

Almighty

in English

vol. Fes

May Festival Must-Have Handout

Project ID: _____

Most Important Matters

- Do not carry out actions not permitted on “Almighty vol. Fes in English” or “Certificate of Project Registration”. If you wish to engage in actions you did not get permission for, please visit **Headquarters Reception A**.
- Either of the project managers must stay at their project place, and be able to stay in touch with the Committee at all times.
 - » If you leave the project place, be able to return whenever the Committee requests you to.

If You Need Help

► Call a Committee Member

Basic Contact: _____

Hours: May 23rd (Fri.) (Day 0)

12:00 PM - 8:00 PM

May 24th (Sat.), 25th (Sun.) (Day 1, Day 2)

7:00 AM - 8:00 PM

► Visit Committee Headquarters Office

Location: **Headquarters Reception A**, next to Letters Bldg. 3

► Other Ways to Contact Us

Contacts below are available for [24 hours from the 23rd \(Fri.\) 12:00 PM to the 26th \(Mon.\) 12:00 PM](#).

Committee Headquarters: **080-6321-1342** ... Call when the Basic Contact or Headquarters Reception A is unavailable.

Emergency Contact: **03-5841-7977** ... Call in an emergency (e.g. accident, fire, injuries).

Temporary Staff Support: **090-8182-7088** ... Call when you cannot arrive at the assigned time for your Temporary Staff duty. (The number may not be available outside of the hours of Basic Contact.)

► Restriction of Inquiry

Projects cannot send Inquiry to the Committee from the 23rd (Fri.) (Day 0) 12:00 PM to the 26th (Mon.) 12:00 PM.

The Committee will still send you important notices via Inquiry during the period above. Please make sure that you can check your Inquiry at all times on your phones or other devices.

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1. Basic Information

How to Use the Handouts

※ Day 0 refers to the day before the festival, May 23rd (Fri.).

- Handouts for the days of May Festival are distributed in “Handout Envelope” at the 3rd Information Session. The handouts can also be viewed and downloaded from the home screen on the Web System.
 - » If necessary, we encourage sharing these handouts to project members.
 - » Handouts that are available only from the home screen of the Web System are listed in “Other Handouts” in Chapter 1 of “Almighty vol. 3 in English”. Please be sure to see them as well.
- Some important documents will be provided in paper form only.

Handout Envelope

- Below are the paper handouts provided in “Handout Envelope” at the 3rd Information Session.

Handout	Subject	Content
Almighty vol. Fes in English	All projects	<ul style="list-style-type: none">• This handout is a must-have during the festival that covers information necessary for the days of the May Festival. Project managers must understand the content and carry this document with them throughout the festival.
Pocket Almighty	All projects	<ul style="list-style-type: none">• This leaflet covers some important information for project members to prepare for the days of the festival. Since it is only available in Japanese, please refer primarily to “Almighty vol. Fes in English”.
Instructions on Small Generators	Projects that use small generators	<ul style="list-style-type: none">• This instruction shows how to use small generators and how to handle any issues that may arise. Please read this when using a small generator.
Instructions on May Fes. Awards	Projects participating in the May Fes. Awards	<ul style="list-style-type: none">• This instruction shows information about participating in the May Fes. Awards. Please refer to this when encouraging visitors to vote for your project.
2D Code for May Fes. Awards (五月祭総選挙投票用二次元コード)	Projects participating in the May Fes. Awards	<ul style="list-style-type: none">• By scanning this 2D code, visitors can access your “Project Detail Page” on the official website, where they can also vote for your project for the May Fes. Awards.

1. Basic Information

Handout	Subject	Content
Garbage Collection Card	All projects	<ul style="list-style-type: none">• This card contains information for garbage separation and precautions about garbage disposal. Please carry this card with you when you bring your garbage to the Garbage Sorting Site.
Important Document Envelope	All projects	<ul style="list-style-type: none">• This envelope contains important documents necessary for carrying out your project on the day of the festival.

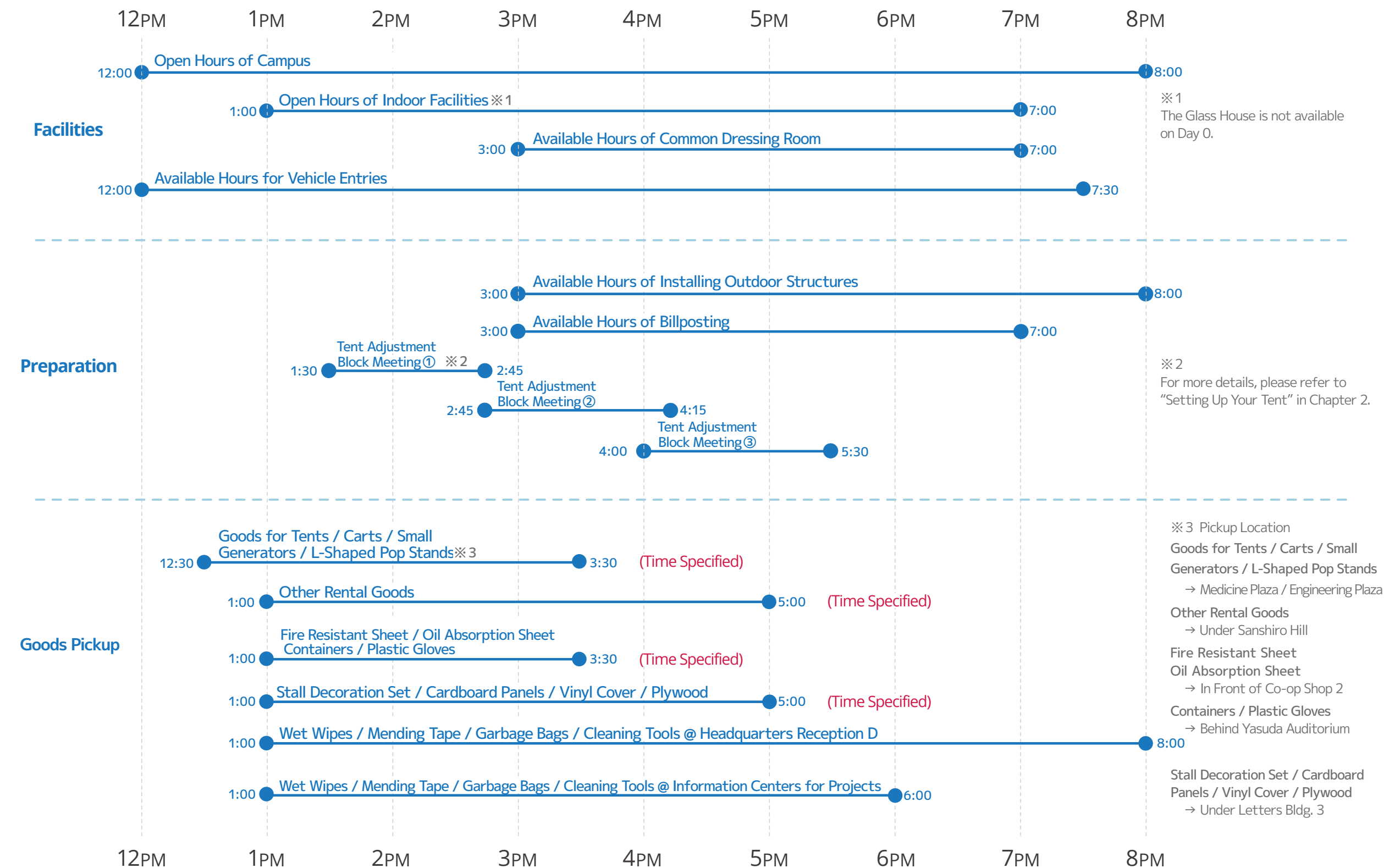
Important Document Envelope

- Below are the important documents necessary for carrying your project on the days of May Festival. Please make sure to bring them during May Festival.

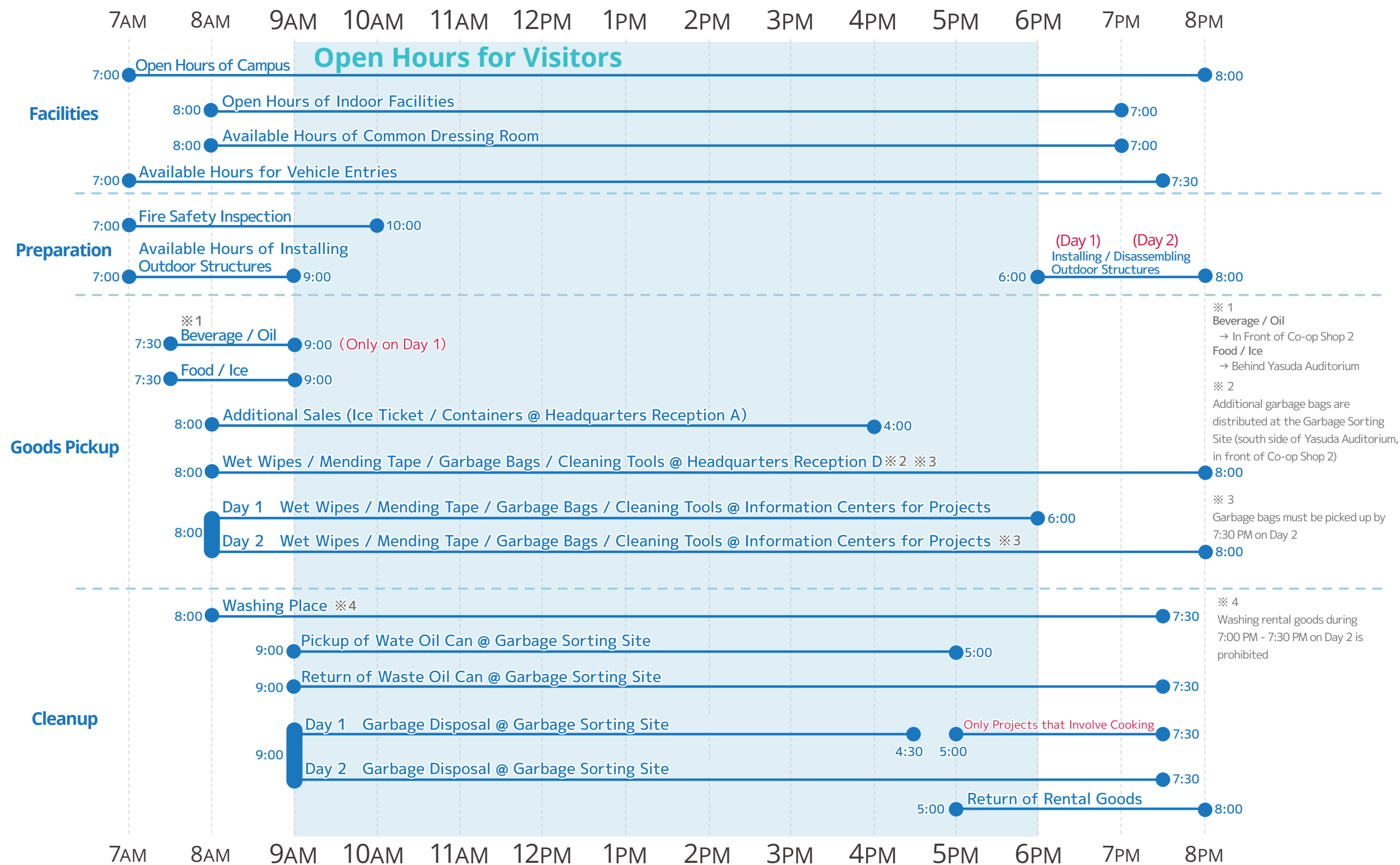
Document	Subject	Content
Certificate of Project Registration (企画登録証) ※ In principle, it will be distributed on the 23rd (Fri.) (Day 0)	All projects	<ul style="list-style-type: none">• This certificate shows the permission status for requests and actions that need the Committee’s permission. Please make sure that project managers understand the content and do not engage in any actions not permitted in this certificate.※ It will be distributed on the 23rd (Fri.) (Day 0) or at the time specified in the “Confirmation of Request Results”.
Goods Pickup Card	All projects	<ul style="list-style-type: none">• This card shows the item / quantity, pickup location / pickup time for your goods rented / bought through the Committee. Please be sure to show this card when you pick up the goods.
Cleaning Check Sheet	All projects	<ul style="list-style-type: none">• This sheet shows necessary information for Cleaning Check, such as cleaning areas. Please refer to this sheet when you clean up.<ul style="list-style-type: none">» Also, after the Cleaning Check, receive a Cleanup Confirmation Signature, and keep this card until the Project Guarantee Deposit is refunded after the festival, as a proof that you have completed the duty of Cleaning Check.
Certificate of Exemption from Fire Safety Inspection	Projects exempt from Fire Safety Inspection	<ul style="list-style-type: none">• This certificate is a proof that your project does not need to take Fire Safety Inspection. Please post this certificate at your project place during the May festival.
Temporary Staff Attendance Card	All projects	<ul style="list-style-type: none">• This card covers necessary information for the dispatch of Temporary Staff. Please be sure to bring it with you at the reception time.

Schedule for Day 0

• Day 0 refers to the day before the festival, May 23rd (Fri.).



Schedule for Day 1 and Day 2



Most Important Matters

- **Do not carry out actions not written on “Almighty vol. Fes in English” or not permitted on “Certificate of Project Registration (企画登録証)”**
- **Please follow instructions from the Committee when carrying out your project.** This includes all instructions provided in handouts, contents discussed via Inquiry, and warnings given by Committee members during the festival.

Responsibilities of Project Managers

- During May Festival, **please comply with “Manager Duties” (→[p. 65](#)) and make sure that your project follows “Project Duties” (→[p. 65](#)).**
- Please review this handout and other documents to make sure that you follow the matters written on them.
 - » If you violate the rules, your project may be subject to Measures or Punishments (→[p. 66](#)).
- During May Festival, please always carry devices such as mobile phones so that **you can answer calls from the Committee and check messages via Inquiry.**
- Please keep **all your project members** informed of any notices or messages from the Committee. If you are inviting any external entities, you must also let the invitees know about the arrangements with the Committee.
 - » Please note that your project will bear full responsibility for the actions of the invitees.
- Please make sure that both project managers share information with each other, so that both managers can respond to questions or instructions from the Committee members.

Actions that Need the Committee’s Permission

- Projects can only carry out actions permitted on “Certificate of Project Registration”.
- In particular, please note that the following actions require the Committee’s permission: **serving food or drink, handling money with visitors, conducting activities related to external entities, and collecting personal information.**
- If you violate the Committee’s regulations or the contents of “Certificate of Project Registration”, your project may be subject to Measures or Punishments (→[p. 66](#)) even if the action itself is permitted by the Committee.
- Unless permitted by the Committee in advance, **you cannot carry out actions related to May Festival outside the permitted place and time written on “Certificate of Project Registration”.**
 - » In particular, the following actions outside the permitted place and time are prohibited as they may interfere with the flow: **practicing for performances, taking photos involving many people, and distributing numbered tickets.**
- **In case you wish to make any changes to the contents on “Certificate of Project Registration” during May Festival, please come to the Headquarters Reception A (→[p. 17](#)) with the Japanese version of the Certificate.**
 - » Please note that changes may not be permitted in some cases.
- Please refer to “3. Carrying Out Your Project” (→[p. 36](#)) for detailed precautions regarding each action.

In an Emergency

Emergency Contact

Emergency Contact: 03-5841-7977

- In case of an emergency, please contact the Emergency Contact above.
 - » Unless it requires urgent action, please refrain from contacting the Emergency Contact even if the Basic Contact or Committee Headquarters Contact does not connect.
- **As a general rule, the Committee will report collectively to the police, emergency services, and fire department.**
 - » **In case you report to them, please notify the Committee as soon as possible.**
- In an emergency, please prioritize your safety at all times.

In Each Case of Emergency

Injured / Intoxicated Person

- Please guide them to the nearest Information Center. If that is difficult, please contact the Emergency Contact for instructions.
 - » When contacting the Committee, please provide the location, the project name, and the current situation.
 - » For details on how to deal with an intoxicated person, please refer to "Precautions on Serving Alcohol" (→[p. 38](#)).

Incidents such as Assault, Theft, and Suspicious Person or Object

- Please contact the Emergency Contact for instructions.
- Keep yourself safe at first.

Fire

- Immediately contact the Emergency Contact and provide **the location, the project name, and the current situation.**
- Please alert the people around you about the fire, **suspend the project, immediately ① stop using any electric appliances and unplug them, ② turn off the fire, close the main gas valve, and keep visitors and project members safe.**
 - » If a fire occurs at a nearby project, please take the same actions.
 - » After suspending your project, please do not restart the project until the Committee instructs you to.
- Please use the fire extinguisher to bring the fire under control if possible.
 - » Even if you successfully extinguish the fire, you must report it to the Committee.

Earthquake

- **Immediately ① stop using any electric appliances and unplug them, ② turn off the fire, and close the main gas valve.**
- **Suspend your project** in case of earthquakes with intensity over 4, or long earthquakes with intensity 3 or less.
 - » Even in other cases, when the Committee tells you to suspend your project, please do so.
 - » After suspending your project, please do not restart the project activity until the Committee instructs you to.
- **The May Festival will be suspended** in case of an earthquake with intensity over 5 and serious damage occurs, and evacuation instructions will be given.
 - » The decision of suspending May Festival will be made by the Committee. Follow the instructions and evacuate to the nearest evacuation site.
- If serious damage occurs and it is determined that continuing the festival is impossible, **the May Festival will be discontinued.**
- In case of an earthquake, as long as there are no severe injuries or fire, there is no need to contact the Committee.

Severe Weather

- If the weather is severe, some restrictions may be put on carrying out the projects. Please follow the instructions by the Committee.
- In case of strong winds, the Committee may take Measures such as temporarily suspending projects, or instruct you to lower your tents / lay down signboards.

Campus Management System

- The May Festival Standing Committee will manage the campuses and project activities during May Festival.
- To ensure the stable operation of the festival and the safety within the campus, the Committee may give orders even on actions that are not directly related to the projects' affairs.

Open Hours for Visitors

Hours 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 9:00 AM - 6:00 PM

- The festival is open for visitors, both on campus and online, **from 9:00 AM to 6:00 PM on both days.**
- Except for the open hours for visitors, the official website may be inaccessible due to maintenance or other reasons.

Open Hours of Campus

Hours 23rd (Fri.) (Day 0) 12:00 PM - 8:00 PM
24th (Sat.), 25th (Sun.) (Day 1, Day 2) 7:00 AM - 8:00 PM

- On the 23rd (Fri.) (Day 0), projects are allowed to be on campus **from 12:00 PM to 8:00 PM** to prepare for the festival.
 - » Please note that most faculties have classes in the morning.
 - » If your project needs to start preparing before 12:00 PM, please explain the reason and ask the Committee via Inquiry in advance.
- On the 24th (Sat.) and 25th (Sun.) (Day 1, Day 2), projects are allowed to be on campus **from 7:00 AM to 8:00 PM** for activities related to the May Festival.
 - » On both days, all project members must leave the campus by 8:00 PM unless the Committee has given permission in advance.
 - » However, on the last day of your project, if you do not complete restoring your allocated area to its original state by 8:00 PM, you will need to stay on campus until the restoration is finished.
- Projects are not allowed to clean up their allocated area after the 26th (Mon.).
Please finish your cleanup on the 25th (Sun.) (Day 2).

Open Hours of Indoor Facilities

Hours 23th (Fri.) (Day 0) 1:00 PM - 7:00 PM
24th (Sat.), 25th (Sun.) (Day 1, Day 2) 8:00 AM - 7:00 PM

- On the 23rd (Fri.) (Day 0), projects can use indoor facilities managed by the Committee **from 1:00 PM to 7:00 PM** in general.
- On the 24th (Sat.) and 25th (Sun.) (Day 1, Day 2), projects can use indoor facilities managed by the Committee **from 8:00 AM to 7:00 PM**.
 - » However, since the Committee will start unlocking doors from 8:00 AM, please note that some rooms will not be open yet at exactly 8:00 AM.

Vehicle Entries

- During the period of May Festival, the Committee will manage all vehicle entries. Please read the following notes carefully and inform your project members.
- Projects' vehicles can enter the campus during **12:00 PM - 7:30 PM on 23rd (Fri.) (Day 0) and 7:00 AM - 7:30 PM on 24th (Sat.) and 25th (Sun.) (Day 1, Day 2).**
- During May Festival, **vehicles cannot enter the campus without the Committee's permission.** If your project needs to bring in vehicles onto the campus, please do so according to your "Certificate of Project Registration".
 - » If, during the festival, your project needs to use a vehicle in a way that has not been permitted, please promptly inform the Committee at Headquarters Reception A (→[p. 17](#)).
- During the festival, **riding bicycles and scooters on campus is prohibited.**

Traffic Restrictions During the Opening Ceremony

- The "Opening Ceremony," organized by the Committee, will be held on the Central Stage at the plaza in front of Yasuda Auditorium between 8:30 AM and 9:00 AM on 24th (Sat.) and 25th (Sun.) (Day 1, Day 2).
- In order to prevent visitors from walking away from the Central Stage, streets will be restricted near the Main Gate and along the Ichō Street as follows.
 - » Project managers whose projects use the area around the Ichō Street are **requested to inform their project member of the following traffic restrictions in advance.** We ask for your cooperation to ensure smooth operation of the Opening Ceremony.

Restrictions

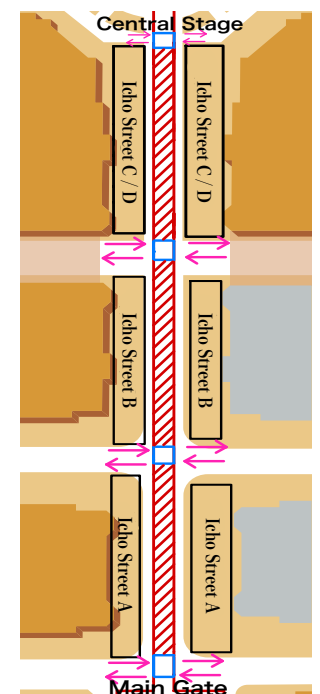
Period 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 8:00 AM - 9:00 AM

Restriction Details (near the Main Gate)

- The large door of the Main Gate will not be available for passage. You can enter only through the small gates on the sides.
 - » As the passage through the Ichō Street will be restricted as shown below, you can enter more smoothly if you enter through the side gate on the same side as the destination when viewed from the Main Gate.
- The restrictions will be lifted at 9:00 AM, but the Main Gate may remain inaccessible even after 9:00 AM, as it may take time to remove the objects used for the restrictions and to clear the crowds of visitors.

Restriction Details (Ichō Street)

- Visitors will pass through the red shaded area. Project members must pass outside the red shaded area.
- When crossing the Ichō Street, please do not cross the red shaded area, and instead go through the area surrounded by the blue line (intersection).**
- To ensure safe and smooth traffic, visitors (east→west) and project members (north→south) will be crossing the blue area (intersections) by turns.** Please follow the instructions of the Committee members as they guide you through the area.



Notes

- Cones and ropes will be placed along the red lines. When crossing Icho Street, please go through the area surrounded by the blue line (intersection) and **do not step over the ropes**.
 - » While visitors are passing through the area marked by the blue line (intersection), project members will not be able to pass through the area. The Committee members will guide visitors as quickly as possible, but you may have to wait for some time.
- If you have received food, ice, etc. purchased through the Committee behind Yasuda Auditorium or behind Yasuda Auditorium near LAWSON, please take a route that does not pass through Icho Street.
- The opening hour of the May Festival is 9:00 AM. Although visitors can enter the campuses before 9:00 AM for the Opening Ceremony, **please do not start your project or solicit visitors until 9:00 AM**.

Precautions

Smoking

- During May Festival, **smoking is prohibited** on campuses. The outdoor smoking area is not available for use.

Alcohol

- All projects are required to follow the **Alcohol Pass System** in order to prevent any trouble such as underage drinking, and troubles caused by drinking. Please see “Drinking Alcohol” <<https://gogatsusai.jp/98/visitor/en/alcohol>> of the official website for details of the Alcohol Pass System.
- **Only projects that are permitted on the “Certificate of Project Registration” are allowed to serve alcohol.** For projects that serve alcohol, please be sure to check “Precautions on Serving Alcohol” (→[p. 38](#)).

Bringing in Alcohol

- Alcohol can only be brought in for the purpose of serving to visitors, as permitted on “Certificate of Project Registration”.
- **Alcohol for purposes other than serving them to visitors are not permitted under any circumstances, including alcohol consumption by the project members themselves.**
 - » Please refrain from drinking alcohol on the campuses even on May 23rd (Fri.) (Day 0).

Purchasing Alcohol

- Please wear the “Alcohol Pass for Visitors” wristband when purchasing or holding alcohol on campuses.
 - » The pass is also required when purchasing alcohol at on-campus stores such as convenience stores and cafes.
 - » Please note that the **“Alcohol Pass for Visitors”** is different from the **“Alcohol Pass for Alcohol Providers”**.
- The “Alcohol Pass for Visitors” is issued **for free at all Information Centers**. To issue the pass, we ask visitors to show their **photo ID that verifies their age**.
- The “Alcohol Pass for Visitors” expires when it is ripped off, given to others, all the checkboxes are filled, or if the visitor is intoxicated and it is no longer safe for them to consume alcohol.
 - » Alcohol Pass can be reissued at all Information Centers. If you wish to have your Alcohol Pass reissued, please bring your expired Alcohol Pass and a photo ID that verifies your age.

Theft

- Thefts are common every year during May Festival. Please prevent thefts on your responsibility by always keeping valuables with you and putting belongings where you can see them.
 - » Theft is particularly common in empty waiting rooms, especially when preparing and cleaning up, so please take extra caution.
- When reporting a theft to the police, please inform the Committee in advance.
- Please note that the Committee will bear absolutely no responsibility for thefts.

Lost Items and Lost Person

- When you find a lost item or you lost something, please come to the nearest Information Center.
- When you find someone who is lost, please guide them to the nearest Information Center.

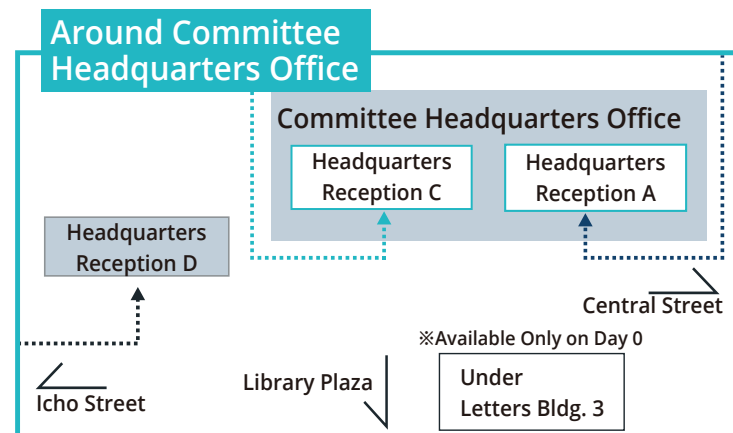
Media Coverage

- Any media coverage related to May Festival require the Committee's permission, even if the media only covers certain projects.
 - Media coverage includes filming for video sharing services such as YouTube and TikTok or public social media accounts such as Instagram and X.
- A media reporter permitted by the Committee will have a "Press Pass (取材許可証)" down their neck. When accepting a media coverage inquiry, please make sure that the person has their "Press Pass".
 - Please do not accept media coverage from individuals or organizations that do not have a "Press Pass".
- If you receive a request for coverage from an individual or organization that is not wearing a "Press Pass", please inform them to get permission at the Committee Headquarters Office.
 - If they continue to film after being told this or if you find an individual or organization covering any project without a "Press Pass", please contact the Committee Headquarters Contact (080-6321-1342).
- If you find an individual or organization that is forcibly continuing coverage against the will of the project, please contact the Committee Headquarters Contact regardless of whether they have a "Press Pass".

Where to Find the Committee

Committee Headquarters Office

- During May Festival, the Committee Headquarters Office will be **next to Letters Bldg. 3**.
- At the Committee Headquarters Office, you can find Receptions A, C and D, where the following services are available.
 - Headquarters Reception B will be a reception for media coverage.



Headquarters Reception A

- ♦ **Answering questions and consultations about your project**
 - Also, please feel free to call the Basic Contact (→ [p. 19](#)) for help.
- ♦ **Answering questions on activities that require the Committee's permission**
 - If you wish to make any changes to actions that require the Committee's permission, please bring the **Japanese version of your "Certificate of Project Registration"** to the reception.
- ♦ **Selling "Ice Tickets" and containers on the days of the Festival**
 - We do not have much stock, and there are some notes regarding purchase. Please refer to "Picking Up Goods" (→ [p. 22](#)) for more details.

Headquarters Reception C

- ♦ **Reception of Temporary Staff**
 - The reception time for Temporary Staff varies by project. Please refer to "Temporary Staff Attendance Card" for the designated time of each project.

Headquarters Reception D

- ♦ **Borrowing cleaning tools and receiving garbage bags**
 - Please refer to "Picking Up Goods" (→ [p. 22](#)) and "Goods Pickup Card" for more details.

Garbage Sorting Site for Projects

Place **South Side of Yasuda Auditorium, In Front of Co-op Shop 2**

- We will collect garbage from projects and give out additional garbage bags here.
- As a general rule, we will not collect garbage that is not registered on your "Certificate of Project Registration".**
- All garbage from projects during the May Festival will be gathered here. **Please do not throw away your project's garbage in the university's regular garbage cans and garbage collection spots, or in Garbage Stations for visitors.**
 - However, garbage from **personal eating or drinking that is unrelated to your project** must be thrown away at Garbage Stations for visitors.

Information Centers for Projects

Place **Medicine Plaza Information Center**
Engineering Plaza Information Center
Faculty of Agriculture Information Center

- Projects can borrow cleaning tools and receive garbage bags.
 » Please refer to “Picking Up Goods” (→[p. 22](#)) and “Goods Pickup Card” for more details.
- For any questions or concerns about your project, please call the Basic Contact on the phone or come to Headquarters Reception A. Please note that the Information Centers for Projects cannot answer your questions about your project.

Other Information Centers

- In addition to the Information Centers for Projects, there will be several Information Centers for visitors, which are not available for project support.
- Information Centers will distribute official brochures, deal with lost items and persons, give accessibility support, issue “Alcohol Pass for Visitors” and answer questions from visitors. If you find a visitor who needs help, please guide them to the nearest Information Center.
 » Please check the “Campus Map” (→[p. 72](#)) to see the locations of Information Centers.

Washing Place

- We will set up a washing place to maintain hygienic food and drink service. Please refer to “Handling Food and Drink” (→[p. 36](#)) for more details.

How to Contact the Committee

- If you have questions about your project during the festival, please **call the Basic Contact on the phone** or **come to Headquarters Reception A** as a general rule.

Phone Contact

- **We strongly recommend that both project managers add the following three phone numbers to their contacts.**

Basic Contact

Hours **23rd (Fri.) (Day 0) 12:00 PM - 8:00 PM**
24th (Sat.), 25th (Sun.) (Day 1, Day 2) 7:00 AM - 8:00 PM

Basic Contact : ()

- As a general rule, please call the number above when you wish to contact the Committee on the phone.
- The contact address of the Committee member differs depending on the project.
Please check the Basic Contact number and note it down on this page and the front cover of this handout.
- The Committee member may not be available outside of the hours above.

Committee Headquarters Contact

Hours **23rd (Fri.) (Day 0) 12:00 PM - 26th (Mon.) 12:00 PM**

※ Available 24 hours during the festival.

Committee Headquarters Contact : 080-6321-1342

- Please call this number in the following cases:
 - ◆ When the Basic Contact is not available
 - ◆ When you want to contact the Committee outside of the available hours of both the Basic Contact and Headquarters Reception A
 - ◆ When you want to contact the Committee urgently, but excluding serious emergencies such as accidents, fires or injuries

Emergency Contact

Hours **23rd (Fri.) (Day 0) 12:00 PM - 26th (Mon.) 12:00 PM**

※ Available 24 hours during the festival.

Emergency Contact : 03-5841-7977

- Call this number when there is a serious emergency, such as accidents, fires or injuries.
- **Do not call this number for any other purposes.**
 - » Unless it requires urgent action, please refrain from contacting the Emergency Contact even if the Basic Contact or the Committee Headquarters Contact does not connect.

Visiting the Headquarters

Hours 23rd (Fri.) (Day 0) 12:00 PM - 8:00 PM
24th (Sat.), 25th (Sun.) (Day 1, Day 2) 7:00 AM - 8:00 PM

- At Headquarters Reception A, we will answer questions about carrying out your project.
- If you wish to make any changes to actions that require the Committee's permission, please come to the Headquarters Reception A with **the Japanese version of the "Certificate of Project Registration"**.
- Please refer to "Where to Find the Committee" (→[p. 16](#)) for more details.

Restriction of Inquiry

- **Projects cannot send inquiries to the Committee from 23rd (Fri.) (Day 0) 12:00 PM to 26th (Mon.) 12:00 PM.**
- The Committee will still send you important notices via Inquiry in the period above. Please make sure that you can check your Inquiry at all times on your phones or other devices.
 - » Just before the festival and during the festival, the Committee will send you important notices about the following day's procedures. Please make sure to check them.
- Before 23rd (Fri.) (Day 0) 12:00 PM and after 26th (Mon.) 12:00 PM, please use Inquiry to contact the Committee. If you wish to talk on the phone or in person, please contact the Committee via Inquiry in advance.

Temporary Staff Dispatch

Precautions

- **The Temporary Staff member from your project does not need to be a project manager.**
 - » Project managers should share information about the Temporary Staff System written in this handout with the Temporary Staff member.
- The Temporary Staff member should wear clothes and shoes that they do not mind getting dirty, and are easy to move around in.
- **Please bring only minimum valuables, as there will be no place to store your belongings during your duty.**
- In case the Temporary Staff member cannot attend on the assigned time, please call **Temporary Staff Support (090-8182-7088)** or come to Headquarters Reception C immediately.
- Temporary Staff Support and Headquarters Reception C are available from 12:00 PM on 23rd (Fri.) (Day 0).
 - » Temporary Staff Support may not be available from 8:00 PM on 23rd (Fri.) (Day 0) to 7:00 AM on 24th (Sat.) (Day 1), and from 8:00 PM on 24th (Sat.) (Day 1) to 7:00 AM on 25th (Sun.) (Day 2).
 - » Please refer to "Committee Headquarters Office" (→[p. 16](#)) to see the available hours of Headquarters Reception C.
- **Not dispatching the staff may lead to Punishments such as confiscation of Project Guarantee Deposit.**

At the Beginning of Duty

- Please come to the specified place at the time written on the "Temporary Staff Attendance Card". We will assign tasks at the reception.
 - » Please make sure to bring your "Temporary Staff Attendance Card" to the reception.
- Please come to duty on time. Late attendance may be considered absence.

At the End of Duty

- After finishing your duty, **the Temporary Staff member must return to the reception place and receive a "Certificate of Temporary Staff Duty Completion"**.
 - » This certificate proves that your project has completed its duty of dispatching Temporary Staff, so please keep it with you even after the festival until your Project Guarantee Deposit is refunded.
- Please note that the time of your duty may be extended or shortened a little.

2. Preparation

Picking Up Goods

- Please bring your **“Goods Pickup Card”** with you when you receive your goods.
- Please make sure **you can receive all the goods at once** in each pickup location.
- Please refer to “Goods Pickup Card” or “Campus Map” at the end of this handout for a map of the area around the pickup location.
- The pickup time for rental goods, fire resistant sheets, oil absorption sheets, containers, plastic gloves, Stall Decoration Set, cardboard panels, vinyl covers, plywood boards, are all **specified**, meaning it varies depending on the project. Please make sure to check the pickup time written on the “Goods Pickup Card”.

Day 0

※ You cannot receive beverages, oil, food, ice or waste oil can.

Items	Location	Time
Rental Goods (Goods for Tents / Carts / Small Generators / L-Shaped Pop Stands)	Medicine Plaza / Engineering Plaza	12:30 PM - 3:30 PM (Time Specified)
Other Rental Goods	Under Sanshiro Hill	1:00 PM - 5:00 PM (Time Specified)
Fire Resistant Sheet / Oil Absorption Sheet	In front of Co-op Shop 2	1:00 PM - 3:30 PM (Time Specified)
Containers / Plastic Gloves	Behind Yasuda Auditorium	1:00 PM - 3:30 PM (Time Specified)
Stall Decoration Set / Cardboard Panels / Vinyl Covers / Plywood Boards (Including those handed in to the Committee in advance)	Under Letters Bldg. 3	1:00 PM - 5:00 PM (Time Specified)
Wet Wipes (Only projects that serve food and drink)	Headquarters Reception D	1:00 PM - 8:00 PM
Mending Tape	Information Centers for Projects (→ p. 18)	1:00 PM - 6:00 PM
Garbage Bags	Headquarters Reception D	1:00 PM - 8:00 PM
	Information Centers for Projects (→ p. 18)	1:00 PM - 6:00 PM
Cleaning Tools	Headquarters Reception D	1:00 PM - 8:00 PM
	Information Centers for Projects (→ p. 18)	1:00 PM - 6:00 PM

2. Preparation

Day 1 and Day 2

※ You cannot receive rental goods, fire resistant sheet, oil absorption sheet, containers, plastic gloves, Stall Decoration Set, cardboard panels, vinyl covers, or plywood boards on the 24th (Sat.) and 25th (Sun.) (Day 1, Day 2).

Items	Location	Time
Beverages / Oil ※ only on Day 1	In front of Co-op Shop 2	7:30 AM - 9:00 AM
Food	Behind Yasuda Auditorium	7:30 AM - 9:00 AM
Ice	Behind Yasuda Auditorium near LAWSON	7:30 AM - 9:00 AM
“Ice Ticket” (additional sales) ※ only project managers can purchase ※ bring Student ID	Headquarters Reception A	8:00 AM - 4:00 PM ※ beware of sold out items
Containers (additional sales) ※ only project managers can purchase ※ bring Student ID	Headquarters Reception A	8:00 AM - 4:00 PM ※ beware of sold out items
Garbage Bags	Headquarters Reception D	Day 1 8:00 AM - 8:00 PM Day 2 8:00 AM - 7:30 PM
	Information Centers for Projects (→ p. 18)	Day 1 8:00 AM - 6:00 PM Day 2 8:00 AM - 7:30 PM
	Garbage Sorting Site (south side of Yasuda Auditorium, in front of Co-op Shop 2) ※ only for additional distribution	9:00 AM - 7:30 PM
Waste Oil Can	Garbage Sorting Site (south side of Yasuda Auditorium, in front of Co-op Shop 2)	9:00 AM - 5:00 PM
Wet Wipes (Projects that serve food) Mending Tape	Headquarters Reception D	8:00 AM - 8:00 PM
	Information Centers for Projects (→ p. 18)	Day 1 8:00 AM - 6:00 PM Day 2 8:00 AM - 8:00 PM
Cleaning Tools	Headquarters Reception D	8:00 AM - 8:00 PM
	Information Centers for Projects (→ p. 18)	Day 1 8:00 AM - 6:00 PM Day 2 8:00 AM - 8:00 PM

Notes

Rental Goods

- **The pickup time and location varies depending on projects and the type of your rental goods. Please make sure to bring the “Goods Pickup Card” with you to your pickup location.**
- Please make sure to **come with enough people** so that you can pick up all rental goods at once.
- Please carry the rental goods carefully so that they are not damaged.
 - » Especially when carrying heavy goods including fire equipments and tents, please ensure not to drag them on the ground.
 - » Please note that you may be asked to pay for any damage or loss of rental goods.
- If you notice any malfunctions or defects in the rental goods, immediately contact the Committee.

Ice

- You must pick up your ice all at once, not separately. Please receive all of the quantity of ice you have ordered on the morning of each day of the festival.
- If you wish to purchase additional ice, **please purchase an “Ice Ticket” at Headquarters Reception A** and hand it to the ice vendor in exchange for the additional ice at the pickup location (behind Yasuda Auditorium near LAWSON).
- For additional payments, the money will be collected at a later date, but if the additional payment amount can be covered by refunds such as Project Guarantee Deposit, it will be offset during the refund process.
 - » A “Rental and Sales Record (project copy) (当日レンタル・販売記録書 (企画控))” will be issued at Headquarters Reception A. Please make sure to keep it safely until you receive a “Refund Confirmation (返金確認書)” or “Receipt (領収書)” for the additional sales after the festival.
 - » After the May Festival, we will contact you and confirm your purchase via Inquiry.
- The amount of additional ice available for sale on the day of the festival is limited and may sell out early.
 - » Please note that if the Committee sells out the ticket, you will not be able to purchase additional ice through the Committee and you will need to procure ice on your own.
- The item / sales unit / price (tax included) of ice for additional purchase is provided in the table below.

Item	Sales Unit	Price (tax included)	Notes
Block ice (for cooling / shaved ice)	3.75kg	400 Yen	12cm×12cm×26cm
Rock ice (for beverages)	4kg	700 Yen	

Containers (Additional Sales on the Day of the Festival)

- For additional payments, the money will be collected at a later date, but if the additional payment amount can be covered by refunds such as Project Guarantee Deposit, it will be offset during the refund process.
 - » A “Rental and Sales Record (project copy) (当日レンタル・販売記録書 (企画控))” will be issued at Headquarters Reception A. Please make sure to keep it safely until you receive a “Refund Confirmation (返金確認書)” or “Receipt (領収書)” for the additional sales after the festival.
 - » After the May Festival, we will contact you and confirm your purchase via Inquiry.
- The amount of additional containers available for sale on the day of the festival is limited and may sell out early.
 - » Please note that if the Committee sells out containers, you will not be able to purchase additional containers through the Committee and you will need to get containers on your own.
- An overview of the containers available for additional purchase is provided in the table below.

Item	Sales Unit	Price (tax included)	Size
Square tray	100	880 Yen	220mm×150mm×25mm
Round tray	50	440 Yen	180mm(diameter)×20mm
Deep tray	50	440 Yen	160mm(diameter)×55mm
Food pack	100	770 Yen	127mm×190mm×20mm
Paper cup	100	704 Yen	211mL
Paper bags for churros	100	470 Yen	240mm×90mm
Paper bags for burgers	100	190 Yen	120mm×122mm
Chopsticks	100	239 Yen	210mm

Wet Wipes / Mending Tapes

- One pack of wet wipes will be distributed to each project that serve food and drink.
- One roll of mending tape will be lent per project. **Please ensure to return the tape once used.**

Cleaning Tools

- Brooms, dustpans, mops, and deck brushes are available to borrow.
- In principle, you can borrow one equipment for each tool.
 - » Since there is only a limited number of them, **we strongly recommend that you bring your own cleaning tools.**
- For outdoor projects, all the deck brushes will be rented out all together to the **Cleanup Responsible Projects of each Block**. For Cleanup Non-Responsible Projects, please rent them from the Cleanup Responsible Project in each Block.

Setting Up Your Tent

- The pickup time of goods for tents and the starting time of the Tent Adjustment / Block Meeting on May 23rd (Fri.) (Day 0) are as follows.
- The pickup time, location, and starting time of the Tent Adjustment varies depending on your project place. Please be sure to check your allocated time.
 - » These schedules are a rough estimate and may vary slightly.
 - » Please receive your goods for tents at **the Medicine Plaza for the ● red circle and at the Engineering Plaza for the ● blue circle**. Please refer to "Goods Pickup Card" for more details.
- Please gather at your project place at the starting time of the Tent Adjustment and Block Meeting.
- The Committee member will tell you the starting time of the Block Meeting during the Tent Adjustment.

Outdoor Block	Pickup Time of Goods for Tents	Tent Adjustment / Block Meeting
N/A	12:30 PM - 1:30 PM	1:30 PM - 2:45 PM
● Engineering Plaza A / E / F	1:30 PM - 2:30 PM	2:45 PM - 4:15 PM
● Itomon Street A, Akamon Street B ● Engineering Plaza B / C / D	2:30 PM - 3:30 PM	4:00 PM - 5:30 PM

Pickup of Goods for Tents and Tent Setup

- Please receive your goods for tents and finish the tent setup **by the starting time of the Tent Adjustment.**
- **Please refer to the picture of the tent location sent via Inquiry in advance** and set up your tent at the location assigned to your project.
- During the Tent Adjustment, the Committee will arrange the positions of the tents. **Do not spread the fire resistant sheet until the Tent Adjustment is completed** so that your tent can be moved. **Please setup your project place such as installing your fire equipment after the Tent Adjustment is over.**

Tent Adjustment

- In the "Tent Adjustment", the position of your tent will be arranged for each Outdoor Block with the help of a Committee member.
- Please gather at your project place **with four or more people** so that you can move your tent by **the starting time of the Tent Adjustment.**
 - » The starting time of the Tent Adjustment is a rough estimate. Committee members may be a little early or late due to the schedule, but please remain at your project place.
- When arranging the tents, please follow the instructions of the Committee members.

Block Meeting

- In the "Block Meeting", project managers of projects in the same Block and a Committee member check the necessary information for carrying out projects on the day of the May Festival.
- **Committee members will tell you the gathering time and location of the Block Meeting during the Tent Adjustment.**
- Make sure to bring your student ID and "Cleaning Check Sheet" to the Block Meeting.
- **Please make sure that one of the project managers is at the gathering location by the time the Block Meeting begins**, though you can leave the project place if there is time between the end of the Tent Adjustment and the Block Meeting.
- The Block Meeting will begin even if some projects are absent by the scheduled time. The Committee will bear absolutely no responsibility for any disadvantage due to absence.
 - » In case you miss the Block Meeting, please call the Basic Contact or come to Headquarters Reception A.

Flow of the Block Meeting

- After all project managers in the Block have gathered, please conduct a meeting in the following order, with the guidance by the Committee.

1. Check the flow of the Cleaning Check and the contact information among projects

- Please refer to “Cleaning Check Sheet” and check the flow of the Cleaning Check (→[p. 61](#)) among project managers.
- Please exchange contact information among projects.
 - » This is needed when a Cleanup Non-Responsible Project requests a Cleaning Check to the Cleanup Responsible Project.
 - » Contact information of each project is listed in the “Cleaning Check Sheet”

2. Assign a cleaning area

- Please check the cleaning area of each block described in “Cleaning Check Sheet” and divide and assign the cleaning area among projects in the Block at the discretion of the Cleanup Responsible Project.
- Please note that areas not used for projects such as streets and bushes, may also be included in the cleaning area.
- To prevent troubles, we recommend recording the assigned cleaning area such as by taking photos.

3. Receive “Certificate of Project Registration (企画登録証)” and cleaning cloths from the Committee

- Receive “Certificate of Project Registration” from the Committee member in charge. At the same time, each project will receive two cleaning cloths to use for cleaning rental goods after the festival.

4. Attach the “Outdoor Project Card” to each tent

- The Committee will attach the “Outdoor Project Card” to each tent.
 - » Please do not remove or move the “Outdoor Project Card” during your project, and please dispose of the card individually after the festival.
 - » For projects which selected “Do not allow” for the installation of information signs in the “[20] Registration of Project Information for PR,” the cards will not be attached to your tents.

Stall Decoration Set

- Put up the decoration before you raise the tent.
- Please refer to “How to Make Stall Decorations” for instructions.

Certificates

- Either “Certificate for Use of Fire Equipment” or “Certificate for Use of Heat-Generating Electric Appliances” given at the Fire Safety Inspection must be put up.
- Projects that do not use fire equipment or heat-generating electric appliances must put up “Certificate of Exemption from Fire Safety Inspection”.

Fire Extinguisher

- Must be easily accessible from both inside and outside the tent.
- Make sure that the safety pin is inserted.

Panel Stands

- Install them just beside your project place.
- Store them inside the tent overnight.

Tent

- Projects that serve food and drink **must** always have the curtains lowered on 3 sides.
- Please refer to "Instructions on Rental Goods" when setting up the tent.

Fire Equipment

- Make sure that the correct way is up.
- Fire equipment must not be put outside the tent.
- Keep enough distance between each fire equipment (more than 15cm).
- Keep enough distance between side curtains (more than 30cm), and the decorations (more than 1m).

Heat Insulating Plate

- Make sure that all parts of the table touching the fire equipment is covered with the plate.
- Make sure that the yellow side is up.

Propane Gas

- Must be fixed to the legs of the tent or table.
- Please prepare **your own** curing tape or bailing twine.
- Keep them fixed overnight.
- Make sure that the gas tank, gas hose, and the fire equipment is connected tightly to avoid gas leak.

Oil Absorption Sheet

- Make sure that the gray side is up.
- Must be placed on the fire resistant sheet.

Fire Resistant Sheet

- Spread the sheet after Tent Adjustment.

Installing Outdoor Structures

Period 23rd (Fri.) (Day 0) 3:00 PM - 8:00 PM

24th (Sat.) (Day 1) 7:00 AM - 9:00 AM, 6:00 PM - 8:00 PM

25th (Sun.) (Day 2) 7:00 AM - 9:00 AM

- **Outdoor structures not allowed in the “Certificate of Project Registration” or outdoor structures which safety cannot be ensured, will be moved or removed depending on the decisions by the Committee.**
- **Please do not move or install new structures without special instructions from the Committee during the open hours for visitors** since it may be too crowded and dangerous.
- Please be sure to write **your project ID and phone number of the project manager** on the structures.
- Please install outdoor structures securely so that they will not fall down by the wind. Please fix **panel stands with weights over 36 kg and signboards with weights over 54 kg per one plywood.**
 - » You cannot use plastic bottles as weights.
- Please do not tie structures to facilities managed by the university such as trees, streetlights, or stick them to the ground.
- When you install the outdoor structures, please refer to “How to Install Outdoor Monuments (屋外構造物の作り方)” which is accessible from the home screen of the Web System.

Billposting

- Putting up posters indoors is possible from **3:00 PM on May 23rd (Fri.) (Day 0).**
 - » The Committee may remove or dispose of posters put up before this period without prior notice.
- Putting up posters are only permitted in indoor facilities or floors used for May Festival.
 - » Facilities used for May Festival are outlined in blue on the “Campus Map” (→[p. 72](#)) . You can put up posters in places other than your project place.
 - » However, do not put up posters inside the Yasuda Auditorium, Engineering Bldg. 4, Head Administration Office of Engineering (Reppin-kan), Yayoi Auditorium, and Yayoi Auditorium Annex.
- Please remove posters that your project put up by **7:00 PM on May 25th (Sun.) (Day 2).**
 - » Please remember where you have put up your posters.
 - » You cannot enter buildings after 7:00 PM.
- When putting up posters, please use **a type of tape that can be easily removed without leaving damage.**
 - » **We recommend that you use “Mending Tape” that will be distributed by the Committee during the Festival.**
 - » **Use of tapes with excessively strong adhesion, such as scotch tape and duct tape is prohibited.**
- The Committee may remove posters on the floor or those that are about to come off without prior notice.
- Below are the places where putting up posters are prohibited.

- **Glass**
- Equipment in classroom
- Restroom
- Disaster prevention equipment
- Stair handrail
- Floor
- Ceiling
- Outer wall of buildings
- Streetlight
- On and around installations of the Committee

Precautions Overnight

Cleanup of the Project Place

- **Please lower the tent at night.**
- All items stored inside the tent should be moved to the center. Please make sure to attach a curtain to the front of the tent as well, so that **all four sides are fully covered with curtains.**
- **Please make sure to store panel stands inside the tent, and set them up again after the following day** to prevent them from getting stolen.
- All fire equipment **must be turned off and gas hoses must be disconnected.**
- Electric appliances must be unplugged.
- Propane gas tanks and fire extinguishers **must never be laid down and should be kept upright.**
 - » Propane gas tanks must be fixed to the legs of a desk or the tent.
- Please make sure to fulfill all the items listed in the “Checklist for Outdoor Projects” (→[p. 45](#)).

Storage of Food, Drinks, and Cooking Tools Overnight

- In principle, **do not leave any food at the project place overnight.** From a hygienic perspective, **the Committee may confiscate ingredients that cannot be safely carried over to the next day.**
 - » The sorting of confiscated ingredients will be done at the Garbage Sorting Site by each project on the next morning.
 - » Only unopened ingredients that can be stored at room temperature may be stored at the project place overnight.
 - » **Do not leave ingredients inside coolers, refrigerators, or freezers.**
- **If the Committee finds any cooking tools not allowed by the Committee such as knives** (kitchen knives, food mixers, food processors, and scissors for cutting food), **the Committee will confiscate them.**
- **In principle, the Committee will not return any of the confiscated ingredients or cooking tools.** The Committee will bear absolutely no responsibility for any disadvantages caused by the confiscations.

3. Carrying Out Your Project

Handling Food and Drink

Subject Projects that serve food and drink

Basic Precautions

- **Please do not handle any food and drink in ways different from those written on “Certificate of Project Registration (企画登録証)”.**
 - » The use of ingredients not registered in advance or cooking procedures different from your registration is strictly prohibited. From a hygienic perspective, the Committee may take Measures such as confiscating ingredients or cooking tools.
 - » As a general rule, **do not leave any ingredients at the project place overnight.** From a hygienic perspective, the Committee may confiscate them.
- **In principle, the Committee will not return any of the confiscated ingredients or cooking tools.** The Committee will bear absolutely no responsibility for any disadvantages caused by the confiscations.

Food Preparation and Storage

- Ingredients that should be kept refrigerated must be purchased on Day 1 and Day 2 respectively, and they must not be carried over to the next day.
- Please make sure the lid of the container is shut completely to prevent dust or dirt from getting inside.
- Please make sure ingredients that must be kept refrigerated are stored using the methods permitted on the “Certificate of Project Registration” until just before cooking.
 - » Do not defrost frozen items until just before cooking. Also, **when defrosting, do not defrost them at room temperature, and instead defrost them gradually inside the cooler.**
 - » Defrosted items must be used up immediately, and do not refreeze any items.

Serving Food

- **“Pre-Cooking” (making food beforehand and leaving them there until it gets ordered) is prohibited.**
 - » Selling outside your project place (selling items while walking around the campus), offering food that has been left out for a long time after cooking, and displaying food and drink as samples at your stall are all considered “Pre-Cooking” and are therefore prohibited.
- It is strongly recommended to prepare answers in advance in case visitors ask questions regarding the food and drink you provide, such as those related to allergies.

Preparing the Cooking Environment

Hygienic Condition of Cooks

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

Cooking Place and Equipment

- When cooking, please put up curtains on both sides and the back of your tent.
- Use clean cooking tools and sanitize them frequently.
- The Committee **strongly recommends you take your garbage to the Garbage Sorting Site regularly.**
 - » In particular, garbage involving food waste may lead to hygienic problems when left out for a long time. Please carry them to the Garbage Sorting Site frequently. Do not leave them at your project place overnight.

Washing Place

Period 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 8:00 AM - 7:30 PM

- The Committee will set up washing places (sinks) to maintain hygienic food and drink service.
- Please bring washing equipment (sponge, detergent, etc.) on your own.
- Do not dispose of any solids. When jammed, please contact the Committee Headquarters Contact.
 - » Liquid for drinking must be poured away at the washing place.
 - » Liquid not for drinking (such as chemicals) must be disposed of on your own if not registered in advance.
 - » Please separate liquids and solids before disposing of them in the washing place.
 - » Semi-solid substances (condiments such as sauce or ketchup) of small amount must be disposed of as Burnable Garbage, and dispose of the containers as Vinyl / Plastic. Those of large amount must be disposed of as Unburnable Garbage.
- Do not wash items outside the washing place.
- **Water from the washing place must not be used for cooking.**
- **After 7:00 PM on May 25th (Sun.) (Day 2), washing rental goods at the washing place is prohibited.** Please wipe your rental goods with a wet cleaning cloth.
- Please refer to the table below and use the designated washing place according to your project place.

Washing Place Location	Designated Outdoor Block
West of Engineering Bldg. 1	Engineering Plaza A - C
East of Engineering Bldg. 1	Engineering Plaza D - G
Beside the Bathroom near Akamon Gate	Akamon Street A - C, Itomon Street A

Precautions on Serving Alcohol

Subject Projects that serve alcohol

- In order to avoid underage drinking, alcohol-related accidents and trouble caused by drinking, all projects that serve alcohol are required to comply with the **Alcohol Pass System**.
 - » If you fail to comply with the regulations regarding the handling of alcohol, your project may be subject to Measures or Punishments.

Serving Alcohol

- **Only projects that have been permitted on the "Certificate of Project Registration"** are allowed to serve alcohol.
- Alcohol providers are limited to project members who have signed the "Pledge of Handling Alcohol for Alcohol Providers" submitted at the 3rd Information Session.
- Alcohol providers must wear the **"Alcohol Pass for Alcohol Providers"**.
 - » Giving the "Alcohol Pass for Alcohol Providers" to others is strictly prohibited under any circumstances.
 - » If you want to add alcohol providers after the 3rd Information Session, please contact us via Inquiry.
- When serving alcohol, **please make sure to put a check in the designated section of the "Alcohol Pass for Visitors"**.
- **Alcohol with an alcohol content of 20% or higher cannot be served. When using them as an ingredient for cocktails, please dilute it with other soft drinks in the way and amount permitted on the "Certificate of Project Registration" before serving.**
- When serving alcohol with an alcohol content of 10% or higher, please be especially careful to prevent any trouble.
 - » In particular, please use a measuring cup or such to ensure that the pure alcohol content does not exceed 15g when serving.
- Please do not serve alcohol to visitors who are intoxicated.
 - » If you find a visitor or project member who is intoxicated, please direct them to the nearest Information Center immediately.
- Please adhere to any additional instructions provided by the Committee and the contents outlined in the pledge. **If you fail to comply with them, your project may be subject to Measures such as suspension.**

Bringing in Alcohol During May Festival

- Only alcohol that is permitted in your "Certificate of Project Registration" can be brought in for the purpose of serving to visitors.
- **Alcohol for purposes other than serving them to visitors are not permitted under any circumstances, including alcohol consumption by the project members themselves.**
 - » Please refrain from drinking alcohol on the campuses even on May 23rd (Fri.) (Day 0).
- Alcohol intended to be served to visitors must not be used for any other purposes such as the providers themselves to drink.

Dealing with Intoxicated Person

- If you see a person who is intoxicated, ask if they are okay and guide them to the nearest Information Center.
 - » If the person becomes violent or otherwise difficult to deal with, keep your distance to ensure your own safety and contact the Emergency Contact (03-5841-7977) as soon as possible.
 - » If the intoxicated person is unable to move, have them in a recovery position on the spot and contact the Emergency Contact (03-5841-7977) as soon as possible.
- If you see a intoxicated person who has fainted, do not leave them, but contact the Emergency Contact immediately. Please stay with the person until the Committee members arrive.
- If you consider that the intoxicated person is in a coma or otherwise in a critical condition, call the emergency services. **After calling the emergency services, immediately inform the Emergency Contact (03-5841-7977) that you have called them.**
 - » Characteristics of a coma include unresponsiveness to questions such as “Are you OK?”, a marked decrease in respiratory rate, and dribbling of urine and vomit.

Use of Fire Equipment / Heat-Generating Electric Appliances / Small Generator

Subject Project with fire equipment, heat-generating electric appliances or small generators

- **When using fire equipment, heat-generating electric appliances, or small generators, your project needs to take Fire Safety Inspection on the morning of each day.**
 - » “Heat-generating electric appliances” are electric equipment that generate heat constantly (cotton candy machines, popcorn machines, etc.).
- **Do not use your fire equipment, heat-generating electric appliances or small generators before the Fire Safety Inspection.**
 - » **Do not use your fire equipment even for the purpose of a test operation on the 23rd (Fri.) (Day 0).**

Fire Equipment / Heat-Generating Electric Appliances

- You are permitted to use only the fire equipment and heat-generating electric appliances rented through the Committee or ones permitted on the “Certificate of Project Registration”.
- **Please prepare your own fire ignition tools, such as a lighter.**
 - » Make sure that it has enough gas in it.
- When using them, make sure that at least one project member remains near the appliance.
- **Projects that involve grilling or stir frying must prepare a bowl or a bucket with water on your own** to get rid of the cinder.
 - » Although you can bring cinders in a bowl or bucket of water to the Garbage Sorting Site, it could take a long time to process it. We strongly recommend that you prepare your own strainer and only bring the solid residue to the Garbage Sorting Site.
- To prevent explosion, when using a portable gas burner, avoid placing multiple burners next to each other or putting a metal board on top of the burner.
- If a fire breaks out, shout out to people around you to notify them of the fire, use the fire extinguisher, and contact the Emergency Contact (03-5841-7977) immediately.
 - » In principle, **do not contact the fire department directly.**

Small Generators

- If your project uses a generator, please refer to the handout “Instructions on Small Generators”, which is distributed separately.
- The portable gasoline containers provided with the generators are for transporting purchased fuel (regular gasoline) for the generators.
- **You need to purchase gasoline at a gas station on the morning of each day on your own.**
- Empty the portable gasoline containers every time you buy gasoline and refuel the generator. Do not leave the gasoline containers with gasoline remaining.
- When you refuel gasoline, stop the engine, make sure there are no open flames around the generator, and refuel it in a well-ventilated area.
- Close the portable gasoline containers firmly. Always place them in a well-ventilated area and avoid direct sunlight.

Fire Safety Inspection

Subject Projects with fire equipment, heat-generating electric appliances, or small generators

Time 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 7:00 AM - 10:00 AM

- **Projects without any fire equipment / heat-generating electric appliances / small generators must put the “Certificate of Exemption from Fire Safety Inspection” distributed at the 3rd Information Session on the tent pole from the 23rd (Fri.) (Day 0) to the 25th (Sun.) (Day 2).**
- Projects that use fire equipment, heat-generating electric appliances, or small generators must set them up in the way “Fire Safety Inspection Criteria” writes below, and must take Fire Safety Inspection **from the Committee member with a blue armband.**
- **Do not use fire equipment, heat-generating electric appliances, or small generators until the Committee member puts up the “Certificate for Use of Fire Equipment” or “Certificate for Use of Heat-Generating Electric Appliances”** which shows that the Fire Safety Inspection is done for your project. If you use them before the inspection, your project may be subject to Measures or Punishments.
- Do not remove or reposition the “Certificate for Use of Fire Equipment” or the “Certificate for Use of Heat-Generating Electric Appliances” without permission.
- Many projects tend to take the inspection from 8:30 AM to 9:30 AM, and it may take some time before beginning your project. The Committee members will be around from 7:00 AM, so **we recommend that you begin your preparation early so that you can take the inspection earlier.**
 - » The Committee will bear no responsibility for any delays for the start of your project due to the progress of the Fire Safety Inspection.
- You must take the Fire Safety Inspection not only on Day 1 but **on the mornings of both days.**
 - » On the 25th (Sun.) (Day 2), we will put a new “Certificate for Use of Fire Equipment” or “Certificate for Use of Heat-Generating Electric Appliances” on top of those for the 24th (Sat.) (Day 1).
- After the Fire Safety Inspection, the Committee member will hand out the “Checklist for Outdoor Projects” (→[p. 45](#)).

Fire Safety Inspection Criteria

- If you do not meet the criteria below, the use of fire equipment, heat-generating electric appliances, or small generators are prohibited.
- If you change the propane gas tanks, you must retake the inspection.

Projects with Fire Equipment

- For setting up the fire equipment, also refer to “Tent Image” (→[p. 30](#)).

Fire Equipment

- ☐ The fire equipment is appropriately set up
 - » The right way up, not sticking out from the table, and in no danger of falling off
 - » Placed on a well-ventilated road side, and on a stable surface
 - » The fire equipment is not sticking out of your tent
 - » Accessories are appropriately installed
- ☐ No inflammables in 30cm from the equipment
- ☐ Heat insulating plate covers and protects all parts of the table touching the fire equipment (with the yellow surface above)
- ☐ Enough distance between each equipment, and from curtains and decorations
 - » More than 30cm away from curtains, 1m away from decorations, and 15cm away from other fire equipment if any
- ☐ A bowl or bucket to collect cinder is filled with water just in case

Propane Gas

- ☐ All tanks are securely fixed to the legs of a desk or a tent with bailing twine or curing tape
 - » It is fixed tight and does not easily move
- ☐ Gas hose is properly connected
 - » The hose is inserted properly (up to the red dent) so that it does not easily come off
 - » The end of the hose is clipped with the black clip
 - » The hose is fixed properly so that people will not trip over it

Fire Extinguisher

Fire Resistant Sheet / Oil Absorption Sheet

- ☐ The fire extinguisher is properly placed
 - » It is placed on the opposite side of the fire equipment / small generator and by the aisle
 - » Safety pin for the fire extinguisher is inserted
 - » Does not block the evacuation route, and placed on a stable surface
- ☐ All four corners of the fire resistant sheet are placed under the tent weights
- ☐ Oil absorption sheet is placed over the fire resistant sheet (with the gray surface above)

Projects with Heat-Generating Electric Appliances

Heat-Generating Electric Appliances

- ☐ The electric appliance is appropriately set up
 - » The right way up, not sticking out from the table, and in no danger of falling off
 - » Placed on a well-ventilated road side, and on a stable surface
 - » The electric appliance is not sticking out of your tent
 - » Accessories are appropriately installed
- ☐ No inflammables in 30cm from the appliance
- ☐ Heat insulating plate covers all parts of the table touching the fire equipment
- ☐ Enough distance between each appliance, and from curtains and decorations
 - » More than 30cm away from curtains, 1m away from decorations, and 15cm away from other electric appliances if any
 - » A bowl or bucket to collect cinder is filled with water just in case

Fire Extinguisher / Fire Resistant Sheet / Oil Absorption Sheet

- ☐ All four corners of the fire resistant sheet are placed under the tent weights
- ☐ (If the project uses oil) Oil absorption sheet is placed over the fire resistant sheet (with the gray surface above)
- ☐ (If the project uses a small generator) Fire extinguisher is properly placed
 - » It is placed on the opposite side of the small generator and by the aisle
 - » The safety pin is inserted
 - » It does not block the evacuation route, and placed on a stable surface

Projects with Small Generators

Small Generators

- ☐ The small generator is placed on a flat, stable surface outside the tent
- ☐ The portable gasoline container is placed inside the tent
 - » The container avoids direct sunlight
 - » Enough distance between the container and fire equipment, heat-generating electric appliances, or generators
- ☐ The vent of the small generator is not facing the tent
- ☐ When refueling, the engine of the small generator is turned off and there is no open flame nearby

Checklist for Outdoor Projects

Subject Projects that take the Fire Safety Inspection

- The Committee will hand out “Checklist for Outdoor Projects” to projects that take the Fire Safety Inspection.
 - » Different checklists will be distributed on the morning of Day 1 and Day 2.
- The “Checklist for Outdoor Projects” includes important points to keep in mind during the festival and things to check before leaving. Please refer to it as needed.
- **You do not need to take any checks regarding the “Checklist for Outdoor Projects”.** Refer to the checklist whenever you need.
- Please dispose of the checklist or take it home at the end of each day.

Receiving Money from Visitors

- The only times when you are allowed to receive money from visitors are in commercial transactions and when you receive donations or fundraising.
- **Do not conduct any actions not permitted on your “Certificate of Project Registration”.**
 - » In case you are found conducting actions not permitted on the “Certificate of Project Registration”, your project may be subject to Measures or Punishments.

Commercial Transactions

- **Do not sell items at a higher price than listed in your “Certificate of Project Registration”, or sell any items not listed in the Certificate.**
- We do not recommend any price reduction since it can invite trouble.
 - » When you reduce the price uniformly depending on sales, please be careful not to cause any trouble. Make sure that there is no inconsistency between the projects and visitors, such as by clarifying the price reduction to visitors.
 - » Do not serve free or conduct huge price reduction to prevent trouble.
- Special types of price reductions other than uniform price reduction is permitted only if it is written in your “Certificate of Project Registration.”
- **The Committee strongly recommends that you do not sell early bird tickets.**
 - » Even when you hand out numbered tickets, refrain from receiving money from visitors in exchange for the tickets.
 - » The Committee will bear no responsibility for any troubles caused by selling early bird tickets.
- As a general rule, payment methods other than cash are prohibited unless permitted by the Committee in advance.

Donations and Fundraising

- You are not allowed to force visitors to participate in donations or fundraisings. **Always make sure that it is up to the visitors' discretion whether or not to participate in donations or fundraisings, and that the visitor is clearly notified that it is up to their decision.**

Cases When You Need to Come to Headquarters Reception A

- In the following cases, **please come to Headquarters Reception A with the Japanese version of "Certificate of Project Registration"**. However, you are not allowed to make changes to the content listed on the Certificate, unless necessary.
 - If you wish to exchange money with visitors in ways not listed on your "Certificate of Project Registration"
 - If you wish to raise prices from the price written in your "Certificate of Project Registration" for unavoidable reasons
 - If you wish to sell additional items not permitted in your "Certificate of Project Registration"
 - If you wish to do a special way of discount not permitted in the Certificate (e.g. reductions depending on the result of a game or set discount)

Advertisement

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

Outdoor Advertisement

- You can advertise your project by calling out to visitors or distributing leaflets with a few people, but be careful not to block the path and disturb visitors or other projects.
- You can advertise your project in a large group of around 10 people or with musical instruments or costumes, only if it is allowed in "Certificate of Project Registration".
 - If you carry out such types of advertisement that are not registered in the form "Request on Outdoor Advertisement and Performance (屋外宣伝・パフォーマンス申請)", the Committee may restrict your advertisement.

4. Stage Projects

Carrying Out Stage Projects

Equipment of Each Stage

	Engineering Plaza Stage
Audio Equipment	<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	There will be no lighting equipment.
Recording Equipment	There will be no recording equipment.

Notes on Carrying Out Your Project

- Please abide by the following notes. Also, please make sure that all project members and external invitees are aware of the notes.
- Violations may result in immediate Measures such as suspension or discontinuance of your project.** In addition, your project may be subject to Punishments.
- If any violations are found, the Committee may film, record, or videotape the stage and its surroundings.

Notes

- Any behavior that is against public order and morality is prohibited.
- Please do not act in a way that could damage the equipment (e.g. climb on or put your feet on the equipment).
 - If you deface or damage the equipment, you will be required to pay for the damage.
- Please do not act in a way that may put visitors in danger (e.g. throwing microphones at visitors).
- Please do not bring in equipment that you have not registered.
- Please do not interfere with the execution of other projects (e.g. exceeding the time allocated for your performance).
- Please do not act in a way that the Committee prohibits.

Safety Management

- The Committee may use ropes or other equipment to control the audience.
- The Committee may use sound equipment to make announcements for purposes such as audience control.
- If the area around the stage becomes dangerous due to congestion or other reasons, the Committee may suspend the project by shutting down the audio equipment or other necessary measures, to ensure safety.

In the Event of Emergency Vehicle Entry

- If it is confirmed that an emergency vehicle is entering the campuses and handling an emergency near any stage area, ongoing project activities will be temporarily suspended.
- Project activities will resume once the situation near the stage area is under control and safety has been confirmed.
- In the event of significant delays caused by the emergency vehicle's entry or handling the emergency, we will notify you of the situation and how it will be handled, in person, by phone, or via Inquiry.

In Case of Delays or Severe Weather

- If the project is affected by delays or severe weather, we will notify you in person, by phone, or via Inquiry.
- **Even If a project is suspended or discontinued for any reason, the Stage Project Fee will not be refunded under any circumstances.**

In Case of Delays

- Even if a project is delayed due to equipment problems or other projects exceeding the allocated time, we will not extend the time of your project as a general rule. Please finish your performance by the scheduled end time of your project.

In Case of Severe Weather

- As a general rule, whether or not to cancel your performance in the case of rain will be left to each project. However, the Committee may be forced to take the following actions depending on the situation. We kindly ask for your understanding.

Stage	Situation	Action
Engineering Plaza Stage	Light Rain	Whether or not to cancel your performance in case of rain is left to each project.
	If the backboard looks unsafe due to strong wind or other reasons	The backboard is taken down and the project is suspended or discontinued.
	If the Committee determines that there is a risk of damaging the equipment due to severe weather	The use of equipment is prohibited. ※ You may still perform if you do not use any equipment.

Flow of Projects on the Day of the Festival

- **As a general rule, please conduct your performance according to the details you registered in "[2]Registration of Stage Project Details ([2]ステージ企画詳細登録)".** If any unregistered activities are carried out, we may take Measures such as suspending the performance.

Engineering Plaza Stage

Before the Performance

- Please arrive at the stage **15 minutes before the scheduled start time.**
 - » Please tell a Committee member beside the stage that your project has arrived.
- The tent for projects beside the stage can be used as a luggage storage and quick clothes change area for preparation only within your project time.
- Please come to the tent for vendors beside the stage if you wish to operate the audio equipment.
 - » If a project member is operating the audio, please bring your own playback device such as a PC or smartphone. Please note that projects must prepare earphone jack adapters on their own.
 - » **CDs cannot be used.**

During Your Performance

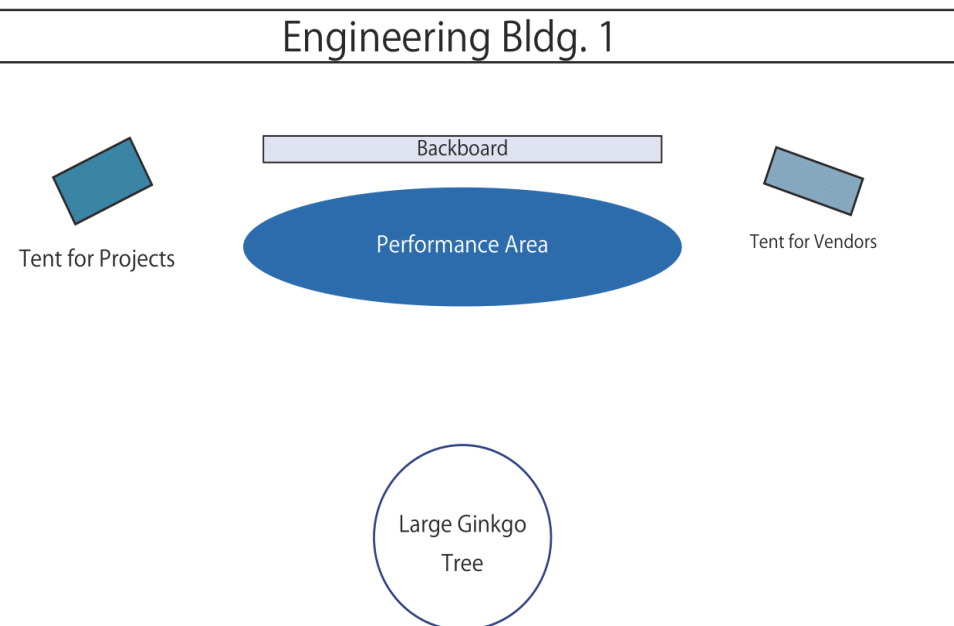
- During your performance, a Committee member will be stationed.
- To deal with any problems, please make sure that a project member who understands the content of the project remains in the tent for vendors beside the stage.

End of Your Performance

- **Please clean up and leave the stage and the tent for projects by the scheduled end time of the performance.**
 - » If you continue your performance beyond the scheduled end time, we may stop the sound cast or take Measures to suspend the performance.
- Even if the project is temporarily suspended due to a problem for safety reasons, we will not extend your project time. Please be sure to finish the cleanup within the allocated time.

Stage Layout

Engineering Plaza Stage



Notes on Rehearsal

- The place and time of the rehearsal is written on the "Certificate of Project Registration (企画登録証)".
- Please arrive at the stage where the rehearsal will be held at least **5 minutes before** the rehearsal starts.
- Audio equipment and band equipment may be used if you use it with low volume.
- Even if your project is delayed due to equipment problems, schedule overrun by other projects, etc., we will not extend your rehearsal time. Rehearsals must be completed by the scheduled end time of your rehearsal.
- **The waiting room is available until 7:00 PM** at the latest.
 - » You cannot re-enter the waiting room after 7:00 PM.
 - » Open hours of the campus is **until 8:00 PM**, so please leave the campuses promptly after use.

Common Dressing Room

Place **Men's Common Dressing Room:**
Law & Letters Bldg. 1 (East), 4th Floor, Room Law 19th
Women's Common Dressing Room:
Law & Letters Bldg. 1 (East), 3rd Floor, Room Law 27th

Time **23rd (Fri.) (Day 0) 3:00 PM - 7:00 PM**
24th (Sat.), 25th (Sun.) (Day 1, Day 2) 8:00 AM - 7:00 PM

- During May Festival, common dressing rooms will be open for **changing purposes only**.
- Please use it mainly if your project does not have sufficient or allocated waiting rooms.
- Rehearsals and the use of electricity inside the room are prohibited.
 - » Please avoid staying in the common dressing room for long periods of time.
- The Committee will bear no responsibility for any damage caused by theft due to luggage left in the room. In particular, **do not leave valuables behind under any circumstances**.
- We may suspend the use of common dressing rooms in case of extremely poor usage conditions.

Notes on the Use of Waiting Room

Subject Projects that use a waiting room

Before Using the Waiting Room

- When you start using the waiting room, please ask to unlock the door at **Headquarters Reception A**. The waiting room will be unlocked with a Committee members' escort.

Notes for Use During Allocated Time

- Research activities will continue during the May Festival. Please be careful not to disturb people who engage in the research activities by making noise.
- Please do not extend the time you use the waiting room. A Committee member will accompany you and lock the room at the end of the use.

After Use

- **You are required to undergo a Cleaning Check.**
 - » Please refer to "Cleaning Check Sheet" for details.

Equipment

- Please handle equipments carefully to avoid staining, damage, or loss.
 - » If any equipment is damaged, you may be asked to pay for it.
- Before you start using the room, we strongly recommend that you take pictures of its condition.
- Please do not touch any equipment or wiring in the classroom that you are not permitted to use.

Desks, Chairs, Podiums, etc.

- Movable desks, chairs, etc. may be moved freely within the classroom, but must be returned to the same position as before.
- These items may not be moved out of the classrooms.

Crime Prevention

- Please avoid keeping the waiting room vacant when the door is unlocked.
- To prevent theft, please ensure that you carry all valuables and keep your belongings with you, and take anti-theft measures.
 - » The Committee will bear absolutely no for any theft. We ask for your understanding in advance.

Use of Electric Appliances

- **Please do not use any electric appliances that is not listed as permitted to use on "Certificate of Project Registration".** Unauthorized use may trip the breaker and interfere with the use of other projects.
- As a general rule, you are not allowed to use electrical outlets located outside of the allocated areas.

5. Cleaning Up

Returning Goods

Items	Location	Time
Rental Goods (Goods for Tents / Carts / Small Generators / L-Shaped Pop Stands)	Medicine Plaza / Engineering Plaza	Day 2 5:00 PM - 8:00 PM
Other Rental Goods	Under Sanshiro Hill	Day 2 5:00 PM - 8:00 PM
Waste Oil Cans	Garbage Sorting Site	Day 1, Day 2 9:00 AM - 7:30 PM
Cleaning Tools	Headquarters Reception D	Day 0 1:00 PM - 8:00 PM Day 1, Day 2 8:00 AM - 8:00 PM
	Information Centers for Projects (→ p. 18)	Day 0 1:00 PM - 6:00 PM Day 1 8:00 AM - 6:00 PM Day 2 8:00 AM - 8:00 PM

Rental Goods

- **The return location varies depending on projects and rental items. Please refer to the “Goods Pickup Card”.** The return location for each rental item is the same as the pickup location.
- Please be careful not to damage the rental goods when carrying them.
 - » Please do not drag heavy items, especially fire equipment and tents.
 - » Please note that you may be required to pay for any damage or loss of rental goods.
- For smooth returns, please have the same project member who picked up the items return them.
- Congestion is expected after 5:30 PM. Please return your items promptly after your project is finished.
 - » When returning rental goods, we will check your project ID. Please check documents such as the “Goods Pickup Card”, and make sure that the members returning the item know their project ID.
- **Please return all items in one go** at each specified return location.

Goods for Tents / Carts / Small Generators / L-Shaped Pop Stands

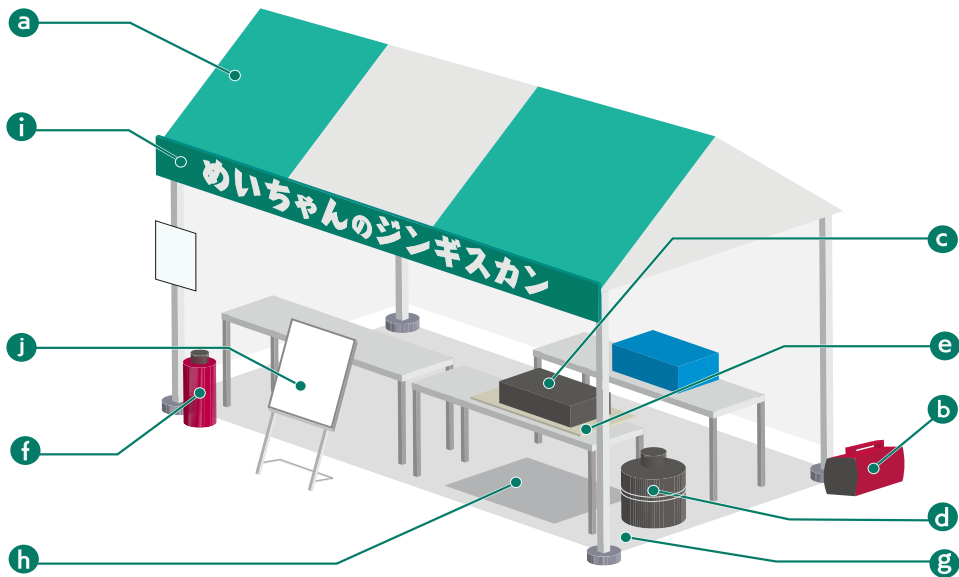
- The items include tents, tent weights, side curtains, roof curtains, carts, and small generators (including portable gasoline containers and rainproof roofs).
- Even if there is gasoline remaining in the small generator and portable gasoline containers, **please return them as they are.**
- **Please fold the tent curtains properly at the project place before returning them.**

Other Items

- Please clean the fire equipment and cooking tools such as pots with wet cleaning cloths at your project place before returning them.
 - » You cannot wash your rental goods at the washing place (→ [p. 38](#)) later than 7:00 PM on the 25th (Sun.) (Day 2).
 - » Please do not wash heat insulating plates with water, but lightly wipe them clean.
- The fire resistant sheet is not a rental item. Please dispose of the sheet as Unburnable Garbage at the Garbage Sorting Site.
- Please dispose of cleaning cloths as Burnable Garbage.

Taking Down Your Tent

- Precautions when taking down your tent for each item are listed below.
- Please clean up properly for each item.



Name	Return/Disposal	Notes
a. Tent	Return at Medicine Plaza, Engineering Plaza	• Refer to the “Instructions on Rental Goods” for how to fold the tent curtains properly.
b. Small generator (including portable gasoline container and rainproof roof)		
c. Fire Equipment	Return at under Sanshiro Hill	• Clean it with a wet cleaning cloth before returning. We will distribute cleaning cloths at the Block Meeting (→ p. 27).
d. Gas Tank		• Please return it without disposing of it.
e. Heat Insulating Plates		• Wipe off any stains lightly before returning.
f. Fire Extinguisher		

Name	Return/Disposal	Notes
g. Fire Resistant Sheet	Disposal	• Be careful not to spill oil on the ground while folding the sheet , and then put it into a garbage bag. » If you spill oil on the ground, you have to clean the ground. » Please dispose of it as Unburnable Garbage .
h. Oil Absorption Sheet		
i. Stall Decoration Set		• Please separate them as follows. ◆ Cardboard Panels : Cardboard ◆ Vinyl Tapes, Vinyl Cover : Vinyl / Plastic ◆ Tapes : Unburnable Garbage
j. Other Rental Items (e.g. panel stands)	Return at under Sanshiro Hill ※ Return L-shaped pop stands at Medicine Plaza / Engineering Plaza	

Disassembling Outdoor Structures

Hours 25th (Sun.) (Day 2) 6:00 PM - 8:00 PM

- In principle, please disassemble outdoor structures at the location where they were installed.
 - » When doing so, please be careful not to interfere with other projects’ cleanup or block paths.
- If you would like to disassemble outdoor structures earlier than the available hours for disassembling due to special circumstances on the day of the festival, please ask a Committee member at Headquarters Reception A promptly.
 - » If you have requested in advance and were permitted by the Committee, you do not need to ask the Committee.
- If you fail to remove the outdoor structures within the hours above, your project may be subject to Punishments (→[p. 68](#)).

Garbage Disposal

Place Garbage Sorting Site (south side of Yasuda Auditorium, in front of Co-op Shop 2)

Date 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 9:00 AM - 7:30 PM

- ※ The Garbage Sorting Site will be extremely crowded from 5:00 PM to 7:30 PM. We strongly recommend bringing in disposable waste to the Garbage Sorting Site before 5:00 PM.
- On the 24th (Sat.) (Day 1), we will collect garbage from all projects until 4:30 PM, and will not collect garbage from 4:30 PM to 5:00 PM. **From 5:00 PM to 7:30 PM, we will collect garbage only from projects that involve cooking.** Please come to the Garbage Sorting Site at the time specified by the Committee.
- On May 25th (Sun.) (Day 2), we will collect garbage from all projects throughout the day.
- **Do not throw away your project’s garbage in the university’s regular garbage cans and garbage collection spots, or in Garbage Stations for visitors.**
 - » However, **garbage from eating or drinking that is unrelated to your project** should be thrown away at Garbage Stations for visitors.
- In principle, **we will not collect garbage that is not registered on your “Certificate of Project Registration (企画登録証)”.**
 - » We will collect leftover containers without prior registration.
- **Please follow the instructions in the “Garbage Collection Card”. Take necessary steps before disposing of them, and separate your garbage correctly.**
- **If the garbage separation is inadequate, we will ask you to redo the separation process.**
- **Please do not dispose of the rental goods.**

Distribution of Garbage Bags

- When receiving garbage bags, **please bring your “Goods Pickup Card”.**
- Please refer to “Goods Pickup Card” for more details on the distribution location and time.
- We will distribute additional garbage bags for projects that ran out of them.
 - » Please refer to “Picking Up Goods” (→[p. 22](#)) for the distribution location.

Garbage Sorting Category

Sorting Categories	Examples	Notes
Food Waste	Food scraps and leftovers	
Burnable Garbage	Paper scrubs, masks, corn cobs, egg shell, banana peel, grass, cloths	• Chopsticks and skewers must be sorted as Chopstick / Skewer / Toothpick, not as Burnable Garbage.
Vinyl / Plastic	Bottle of oil, Styrofoam, plastic bags, vinyl tapes, partition, vinyl rainshade for Stall Decoration, vinyl cover for outdoor structures, nylon	
Unburnable Garbage	Oil Absorption Sheet, Fire Resistant Sheet, ice pack, aluminium foil, rubber products such as rubber bands, string, tapes such as curing tape, metal, balloon, glass, fluorescent lamp, lightbulb	
Chopstick / Skewer/ Toothpick		
Wood	Plywood, squared lumber	
Cardboard		
Leaflet / Booklet		
Bin		
Can	Beverage can, oil can	
Plastic Bottles		
Cooking Oil	Vegetable oil	• Please soak any oil that is not from deep-fried foods with paper towels or similar materials, and dispose of it as Burnable Garbage.
Special Garbage	Spray can, gas cylinder, battery, chemicals, gasoline, paint, crackers, tile, bamboo, charcoal, cinder, and all others that are not specified in the 12 sorting categories above	• Please dispose of any waste not specified in the 12 sorting categories above as Special Garbage. <ul style="list-style-type: none">» If the Committee has provided specific disposal instructions, be sure to follow them.

- Please leave the remaining ice on the soil in bushes or gutters while making sure it does not interfere with visitors or other projects.
- Liquid for drinking must be poured away at the washing place.
 - » Liquid not for drinking (such as chemicals) must be disposed of on your own if not registered in advance.
 - » Separate the liquid from the solid before washing away the liquid at washing place.
 - » Wipe out the remaining contents of semi-solid items like ketchup and mayonnaise using paper and throw them away as Burnable Garbage. Dispose of the containers as Vinyl / Plastic.

Disposal of Leftover Containers

- Please do not put different types of containers in the same garbage bag.
- We will collect them without prior registration.

Disposal of Cinder

- Cinders stuck on iron plates and other tools, should be thoroughly cooled in a bowl or bucket of water before you bring them to the Garbage Sorting Site, and dispose of them as **Burnable Garbage**.
 - » Please prepare a bowl or bucket on your own.
 - » Although you can bring cinders in a bowl or bucket of water to the Garbage Sorting Site, it could take a long time to process it. We strongly recommend that you prepare your own strainer and only bring the solid residue to the Garbage Sorting Site.

Lending of Waste Oil Can

Place Garbage Sorting Site (south side of Yasuda Auditorium, in front of Co-op Shop 2)

Date 24th (Sat.), 25th (Sun.) (Day 1, Day 2) 9:00 AM - 5:00 PM

- When borrowing waste oil cans, **please bring your “Goods Pickup Card”**.
- If the waste oil cans are filled up, please bring them to the Garbage Sorting Site. We will exchange with new cans.

Cleaning Check

- Please make sure to check the “Cleaning Check Sheet” together.
 - » After Cleaning Check, you will get your “Cleaning Check Sheet” signed by the Committee member or the project manager of the Cleanup Responsible Project. Please keep it safe until your Project Guarantee Deposit is refunded.

How to Clean Oil Stains and Powder Residue on the Ground

- Please use kitchen detergent and a brush to clean oil stains and powder residue like those shown in [Picture 1].
 1. Drop a small amount of detergent on the oil stain
 2. Scrub the oil stain with a wet brush (or a deck brush) as shown in [Picture 2]
 3. Absorb the oil and water with a cleaning cloth or newspaper
 4. Rinse with water
 5. Dispose of the cleaning cloth
- ※ Please do not directly pour water onto oil stains or powder residue.

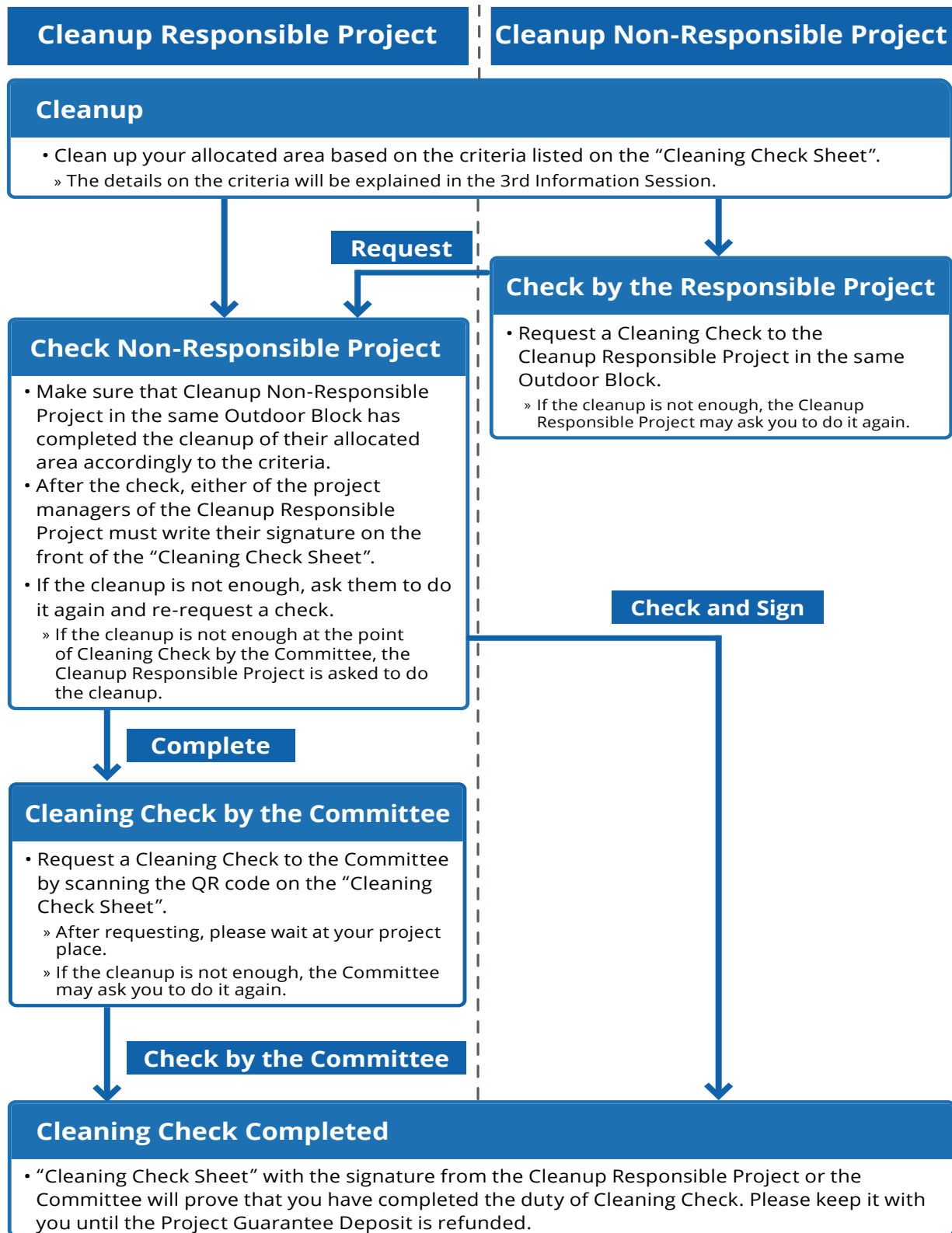


[Picture 1]



[Picture 2]

Cleaning Check Process



6. Documents

Regulations

- Please follow the regulations below when preparing for, carrying out, and cleaning after your project during the festival.
- Failure to comply may result in Measures or Punishments (→[p. 66](#)).

Autonomous Regulations

※ The Autonomous Regulations are especially relevant to **actions related to external entities, handling money with visitors, and collecting personal information**. Take extra caution not to violate the regulation when engaging in these activities, and **do not conduct anything that is not permitted on your “Certificate of Project Registration (企画登録証)”**.

Autonomous Regulations of the 98th May Festival (第98回五月祭自主規律)

1. All projects will be autonomously led by students of the University of Tokyo.
2. Project members and the Committee must 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 should 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 advertising of 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 May Festival.

Project Duties and Manager Duties

※ This is an edited excerpt from the original list of duties. Please refer to “Almighty vol. 1 in English” or “Regulations on Participation” on the Web System for the complete text.

Project Duties

Every project must:

- comply with the law.
 - » Especially, keep in mind the copyright law and laws on handling money and collecting personal information.
- provide manpower for the operation of the May Festival when asked to.
 - » Make sure to fulfill the Temporary Staff duty.
- follow the instructions given by the Committee regarding the operation of the May Festival.
 - » Especially, follow the instructions on “Almighty vol. Fes. in English” and do not engage in actions not permitted on your “Certificate of Project Registration”.
 - » Even when the action is not written on “Almighty vol. Fes in English”, if the Committee determines that the action may disrupt the operation of the festival, the Committee may suspend the action.

Manager Duties

Every project manager must:

- be aware of the content and progress of the project, and be responsible of carrying out the project.
 - check inquiries from the Committee, and respond if necessary.
 - disseminate information from the Committee to all project members if necessary, and ensure that project members comply with regulations and instructions from the Committee.
 - » Always be available to respond to contacts from the Committee, and be able to see your Inquiry inbox.
 - be at the project place while project members prepare, carry out and put away the project during the May Festival. At least one of the two managers must be at the project place. Should both managers leave the project location, they must return as soon as possible when the Committee requests to do so.
- ※ Especially, if the cases below are found, the Committee may take necessary Measures, including the suspension of your project.
- ◆ When there has been a serious problem in your project during the open hours, but neither manager is present at the project place and does not pick up the Committee’s calls.
 - ◆ If the May Festival’s philosophy, that the festival is an autonomous activity done by the students of the University of Tokyo, is significantly ruined by the project, such as when neither manager is present at the project place while a speech by other entities is taking place.

Measures and Punishments

- Projects must abide by the Autonomous Regulations and other rules established by the Committee.
- **Especially, do not carry out actions not written on “Almighty vol. Fes in English” or not permitted on “Certificate of Project Registration”.**
- Please follow instructions from the Committee when carrying out your project. This includes all instructions provided in handouts, contents discussed via Inquiry, and warnings given by Committee members during the festival.
- If your project violate these rules or cause socially unacceptable problems, your project may be subject to Measures during the festival and Punishments after the festival.
- If you fail to check the instructions from the Committee including “Almighty in English”, all Inquiry messages, and instructions on the Web System, your project may be subject to Measures or Punishments and therefore lead to disadvantages. Please review the instructions and understand all rules beforehand.

Measures

- Measures during the festival refers to restrictions imposed on projects by the Committee in cases of violations, accidents or disasters. Measures are categorized into the following four types.
- The following are only some examples; **this does not cover all possible cases where Measures are applied**. Actions other than the ones shown below may also be subject to Measures.

Measure	Content	Examples
Confiscation of Prohibited Items	<ul style="list-style-type: none"> • Supplies that are prohibited or violate the standard are subject to confiscation by the Committee. • The Committee may not return the confiscated supplies back to the projects. The Committee will bear absolutely no responsibility for any of the loss caused by the confiscation. 	<ul style="list-style-type: none"> • When leftover ingredients overnight that cannot be stored at room temperature or are opened are found • When bringing in prohibited cooking tools such as knives are found • When any decorations that violate the standard are found • When the use of unpermitted fire equipment / electric appliances are found

Measure	Content	Examples
Suspension of Prohibited Actions	<ul style="list-style-type: none"> • The Committee will halt actions by projects that violate the regulations or can be dangerous. However, the Committee will not suspend your project itself. 	<ul style="list-style-type: none"> • When unpermitted exchange of money with visitors are found • When unpermitted collection of personal information and manifestations of external entities taking place are found • When actions that put visitors in danger are found
Suspension of the Project	<ul style="list-style-type: none"> • In case where a project has significantly violated the regulations, committed extremely dangerous actions, or caused other serious issues, the Committee will temporarily suspend the project itself. <ul style="list-style-type: none"> » For online projects under suspension, the Committee will block access from “Project Detail Page” on the official website. 	<ul style="list-style-type: none"> • When actions among the examples listed in the “Suspension of Prohibited Actions” that are especially malicious and has a negative effect on the basis of the project are found • When there are earthquakes, fire, or emergence of insect pest and the Committee cannot guarantee that projects can be carried out safely
Discontinuance of the Project	<ul style="list-style-type: none"> • In the event of a violation serious enough to become an obstacle to the stable operation of the 98th May Festival or the following May Festivals, the Committee will ban the project from the 98th May Festival. 	<ul style="list-style-type: none"> • When it is determined that actions that are listed in the “Suspension of the Project” is not expected to be revised • When repeated actions that cause trouble to other projects at a large scale are found • When actions that put visitors in danger physically and mentally are found

Punishments

- Punishments refer to penalties imposed by the Committee after the festival upon violations of the regulations or socially unacceptable issues during the May Festival. Punishments are categorized into the following seven types.
- If your project is subject to Punishments, the Committee will not refund your Project Guarantee Deposit until you fulfill your duty.
- The following are only some examples; **this does not cover all possible cases where Punishments are applied**. Actions other than the ones shown below may also be subject to Punishments.

Punishment	Content	Examples
Publicizing the Violation	<ul style="list-style-type: none"> The Committee will announce the specific violation via "Almighty vol. 4 in English". 	<ul style="list-style-type: none"> When subtle violations are found The Committee will be "Publicizing the Violation" in the case of other Punishments as well
Warning	<ul style="list-style-type: none"> The Committee will notify the project orally and in writing that there has been a violation and will require that the project make improvements. 	<ul style="list-style-type: none"> When you conduct unpermitted actions When you do not follow the instructions from the Committee and conduct actions that disrupt the smooth operation of the festival
Apology Essay	<ul style="list-style-type: none"> The project will be required to submit a document including necessary statements, such as its understanding regarding the violation and its measures to prevent violations in the following May Festivals. 	<ul style="list-style-type: none"> When you conduct unpermitted actions and malicious actions that violate the standards established by the Committee When you conduct actions that undermine the fairness among projects, such as not fulfilling the duty for Punishments When you repeatedly carry out actions that are subject to "Warning"

Punishment	Content	Examples
Confiscation of Project Guarantee Deposit	<ul style="list-style-type: none"> The Committee will confiscate Project Guarantee Deposit (10,000 yen) from the project. <ul style="list-style-type: none"> If the project is designated as an Observed Project, the Observed Project Guarantee Deposit will also be confiscated. 	<ul style="list-style-type: none"> When the Committee finds actions that may disrupt the operation of the May Festival in later years When you conduct actions that would significantly undermine the fairness among projects When you repeatedly conduct actions that are subject to "Apology Paper" and "Warning"
Suggestion of Observation	<ul style="list-style-type: none"> The Committee will suggest that, should a project that can be considered the same as the one in question participate in the next May Festival, the next year's May Festival Standing Committee designate it as an Observed Project. 	<ul style="list-style-type: none"> When you repeatedly conduct unpermitted actions related to external entities or conduct malicious actions that violate the standards established by the Committee When you repeatedly undermine the fairness among projects When you have been subject to the same violation in the past years, but have not revised your actions
Suggestion of Penalty	<ul style="list-style-type: none"> The Committee will suggest that, if the same group participates in the next May Festival, the next year's May Festival Standing Committee give it disadvantages in opportunities such as Place and Time Allocation. 	<ul style="list-style-type: none"> When the violation is so serious that the punishment needs to be strict enough When the project has been subject to the same violation in the past years, but have not revised their actions
Suggestion of Ban	<ul style="list-style-type: none"> The Committee will suggest that the next year's May Festival Standing Committee ban the participation of the same group. 	<ul style="list-style-type: none"> When you conduct serious violations that seem to disrupt the stable operation of the festival When violations are extremely serious, such as when the actions may put many project members and visitors in danger physically and mentally

Barrier-Free Services

Preface

- The Committee prepares necessary services at Information Centers for visitors who need support, including visitors with disabilities, elderly visitors, children, pregnant visitors, and foreign visitors.
 - » At Information Centers, you can borrow wheelchairs, baby carriages, braille pamphlets, and tactile maps. Barrier-free maps are available for you to keep, and written communication services are also offered.
 - » Priority seating is available at the stage and rest areas.
 - » Barrier-free restrooms that are ostomate-compatible and with assistance beds are available on campus.
 - » Baby restrooms are available on campus. If a visitor wishes to use the baby restroom, please guide them to the nearest Information Center.
- **If you see a visitor in need, please inform the nearest Committee member or Information Center.**

If You Find Someone in Need of Support

- Please first speak to the person involved and ask if they need support.
 - » **Even if they have a caregiver, always speak to the very individual.**
- If they do need support, ask what kind of support they need.

Examples of Support

Persons with Visual Impairment

- If you see someone standing still with a white cane, ask if they need support.
- When approaching the person, do not suddenly tap them on the shoulder, but approach them from the front first.
- If you need to guide someone, stand half a step ahead of the person on the opposite side of the person's white cane (or guide dog harness) and tell them to hold onto your elbow.
- During May Festival, many of the braille blocks will be blocked by tents, so please take extra caution when giving directions.
- Please use words like front and behind, left and right, and clock positions (e.g. "in the direction of 9 o' clock") to explain directions.

Persons with Hearing Impairment

- Although it is difficult to tell from the outside, they may be wearing a hearing aid or cochlear implant.
- When speaking a person with hearing impariments, keep the following points in mind.
 - ◆ Speak a little slower with a slightly louder voice and move your mouth clearly
 - ◆ Speak smoothly without separating each word
- If necessary, use other means such as written communication or voice recognition apps.

Persons with Intellectual or Developmental Disabilities

- When speaking with people with these disabilities, please keep the following points in mind.
 - ◆ Speak from the front of the person
 - ◆ Speak slowly, clearly, shortly and use specific expressions (e.g. "five more minutes" instead of "a little more")
 - ◆ Ask yes or no questions (e.g. "Are you looking for the restroom?" instead of "What's wrong?")








Persons with Limb or Balance Disabilities / Wheelchair Users

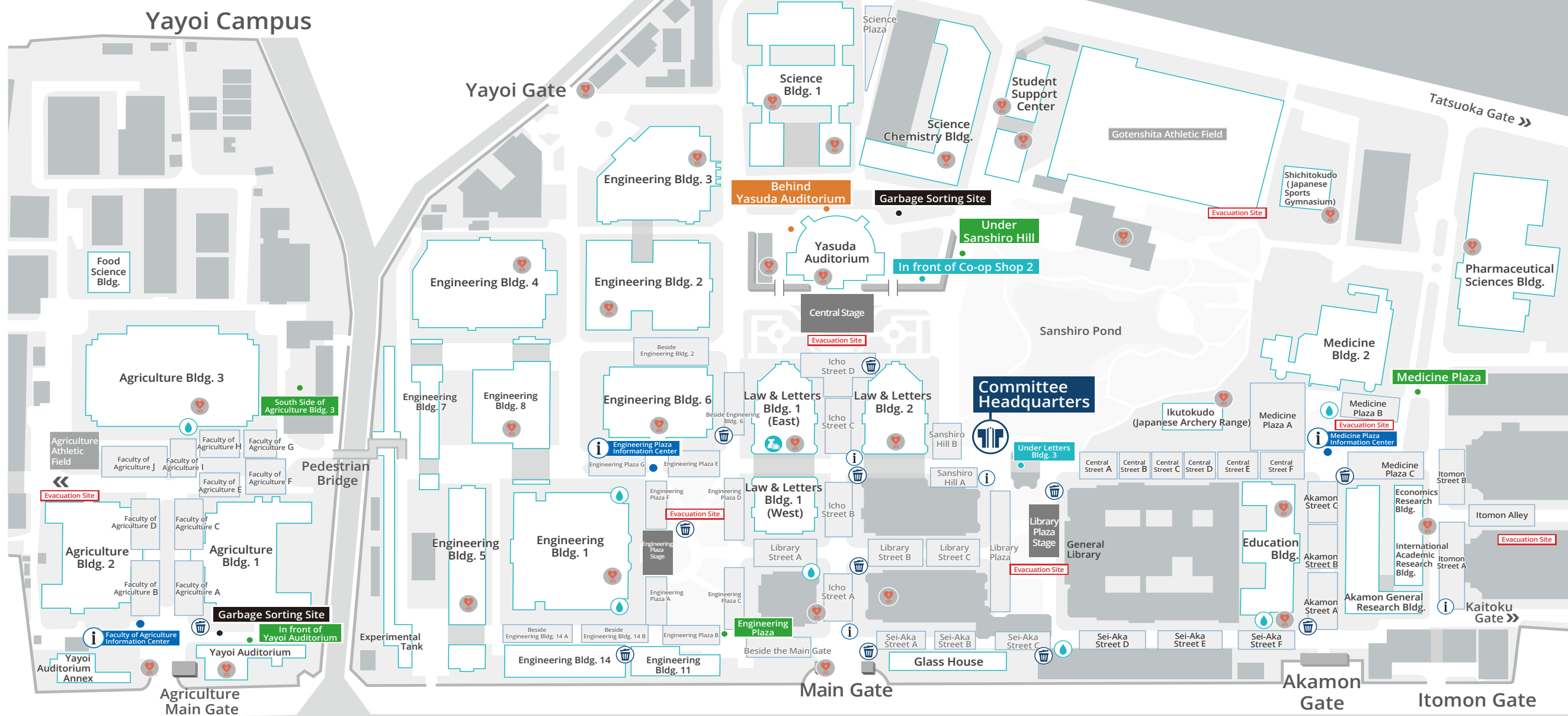
- **Please do not push someone's wheelchair if you have never pushed a wheelchair before. Inform a Committee member instead.**
- If you do push a wheelchair, please keep a good distance between people in the front and watch your step. Walk slowly, and when going downhill, turn backwards and place yourself in front of the wheelchair.
- Some classrooms and aisles on the Hongo and Yayoi campuses is difficult to access with wheelchairs, but do not carry wheelchairs up the stairs, as it may cause accidents. Please ask a Committee member for help.

Other Things to Consider

- Some people with internal disabilities, intractable diseases, or prosthetic legs may wear a help mark (a red mark with a heart and a cross), or may be pregnant and wear a maternity mark. If you see someone wearing one of these marks and are in need of assistance, ask them if they need help.
- For those who have a speech impediment (e.g. stuttering), please act natural and let them finish, without interrupting. If you did not pick up some parts, ask them after they finish.
- For elderly people, speak slowly and in a calm voice, avoiding foreign words. If you are talking with someone with dementia, do not deny everything they say; if you have trouble in the conversation, try changing the subject. Do not give stereotypes on elderly people. Also, be careful not to be overly attentive.

The 98th May Festival Campus Map

-  Headquarters Office
-  Information Center
-  Washing Place
-  Common Dressing Room
-  AED
-  Garbage Station
-  Goods Pickup / Return Location



What to Bring to May Festival

Must-Have Handouts for Managers

Project managers must bring the following handouts during the days of the festival.

- ☐ "Certificate of Project Registration", handed out on the 23rd (Fri.) (Day 0)
- ☐ "Almighty vol. Fes in English" (this booklet)
- ☐ "Goods Pickup Card"
- ☐ "Cleaning Check Sheet"
- ☐ All other handouts in the "Handout Envelope"

All Projects

Please bring your own cleaning tools.

- ☐ First aid kit (plasters, bandages)
- ☐ Around 6 pieces of cleaning cloth
- ☐ Flashlight
- ☐ Scrub brush and detergent

Other Recommendations

- ☐ Coins for change and coin case (for commercial transaction)
- ☐ Colored paper / drawing paper / scissors / box cutters / pens (for making posters)
- ☐ Posters / leaflets
- ☐ Any other items you need for your project

Projects that Serve Food and Drink

- ☐ Ingredients (projects that purchase food from other suppliers than the Committee)
- ☐ Cooking tools (knives or other tools not permitted by the Committee are prohibited)
- ☐ Clean cloth
- ☐ Kitchen detergent
- ☐ Paper towel
- ☐ Apron / kerchief / mask
- ☐ Plastic gloves (Projects that do not purchase them through the Committee)

Projects that Use Fire Equipment / Heat-Generating Electric Appliance

- ☐ A long-reach lighter
- ☐ Bailing twine and curing tape (to secure gas tanks to tables)
- ☐ Bowls or buckets (to dispose of cinder)
- ☐ Wet cleaning cloth (for initial fire extinguishing / cleaning fire equipment)
 - Each project that rent fire equipment through the Committee will receive two pieces of cleaning cloth on the 23rd (Fri.) (Day 0)
- ☐ Gasoline for generators (carried in portable gasoline containers)
 - Purchase gasoline on your own on the morning of each day

ToDo During the Festival

Day Before the Festival

■ Preparation of Your Project: From 12:00 PM

- Tent Adjustment: starting at ()
 - » Have your tent set up and ready
- Block Meeting
 - » Stay at the project place after the Tent Adjustment and wait for the meeting to start

■ Goods Pickup

- Bring your "Goods Pickup Card" to receive your items correctly
 - » Carefully check when and where to receive each item

■ Cleanup: Finish by 8:00 PM

- Attach curtains on all four sides and lower the tent
 - » Only items that are unopened and can be stored at room temperature may be kept overnight; all other items must not be carried over to the next day, even in a cooler

Days of the Festival

■ Preparation of Your Project: From 7:00 AM

- Fire Safety Inspection
 - » Do not use fire equipment, heat-generating electric appliances, or small generators before your project passes the inspection

■ Goods Pickup

- Bring your "Goods Pickup Card" to receive your items correctly
 - » Carefully check when and where to receive each item

■ Cleanup: Finish by 8:00 PM

- Dispose of garbage (until 7:30 PM)
 - » Bring garbage to the Garbage Sorting Site with your "Garbage Collection Card"
- Wash fire equipment and cooking tools
 - » You cannot use washing places after 7:00 PM
 - » Use cleaning cloth to wipe off stains
- Return goods
 - » Check your "Goods Pickup Card" to return your goods correctly
- Disassemble outdoor structures
 - » Start disassembling after the festival is over on the 25th (Sun.) (Day 2)
- Cleaning Check
 - » Follow instructions on the "Cleaning Check Sheet" after you finish using your project place