### 4. Clean oil stains and traces of powder on the ground

- Please use kitchen detergent and a brush to clean oil stains like in [Picture 1].
- The procedures are as follows.

- |   |   |
|---|---|
| ① Drop a small amount of detergent on the oil stain                       | ③ Absorb oil and moisture with a cleaning cloth |
| ② Scrub the oil stain with a wet brush (or a scourer) like in [Picture 2] | ④ Rinse with water                              |
|   | ⑤ Throw away cleaning cloth                     |

※Please do not directly pour water onto oil stains or traces of powder

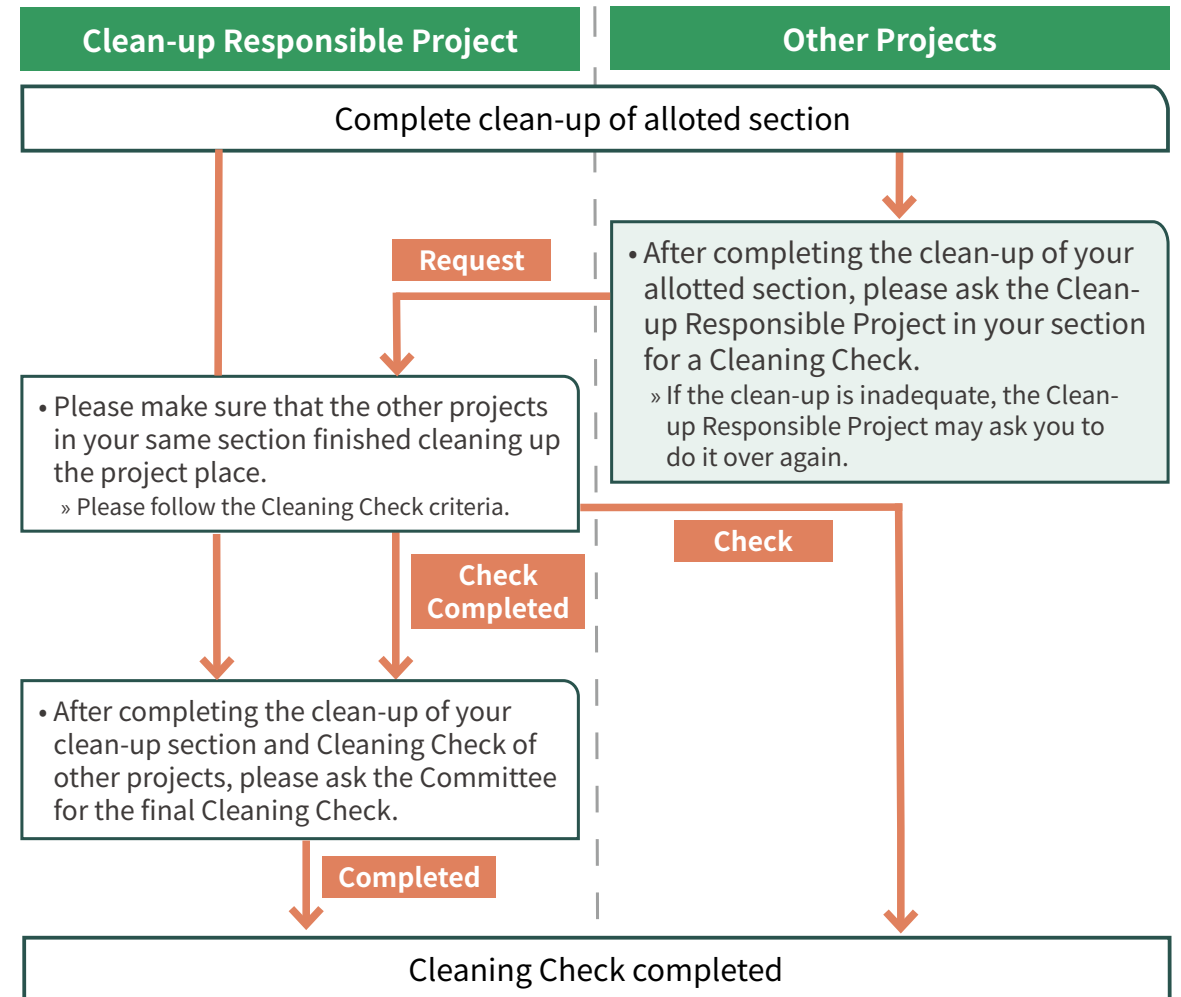


[Picture 1]



[Picture 2]

## Cleaning Check Procedure



## Cleaning Check Criteria

- Heading to return the items and rental goods
- Have no personal items that belong to someone unknown
- No garbage, decorations, or stains left inside the clean-up area
  - » Watch the plantings and walls against the building as well
- No oil stains or traces of powder from heat insulating plate
- All posters and outdoor monuments including signboards are removed

# 5 Documents

## Regulations

- Please check and abide by the regulations written below when preparing for, carrying out, and cleaning up the project.
- Your project may be subject to measures and punishment (→[p. 46](#)) if you violate these regulations.

## 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.

## Project Duties / Managers Duties

Items that need to be abided by during the festival are excerpted and additionally explained. Please refer to “Almighty vol. 1 in English” for the full text.

### Project Duties

- Comply with the law.
  - ※ We ask you to be especially careful about kinds of laws related to exchanging money or collecting personal information and the Copyright Act.
- Provide us with manpower necessary for the operation of the festival as needed.
  - ※ Especially we ask you to fulfill the duties as “Temporary Staff” as needed.
- Follow other instructions given by the Committee regarding the operation of the May Festival.

### Project Managers Duties

- Grasp the content and preparation condition of the project, and have the responsibility of carrying out the project.
- Check inquiries from the Committee, and reply if necessary.
- Share information from the Committee with all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
- Carry a phone all the time during the festival and always be available to respond to the Committee’s contact.
  - ※ In addition to being available on the phone, you need to be able to check “Inquiry” (問い合わせ) at all times.
- Make sure that either manager stays at the project place while project members prepare, carry out and clean up the project during the May Festival. Should both managers leave the project place, return to the project place as soon as possible when the Committee requests.
  - ※ In the following case, we may take measures such as suspension of the project.
    - » If neither manager is present at the project place and doesn’t pick up the Committee’s calls, even when there is a serious problem in your project during the open hours.
    - » If neither manager is present at the project place when a speech by other entities is taking place.
    - » If the May Festival’s philosophy, that it is a spontaneous activity done by the students of University of Tokyo, is significantly ruined.



## Measures and Punishment

- 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 you cause socially unacceptable problems, there may be measures taken during the festival and punishments after the festival.
- If you fail to check handouts including “Almighty in English”, “Inquiry” (問い合わせ), and the Web System, you may be subject to such measures and punishment unexpectedly. Please make sure to review them.

### Measures During the Festival

- Measures during the festival refer to restricting your activity in the case of accidents or disasters, or when conducting prohibited actions. There are four kinds of measures, as follows.
- These are only examples. Other cases may also be subject to the measures.

Measures	Content	Examples
<b>Confiscation of prohibited items</b>	<ul style="list-style-type: none"> <li>• Items that are prohibited of use or violate the standard may be confiscated by the Committee.</li> <li>• Please note that confiscated items may not be returned to you. ※ We will bear absolutely no responsibilities for the loss caused by the confiscation.</li> </ul>	<ul style="list-style-type: none"> <li>• When found bringing in cutlery or alcoholic drinks with an alcohol content of 20 percent or higher</li> <li>• When found leaving ingredients that are not permitted to be left overnight</li> <li>• When found any decorations that violated the standard</li> <li>• When found using unpermitted fire/electric appliances</li> </ul>
<b>Suspension of prohibited actions</b>	<ul style="list-style-type: none"> <li>• The Committee will stop projects' actions that are prohibited or may cause danger. In that case, however, we will not suspend your project itself.</li> </ul>	<ul style="list-style-type: none"> <li>• When found exchanging money with visitors without our permissions</li> <li>• When found an unpermitted collection of personal information and manifestations of external entities taking place.</li> <li>• When found actions that put the visitors in danger</li> </ul>
<b>Suspension of your project</b>	<ul style="list-style-type: none"> <li>• The Committee will suspend your project from carrying out when there is a serious problem or when actions that seriously violate the standard or put visitors in danger are conducted. » For online projects under suspension, we will block access to “Project Detail Page” on the Official Website.</li> </ul>	<ul style="list-style-type: none"> <li>• When actions among the examples listed in the “Suspension of Prohibited Actions” that are especially malicious and have a negative effect on the basis of the project are found.</li> <li>• When there are earthquakes, fire, or emergence of insect pests and the Committee cannot guarantee that you can carry out your project safely.</li> </ul>
<b>Cancellation of your project</b>	<ul style="list-style-type: none"> <li>• If any serious prohibited actions that may hinder the stable hold of the 96th May Festival and the festivals in later years, we will ban your project's participation during the festival.</li> </ul>	<ul style="list-style-type: none"> <li>• When found repeatedly causing trouble to other projects at a large scale</li> <li>• When actions that put visitors in danger physically and mentally are found</li> </ul>

## Punishment After the Festival

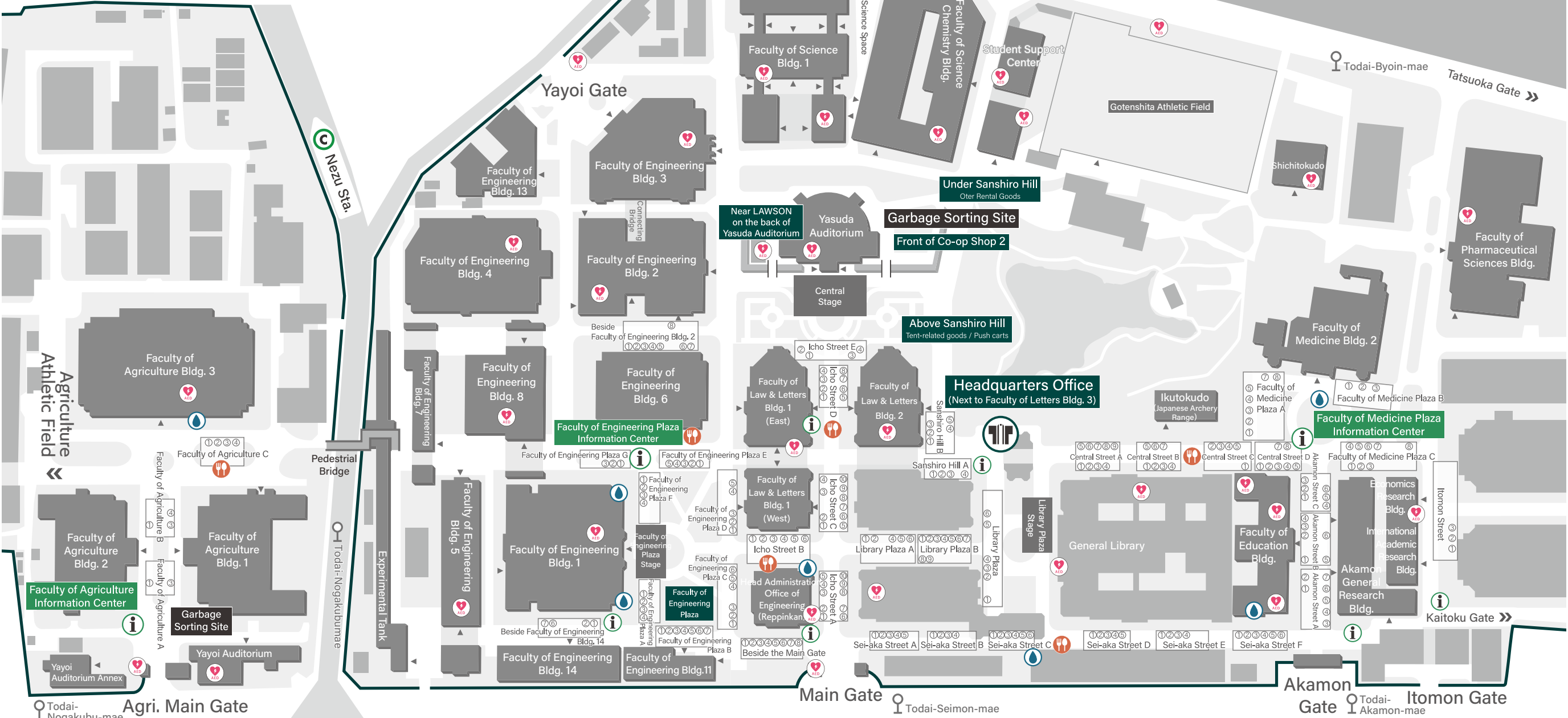
- Punishment after the festival refers to how the Committee handles prohibited actions and socially unacceptable actions found during the festival. There are seven kinds of punishment.
- When we impose punishment, we will not refund your Project Guarantee Deposit until you fulfill the duties.

Punishment	Content
<b>Publicizing the violation</b>	<ul style="list-style-type: none"> <li>• We will disclose in public the fact of your prohibited actions.</li> <li>• It will be imposed on subtle violations. We are planning to “publicize the violation” in the case of other punishment as well.</li> </ul>
<b>Strict warning</b>	<ul style="list-style-type: none"> <li>• We will mention the fact of your prohibited actions and ask for improvement orally as well as in writing.</li> <li>• We will give out warnings when you conduct unpermitted actions or nuisance by not following our instructions.</li> </ul>
<b>Apology essay</b>	<ul style="list-style-type: none"> <li>• We ask you to submit a document outlining the project's position on the violation and the measures to be taken when you participate in the May Festival in the following year or later.</li> <li>• We will also impose it if you repeatedly carry out actions subject to strict warnings.</li> </ul>
<b>Forfeit of Project Guarantee Deposit</b>	<ul style="list-style-type: none"> <li>• We will forfeit 10,000 yen which is your Project Guarantee Deposit.</li> <li>• We will forfeit the fee if we find actions that may affect the May Festival in later years and significantly ruin equity with other projects.</li> <li>• It is also subject to projects that repeatedly carry out various actions which correspond to strict warnings and apology essays.</li> </ul>
<b>Recommendation for designation as an Observed Project next year</b>	<ul style="list-style-type: none"> <li>• We will recommend the next year's May Festival Standing Committee that they designate the project that seems to be the same project/group as an Observed Project.</li> <li>• It is imposed especially when you conduct unpermitted actions related to external entities or repeat actions that are malicious as to violate the standards set by the Committee or ruin equity with other projects, or when there seems no improvement in spite of undergoing the punishment on the same violations in former years.</li> </ul>
<b>Recommendation for putting the project at disadvantage next year</b>	<ul style="list-style-type: none"> <li>• We will recommend that next year's Committee put projects that seem to be from the same group at a disadvantage when allocating project place/time.</li> <li>• We will impose it in the case when the violation is so serious that the punishment is not harsh enough or there seems no improvement in spite of undergoing the punishment for the same violations in former years.</li> </ul>
<b>Recommendation for prohibiting participation in next year's festival</b>	<ul style="list-style-type: none"> <li>• We will recommend that the next year's Committee prohibit projects that seem to be of the same group from participating in the festival next year.</li> <li>• We will impose it when violations are serious such as when the actions can be obstacles in the stable hold of May Festival in later years or put many visitors in danger physically and mentally.</li> </ul>

# Campus Map

- Information Center
- Washing Place
- Eating Space
- AED

## Yayoi Campus



Todaimae Sta.

Hongo-Sanchome Sta.

The University Tokyo Hospital



# When in Need of **Help** During the Festival

If you have any questions or concerns about carrying out your project,  
please **contact “Basic Contact”** or **visit Headquarters Office Reception A (本部受付A)** .

## Phone

We highly recommend that you **register the three contacts below** to both project managers' address books.

**Basic Contact ( )**

**Headquarters Office Contact (070-4345-6086)**

When the number of Committee member in charge of your project is not available or the situation is critical

**Emergency Contact (03-5841-7977)**

In the critical case including accidents, fire, and injury.

Basic Contact is available on **12th (Fri.) 12:00 p.m. - 8:00 p.m., 13th (Sat.) and 14th(Sun.) both 7:00 a.m. - 8:00 p.m..**

Headquarters Office Contact and Emergency Contact is available **24 hours during 12th (Fri.) 12:00 p.m. - 15th (Mon.) 12:00 p.m..**

## Headquarters Office

If you want to ask questions face-to-face or change the content of “Certificate of Project Registration”(企画登録証),  
please come over to the Headquarters Office Reception A.

 North side of Faculty of Letters Bldg. 3

 12th (Fri.) 12:00 p.m. - 8:00 p.m.

13th (Sat.), 14th (Sun.) both 7:00 a.m. - 8:00 p.m.

## Committee Member in Patrol

Feel free to call out the Committee member in happi coat around you.  
However, depending on the content, we might ask you to visit the Headquarters Office.

## Suspension of Receiving “Inquiry”

You cannot send us “Inquiry”(問い合わせ) during 12th (Fri.) 12:00 p.m. - 15th (Mon.) 12:00 p.m..  
From the Committee to your project, there will be important announcements everyday.

**Please make sure that you can check “Inquiry” all the time on your smartphone.**

Almighty vol. Fes (The May Festival Must-Have Handout)  
Issue : The 96th May Festival Standing Committee