

The 97th May Festival Standing Committee



vol. **2** EN

Almighty

For Participants of the May Festival
— All About Registrations / Requests / Orders





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How to Use This Handout

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

Chapter	How to use
1.Until the May Festival	This chapter covers important information related to all projects. Please review this chapter first.
2.Carrying Out Your Project	This chapter explains rules related to carrying out the project and the day of May Festival. Please refer to “How to Use This Chapter” (→p. 14) and check the matters related to your project.
3.Registrations	This chapter explains registrations/ requests/orders and cautions. Please review registrations/requests/ orders related to your own project referring to “Registrations/Requests/ Orders” (→p. 7).
4. Documents	This chapter has maps and a diagram of a tent.

Notes

- This handout, “Almighty vol. 2 in English” is not an excerpt from the “Almighty vol. 2 for Outdoor Projects” in Japanese. Not all information in the Japanese version is included in this English handout.
 - » You can refer to “Almighty vol. 2 for Outdoor Projects” in Japanese from here <https://system.gogatsusai.jp/97/static/files/session2/MF97_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.** We will provide necessary information in English depending on the content of your project or your inquiry.
- **In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.**

English Service by the Committee

- The Committee provides English service for non-Japanese speakers.
- **A certain part of “Almighty” and other handouts are translated into English and released as you need.**
- To inquiries written in English, we will respond in English as well.
- The Committee sometimes releases information or sends group messages to all projects. The Committee translates each of them into English as well.
- The Committee holds consultation meetings regularly and supports your project in English. We will help you with complicated preparation of your project, and you can consult us about the content of your project in face-to-face or Zoom meetings.

1 Preface

Schedule to the May Festival

- **The schedule is subject to change** depending on social circumstances. In case the schedule changes, the Committee will inform you via “Inquiry” (問い合わせ).

Mar.

● 12th (Tue.)

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.

● 20th (Wed.), 21st (Thu.)

The 2nd Consultation Meeting ([→p. 31](#))

- You can complete all registrations/requests/orders with the help of the Committee. **Please make sure that you participate in this meeting.**
- Please consider the content of registrations in advance.

● 23rd (Sat.) 9:00 pm

Deadline of Registrations/Requests/Orders ([→p. 32](#))

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

● Late March -

Contacts Regarding Your Registered Contents ([→p. 8](#))

- The Committee contacts you to confirm the registration contents of registrations/requests/orders via “Inquiry”. **Please make sure that you can be contacted anytime.**

Apr.

● 9th (Tue.) 9:00 pm

Deadline of Project Cancellation ([→p. 8](#))

- The deadline for project cancellation.

● **21st (Sun.) 9:00 pm**

Deadline of Change of Managers ([→p. 9](#))

- The deadline for change of managers.

● **22nd (Mon.) - 24th (Wed.) 9:00 pm**

Period for Confirmation/Objection of Request Results ([→p. 10](#))

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

● **23rd (Tue.) - May 1st (Wed.) 3:00 pm**

Period for Payment to the Committee ([→p. 11](#))

- You will be required to make payments to the Committee.

May

● **5th (Sun.), 6th (Mon.) 1:00 pm**

The 3rd Information Session ([→p. 13](#))

- We will explain the schedule on the day of the May Festival and cautions. We will distribute necessary documents for the day of the May Festival.
- The Sessions are scheduled to be held on the 5th (Sun.) at Komaba Campus and on the 6th (Mon.) at Hongo Campus.
- The content is the same for both of the days, so please attend on either date.

● **18th (Sat.), 19th (Sun.)**

The 97th May Festival

- For preparation of the festival, there are no classes on the afternoon of the 17th (Fri.), which is the day before the festival.

Jun.

● **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.
- Please note that the time of refund might change.

Registrations/Requests/Orders

Deadline March 23rd (Sat.) 9:00 pm

- You have to register the content of your project in detail to carry out the project.
 - » About registrations in detail, please refer to “3. Registrations” ([→p. 31](#)).
- **You must attend the 2nd Consultation Meeting** held on March 20th (Wed.), 21st (Thu.).
- The Committee members will support you to complete your registrations.
 - » You have to complete complicated registrations and 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 check the content of your registration via registration page and **edit your registrations anytime until the deadline.**
- Please allow sufficient time for registrations/requests/orders. **For items that are under consideration for the registration, you are allowed to send tentative contents or a phrase which indicates that the item is tentative, such as “undecided”.**
 - » In this case, **please be sure to complete and resubmit your registration by the deadline.** If any tentative words such as “undecided” remain, the Committee will consider the registration as incomplete.
- If you cannot complete your registrations by the deadline, you may have trouble in carrying out your project such as disapproval of actions that require the Committee’s permission.

Contacts Regarding Your Registered Contents

Period From Late March

- The Committee may contact you to confirm the registered 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, the Committee may set a response deadline. Please note that if **you cannot respond by the deadline, you may have trouble in carrying out your projects 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 are not in your spam folder.**
 - » Please make sure that the emails from the Committee domains (@gogatsusai.jp and @system.gogatsusai.jp) are not assigned to your spam folder.
- Please make inquiries regarding carrying out your project directly to the Committee, not to the university.

Project Cancellation

Deadline April 9th (Tue.) 9:00 pm

- If you would like to cancel your project, please contact us via “Inquiry” (問い合わせ).
- Project cancellation is an irreversible procedure, so once your project is canceled, it cannot be carried out anymore.
- **Even if you cancel your project after the deadline, you are still required to fulfill various duties** such as Payment to the Committee ([→p. 11](#)), Cleaning Check ([→p. 17](#)) and providing Temporary Staff ([→p. 61](#)).

Change of Managers

Deadline April 21st (Sun.) 9:00 pm

- As a rule, you cannot change the manager after the deadline. If you have to change the manager after the deadline due to unavoidable circumstances, please contact the Committee via “Inquiry” (問い合わせ).
- If you would like to change the manager, please follow the steps below.

- ① The new manager **completes the User Registration.**
 - » Please refer to [“Almighty vol. 1 in English” p.12](#) to ensure that you satisfy “Manager Requirements” and “Manager Duties”.
 - » Please refer to [‘User Registration’ in “Almighty vol.1 in English” p.29-30](#) when completing User Registration.
- ② The former manager **contacts us via “Inquiry” (問い合わせ) to inform us that they would like to change the manager.**
 - » At the same time, please inform us of the name and UTokyo Account username (the 10-digit number on the bottom right of your student ID card) of the new manager.
- ③ **Both the former and new managers** shall reply to the confirmation of the “Inquiry” sent by the Committee.
 - » The Committee will replace the manager after verifying the replies from both managers.

Confirmation/Objection of Request Results

Period April 22nd (Mon.) - 24th (Wed.) 9:00 pm

- You can view “Confirmation of Request Results” (申請結果確認) on the menu page on the Web System from April 22nd (Mon.).
 - » The Committee will notify you via “Inquiry” (問い合わせ) when “Confirmation of Request Results” is available.
- For projects that require request and permission, the status of permission from the Committee will be displayed in “Confirmation of Request Result”. **Only actions approved by the Committee may be carried out on the day of the May Festival.**
- **All projects shall confirm whether the content of registrations/requests/orders is correct. Please register whether you have an objection and the content of your objection.**
 - » Projects without objection shall also 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 submit “Confirmation of Request Results” after filling in all objections.
- The period of payment to the Committee starts on April 23rd (Tue.). **If you pay the required fee to the Committee without registering any objection, the Committee will consider that you do not have any objection to any of the request results.**
 - » The Committee will bear absolutely no responsibility for any disadvantages caused by payment without confirming the request results.

Payment to the Committee

Period April 23rd (Tue.) - May 1st (Wed.) 3:00pm

- **Please do not make payments out of this period. Otherwise, the Committee may not be able to confirm your payment.**
- If you cannot make payments during the period, please contact us in advance via “Inquiry” (問い合わせ).

On Paying to the Committee

- Payment to the Committee must be made by **bank transfer**. Cash payments are not accepted.
 - » Please check the business days and hours of the financial institutions before making bank transfer.
- If payment is not completed within this period, the rental or purchase of items through the Committee may be cancelled, or we may cancel your project, assuming that the manager does not wish to carry out the project.
- **You cannot carry out the project until you complete the payment to the Committee.**
- After the 3rd Information Session, the Committee will issue receipts to groups whose payment has been confirmed.
 - » The receipt address will be the name of the group registered in “Project Registration”. If you would like to have a different name written as your address, please indicate so in the remark columns in “[19]Bank Account Registration” ([19]返金用口座情報登録).

Payee

- | | |
|------------------|---|
| • Bank | 三井住友銀行(Mitsui Sumitomo Bank, Bank code: 0009) |
| • Branch | 小石川支店 (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インカイ) |

Amount of Payment

- **The amount of payment will be announced in “Confirmation of Request Results”(申請結果確認)** from April 22nd (Mon.).
- Please confirm that you have no objections to the contents of the “Confirmation of Application Results”(申請結果確認) before making the payment.
 - » If you pay the required fee to the Committee without registering any objection, the Committee will consider that you do not have any objection to any of the request results.
- If you register an objection, the amount of payment may change. **Please do not make any payment until the Committee contacts you.**
 - » The Committee will bear absolutely no responsibility for any disadvantages caused by making the payment before the final payment amount is determined.

Notes

- **The transfer fee shall be paid by each project.**
 - » Please contact your financial institution for the amount of transfer fee.
- Please enter [**“Project ID” + “Project manager’s name” (either the main manager or the sub-manager)**] as the sender (Example: 101Satsuki Mei).
 - » Otherwise the Committee may not identify your project because the account name of groups often starts with “The University of Tokyo” and the following characters are hidden due to limited number of characters of the name of sender in the passbook.
- **Please keep your transfer statements with you until the end of the May Festival.**
 - » If the Committee cannot confirm the transfer although you have completed the payment, a statement check may be necessary. If the statement cannot be confirmed, re-payment may be required.
 - » When using internet banking, since a statement is not issued, the Committee may ask for confirmation such as 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 sender.** If the Committee cannot confirm your payment due to your mistakes in the name of the payer or the amount of money, the Committee may ask you to pay again.
- The account to use for payment may have a maximum transfer limit per day. Please check in advance to ensure that you can complete the payment within the period.

How to Check Your Payment

- You can check whether you have completed your payment in “Confirmation of Request Results”(申請結果確認) on the Web System.
 - » It may take 2-3 days to be updated.
- **If you have made a payment before the deadline but have not received a confirmation of payment in three days, please contact us via “Inquiry”.**

The 3rd Information Session

Date May 5th (Sun.), 6th (Mon.) 1:00 pm

Place May 5th (Sun.): Komaba campus

May 6th (Mon.): Hongo campus

- ※ Please attend one of the dates as the content is the same on both days.
- We will explain the schedule and precautions on the day of the May Festival and distribute important 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.
 - **Both managers should attend the session.** Please bring your **student ID** for identification by then.
 - » If even one of the managers cannot attend the session, please contact us via “Inquiry” (問い合わせ).
 - The session is expected to take about 2 hours.
 - » Please note that the duration of the information session may vary depending on project styles and contents.

Confirmation of Student Information

- We will check the student IDs of both managers to verify their student information for the 2024 academic year.
- If we cannot confirm the student information of both managers, **we may not distribute important documents necessary for carrying out the project on the day of the May Festival, or we may not allow the project to be carried out on the day of the May Festival.**
 - » If you are unable to receive your 2024 student ID by the day of the session, please contact us via “Inquiry”.



Carrying Out Your Project

How to Use This Chapter

- Please make sure to check which part your project correspond to by reading the following.

On the Day of the Festival

- This section explains about the day of the May Festival. **Please read this section carefully.**

Title	Contents
About the Management of the Campus During the Festival (→p. 14)	About the hours visitors can stay on the campus and the hours you can work on the campus
Cleaning Check System (→p. 17)	How to clean up after your projects

About Outdoor Projects

- About things that should be noted when carrying out outdoor projects.
- About things that should be noted when completing registrations/requests/orders. **Please check here when planning what to write in the registrations/requests/orders.**

Title	Contents	Related Registrations
Handling of Food and Drink Service (→p. 19)	Notes on cooking procedures, purchasing, preparing and storing of ingredients	[3]Request on Food and Drink Service
Caution on the Handling of Fire/ Electric Appliances (→p. 26)	About the Safety Seminar on Fire Equipment and items that are necessary for handling fire equipment, generators and electric appliances	[4a]Order on Goods Rental

Others

Title	Contents
Rules and Regulations (→p. 28)	Autonomous Regulations and measures and punishments upon violation
Use of May Festival Official Image Data (→p. 29)	Necessary procedures on the use of the Campus Map, Little May and the theme logo of the festival for your project
May Fes. Awards (→p. 30)	Awards given to projects by the Committee

On the Day of the Festival

About the Management of The Campus During The May Festival

Open Hours for Visitors

- Open hours for visitors of the May Festival on both on-campus and online is **9:00 am to 6:00 pm for both days.**
- Outside of the opening hours for visitors, the official website may be inaccessible due to maintenance.

Open Hours for Projects

- During the May Festival, projects can stay on the campus and use indoor facilities which the Committee manages during the time written below.
- Please note that the time written below may change, depending on adjustments with the university.
 - » Details will be explained at the 3rd Information Session.

May 17th (Fri.)

- Projects can stay on campus to prepare for the May Festival **noon - 8:00 pm.**
 - » Please note that most of the faculties have classes in the morning.
- Projects can use indoor facilities which the Committee manages **1:00 pm - 7:00 pm.**
 - » Please note that some classrooms may not be able accessible from 1:00 pm due to room checks.
- Please note that outdoor projects need to receive rented goods and set up tents in a specified period of time.
 - » Details about the specified period of time will be explained at the 3rd Information Session.

May 18th (Sat.) , May 19th (Sun.)

- Projects can stay on campus for reasons related to the May Festival **7:00 am - 8:00 pm.**
- Projects can use indoor facilities which the Committee manages **8:00 am - 7:00 pm.**
- **After May 20th (Mon.), non-Committee members are not allowed to clean up.** Please make sure your project cleans up everything by May 19th (Sun.).

Cleaning Check System

- The Cleaning Check System is a system to check whether the project place has been restored to its previous state when the project finishes using the place.
- After using the project place, please clean up the assigned area.
- Details about the assignment area and the Cleaning Check System will be explained at the 3rd Information Session.
 - » “Cleaning Check Sheet”, which shows details of cleaning check for each projects, will be distributed at the same time.

Clean-Up Responsible Projects

- Projects which have the responsibility of the cleanup of the project place and need to be checked by the Committee are called **“Clean-Up Responsible Projects”**.
- If your project is going to share an outdoor block with other projects, please choose one project as a Clean-Up Responsible Project among them at the “Discussion on Place and Time Allocation” which will be held in the 2nd Information Session.
 - » Clean-Up Responsible Projects need to do a cleaning check to all the Non-Clean-Up Responsible Projects sharing the same project place.
- You can check if your project is a Clean-Up Responsible Project from the “Confirmation of Request Results” ([→p. 10](#)).
- If Clean-Up Responsible Projects fail to carry out the duty of having a cleaning check from the Committee, there may be subject to measures and punishments.

Non-Cleanup Responsible Projects

- Projects which are not a Cleanup Responsible Project are called **“Non-Cleanup Responsible Projects”**.
- Non-Cleanup Responsible Projects need to have a cleaning check from the Clean-Up Responsible Project you are sharing the same project place.

Cleaning Check Process

Clean-Up Responsible Project

Non-Responsible Projects

Complete Clean-Up of Allocated Area

- Clean up your allocated area based on the criteria listed on Cleaning Check Sheet.



Check Non-Responsible Projects

- Make sure that non-responsible projects in the same Outdoor Block has completed clean-up of their allocated area.
- After the check, either of the managers from the responsible projects write their signature on the front of the sheet.
- If the clean-up is not enough, ask them to do it again and re-request a check.
 - » If clean-up is not enough at the point of Cleaning Check by the Committee, the Clean-Up Responsible Project is asked to do clean-up.



Complete

Cleaning Check by the Committee

- Request check to the Committee.
 - » If the clean-up is not enough, the Committee may ask you to do it again.



Check by the Committee

Check by the Responsible Project

- After completing the clean-up of your allocated area, ask the Clean-Up Responsible Project in your section for a Cleaning Check.
 - » If the clean-up is not enough, the Clean-Up Responsible Project may ask you to do it again.

Check and Sign



Cleaning Check Completed

- “Cleaning Check Sheet” with the signature from the Responsible Project or the Committee will prove that you have completed the duty of Cleaning Check. Please keep it with you until the Project Guarantee Deposit is refunded.

About Outdoor Projects

Handling of Food and Drink Service

Subject Projects which serve food and drink

Introduction

- To serve food and drink, you have to submit “[3] Request on Food and Drink”([3]飲食物取扱申請) (→p. 35).
- Depending on the results of arrangements with the Public Health Center, even if food and drink registered in “[3] Request on Food and Drink Service” 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.**
- **The Committee will conduct a seminar on food hygiene in the 3rd Information Session** so that you will serve food and drink safety.

Main Items and Sub Items

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

Cooking Procedures and Heating Procedures

Cooking Procedures

- Cooking procedures refer to heating procedures such as boiling, baking, steaming, frying and sauteing, and procedures such as stirring.
- From a hygienic standpoint, every cooking procedure must be simple. If the Public Health Center considers the cooking process to be complex, changes to the cooking procedure or items you serve to be required.

Heating Procedures

- Heating procedures refer to procedures such as boiling, baking, steaming, frying and sauteing.
- As a rule, **food products that require more than one heating procedure are prohibited.**

2. Carrying Out Your Project

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

- Ingredients used for “Main Items” **must be heated before being served.**
 - » In exception, shaved ice, ice cream, Tokoroten, chocolate covered fruits, bread, condiments, drinks, ready-made snacks for room temperature, and others that the Public Health Center considers appropriate from a hygienic standpoint can be served without heating.

Main Items

- “Main Items” are foods that **require one or more cooking procedures.**
- **You may handle only one main item.**

Sub Items

- “Sub Items” are foods that don’t require any cooking procedures and can be served directly.
- “Sub Items” are categorized into 4 types: soft drinks, alcohol, ready-made snacks and fresh vegetables or fruits.
 - » Drinks can be served in cups with ice.
 - » For ready-made snacks, individually packaged snacks may be allowed to be served in an opened state, provided that it is opened immediately before serving.
 - » For fresh vegetables or fruits, only uncooked product can be served as a “Sub Items”.
- **You may handle multiple “Sub Items”.**

How to Serve Multiple Items

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

✓ Acceptable	✗ Unacceptable
<ul style="list-style-type: none"> • Yakisoba(Main Item)+ Bottled drinks(Sub Item) • Skewered beef (Main Item) + Ready-made snacks (Sub Item) + Bottled drinks poured into a cup(Sub Item) <ul style="list-style-type: none"> » Acceptable as it only has one procedure of “fry-stirring meat, vegetables and noodles”. 	<ul style="list-style-type: none"> • Coffee made with brewer(Main Item) + churros(Main Item) <ul style="list-style-type: none"> » Multiple “Main Items”are not accepted.

Precautions

Purchasing

- **Ingredients you use in your project shall be purchased on the morning of each day of the May Festival .**
- **From a hygienic standpoint, 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 disadvantage 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.**

Cutting and skewering

- **From a hygienic standpoint, cutting foods and skewering foods are prohibited.**
 - » When ingredients need to be cut, please use pre-cut ones.
 - » Please purchase skewered items such as yakitori and skewered beef.
- Only for ingredients that are extremely difficult to purchase pre-cut ones and less of a hygienic concern, we may admit the use of disposable and safe equipment. Please contact us via “Inquiry” if you plan to use disposable and safe equipment.

Storage

- Food 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 sufficient amounts 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 “[4a] Order on Goods Rental”([4a]物品レンタル申込)(→p. 36)
 - » You can purchase ice through the Committee. If necessary, please check the form in “[5]Order on Foods and Goods Purchase” ([5]食材物品等購入申込).
- To prevent dust and dirt from getting in and exposure to direct sunlight, please keep foods and coolers inside your tent and on or under the desk.
- Do not defrost frozen food until just before cooking. Avoid thawing food naturally at room temperature when defrost it slowly in the cooler.
- Do not use frozen food that has been thawed once again.
- It needs a refrigerator to store ice-cream, frozen seafood, and ingredients which the Committee consider need to be frozen.
 - » You can rent “Ice cream freezer(102L)” through the Committee. If necessary, please check the form in “[4a] Order on Goods Rental”([4a]物品レンタル申込)(→p. 36).

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 “[4a]Order on Goods Rental”(→p. 36). About fire resistant sheet, please check the form in “[5]Order on Foods and Goods Purchase” (→p. 45).
- **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 set up simple cleaning facilities for outdoor projects, 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 “[5] Order on Foods and Goods Purchase” ([→p. 45](#)).
 - » Water from “Washing Place” cannot be used for cooking.
- There will be water-boiling spot on the day of the May Festival to obtain 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.
- **Boiling the noodles is prohibited** due to the insufficiency of cleaning, facilities, water supply and drainage system.
- When using a pot to stew food, always heat, stir and aerate the pot to prevent bacteria from growing in the bottom of the pot. You should also change the entire contents of the pot every **2 hours**.
 - » We recommend you to have at least two pots, as the contents of pots need to be changed regularly.

Cooking and Clothing

- When cooking, please wear clean and appropriate clothing for cooking.
- Please be sure to wear an apron, triangular bandage, and a mask.
- Please use disposable plastic gloves when you handle food, and replace them with new ones frequently instead of handling them with bare hands.
 - » You can purchase “disposable plastic gloves” through the Committee. If necessary, please check the form in “[5]Order on Foods and Goods Purchase” ([→p. 45](#)).

Meal prep

- From a hygienic standpoint, it is dangerous to prepare food in advance, so **do not prepare food in advance at any time** including when cooking or serving.
- Selling food outside of the tentative 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.

Foods and serving items

Ingredients and Items handling with special care

- After arrangements with the public health center, the Committee may prohibit other items not listed below.

2. Carrying Out Your Project

Food, Items	Notes
Hormones and other offal, pufferfish, oysters	<ul style="list-style-type: none"> • They are prohibited since they are very dangerous from a hygienic standpoint.
Chicken	<ul style="list-style-type: none"> • Only heated ones are permitted.
Pork	<ul style="list-style-type: none"> • Please keep them refrigerated in a cooler or the like until just before using, and heat them well inside when cooking. • Meat should be heated for at least 1 minute after the center of meat has reached at least 75°C. <ul style="list-style-type: none"> » We recommend that you use a center thermometer and check meat temperature regularly.
Milk, condensed milk, dairy products without heat treatment	<ul style="list-style-type: none"> • Milk, condensed milk, dairy products without heat treatment are prohibited. • Only portioned milk used for beverages can be used.
Dairy products (cheese ,etc.)	<ul style="list-style-type: none"> • Please keep them refrigerated in a cooler or the like until just before using them, and heat them well inside.
Products that use eggs	<ul style="list-style-type: none"> • Only products that are heated thoroughly are allowed. <ul style="list-style-type: none"> » Products that are not fully-heated are prohibited. » Leaving eggs after cracking them is also prohibited because it is very dangerous from a hygienic standpoint.
Okonomiyaki	<ul style="list-style-type: none"> • Batter for okonomiyaki, takoyaki, pancakes and so on should be heated promptly.

2. Carrying Out Your Project

Creams	<ul style="list-style-type: none">• Only vegetable based cream which can be stored at room temperature is available. Pre-made cakes or cream puffs which use fresh cream are also prohibited.
Ice-cream	<ul style="list-style-type: none">• From a hygienic standpoint, serving ice-cream with metal spoons is prohibited.• Only individually packed ones, such as ice-cream puffs are available. You need a refrigerator to store ice-cream.
Curries	<ul style="list-style-type: none">• Curries are prohibited due to the insufficiency of cleaning facilities.• Retortable curries are available.
Rice	<ul style="list-style-type: none">• Only boil-in-the-bag or aseptic packaged rice is accepted.
Noodles that need to be boiled	<ul style="list-style-type: none">• Boiling the noodles is prohibited due to the insufficiency of cleaning facilities, water supply and drainage system.
Frozen Tapioca	<ul style="list-style-type: none">• It is not permitted to boil tapioca since the process of cooling corresponds to “meal preparation”<ul style="list-style-type: none">» Handling dried tapioca is also prohibited.• You can use ones available of being heated and defrosted in packages.<ul style="list-style-type: none">» Please use ones with one serving in one package.

Caution on the Handling of Fire/ Electric Appliances

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

Safety Seminar

- Safety Seminar on safe use of fire/electric appliances and generators is scheduled to be held in the 3rd Information Session.
- **Projects that use fire/heat-generating electric appliances and generators have to attend the seminar.**
 - » You cannot use fire/heat-generating electric appliances and generators without attending it.

Notes on the Use of Fire Equipment

- **You can rent fire equipment through the Committee. Please check the form in “[4a] Order on Goods Rental” ([4a]物品レンタル申込)(→p. 36).**
 - » If you would like to use fire equipment not through the Committee, please contact us via “Inquiry”.
- When using fire equipment, you must rent **one fire extinguisher and heat insulating plates** through the Committee. Please fill in the form in “[4a] Order on Goods Rental”(→p. 36).
 - » Please rent enough heat insulating plates so that all parts of the table touching the fire equipment are protected.
 - » Fire equipment sets include enough heat insulating plates to protect the table.
 - » The size of the heat insulating plate is 30cm×60cm.
- For information on how to set up fire equipment, please refer to “Tent image”(→p. 69)
- Projects that use fire equipment have to prepare **wet dust cloth** for initial extinguishing.
- To get rid of ash, please bring **a bowl or a bucket** on your own.

Note on Heat-generating Electric Appliances

- “Heat-generating Electric Appliances” refers to electric appliances (such as popcorn machines, etc.) that constantly emit heat.
 - » Laptops, electric musical instruments, electric pots and microwave ovens are not regarded as heat-generating electric appliances.
- If you prepare heat-generating electric appliances not through the Committee, please fill in the form in “[6]Bringing Fire/Heat-generating Electric Appliances Request”.
- When using heat-generating electric appliances, you must rent one fire extinguisher and heat insulating plates through the Committee. please fill in the form in “[4a] Order on Goods Rental”(→p. 36).
 - » 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 plate is 30cm×60cm.

Notes 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”.
- When using electricity, you must rent **one fire extinguisher and a generator** through the Committee. Please fill in the form in “[4a] Order on Goods Rental”(→p. 36).
- Please purchase gasoline on the morning of each day of the May Festival at the gas station.
 - » We will introduce the gas station near the Hongo and Yayoi Campus in the 3rd Information Session.

Others

Rules and Regulations

Autonomous Regulations

- The following Autonomous Regulations of the 97th May Festival have been approved by your votes.

Autonomous Regulations for the 97th May Festival

1. All projects will autonomously be led by students at the University of Tokyo.
2. Project members and the Committee should be careful not to cause accidents.
3. Project members and the Committee should preserve the campus facilities and environment, and restore them immediately to their original states after the festival.
4. Any behavior that disturbs others, including visitors and neighbors of the campus, is prohibited.
5. Project members and the Committee should respect the right of all participants to carry out 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 political or religious recruiting is prohibited.
9. Any behavior of advertising companies or certain external groups and individuals is prohibited.
10. Projects will not seek profit.
11. Projects will be exhibited for free.
12. Project members and the Committee should fulfill their responsibility for the operation of the May Festival.

Measurements and Punishments

- Projects must abide by the Autonomous Regulations and the regulations established by the Committee.
- If a project violates the regulations or causes other issues that are clearly socially unacceptable, the Committee may take necessary measures during the festival and/or impose punishments after the festival.
- Please refer to [“Almighty vol. 1 in English” pp. 13-14](#) for more details.

Use of May Festival Official Image Data

Subject Projects that wish to use official images of the May Festival

General Information

- Official Images of the May Festival are data of:
 - Little May (the official mascot of the May Festival created by the Committee)
 - “The University of Tokyo Hongo and Yayoi Campus Map”
 - Theme logo of the May Festival
- Projects are allowed to use these data to advertise and provide information about themselves.
- When using the data, please follow the “Terms and Guidelines for Use of May Festival Official Image Data” ([→p. 66](#)).
- Do not use campus maps of the previous years, as they may not reflect the recent updates such as construction areas.

Publication and Distribution

- “The University of Tokyo Hongo and Yayoi Campus Map” [<https://system.gogatsusai.jp/97/static/files/session2/MF97_campus_map.pdf>](https://system.gogatsusai.jp/97/static/files/session2/MF97_campus_map.pdf) is available for download on the login page of the Web System.
- Data of Little May and the theme logo will be given to projects that wish to use them, along with guidelines for usage. If your project wishes to use them, please contact the Committee via “Inquiry”. When doing so, please state the purpose of use and describe it with an image if possible.

May Fes. Awards

- May Fes. Awards is the competition for the best projects in the May Festival based on the visitors' votes and evaluations.
- The two projects with the best evaluations will be awarded May Fes. Awards and Second May Fes. Awards.
 - » Details will be given in the 3rd Information Session.
- To participate in the May Fes. Awards, register your participation when registering “[21] Registration of Information for PR” ([21]広報用情報登録)([→p. 62](#)). We look forward to your participation.

Categories

- Participating projects will be categorized into the five categories below.
 - Performances
 - Academics
 - Foods
 - Activities
 - Exhibits
- The categorization of each project will be announced in the “Confirmation/Objection of Request Results” ([→p. 10](#)).
- A group cannot be awarded in more than two categories, even if the group runs multiple projects.
 - » If a group ranks in multiple categories, it will be awarded in the category where it ranked higher.
 - » ex: If a group runs two projects, and one of them ranks 1st place in Academics and the other ranks 3rd place in Activities, the group will only be awarded for the former project as 1st place in Academics. In this case, another project will move up to 3rd place in Activities.
- In each of the categories, prizes will be given to the top three projects.
 - » Some of the prizes from last year included hotel tickets and restaurant coupons.

Comments from the Visitors

- In the May Fes. Awards, visitors can write comments for each project.
- Projects can request to receive comments from the visitors when registering information for PR ([→p. 62](#)).
- The Committee will share the comments with the projects by the end of May.

3 Registrations

The 2nd Consultation Meeting

Outline

- Projects that need English support **are required to attend** this meeting.
- The Committee members will help you register your project information.
 - » Please plan your registration contents in advance.
- Committee members are also able to answer any questions regarding the festival.

Time and Place

- March 20th (Wed.) 3:00 pm - 6:00 pm
 - » Room 211, 1st basement floor, Faculty of Engineering Bldg. 2, Hongo Campus
- March 21st (Thu.) 3:00 pm - 6:00 pm
 - » Room 115, 1st floor, Bldg. 1, Komaba Campus

How to Participate

- Please fill out this application form from the QR code or the link < <https://forms.gle/h3hHpRAjoSqDyU8i6> > in advance.
- Project managers are required to participate.
 - » All project members can attend the meeting.
- 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).



List of Registrations/Requests/Orders

**All registrations/requests/orders are due on
March 23rd (Sat.) 9:00 pm.**

- As registrations are complicated, you are asked to consider the content of your project in detail. **Please allow enough time to complete your registrations by reading this handout “Almighty vol. 2 in English”.**
 - » You can edit your registrations anytime until the deadline.
- The Committee recommends projects to begin their registrations early during the registration period, and **for undecided contents, write “undecided” and/or your tentative contents and send them in order to save your drafts.**
 - » In this case, **please decide on your detailed contents and re-send the registration by the deadline.** If phrases such as “undecided” remain, the Committee will treat them as incomplete.
- If you leave incomplete registrations, you may have some troubles in carrying out your project, such as disapproval of the actions that require the Committee’s permission.

Details on Your Project

Name	Japanese Label on the Web System	Subject
[3] Request on Food and Drink Service (→ p. 35)	[3] 飲食物取扱申請	Projects that serve food and drink

Purchasing and Renting Goods

Name	Japanese Label on the Web System	Subject
[4a] Order on Goods Rental (→p. 36)	[4a]物品レンタル申込	Projects that wish to rent goods through the Committee
[5] Order on Purchasing Food and Items (→p. 45)	[5]食材・物品等購入申込	Projects that wish to buy food or items through the Committee

Registrations That Need the Committee's Permission

Name	Japanese Label on the Web System	Subject
[7] Request on Commercial Transaction (→p. 53)	[7]商行為申請	Projects that conduct commercial transaction
[12] Request on Outdoor Monument (→p. 55)	[12]屋外構造物設置申請	Projects that will install monuments outdoors

Registrations About the Operation of the Festival

Name	Japanese Label on the Web System	Subject
[18] Request on Garbage Disposal (→p. 57)	[18]ごみ排出申請	All Projects
[19] Registration of Bank Account (→p. 60)	[19]返金用口座情報登録	All Projects
[20] Request for Temporary Staff Dispatch (→p. 61)	[20]運営スタッフ派遣日時申請	All Projects

Registrations About PR

Name	Japanese Label on the Web System	Subject
[21] Registration of Project Information for PR (→p. 62)	[21]広報用情報登録	All Projects
[22] Registration of Information for Official Website (→p. 64)	[22] 公式ウェブサイト情報登録	All Projects

Additional Registrations

- Actions below need additional registrations and the Committee’s permission.
 - » If you are planning to conduct any of the actions below, please consult the Committee via “Inquiry” (問い合わせ). The Committee will check the contents of the action and help you with the registration at the Consultation Meeting ([→p. 31](#)).
 - Bring-In of Fire/Heat-Generating Electric Appliances
 - Vehicle Entry
 - Transfer of Money Other than Commercial Transaction
 - Fund-Raising and its campaigns are included.
 - Actions Related to External Entities
 - Collection of Personal Information
 - Online Project Release

Details on Your Project

[3] Request on Food and Drink Service ([3] 飲食物取扱申請)

Subject Projects that serve food and drink

Main Registration Contents

- Menus of your food and drink service and their total number of servings
- Ingredients, arrival date of supply, preservation method and cooking procedures

Notes

- **You cannot serve any other items not registered here.**
 - » All projects that serve food and drink, including those that are not intended to be consumed on the campuses, such as packaged snacks as prizes, must submit this registration.
- **You cannot serve any food or drink that does not meet the standards described in “Handling of Food and Drink Service” (→p. 19). Please refer to the section before submitting this registration.**
- If the Public Health Center does not accept your food and drink service, you may have to change your cooking procedures or the items, even if they meet the standards.
- The Committee will make arrangements with the Public Health Center, so **please do not contact them 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. 10).**
The Committee will bear absolutely no responsibility for any disadvantages caused by not waiting for the Committee’s permission.

Purchasing and Renting Goods

[4a] Order on Goods Rental ([4a]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
- The amount of each goods to rent

Notes

- You can rent from “San-No Space & Rental” and “Duskin Rent-All” through the Committee.
- All goods rental are only available from May 17th (Fri.) to 19th (Sun.). **Reception of rent goods before the day of the festival is not available.**
- Please note that due to price fluctuations, prices are subject to change.
- **All prices shown include tax.**
- “San-No Space & Rental” service also provides other goods listed on “Rental Catalog” (レンタルカタログ) <https://system.gogatsusai.jp/97/static/files/session2/MF97_catalogue_ssr.pdf>. Some goods are not listed on this handout. Please refer to the catalog for images and details.
 - » As “Duskin Rent-All” only provides tent-related goods, generators and ice cream freezers, all goods are listed on this handout.
 - » **If the prices of goods listed on the catalog are different from those on this handout, the price on this handout is the actual price.**
- Rental Catalog is only available in Japanese. Please refer to the Japanese labels shown along with the images.
- Stock for rent goods is limited. When short on stock, the Committee will contact you via “Inquiry” (問い合わせ).
- **Fire extinguisher, heat insulating plate, propane gas, gas hose, generator, and gas tank cannot be prepared on your own. Please rent them through the Committee.**
- After you come up with the necessary goods and fire appliances to rent, please contact the Committee via “Inquiry” or at the Consultation Meetings, and the Committee will help you find the necessary rental goods.

Goods for Tents/Outdoor Monument

- For weights of outdoor monuments, you can rent tent weights through the Committee.
 - » Please refer to “[12]Request on Outdoor Monument” ([12]屋外構造物設置申請) ([→p. 55](#)).
 - » Panel stands need more than 36kg of weight.
- **You are recommended to rent push carts to carry rental goods.**
 - » Projects with numerous rental goods or few project members are especially recommended to do so.
 - » It takes 10 to 12 people to carry a tent set at once without using push carts.
- Different colors of tent roofs are assigned for each area of the campus.



Push Cart (台車)



Cargo Push Cart (カーゴ台車)

Name	Price	Notes
Tent Set (テントセット)	16,390 Yen	Includes a set-up tent (2.4m × 3.6m), 4 tent weights, side curtains (for 4 sides)
Tent Weight (テントウェイト)	550 Yen	For stabilizing outdoor monuments, 20kg
Push Cart (台車)	2,750 Yen	W60cm × D90cm
Cargo Push Cart (カーゴ台車)	3,300 Yen	W78cm × D59.5cm × H145.7cm

Equipment for Setups

- Outdoor stalls are recommended to rent 3 tables for food and drink service.
- **If you use coolers, in order to avoid dirt and sunlight, you are recommended to rent tables.**
- For fire appliances, you are recommended to rent Plywood (wide) over Plywood (single).

Name	Price	Notes
Plywood (ベニヤテーブル) (Single)	990 Yen	W180cm × D45cm × H70cm
Plywood (ベニヤテーブル) (Wide)	990 Yen	W180cm × D60cm × H70cm
Teak Desk (会議机チーク)	1,210 Yen	W180cm × D60cm × H70cm
Pipe Chair (パイプ椅子)	330 Yen	

Fire Equipment

- Projects that use fire equipment must rent a **fire extinguisher**.
- **Fire extinguishers are not included in fire equipment sets.**
- A fire equipment set includes propane gas more than enough for open hours on both days (18h) and enough heat insulating plates.
- All gas tanks have 1 port.
- For good images and their size, please refer to “Rental Catalog”.

3. Registrations

Name	Price	Duration	What's Included
LP Gas/Iron Plate Set (LP鉄板焼きセット)	25,520Yen	31 Hours	Iron Plate, 1 Oil Spreader, 2 Spatulas, 10kg Gas, 2 Heat Insulating Plates
LP Gas/Yakitori Maker Set (LP焼鳥機セット)	23,100 Yen	35 Hours	Yakitori Maker, 1 Sauce Pot, 10kg Gas, 5kg Gas, 1 Heat Insulating Plate
LP Gas/Grill Stand Set (LP焼き台セット)	27,390 Yen	29 Hours	Grill Stand, 1 Brush, 1 Fan, 20kg Gas, 1 Heat Insulating Plate
LP Gas/Crepe Maker Set (LPクレープ焼き機セット)	17,820 Yen	27 Hours	Crepe Machine, 1 Oil Spreader, 1 Crepe Spreader, 1 Spatula, 10kg Gas, 2 Heat Insulating Plates
LP Gas/Desk-Top Fryer Set (LP卓上フライヤーセット)	31,900 Yen	27 Hours	Fryer Machine, 1 Net (for removing scums), 1 Tray (a shallow tray to place fried food), 10kg Gas, 5kg Gas, 3 Heat Insulating Plates
LP Gas/Chinese Steamer Set (LPセイロセット)	25,080 Yen	28 Hours	Steamer, 10kg Gas, 5kg Gas, 1 Heat Insulating Plate
LP Gas/Double Gas Burner Set (LPガスコンロ二重セット)	21,120 Yen	28 Hours	Gas Burner, 10kg Gas, 5kg Gas, 1 Heat Insulating Plate
LP Gas/Triple Gas Burner Set (LPガスコンロ三重セット)	36,850 Yen	31 Hours	Gas Burner, 20kg Gas, 10kg Gas, 2 Heat Insulating Plates

Electric Appliances

- If you use electric appliances (Popcorn Machine, Cotton Candy Machine, Waffle Machine) that emit heat, you must rent **a fire extinguisher and a heat insulating plate**.
- **If you use electric appliances outdoors, you must rent a generator.**
- We recommend renting a “Hand-Powered Shaved Ice Machine” over “Electric Shaved Ice Machine”.
- Please refer to “Rental Catalog” for images and details.
- If you rent freezers through the Committee, please select “Ice Cream Freezer”.

Name	Price	Electric Consumption	Notes
Popcorn Machine (ポップコーン機)	11,880 Yen	1200W	Additional 2 Heat Insulating Plates needed to be rent
Cotton Candy Machine (電気綿菓子機)	9,900 Yen	1200W	Additional 3 Heat Insulating Plates needed to be rent
Waffle Machine (ワッフル機)	5,940 Yen	500W	Additional 1 Heat Insulating Plate needed to be rent
Electric Shaved Ice Machine (かき氷機(電動))	12,100 Yen	210W	For Hand-Powered Shaved Ice Machine, see “Other Goods”
Ice Cream Freezer (102L) (アイスクリームストッカー)	13,200 Yen	80W	W55.5cm × D61cm × H85cm

Generator

- If you use a generator, you must rent a **fire extinguisher**.
- Generators and gasoline cans must be rented via 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 on the mornings of the festival.
- The wattage of generators must be more than 10% larger than the total electric power consumption.

Name	Price
Generator/1500W (発電機 1500W)	13,200 Yen
Generator/2800W (発電機 2800W)	24,200 Yen

Fire Extinguisher and Heat Insulating Plate

- If you use fire equipment, heat-generating appliances, or generators, **you need to rent a fire extinguisher**.
- Projects that use electric appliances that emit heat on a table must rent **heat insulating plates**.
 - » **Projects using their own fire equipment must also rent heat insulating plates.**
 - » Please rent enough heat insulating plates so that all parts of the table touching the fire appliance is protected.
- Fire extinguishers and heat insulating plates must not be prepared on your own.

Name	Price	Notes
Fire Extinguisher (消火器)	1,100 Yen	Additional fee 3,300 Yen is charged when used
Heat Insulating Plate (遮熱板)	440 Yen	30cm × 60cm

Panel Stand

- Panel stand may only be installed nearby 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. 37](#)) to rent “2 tent weights”.
- When installing a panel stand, please complete “[12]Outdoor Monument Request” ([12] 屋外構造物設置申請) ([→p. 55](#)).
- **The Panel Stand does not come with any panels.**
- For Attached Type Panel Stand L, panels with the size of A3 to A4 are recommended.
 - » If you plan to use cardboard panels bought through the Committee, it is recommended to cut them.
- For Panelstand PISA, you are able to use “Cardboard Panel (Smalll)” available through “[5]Order on Foods and Goods Purchase” ([5] 食材・物品等購入申込) ([→p. 45](#))



Attached Type Panel Stand L
(パネルスタンド貼付型 L)



Panel Stand PISA
(パネルスタンド PISA)

Name	Price
Attached Type Panel Stand L (パネルスタンド貼付型 L)	1,480 Yen
Panel Stand PISA (パネルスタンド PISA)	1,980 Yen

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 “[5]Order on Foods and Goods Purchase” ([5]食材・物品等購入申込) ([→p.45](#)).

Name	Price
Icebox 45L (アイスボックス 45L)	3,850 Yen
Icebox 64L (アイスボックス 64L)	4,950 Yen
Icebox 94L (アイスボックス 94L)	7,920 Yen

Others

- When stewing ingredients in a pot, you must empty the contents once every 2 hours. It is recommended to prepare more than 2 pots.

3. Registrations

Name	Price	What's Included	Notes
Kettle 8L (やかん8L)	990 Yen		
Anodized Aluminum Pot (アルマイト鍋)	1,430 Yen	1 Ladle	39cm Diameter
Stockpot 46L (寸銅鍋46L)	2,970 Yen	1 Ladle	
Stockpot 86L (寸銅鍋86L)	4,950 Yen	1 Ladle	
Beijing Wok (北京鍋)	1,430 Yen	1 Chinese Ladle	39cm Diameter
Water Tank (水槽)	4,950 Yen		
Cooler Jug 18L (クーラージャグ 18L)	1,430 Yen		
Hand-Powered Shaved Ice Machine (かき氷機(手動))	5,500 Yen		For Electric Shaved Ice Machine, see "Electric Appliances".

[5] Order on Foods and Goods Purchase ([5] 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 sales.**
- **All prices shown include tax.**
- 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).
- After you come up with necessary foods and goods to purchase, please contact the Committee via “Inquiry” or at the Consultation Meetings, and the Committee will help you find necessary items.

Food

- ※ In order to purchase food in this application, you need to submit “[3]Request on Food and Drink Service” ([3] 飲食物取扱申請) ([→ p. 35](#)).
- **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 food in this application, you need to submit “[3]Request on Food and Drink Service” ([3] 飲食物取扱申請) ([→ p. 35](#)).
- Please register the desired quantity **of two days by batch**.
- Drinks and oil for two days will be distributed on the morning of the May Festival Day 1 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 below in this application.**

3. Registrations

Name	Amount per Unit	Price
Black Tea (午後の紅茶 ストレートティー)	1.5L × 8	2,624 Yen
Tea with Milk (午後の紅茶 ミルクティー)	1.5L × 8	2,624 Yen
Lemon Tea (午後の紅茶 レモンティー)	1.5L × 8	2,624 Yen
Coca-Cola (コカ・コーラ)	1.5L × 6	1,788 Yen
Ginger Ale (ジンジャーエール)	1.5L × 6	1,788 Yen
Apple Juice (なっちゃん りんご)	1.5L × 8	3,096 Yen
Orange Juice (なっちゃん みかん)	1.5L × 8	3,096 Yen
Green Tea (COOP) (COOP 緑茶)	2L × 6	1,188 Yen
Oolong Tea (COOP) (COOP ウーロン茶)	2L × 6	1,188 Yen
Water (いろはす天然水)	2L × 6	924 Yen
Green Tea (あなたのお茶)	0.5L × 24	2,592 Yen
Oolong Tea (あなたのお茶)	0.5L × 24	2,592 Yen
Vegetable Oil (サラダ油)	1.3kg × 1	758 Yen

Ice

- ※ In order to purchase food in this application, you need to submit “[3]Request on Food and Drink Service” ([3] 飲食物取扱申請) (→ [p.35](#)).
- Please register the desired quantity **for each day**.
 - **Block ice is for shaved ice, and rock ice is for cooling beverages in a cup.**
 - **Block ice is recommended for cold storage.**
 - Recommended amount of block ice for cold storage is around 25% of the volume of coolers.
 - » For coolers rent through the Committee, 3 units of ice for 45L, 4 units for 64L, and 6 units for 94L.
 - 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.

Name	Amount per Unit	Price	Notes
Block Ice (角氷)	3.75 kg	400 Yen	A block of 12cm× 12cm×26cm For cold storage
Rock Ice (かちわり氷)	4 kg	650 Yen	For cooling drinks in cups

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.
- The Committee is planning to sell containers on the day of the festival if they are in stock. Details will be announced in the 3rd Information Session.

3. Registrations

Name	Amount per Unit	Size	Price	Notes
Square Tray (角トレー)	100	220mm×150mm×25mm	880 Yen	Could be re-used when the sheet on top is removed.
Round Tray (丸トレー)	100	Diameter 180mm×20mm	880 Yen	
Deep Tray (深トレー)	100	Diameter 160mm× 55mm	880 Yen	
Tray with Lid (蓋つきトレー)	100	127mm×171mm×52mm	1,951 Yen	Eco friendly, made from sugar cane.
Paper Cup (紙コップ)	100	211 mL	660 Yen	Eco friendly, made from timber.
Paper Bags for Churros (チュロス袋)	100	240mm×90mm	399 Yen	
Paper Bags for Burgers (バーガー袋)	100	120mm×122mm	219 Yen	
Chopsticks (割り箸)	100	200mm	263 Yen	

Container Images



Square Tray (角トレー)



Deep Tray (深トレー)



Round Tray (丸トレー)



Tray with Lid (蓋つきトレー)



Paper Cup (紙コップ)

Cardboard Panel

- We will be distributing cardboard panels in Komaba Campus and Hongo Campus in advance.
 - » Stall Decoration Set will also be distributed as above.
- **We recommend that once you finish decorating your cardboard panels, you should return them to the Committee.** We will send you the date to return via “Inquiry”. **Panels distributed in Komaba Campus are subject to the return.**
 - » “Return to the Committee” means to hand in the panels to the Committee and have the Committee carry them to the campuses.
 - » If you hand in to the Committee in Komaba Campus, the Committee will carry them to Hongo Campus.
- The Committee 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 Set.
- When using cardboard panels as banners, you are able to use panel stands from “[4a] Order on Goods Rental” ([4a]物品レンタル申込) ([→p. 36](#)).

Name	Amount per Unit	Price	Notes
Stall Decoration Set (テント装飾セット)	1	1,049 Yen	Comes with 1 Cardboard Panel (900mm×1,800mm, 5mm thick), 1 OPP tape, 1 vinyl string (2 × 1m, 4 × 5m), 1 vinyl rainshade
Cardboard Panel (Large) (ダンボールパネル大)	1	469 Yen	Length 900mm× Width 1800mm, Thickness 5mm
Cardboard Panel (Small) (ダンボールパネル小)	1	237 Yen	Length 728mm×Width 1030mm, Width 5mm(B1 Size) Just size for Panel Stand PISA available from “[4a]Order on Goods Rental” (→p. 36).

Other Goods

- All outdoor stalls are required to use fire resistant sheet, and projects which use oil are required to use oil absorption sheet.
- These goods will be distributed on the day before the festival in a 2-day batch.
- Plastic sheets will be sold in units of 50cm each.

Name	Size	Amount per Unit	Price	Notes
Fire Resistant Sheet (耐火シート)	3.6m×5.4m	1	6,480 Yen	Placed under tents to avoid dirtying the ground. Outdoor Stalls must purchase and use this item. Please do not use cardboard or other ground sheets as an alternative. Each tent needs one sheet.
Oil Absorption Sheet (吸油シート)	0.90m×1.0m	1	2,025 Yen	Placed under cooking equipment and on the fire resistant sheet. Projects using oil must purchase this item. 1 fire equipment needs 1 sheet.
Plastic Sheet for Cardboard Panels (ダンボールパネル用ビニールシート)	Thickness 0.07mm ×Width 1070mm	50cm	52 Yen	Included in a Stall Decoration Set.
Plastic Gloves L (ポリエチレン手袋L)	Width 300mm・ Length 280mm	100	178 Yen	Recommended to projects involving food and drink service.
Plastic Gloves M (ポリエチレン手袋M)	Width 270mm・ Length 280mm	100	178 Yen	

Registrations that Need the Committee's Permission

[7] Request on Commercial Transaction ([7]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 sell.
- 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 Details

- 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.

Notes

Period

- **All commercial transactions must be conducted only during the open hours for visitors.**

Request

- When completing this request, clearly show that it meets the standards above. The request which doesn't meet the standards will not be accepted.
- **If you conduct an unpermitted commercial transaction, we may suspend the commercial transaction, and your project may be subject to measures and punishments.**
- **The Committee strongly recommends not to sell early-bird tickets.**
 - » If you plan to make and sell early-bird tickets, please contact the Committee via “Inquiry” (問い合わせ).

Change of 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 such as the result of a game are placed on price reductions, participation should be at the discretion of the visitor.

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.

Other Notes

- You cannot receive money from visitors by any ways other than commercial transactions, fund-raising, or fund-raising campaigns.
- You must comply with the law on commercial transactions.
- **Payment methods such as cryptocurrency and foreign currencies are banned as their rates are subject to change.**

[12] Request on Outdoor Monument ([12]屋外構造物設置申請)

Subject Projects that install outdoor monuments

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

Main Registration Contents

- Type/size/description of the monument
- Where to install the monument
- Ways of stabilizing monuments
- Number of outdoor monuments

Notes

- You should also submit this request if you install monuments near the project place.
- Please refer to the “Outdoor Map” ([→p. 68](#)) to register the desired place of installation of the monument.
- In principle, panel stands may only be installed near the project place.
- You need not submit this request for monuments that will be supported by hand at all times, such as hand-held signs.
- **Project ID and phone number of the manager** must be written on the monuments.
 - » These descriptions may be on the back of monuments or elsewhere.
- **Unpermitted outdoor monuments may be removed without prior notice.**
- Based on your requests, the Committee will allocate a place for installation. Due to overlap of requests or visitor’s routes, the Committee may not be able to allocate your desired place.

Check-In

- Check-in means that you temporarily consign your monuments to the Committee so that we can transfer them.
- Plywood, rafters, and cardboard panels may be checked in.
 - » No registration is required to check in cardboard panels.
- Projects that have requested check-in will be asked to register the desired date and time of check-in in the “Confirmation/Objection of Request Results” (申請結果確認) ([→p. 10](#)).
- If you create monuments on Komaba Campus, **we recommend that you check it in to the Committee.**
 - » **Please do not use public transportation to carry monuments to Hongo Campus.**

Panel Stand

- **We recommend the use of panel stands** because these may be installed simply by attaching the poster to the stand.
 - » For information on panel stand rental, please refer to “[4a]Order on Goods Rental” ([4a]物品レンタル申込) ([→p. 36](#)), and for information on purchasing cardboard panels, please refer to “[5]Order on Food and Goods Purchase” ([5]食材・物品等購入申込) ([→p. 45](#)).
- If you would like to create signboard, please contact us as soon as possible via “Inquiry” (問い合わせ).

Stone Weight

- The weight of stone required to secure a panel stand is 36kg or more.
- You may use **the tent weights** which may be rented through the Committee as a stone weight for outdoor monuments.
 - » Please refer to “[4a]Order on Goods Rental” for more details.
 - » You may also use the weight stones you possess or have purchased.
- If you are considering installing monuments with special shapes and are unsure of the required amount of stone weight, please contact us via “Inquiry”.

Registrations About the Operation of the Festival

[18]Request on Garbage Disposal ([18]ごみ排出申請)

Subject All projects

Main Registration Contents

- Whether there will be garbage disposal or not
- Types and amount of garbage that will be disposed of

Garbage Sorting Items

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

Garbage Sorting Items	Examples	Notes
Wood	Plywood, squared lumber, etc.	<ul style="list-style-type: none"> • If you are planning to paint the surface in gold or silver, please register to that effect in this request.
Chopsticks, Skewer, and Toothpick		
Cardboard		
Leaflet and Booklet		
Food Waste	Scraps of food, leftovers, etc.	<ul style="list-style-type: none"> • Please register if you serve food and drink.
Burnable Garbage	Paper scraps, mask, corn cob, egg shell, paper towel soaked in cooking oil	<ul style="list-style-type: none"> • Please do not register as burnable trash any items that are not clearly marked in the checkbox in this request.

3. Registrations

Garbage Sorting Items	Examples	Notes
Vinyl and Plastic	Bottle of cooking oil, polystyrene foam, plastic bag, vinyl rope, partition, plastic sheet in the Stall Decoration Set, plastic sheet for signboards	
Spray Can and Gas Cylinder		
Bottle (Bin)		
Can	Beverage can, cooking oil can	
Plastic Bottle		
Unburnable Garbage	Oil absorption sheet, fire resistant sheet, 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"> • Please do not register as unburnable trash any items that are not clearly marked in the checkbox in this request.
Cooking Oil	Vegetable oil, etc.	<ul style="list-style-type: none"> • Please register if you use cooking oil.
Special Garbage	All garbage not listed in the above 13 garbage sorting items including battery, chemi- cal, gasoline, paint, party popper, tile, bamboo, charcoal, ash	<ul style="list-style-type: none"> • Please register if the garbage is not listed in the above 13 garbage sorting items. <ul style="list-style-type: none"> » We may not necessarily collect all registered garbage.

Notes

- **In principle, we will not collect garbage that is not registered in this request.**
 - » Your project is required to bring home any garbage that the Committee cannot collect.
 - » 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) as soon as possible.
- If you have purchased the Stall Decoration Set in “[5]Order on Food and Goods Purchase” ([5]食材・物品等購入申込) ([→p. 45](#)), please register the following items.
 - Cardboard
 - Vinyl and Plastic
 - Unburnable Garbage
- The Committee will collect visitors’ garbage. **You do not need to complete this request for visitors’ garbage.**
- If you sort the garbage inappropriately, we may ask your project members to resort them.
- If you do not know the sorting items of your garbage, please register them as “sorting items unknown” in this request. We will contact you later via “Inquiry”.
 - » For smooth communication, we strongly recommend that you specify in this request the type of garbage for which sorting items are unclear.

Cooking Oil

- Please register if you 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 or the like, and dispose of it as burnable garbage.
- We recommend projects using cooking oil to register burnable garbage as well in case of cooking oil spills, etc.

Garbage Bag

- We will distribute garbage bags based on this registration on the day of the May Festival.
 - » If you run out of garbage bags, we will distribute additional bags. We will explain details at the 3rd Information Session.
- We may not collect garbage in bags other than those distributed by the Committee.
- **Please separate bags for every garbage sorting items.**
- You do not need garbage bags when disposing of cardboard.

[19]Registration of Bank Account([19]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.
 - » Please note that the timing of refunds is tentative and may be subject to change.

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 about your bank account, especially the account number.
 - » We will bear absolutely no responsibility 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 name of the organization registered in the “Project Registration” (企画登録) will be used as the address on the receipt issued to the organization whose payment has been confirmed. If you wish to have a different address, please indicate so in the notes column (備考欄).

[20]Request on Temporary Staff Dispatch ([20]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
 - » Please register the persons' sex, whether or not they can do physical labor and communicate in Japanese.

Temporary Staff

- We ask projects to provide the manpower necessary for the festival's operations. We call this manpower **"Temporary Staff"**.
 - » **The Temporary Staff does not necessarily have to be the project managers.**
 - » The duties include assistance in Garbage Stations, installation of signboards, etc.

Achieving Units

- Units in the Temporary Staff system are calculated as **"one project member works for 1.5 hours" = "one unit"**.
- In principle, we ask **one project to provide one unit**.
 - » The hours of work cannot be shorter than 1.5 hours by dispatching more than one person.

Standby Duties

- Due to language difficulties, projects that need English support will not be assigned to Standby Duties.

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 measures and punishments.

Registrations About PR

[21] Registration of Information for PR ([21] 広報用情報登録)

Subject All projects

Period Release - March 23rd (Sat.) 9:00 pm

※ The form will be available by March 14th (Thu.) 9:00 am. As soon as it is released, we will contact you via “Inquiry” (問い合わせ).

Main Registration Contents

- Change of the project name
 - » To change the project name that you registered in “Project Registration” (企画登録) 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, etc.
- 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 Fes. Awards”, where the popular projects will be chosen on the day of the May Festival.
- Time for carrying out the project
 - » Please register the place and time where you will actually open your project to the public among the allocated place and time.
- Matters to be notified to visitors
- Media relations
 - » Please choose what measures you take against interviews related to the May Festival from groups other than the Committee.
- Project PR by the Committee
 - » Please choose whether you would like to participate in the May Fes. Awards and receive comments from visitors collected by the Committee. Please refer to “May Fes. Awards” ([→p. 30](#)) for more details.
 - » 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.

Notes

- If you change the registration contents after the deadline, the change may not be reflected on our media.
- Regarding Outdoor Projects that offer food and drink, only the name of the project, the name of the organization, and the food and drink to be served will be listed in the “List of Outdoor Projects” in the official brochure.
- Please do not use an image with extremely low resolution or extremely large data size or **an unauthorized image owned by a third person** as your profile picture.

Response to the media interviews

- Interviews related to the May Festival will be managed collectively by the Committee. If you would like to be interviewed by outside media related to the May Festival, regardless of whether it is during the May Festival or not, please be sure to contact us in advance via “Inquiry”.
- The interviewer is requested to give enough consideration to the personal information and portrait rights of the project members and visitors. In principle, the content of the interview should be limited to the May Festival and the project.
- Even if you register your project as non-interviewable, you may be filmed during filming on the campus.
- Please inform the members of your project in advance whether or not your project may be interviewed.

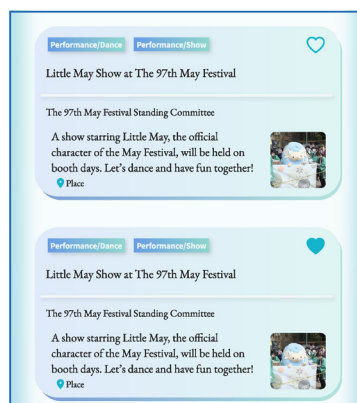
[22]Registration of Information for Official Website

([22]公式ウェブサイト情報登録)

Subject All projects

Main Registration Contents

- Whether to promote in English
- Project/Group introduction
 - » Will be shown in “Project Search Page” on the Official Website as the image on the right.
- Project introduction image
- Keywords used when searched on the Official Website
- SNS accounts/websites



Notes

- If you choose not to promote in English, your project’s information will be displayed in Japanese on the English Version Official Website.
- Please do not use an image with extremely low resolution or extremely large data size or **an unauthorized image owned by a third person** as your profile picture.
- The Committee may correct small mistakes on the registered SNS links or keywords that are apparently unrelated to the project with our decision.
- **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 early May.

Markdown

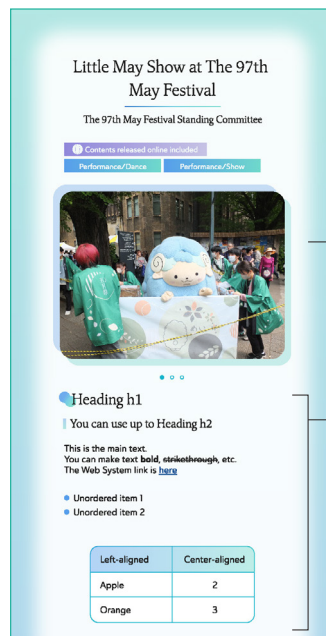
- You may use Markdown in your project introduction, which allows you to create headings and bold text by using the symbols below.
- You may see the appearance of Markdown on this website<<https://markdownlivepreview.com/>>.

Example

```
# Heading h1
## You can use up to Heading h2
This is the main text.
You can make text bold, strikethrough, etc.
The Web System link is [here](https://system.gogatsusai.jp/97/).
List 1
List 2
|Left-aligned|Center-aligned|
|--|:|
|Apple|2|
|Orange|3|
```

Result

※ The layout of Project Detail Page below is tentative and is subject to change.



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

You may use Markdown in your project introduction

4 Documents

Terms and Guidelines for Use of May Festival Official Image Data

May Festival Official Image Data Terms of Use

These terms are concerned with the use of the designs of the May Festival Official Mascot “Little May”, the University of Tokyo Hongo/Yayoi Campus Map and the May Festival theme logo (the above three are hereinafter referred to as the “May Festival Official Image Data”) created and published by the May Festival Standing Committee (hereinafter referred to as the “Committee”) and their associated settings.

These terms apply to all persons who obtain or use the May Festival Official Image Data. All copyrights related to the data belong to the Committee.

When using the University of Tokyo Hongo/Yayoi Campus Map in activities for the May Festival, the design and the associated settings may be used without notification to the Committee. For any other use of the Map, the user, project, and organization must notify the Committee in advance and obtain permission.

When using the “Little May” or the May Festival theme logo, the user, project and organization must notify the Committee of the intended purpose and obtain permission in advance.

When using the May Festival Official Image Data, the user, project or organization must adhere to the “Guidelines for Use of May Festival Official Image Data” which is provided separately.

If the Committee finds an inappropriate use which violates these term or the guideline, the use of the May Festival Official Image Data may not be approved, and the Committee may order suspension of the use.

The Committee will bear absolutely no responsibility for any troubles that may occur as a result of obtaining or using the May Festival Official Image Data.

The Committee reserves the right to change these terms and the contents of the May Festival Official Image Data without prior notice to the users, and users are deemed to have agreed to the latest terms at the point they obtain the May Festival Official Image Data.

These rules will remain in effect until the subsequent Committee announces similar terms in the later years.

Guidelines for Use of May Festival Official Image Data

When using the design of the May Festival Official Mascot “Little May”, the University of Tokyo Hongo/Yayoi Campus Map and the May Festival theme logo (the above three are hereinafter referred to as the “May Festival Official Image Data”) created and published by the May Festival Standing Committee (hereinafter referred to as the “Committee”), and their associated settings, please adhere to the following items.


- It may only be used for non-profit purposes
- No derivative works of the Official May Festival Image Data may be used as products.
- No substantial changes must be made to the May Festival Official Image Data.
- It may not be recognized as a character or logo for a specific organization or its activities other than the Committee.
- The data may not be misidentified as belonging to a specific organization or its activities.
- Not to be used in a way as to spoil the social reputation of the May Festival or the Committee.

Examples of Violations of the Guidelines

- Changing the color or aspect ratio of the data (cropping is allowed).
 - Selling merchandise featuring the May Festival Official Mascot “Little May” or modified versions of the “University of Tokyo Hongo/Yayoi Campus Map”.
 - Renaming buildings, areas, etc. on the “University of Tokyo Hongo/Yayoi Campus Map”.
 - Using “Little May” as a profile image on SNS.
 - Adding or altering the settings of the Official Mascot.
- ※ If you have any difficulty in judging whether or not you follow the guidelines, please contact us via “Inquiry” (問い合わせ).

Outdoor Map

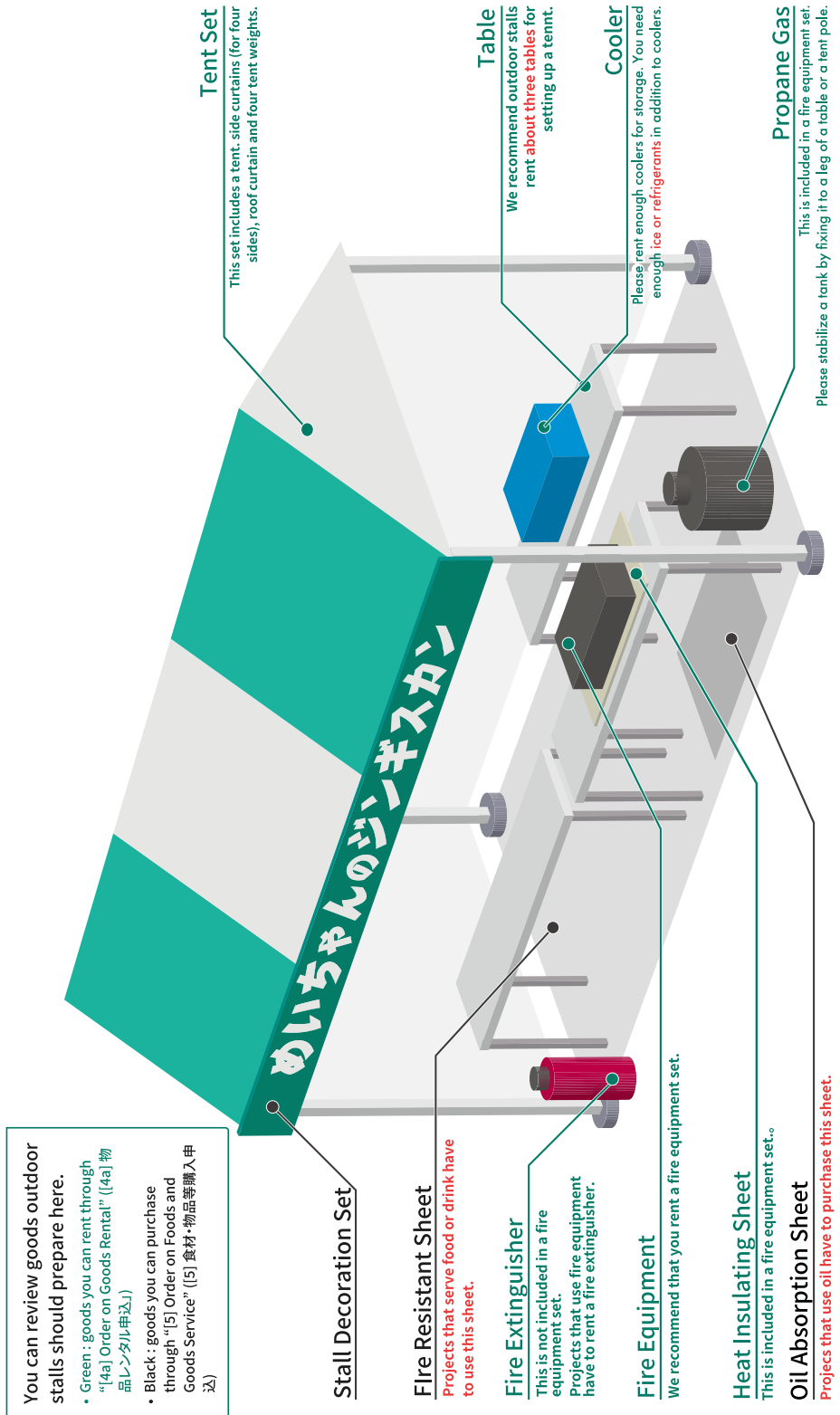
Outdoor Map

 Information Center

 Intersection



Tent Image



Stage Project

Notes

- This chapter is not the complete version for stage projects. It extracts information necessary to conduct stage projects.
 - » The Japanese version of “Almighty vol. 2 for Stage”, which contains all information about stage projects, is linked here <https://system.gogatsusai.jp/97/static/files/session2/MF97_Almighty_vol_2_forStage.pdf>.
- Although the Committee members often give verbal explanations, the content is based on “Almighty vol. 2 for Stage”. **Please be sure to read it carefully by yourself.**
- **In the event of any inconsistencies between this English version and Japanese version, the Japanese version shall prevail.**

Stage Project Fee

- In addition to “Project Guarantee Deposit” and “Participation Fee”, **stage projects must pay “Stage Project Fee” based on the stage and equipment they use.**
 - » Please note that the price of Stage Project Fee is subject to change due to the number of projects participating in the festival.

Notes

- As “Stage Project Fee” is for costs of installation of stages and its preparations, **after the confirmation of Project Place and Time in the “Discussion of Place and Time Allocation” held in the 2nd Information, stage projects are under the duty of paying the Stage Project Fee.**
- **After the confirmation of project time, in any case, you must pay the Stage Project Fee, and after the payment the Committee will not refund in any case.**
- Please note that even in the circumstances below, the Committee will not refund the fee.
 - Your project decides not to use the stage in order to change to other project styles or to cancel your project
 - Your project is suspended or canceled due to rainy conditions on the day of the festival
- Payment must be done during the payment period, which is **from April 23rd (Tue.) to May 1st (Wed.).**

	Subject	Note	Standard Fee (each 30 mins)
Fee for Installation of Central Stage	Projects carried out on the Central Stage	• Fee for installing the Central Stage	Around 45,000 - 50,000 Yen
Fee for Installation of Plaza Stages	Projects carried out on Library Plaza Stage or Faculty of Engineering Plaza Stage	• Fee for installing Plaza Stages	Around 3,000 - 4,000 Yen

Using the Stage

About the Stage Features

The Overview of Each Stage

	Central Stage	Library Plaza Stage	Faculty of Engineering Plaza Stage
Location	In front of the Yasuda Auditorium	In front of the General Library	In front of Faculty of Engineering Bldg. 1
Platform	<ul style="list-style-type: none"> • Width 9.0m × Depth 5.4m × Height 1.0m • Roof : Yes 	<ul style="list-style-type: none"> • There will be no platforms. • A stage backboard will be installed in the back. • Width 14m × Depth 6.0m 	
Audio	<ul style="list-style-type: none"> • A professional operator will control the audio. • You can also control the audio on your own. 	<ul style="list-style-type: none"> • Audio control will be conducted by your project. 	
Lighting	<ul style="list-style-type: none"> • A professional operator will control the lighting. 	<ul style="list-style-type: none"> • There will be no lighting. 	
Screen	<ul style="list-style-type: none"> • Performance will be cast on the screen simultaneously. • You can cast other videos or images on the screen. 	<ul style="list-style-type: none"> • There will be no screens. 	

Equipment of Each Stage

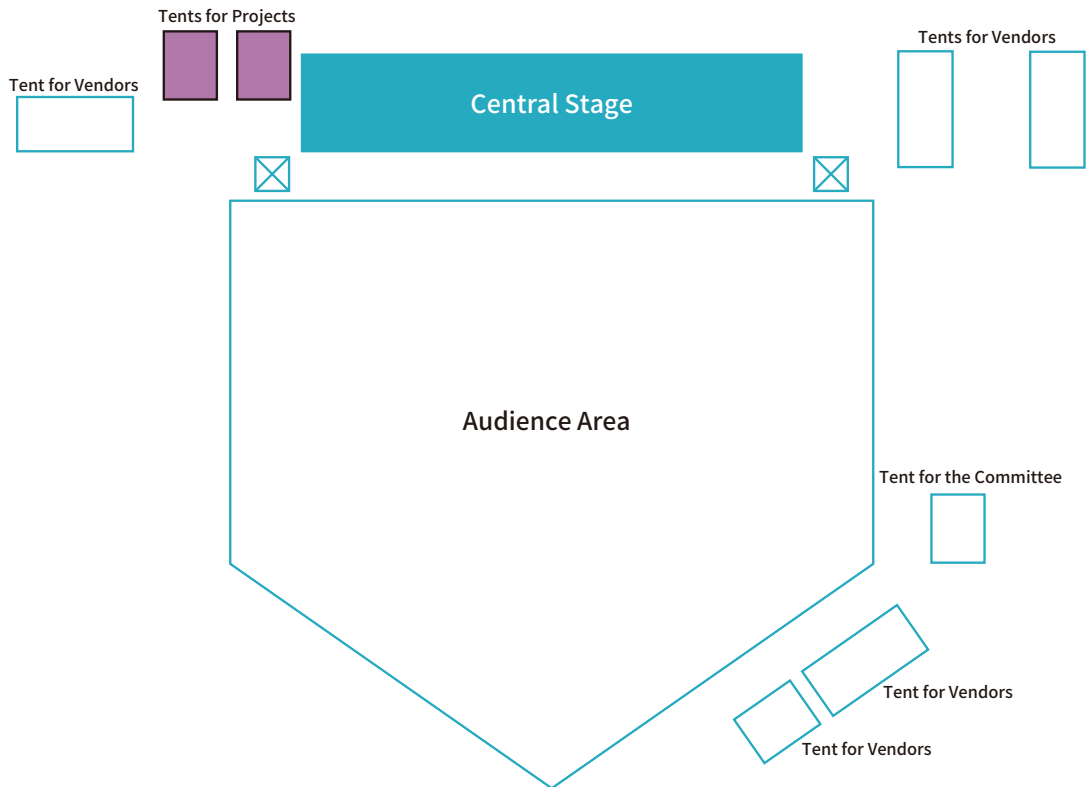
	Central Stage	Library Plaza/Faculty of Engineering Plaza Stage
Audio Equipment	<ul style="list-style-type: none"> • Main Speaker • Subwoofer • Power Amplifier • Monitor Speaker • Audio Mixer • Wired Microphone (Requested Amount) • Microphone Stand (Requested Amount) • Wireless Microphone (×8) • CD Player 	<ul style="list-style-type: none"> • Main Speaker • Power Amplifier • Monitor Speaker • Audio Mixer • Wired Microphone (×3) • Wireless Microphone (×2) • Stereo Mini Jack Plug
Lighting Equipment	<ul style="list-style-type: none"> • LED PAR Light • PAR Light • Mini Brute Light 	<ul style="list-style-type: none"> • There will be no lighting equipment.
Recording Equipment	<ul style="list-style-type: none"> • Camera (×3) • Screen (190in) • Switcher 	<ul style="list-style-type: none"> • There will be no recording equipment.

Stage Layout

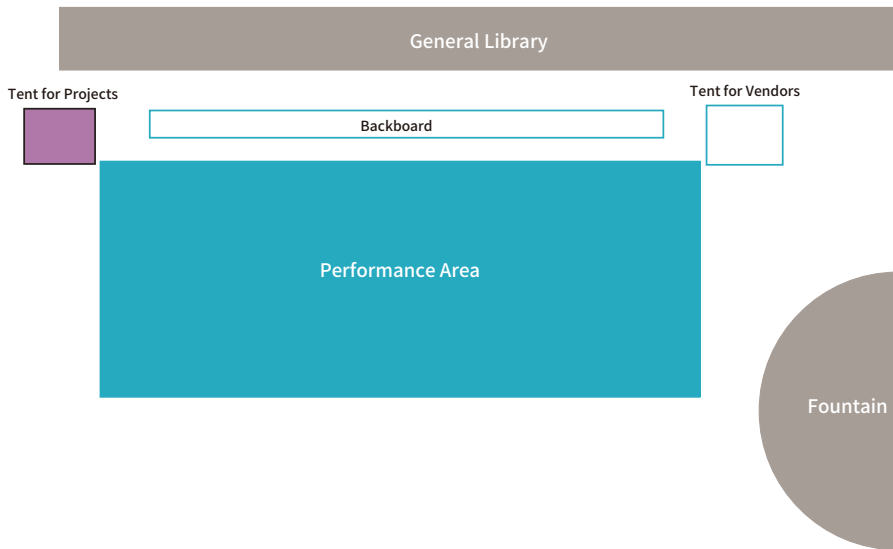
- During your project time, you are allowed to use “Tent for Projects” to change or store your items.

※ Tent Layout may change on the day of the festival.

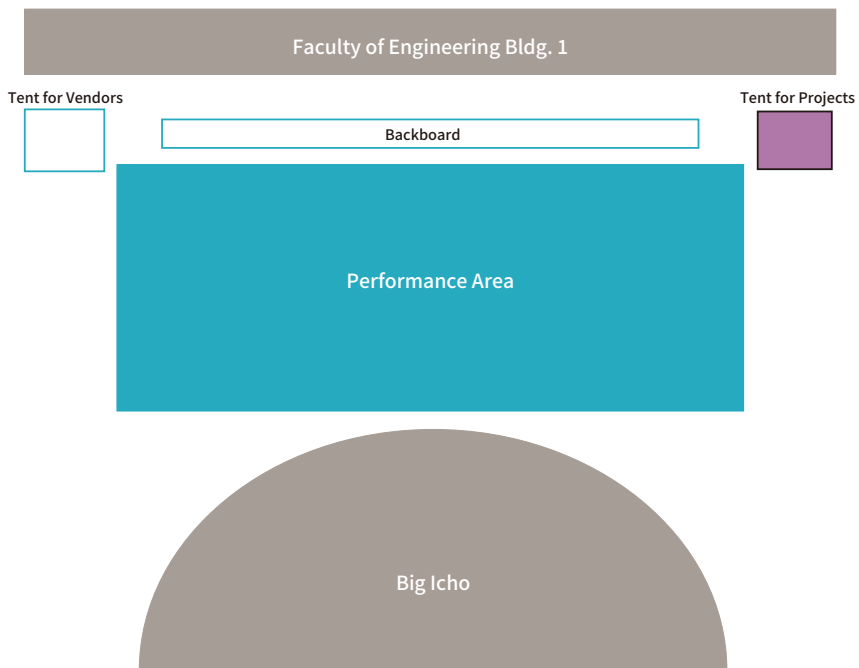
Central Stage



Library Plaza Stage



Faculty of Engineering Plaza Stage



Central Stage

Audio Playback

- You can play your audio music on your own or ask the operator to do so.
- **To play your audio music on your own, download your music to a device with an earphone jack in advance.**
 - » If you do not have any devices with earphone jack, please prepare an adapter on your own.
- **If you wish to ask the operator to play your music, share it with the Committee in an MP3 file in advance.**
 - » If you have any detailed requests, write them in the Setting Sheet from “[2]Registration of Stage Specification” ([2]ステージ企画詳細登録) (→p. 78).
- If you want to discuss audio music, you are recommended to attend the Stage Conference (→p. 79).
- Deadline for audio files is **May 11th (Sat.) 9:00 pm**. To submit, upload the file to Google Drive, edit the setting so that the Committee can view the file, and share the file link via “Inquiry” (問い合わせ).
 - » If you cannot submit the file by the deadline, please contact the Committee via “Inquiry”.

Lighting Equipment

- Lighting equipment will be controlled by the operators.
 - » If you have any detailed requests, write them in the Setting Sheet from “[2]Registration of Stage Specification” ([2]ステージ企画詳細登録) (→p. 78).
- If you want to discuss lighting equipment, you are recommended to attend the Stage Conference (→p. 79).

Screen

- On the screen of the Central Stage, you can cast **subtitles, slides, videos submitted to the Committee in advance** other than the performance itself.
 - » For subtitles and slides, please download the template from the login page on the Web System<<https://system.gogatsusai.jp/97/static/files/session2/セントラルステージ配信用テロップ・スライドテンプレート.pptx>>.
- Deadline is **May 11th (Sat.) 9:00 pm**. To submit, upload the file to Google Drive, edit the setting so that the Committee can view the file, and share the file link via “Inquiry”.
 - » If you cannot submit the file by the deadline, please contact the Committee via “Inquiry”.

Stage Marks

- **The Committee will install stage marks with 90cm of distance each.**
 - » The distance is different from last year.
 - » There will be no marks for Plaza Stages.

Plaza Stage

Audio Playback

- **Controls of audio equipment will be conducted by your project.**
 - » Please have someone to control the audio equipment.
- **To play your audio music on your own, download your music to a device with an earphone jack in advance.**
 - » If you do not have any devices with earphone jack, please prepare an adapter on your own.

[2]Registration of Stage Project Details ([2]ステージ企画詳細登録)

Main Registration Contents

- About project details
- About additional equipment rental
- About rehearsal

Notes

About Setting Sheets

- **Please register for all performances of your own project.**
- Please fill in the schedule of the performance day in as much detail as possible, including preparation and clean-up time, program, and required time.
- **Please make your performance schedule have plenty of time spare.** If the schedule seems difficult to carry out, the Committee may ask you to explain or change the schedule.
- If you do something on the day of the project that is not registered, or if you exceed the program time, the Committee may take **immediate measures, such as project suspension.**
- The Excel file can be changed until **April 30th(Tue.) 9:00 pm.** If there are any changes after the registrations/requests/orders deadline, please send us the changed version of the Excel file via “Inquiry”.

About additional equipment rental

- **If you wish to rent equipment other than ones provided by the Committee, please be sure to register them.**
 - » **Additional equipment such as wireless microphones, keyboards** will be considered equipment outside the provided ones.
 - » Please refer to “Stage Features” ([→p. 72](#)) for information about equipment that will be provided by the Committee.
- If you wish to rent special equipment, additional rental fees may be expensive or the request may not be accepted.
- **After the deadline, additional rental requests may not be accepted.**

About the Rehearsal

- Rehearsals may be held on **May 17th (Fri.) from 5:00 pm to 8:00 pm and May 18th (Sat.) from 6:00 pm to 8:00 pm.**
- If you wish to have a rehearsal, please register your desired stage and required time.
 - » However, you may only rehearse on **the stage where the performance will actually be held.**
- **Central Stage can be performed within 20 minutes per project, and Plaza Stages can be performed within 30 minutes per project.**
- Rehearsal can be conducted only **once** regardless of the number of times the project will be performed.
- Sound or music can be played during rehearsals. However, the Committee would require night time rehearsals to lower the volume.
- Please note that the rehearsal allocation may not be as expected if many rehearsal requests are submitted from projects.

Stage Conference

Date April 24th (Wed.) 5:00 pm - 8:00 pm

Place Komaba Campus

Overview

- **Stage conference will be held where stage vendors will be invited to discuss the staging and operation of the equipment.**
- Projects are allowed to check the operation of the PA equipment that will be used on the Plaza Stages.
 - » **On the day of the May Festival, projects are required to operate PA equipment themselves.** If you are not sure about the operation, please check it at the consultation meeting.
- Project members other than the Main Manager and Sub Manager can participate. It is also possible to participate with members who are familiar with staging.
- It would be approximately 15 minutes per project.

How to Participate

- People who wish to participate in the May Festival in English **must participate** in this Stage Conference.
 - » If you are unable to attend, please contact us via “Inquiry”(問い合わせ).
- The Committee will ask you when you can attend during the period via “Inquiry”.
 - » Based on your response, the Committee will notice the consultation time on April 23rd (Tue.) via “Inquiry”.

The Use of Waiting Room

Change of Registration Contents

Subject Projects that have already submitted “Request on Waiting Room” and wish to change its details.

Deadline **March 14th (Thu.) 9:00 pm**

- Changing details of “Request on Waiting Room” (控室申請) will be available as the Place and Time Allocation is confirmed.
 - » Please change place and time of the waiting room based on the confirmed Place and Time Allocation. Please be sure to submit **the minimum time for the waiting room usage**.

Announcement of “Waiting Room Allocation”

- The Committee will create the Waiting Room Allocation based on the information registered in the “Request on Waiting Room”.
- The room allocations will be announced via “Inquiry”(問い合わせ) **around the end of March**.
- The Committee will accept objections to the allocated rooms and times via “Inquiry” until the deadline, which will be announced along with the announcement of the room allocations.
- Please submit objections only if there is a major obstacle to your project due to the scarcity of the available waiting rooms.
 - » The objection period will be approximately 3 days. **No objections will be accepted after the deadline.**
 - » Please note that objections may be declined.
- Please note that the Committee may ask projects that have not submitted any objections to change their waiting room allocation to coordinate with other projects.
- If a project does not submit an objection after the waiting room allocation is announced, and does not receive any request to change the waiting room allocation sent by the Committee to coordinate with the objections from other projects, the announced waiting room allocation will be considered the confirmed one.

Notes on the Use of Waiting Room

Subject Projects that wish to use a waiting room

- Detailed precautions will vary depending on facilities, such as whether the university conducts inspections and whether waiting room keys can be checked out. Details will be explained at the 3rd Information Session.

Facility Preservation

- **After using the facilities, please make all areas to their previous state.**
 - » Cleaning check must be taken before you leave the waiting room.
- If you deface the facilities or damage or lose equipment during the May Festival, you may be required to pay for the damage, even if it is due to long-term deterioration. Getting insurance in advance is highly recommended.
 - » Please contact the Committee in advance when contacting the insurance company for reimbursement.

Equipment

- Please use the equipment carefully to prevent staining, damage, or loss.

Desks, chairs, podiums, etc.

- Fixed equipment may not be removed.
- Movable desks, chairs, etc. may be moved freely **within the classroom**, but must be returned to their previous positions.
 - » **In principle, desks, chairs, and other movable equipment in the classrooms may not be moved outside the classrooms.**

Electric Appliances

- **Since the Committee will make decisions on permission to use electrical equipment based on “Waiting Room Request,” requests may not always be granted.**
 - » In particular, the use of electrical equipment that exceeds the power capacity of the classroom to be used will not be permitted, and the use of electrical equipment that consumes significantly large amounts of power, such as hair dryers and electric kettles, may be restricted.
- Please do not use any electrical equipment that is not authorized to use. Such equipment may affect the breaker and interfere with the execution of projects.
- In principle, please do not use electrical outlets located outside of the allocated area.

Almighty vol. 2 in English

Issued on March 12th (Tue.), 2024

The 97th May Festival Standing Committee

Email: contact@gogatsusai.jp

※ In principle, please contact us via “Inquiry” on the Web System.

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