



The IFF Booklet for The Day 2024



Tent Name

Tent Leader





0 About This Booklet

» About the Publisher

This booklet is published by the Office of Hokkaido University Festival Executive Committee (hereinafter referred to as "the Hokudai-sai Office"), in order to support the smooth preparation of the Tents participating in the International Food Festival (hereinafter referred to as "IFF"), and the Hokkaido University Festival (hereinafter referred to as "Hokudai-sai").

» How to Use This Booklet

There are two types of the IFF Booklet: one is "The IFF Booklet for Preparation (hereinafter referred to as "P-Booklet")" and the other is "The IFF Booklet for the Day (hereinafter referred to as "D-Booklet")".

PLEASE READ EVERY PAGE OF THIS D-BOOKLET VERY CAREFULLY. Many important things you need to know for your food booths on the day of Hokudai-sai are written. If you do not obey those rules, you may be asked to follow the instructions by the Hokudai-sai Staff.

←IMPORTANT! : Please read this part with special attention.

←SHARE! : Please share the information with all the members in your Tent.
It requires everyone's understanding.

It must be noted that the authority for giving penalties is also owned by HUISA, and you must follow the instructions given by HUISA, even if it is not written in this booklet.

» When You Lose This Booklet

When you lose this booklet, basically it cannot be redistributed. If you want the online copy, please refer to the official website for the participants of IFF 2024.

I'm Futto-kun.
Let's enjoy Hokudai-sai with me !



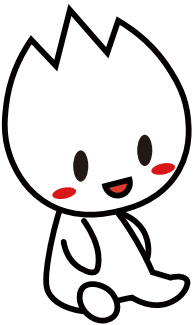
MEMO SPACE

1. To Participate

2. The Rules

3. For Preparation

4. Projects





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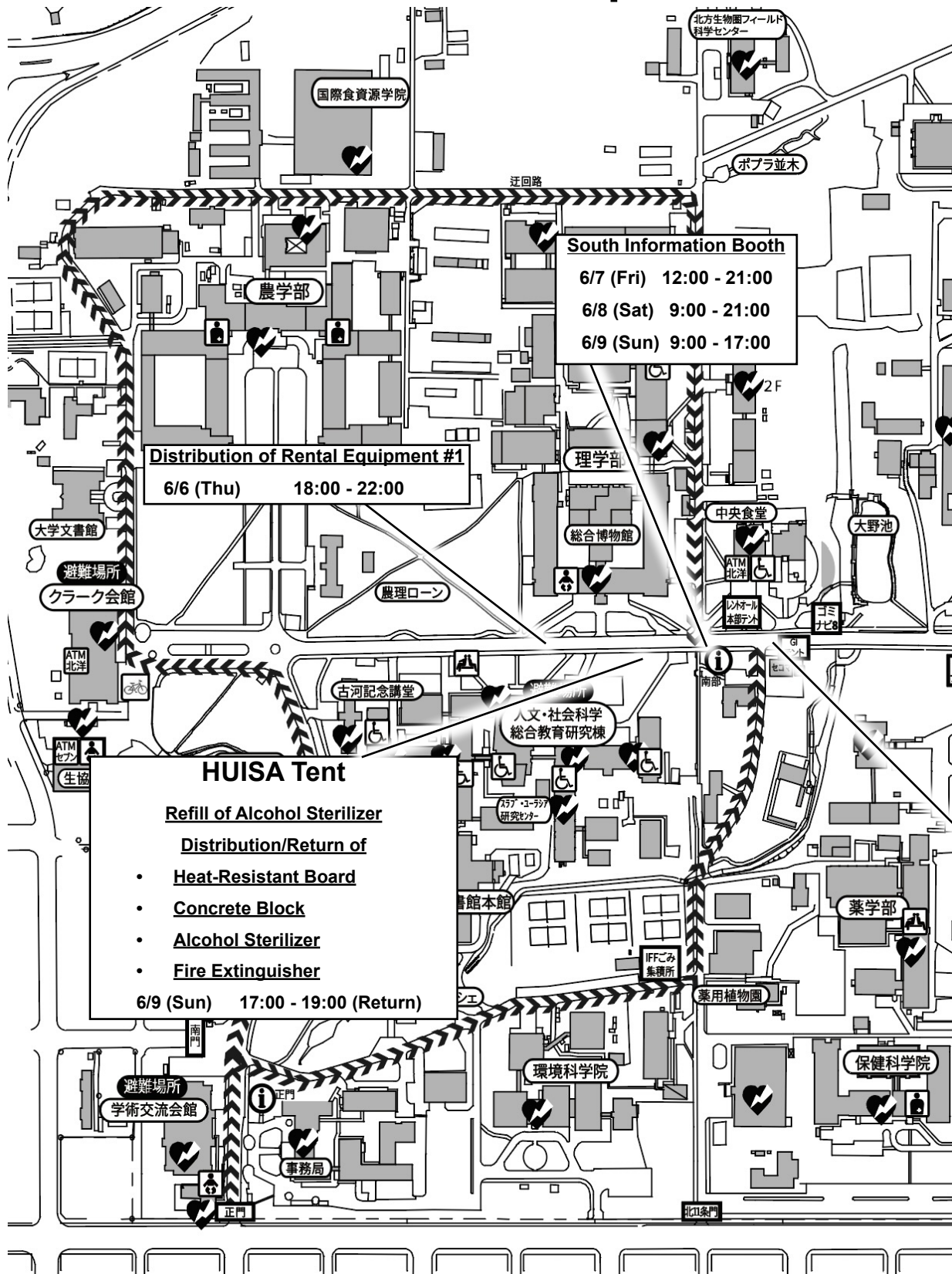
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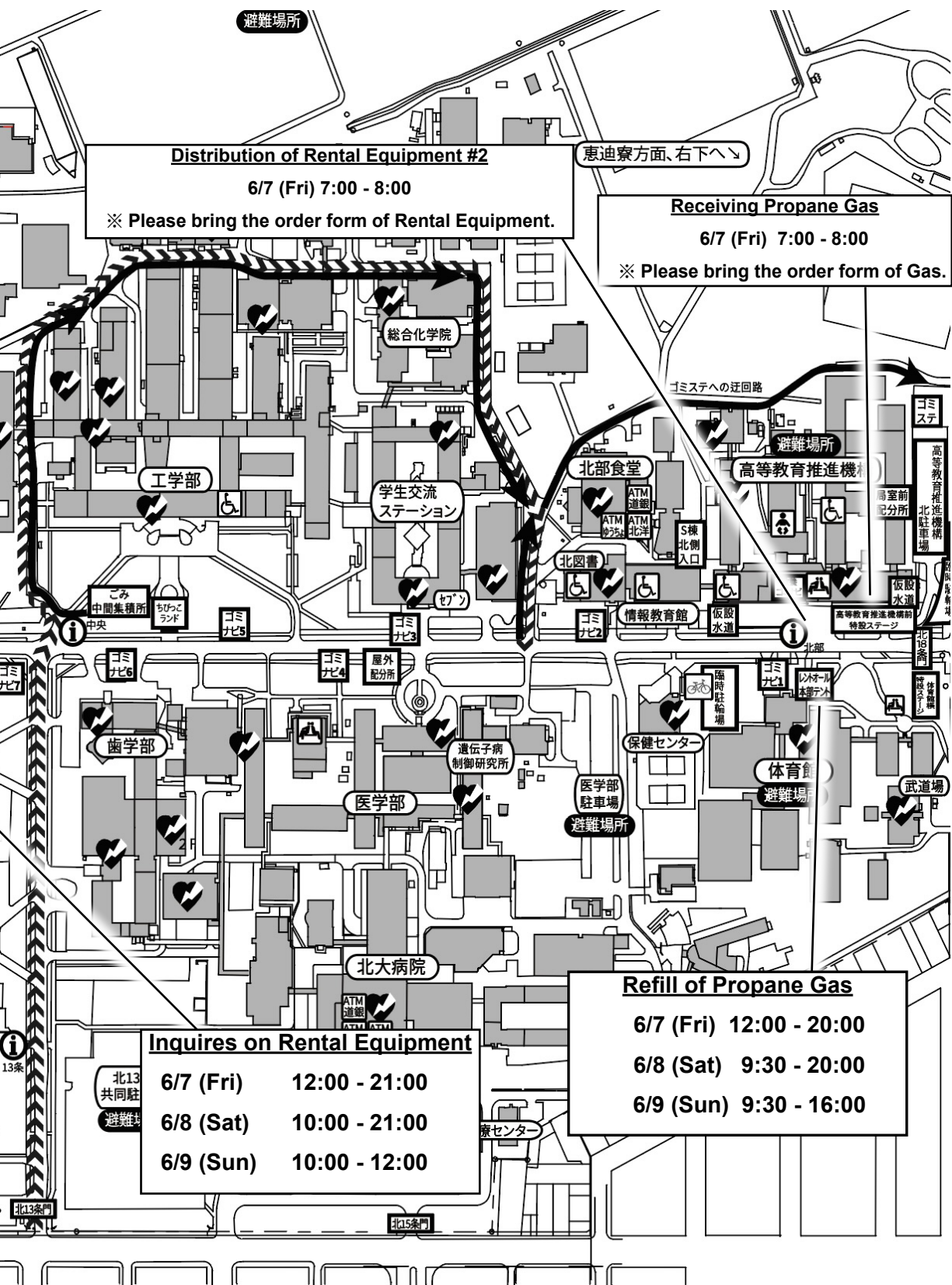
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3. For Preparation

4. Projects

Hokudai-sai Map 2024





避難場所

Distribution of Rental Equipment #2

6/7 (Fri) 7:00 - 8:00

※ Please bring the order form of Rental Equipment.

恵迪寮方面、右下へ

Receiving Propane Gas

6/7 (Fri) 7:00 - 8:00

※ Please bring the order form of Gas.

総合化学院

工学部

学生交流
ステーション

北部食堂

高等教育推進機

こみ
中間集積所

ちびっこ
ランド

ゴミ
ナビ5

セブン

ゴミ
ナビ3

ATM
道館

ATM
北海

北図書

ゴミ
ナビ2

S棟
北側
入口

情報教育館

仮設
水道

ゴミステへの迂回路

ゴミ
ステ

避難場所

高等
教育
推進
機

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中央

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ナビ7

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歯学部

医学部

遺伝子病
制御研究所

医学部
駐車場

避難場所

保健センター

臨時
駐輪場

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Inquires on Rental Equipment

北13 共同駐 避難	6/7 (Fri)	12:00 - 21:00
	6/8 (Sat)	10:00 - 21:00
	6/9 (Sun)	10:00 - 12:00

Refill of Propane Gas

6/7 (Fri)	12:00 - 20:00
6/8 (Sat)	9:30 - 20:00
6/9 (Sun)	9:30 - 16:00



1 To Participate in Hokudai-sai

1-1. The 66th Hokudai-sai

The 66th Hokudai-sai is going to be held on June 7th (Fri) - June 9th (Sun).

Date	Activity Hours	Possible Open Hours	Withdrawal Time
June 6th (Thu)	18:00 -22:00	(Only for Preparation)	22:00
June 7th (Fri)	7:00 - 22:00	12:00 - 21:00	22:00
June 8th (Sat)		9:00 - 21:00	
June 9th (Sun)	7:00 - 19:00	9:00 - 17:00	19:00

- On June 6th (Thu), the day before Hokudai-sai, you can start the preparation from 18:00. This is the starting time agreed upon with the Hokkaido University Administration Office, so please DO NOT start the preparation before this time.
- "Possible Activity Hours" includes the time for preparation, withdrawal and recovery of the region. Please make sure to finish all the recovery within the "Withdrawal Time".
- Especially on the last day of Hokudai-sai, June 9th (Sun), you MUST follow the Possible Open Hours.
- Heat Equipment, including generators, cannot be used until permission is obtained from Fire Fighters.

What is the Hokudai-sai Office?

The Hokudai-sai Office is a student organization that carries out various works to support the Hokudai-sai. The members of the Hokudai-sai Office are called the Hokudai-sai Staff. Below are examples of our activities.

- Management of Food Hygiene and Safety to prevent accidents such as food poisoning and a fire accident in Hokudai-sai.
- Making booklets and the official website for the participants in Hokudai-sai.
- Planning and managing various events to make Hokudai-sai more exciting.
- Wide public relations inside and outside of the Hokkaido University through advertisement (e.g. making and distributing the Hokudai-sai posters and pamphlets).

The Hokudai-sai Staff in the mint jumper will be everywhere in Hokudai-sai. There are some Hokudai-sai Staffs who speak English in the HUISA Tent (P.6). If you have any questions or troubles, please feel free to ask us!

1-2. Time Tables

◇The Day Before Hokudai-sai (June 6th(Thu))

		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Possible Activity Hours	P.8																
Rental Equipment Distribution #1	P.30																
Recieve Package (ordered in GA #4)	P.39																

◇Hokudai-sai Day 1 (June 7th(Fri))

		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Possible Activity Hours	P.8																
Possible Open Hours	P.8																
South Information Booth	P.6																
Rental Equipment Distribution #2	P.30																
Distribution of Fire Extinguisher	P.22																
Rental Company Tent	P.32																
Refill of Propane Gas	P.31																
Recieve Ice	P.38																
Additional Order of Package and Ice	P.38																
Car Use	P.23																

◇Hokudai-sai Day 2 (June 8th(Sat))

		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Possible Activity Hours	P.8																
Possible Open Hours	P.30																
South Information Booth	P.6																
Rental Company Tent	P.32																
Refill of Propane Gas	P.31																
Recieve Ice	P.40																
Additional Order of Package and Ice	P.38																

◇Hokudai-sai Day 3 (June 9th(Sun))

		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Possible Activity Hours	P.8																
Possible Open Hours	P.30																
South Information Booth	P.6																
Rental Company Tent	P.32																
Refill of Propane Gas	P.31																
Return of Rental Equipment	P.33																
Recieve Ice	P.40																
Additional Order of Package	P.38																
Return of various items	P.28																
Car Use	P.23																



1-3. Preparation

You can start the setup on June 6th (Thu) from 18:00. The Rental Company will start the distribution of the rental equipment from 18:00 on June 6th (Thu). If you have ordered rental equipment through the University CO-OP, please come to the distribution spot with some of your members (8-10 people), so that you can carry out the rental equipment at once.

The trucks from the Rental Company and many other cars will go through the Main Street on June 6th (Thu). Please be careful that you do not do any activities that prevent their way during the preparation (e.g. building Tents on the roadway).

For details about the distribution of the rental equipment, please check P.30.

1-4. Withdrawal

- You have to close your food booths by 17:00 on June 9th (Sun). Please finish the withdrawal before 19:00.
- Collect all the garbage in your Tent area.
- If your Tent area gets dirty, please clean up. Make sure that you are responsible not only for the complete withdrawal of the area, but also for keeping it clean. In order to keep the environment clean, please clean up periodically during Hokudai-sai as well as by withdrawal.
- For details about the return of rental equipment, please check P.34.



1-5. Posting Notices

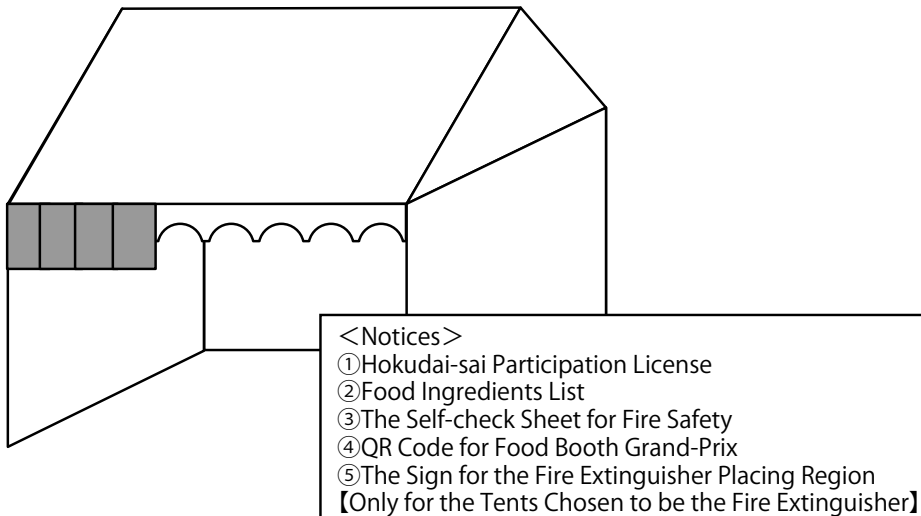
←IMPORTANT!

Please post the notices listed below in front of your Tent like the picture, so that the visitors can see them from the Main Street. Use masking tape or curing tape (Do not use gummed tape). The notices (except the Self Check Sheet For Fire Safety) will be distributed in GA #7 before Hokudai-sai.

- Participation License (参加許可証) (P.12)
You need Participation License when you use the area. Tent Number (e.g. "IFF20"), County/Region and Tent Name are written on the license.
- Food Ingredients List (使用食品リスト) (P.12)
You MUST post it. It shows all the ingredients to the visitors, which prevents food troubles.
- The Self Check Sheet for Fire Safety (自己点検チェックシート) (P.12)
It is a list of the points you MUST follow to avoid fire accidents. Make sure to check and fill out this list before you open your food booths every day, and post it in front of the Tent so that the Hokudai-sai staff and Fire Fighters can check it easily.
- QR Code for Food Booth Grand-Prix (模擬店グランプリ投票用 QR コード) (P.42)
- The Sign for the Fire Extinguisher Placing Region (消火器設置区画証) (P.22)

【Only for the Tents chosen to set the Fire Extinguisher】

It shows that your Tent has a fire extinguisher to prevent fire accidents during Hokudai-sai. This sign will be distributed through HUISA on Hokudai-sai Day 1, June 7th (Fri).





1-6. Participation License

We provide Participation License for the Tents to prove that they are officially permitted to participate in Hokudai-sai. Participation License will be distributed in GA #7. All the Tents which have submitted the Pledge by the deadline and are permitted to participate will receive it. Tent Number (e.g."IFF20"), Country / Region and Tent Name are written on the license.

During Hokudai-sai, you are required to post the license in front of your Tent. For details about how to post it, please check P.11.

1-7. Food Ingredients List

Food Ingredients List shows all the ingredients to the visitors, which prevents food troubles (e.g. food allergy or halal). Food Ingredients List will be made by the Hokudai-sai Office, and distributed in GA #7.

During Hokudai-sai, you are required to post the list in front of your Tent. For details about how to post it, please check P.11.

Make sure that if the Hokudai-sai Office finds any ingredients that are apparently missing from your recipes, we may add the ingredients by ourselves.

1-8. The Self-Check Sheet for Fire Safety

The Self-Check Sheet for Fire Safety is a list of the points you must follow to avoid fire accidents. Make sure to check and fill out this list before you open your food booths (For Hokudai-sai Day1, by 10:00), and post it in front of your Tent so that the Hokudai-sai Staff and Fire Fighters can check it easily. It proves that you have surely conducted an inspection. For details about how to post it, please check P.11.

1-9. Eating Area

» Distribution

- Tent

Date and Time : June 6th (Thu) 18:00 ~ 22:00

Place : Main Street

What you need : The 66th Hokudai-sai Distribution PASS

Notes : Please come to Main Street with as many people as you can so that you can carry them at once.

- Desks and Chairs

Date and Time : June 6th (Thu) 19:00 ~ 21:00

Place : North Entrance of S Building, the Institute for the Advancement of Higher Education

What you need : The 66th Hokudai-sai Distribution PASS



Notes : Please come to the building as many people as you can so that you can carry them at once.

» Collection

- Tent

Date and Time : June 9th (Sun) 17:00 ~

Place : each Tent's area

Notes : Please put parts of the Tent together in an identifiable place in the area.

- Desks and Chairs

Date and Time : June 9th (Sun) 17:00 ~ 19:00

Place : North Entrance of S Building, the Institute for the Advancement of Higher Education

Notes : Please bring them all at once.



2 The Rules

2-1. Checklist for Safety

☆ Checklist for Safety ~Is Your Tent Okay?~

Do you follow those rules below?

For the safety of your Tent members and the visitors, write " ✓ " and check whether your Tent is okay.

1. To Avoid Food Poisoning (P.15~)

- Are you AVOIDING preparation and cooking from the day before?
- Are you AVOIDING stocking a large amount of cooked food?
- Aren't you leaving meat, seafood or eggs at room temperature?
- Aren't you using food opened or used halfway on the day before?
- Are you making sure that you cut food (except for meat or seafood) in a clean indoor place with a facility to supply and drain water on the day of serving, and NOT in the Tent?
 - * If you want to serve meat or seafood, you have to buy one already cut or skewered. Cutting and skewering meat or seafood by yourselves are prohibited under any conditions (both inside and outside of the Tent).
- Have you prepared adequate and proper equipment for cooling food, such as refrigerators?
- Have you prepared a Mini-Washing Place?
- Do the people who cook / serve food put on aprons, bandanas, disposable cooking gloves (rubber or vinyl), and disposable face masks?

2. To Avoid Fire Accidents (P.20)

- Are you using a generator correctly?
- Is your drum-cord reel fully straightened?
- Is petrol contained in the petrol carrying can and put it in a shade inside the Tent?
- Is gasoline contained in a specified container placed separately from other heat equipment or electric equipment?
- Have you wrapped the Heat-Resistant Board with aluminum foil?
- Are you avoiding putting any decorations near the fire?
- Do you check everything written in "The Self-Check Sheet for Fire Safety" before you open your food booths every day?

3. Additional Notes

- Do you have Tent weights on the 4 corners of your Tent?
- Are the three sides of the tent covered by side screens?



2-2. Food Hygiene ←SHARE!

To prevent food from poisoning, it is important that everyone fully understands "poisoning can easily happen". Please be careful of the list written below when you cook.

- Did you fully cook the food? (Make sure to cook the food enough even if you are in a hurry to serve it to the visitors.)
- Is the temperature appropriate to store the food? (This is especially important for the Tents that use cool boxes to store food.)
- Did you wash cooking tools properly? (Please occasionally wash them with clean water and detergent. After that, dry and sterilize them with an alcohol sterilizer (P.18)).

During Hokudai-sai, the Hokudai-sai Staff will check the food hygiene in your food booths. If you are pointed out any problems in your Tent, please correct them IMMEDIATELY.

● Serving Food

- Before you start cooking, you must wash your hands with detergent, and sterilize with an alcohol sterilizer.
- Make sure to put on aprons, bandanas, disposable cooking gloves and disposable face masks when you cook or serve. The disposable cooking gloves must be put on after washing and sterilizing your hands. (You have to put them on even when you cook inside.)
- If you deal with money, do not join cooking.
- When you are not feeling well (especially vomiting and diarrhea) or have wounds on your hands, you cannot cook or serve the food.
- Clip your nails and remove the nail polish. Do not put on accessories (e.g. rings or bracelets) when cooking.

● Washing / Sterilizing

In those cases below, make sure to wash and sterilize your hands.

- After you touch meat, seafood, eggs or vegetables
- After you touch garbage
- After you touch a part of your body (e.g. hair)
- After you touch anything else that is not related to cooking (e.g. handle of the refrigerator, water tap)

Wash and sterilize cooking tools with detergent frequently. When you use eggs or dairy products, wash the cooking tools every 20 minutes. Also, please sterilize the tools occasionally.

1. To Participate

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4. Projects



● Cooking

- You cannot prepare or cook food before the day it is served. Please carry out all the processes on the day it is served.
- Please cut food on the day you serve it, in a clean indoor place near the Campus with a facility to clean up. You cannot do it inside your Tent. Cutting meat or seafood is prohibited. Make sure to buy products that have already cut or skewered.
- Do not cut food after cooking it. You cannot use knives inside the Tent.
- You cannot cut the cooked meat in front of your Tent, for example when you serve KEBAB. If you want to cook KEBAB and others in front of your Tent, that one can be used only for display and you have to prepare another for serving.
- You CANNOT serve the food that is not written in the Food Ingredients List.
- It is prohibited to stock a large amount of cooked food at once.
- It is prohibited to stock cooked food for more than 2 hours.
- When storing food, it must be put in a refrigerator or a cool box. Do not store the food at room temperature.
- If you open a package of the food once, please use up the food on that day and do not use it on the next day.
- For the details about the storage of the food, please also check the rules for food hygiene written in P-Booklet 2024 (P.15).
- Food with liquid, such as soup or curry, must be cooked inside the Tent (except for the process of cutting ingredients). Please keep on cooking until just before you serve and stir it occasionally.
- Do not touch the food with your hands even when you put on disposable cooking gloves.
- When kneading with your hands, for example molding the dough of bread or Gyoza, do it in a clean indoor place with a facility to supply and drain water.
- When you serve rice, you have to cook it in your Tent and keep it warm until just before served. Please use wash-free rice (Musen-mai, "無洗米").
- Please procure the water to be used for cooking rice from your Tent members' homes.

● Facility and Cooking Tools

- If you take off disposable cooking gloves once, please do not use them again. Please use new ones.
- Prepare Mini-Washing Place (a plastic tank with a tap, a stand, a bucket, soap and paper towels) like the picture on the next page.
- Fully cover the 3 sides (back, right and left sides) of your Tent with side screens.
- When working with oil, lay a blue sheet or flameproof sheet on the ground.
- Prepare a garbage box and garbage bags inside of your Tent. Please follow the garbage classification that HUISA announced in GA.



- Additional Notes

- You cannot sell food while walking around, or let visitors taste samples.
- During Hokudai-sai, the Hokudai-sai Staff will check the food hygiene. If you are pointed out any problems in your Tent, please correct them IMMEDIATELY.

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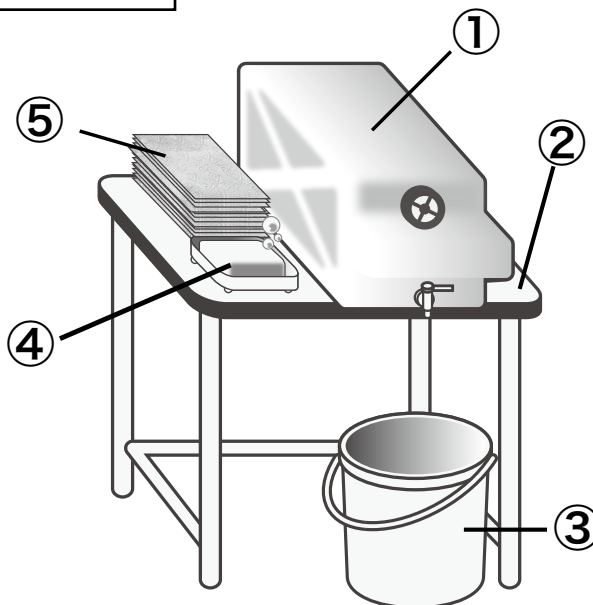
4. Projects

Mini-Washing Place is used to wash your hands or cooking tools. All Tents are required to prepare it in order to avoid food poisoning. Please prepare

- ① A plastic tank with a tap
- ② A stand (e.g. tables, chairs)
- ③ A bucket (5L or more)
- ④ Soap
- ⑤ Paper towels

by yourself and place them inside your Tent as shown in the picture below.

Mini-Washing Place





» Alcohol Sterilizer

During Hokudai-sai, we distribute one bottle of alcohol sterilizer to each Tent for food hygiene. Please use it for sterilizing your hands and kitchen tools. You need to return it at the end of the Hokudai-sai. Please sanitize your hands frequently. You also need to wash your hands and sterilize your hands right after you touch something that is not related to cooking (e.g. money, cell phones).

- Distribution

Alcohol sterilizers will be distributed in the morning on Hokudai-sai Day 1 (June 7th (Fri)) at the HUISA Tent. Please place them in your Tent.

- Refill

You can refill your alcohol sterilizer at the HUISA Tent. Please bring the empty sterilizer bottle.

- Return

Please return your alcohol sterilizer to HUISA Tent by 19:00 on Hokudai-sai Day 3 (June 9th (Sun)).

- If You Break / Lose the Alcohol Sterilizer

If you break or lose the alcohol sterilizer, you can get a new one at the HUISA Tent. It requires no extra fee.

- Additional Notes

- Use it only for sterilizing your hands and kitchen tools. DO NOT spray it on food.
- Alcohol is very flammable. Please DO NOT place it near fire.
- Please do not dilute it with water since alcohol sterilizer gets less effective if it is diluted (When you use it up, you can refill it at the HUISA Tent). Please use it after dry your hands and kitchen tools.



2-3. Garbage / Sink / Night Patrol

HUISA has the authority of Garbage, Sink, and Night Patrol of IFF. Please follow the rules instructed by HUISA.

- Garbage
 - Please follow the garbage separation rules strictly, otherwise you will be punished by HUISA.
 - Please press your garbage as small as possible.
- Sink
 - There is a Sink (prepared by HUISA) near the Central Cafeteria.
 - Do NOT pour oil in the sink. Please throw it away in an oil tank (prepared by HUISA) in front of the Garbage Spot.
- Night Patrol
 - Please follow the HUISA's instructions.

2-4. Cleaning Up / The Sinks

- Cleaning Up

Each Tent is required to keep the region clean. In order to maintain a clean environment, please clean up / tidy up your Tent and surroundings during Hokudai-sai. In particular, when you withdraw, make sure to clean up carefully and leave your Tent area better than before. Please use the following checklist for cleaning.

【During Hokudai-sai】

- Is there any garbage on the ground in or around your region?
- Is the ground protected from contamination by food, cooking, etc.?
- Is garbage around your region collected?

【When You Withdraw】

- Is there any garbage on the ground in or around your region?
- Do you have any items of your own organization, including those distributed by the Hokudai-sai Office, such as booklet, etc., left in or around the region?
- Are there any areas on the floor or ground in or around the plot that are uncovered and dirty?
If the floor or ground is dirty, use water or a deck brush to remove the dirt. Remove dirt from the lawn so as not to damage the grass. If you are unable to clean the stains, please report it to the Hokudai-sai Staff.

- Don't you leave any stains on the ground or floor in or around the Tent area?

* You can borrow the following cleaning equipment at the HUISA Tent.

Bamboo brooms, Brooms, Fire tongs, Buckets, Dustpans, Deck brushes



- Sink of Hokudai-sai Committee

During Hokudai-sai, DO NOT perform cooking, washing kitchenware, etc. for your Food Booth in the restrooms and hot-water-supply-rooms inside of university buildings; such as the Humanities and Social Sciences Classroom Building. You can wash kitchenware in the sinks prepared by HUISA or those that are placed on the north and the south sides of the Institute for the Advancement of Higher Education. Please follow the instructions of HUISA for the Sink installed by HUISA. If you want to use the sinks on the north and the south sides of the IAHE, please follow the rules listed below.

- Do not use the sinks for cooking such as washing vegetables.
- Do not wash away solids at the sinks. When you wash items, please remove the solids from your plot before you drain them away. Any solids not completely removed should be thrown away in a colander.
- Please prepare dishwashing detergents and sponges by yourself.
- Please do not leave your belongings near the sinks.

2-5. To Prevent Fire Accidents

← SHARE!

Please occasionally check this booklet, "the Self-Check Sheet for Fire Safety (P.12)" and the handouts distributed at the Fire Safety Meeting for the important points you must follow. During Hokudai-sai, Fire Fighters and the Hokudai-sai Staff will check your Tent. If you are pointed out any problems in your Tent, please correct them IMMEDIATELY. Fire Fighters will inspect your Tent from 10:00 on June 7th (Fri), so please make sure you have finished preparing your Tent by then. If your Tent is not ready by the time of the fire inspection, or if it fails the fire inspection, you will not be able to open. In principle, there will be no re-inspection.

- Fire Safety Manager

Fire Safety Manager is only necessary for Tents which use Heat Equipment. Fire Safety Manager is responsible for sharing the information about fire safety with your Tent members and making them follow the rules. Either the Vice Tent Leader, Fire Safety Manager or Hygiene Safety Manager has to be present in your Tent during Hokudai-sai. When you use a generator etc, please use Heat Equipment appropriately and carefully in order to prevent fire accidents.

- Electricity

Only electricity from a generator can be used. Do not use generators or Heat Equipment before or after the Possible Activity Hours.

- Generator

You must follow the instructions for the use of a generator since it can be dangerous to use petrol as fuel. For details, please check "Petrol/Drum code" (P.35) and "Generator" (P.36).



- Heat Equipment / Electric Equipment / Heat-Resistant Board
 - Do not stain or burn the desks, pavements, grass or Tents when you use heat equipment. Especially, do NOT use charcoal on the grass.
 - Use heat equipment away from the side screens of your Tent.
 - To prevent fire accidents, make sure to check at least 2 nearby Fire Extinguisher ("Fire Extinguisher" (P.22)).
 - Please keep any heat equipment far away from the side screens of your Tent. As a guide, keep them 30cm away from flammable materials and 100cm away from the ceiling.
 - You are not allowed to use any heat equipment or electric equipment that is not written in your Heat Equipment Application (that you have submitted through the official website by May 22nd (Wed)).
 - Place a Heat-Resistant Board (or a concrete block) under heat equipment or electric equipment when you use it. For details about the distribution of the Heat-Resistant Board, please check P.38. The Heat-Resistant Board does not completely insulate. Make sure to be careful not to burn your desks and so on. Also, make sure to wrap the Heat-Resistant Board with aluminium foil. (You need to prepare the aluminium foil by yourself.)
 - If you use equipment that emits a large amount of heat (e.g. charcoal grills), concrete blocks will be distributed instead of the Heat-Resistant Board.
- Decoration
 - If you want to decorate your desks or Tent directly, use masking tape or curing tape.
 - Do not decorate near the heat equipment since the decoration can be burnt easily.
 - Fix the decoration or signboard firmly so that it will not be flipped by the wind.
 - Please do not decorate your Tent too much. Decoration including fire such as candles is prohibited.
 - Do not use gummed tape on the ground
- Additional Notes
 - Do not place your Tent on the roadway.
 - Tent weights MUST be put on the 4 corners of your Tent to prevent Tents from moving or being flipped by wind.
 - If you rent a Tent through the University CO-OP (P.30), 4 Tent weights will be distributed on the day before the Hokudai-sai, June 6th (Thu).
 - If you prepare a Tent by yourself, you MUST prepare 4 Tent weights or something that can substitute (e.g. sand bags).
 - Fully cover the 3 sides (back, right, and left side) of your Tent with side screens to protect trees around your Tent in case of a fire accident.
 - Please make sure that the inside of the Tent can be seen from the Main Street so that the staff from the fire station and the Hokudai-sai Staff can check your Tent easily.
 - Do not place anything (e.g. desks, chairs, signboards) outside of your Tent area. The roadways



The IFF Booklet for the Day

and trees around your Tent area are not included in the area.

- Make sure to check "The Self-Check Sheet for Fire Safety(P.12)" and fill it out before you open your food booth every day, and post it in front of the Tent so that Fire Fighters can check it easily.

2-6. Fire Extinguisher

We place fire extinguishers in the Fire Extinguisher. Please check at least 2 nearby Fire Extinguishers with your Tent members.

Tent Name (Tent Number):

Philippines(2), India(4), Uzbekistan(6), Indonesia(8), Ethiopia(9), Zambia(11), Nigeria(12), Nepal(14), Pakistan(16)

- **Additional Notes for the Fire Extinguisher**

If your Tent is chosen to set the Fire Extinguisher, place the fire extinguisher in your Tent. Fire extinguishers and the "Sign for the Fire Extinguisher Placing Region" will be distributed on Hokudai-sai Day 1 at the HUISA Tent. Please post the Sign for the Fire Extinguisher Placing Region (消火器設置区画証) in front of your Tent so that it can be easily seen by visitors or other Tents during Hokudai-sai. Please use masking tape or curing tape to post it. For details about how to post it, please check P.11.

- **Return of Fire Extinguisher / The Sign for the Fire Extinguisher**

Time : June 9th (Sun) 17:00 ~ 19:00

Place : HUISA Tent

* The Tents designated to place the Fire Extinguisher have to manage the extinguishers until June 9th (Sun) 17:00.

- **Additional Notes for Placing Fire Extinguisher**

- Do not give a strong shock to the fire extinguisher.
- Place the fire extinguisher in a place that you can immediately find where it is from the Main Street and use it in case of emergency.
- Do not install the Fire Extinguisher in the place where it might get rusted easily (e.g. near water)
- Do not place it unstably.
- Make sure to let all the Tent members know where the fire extinguisher is and how to use it so that you can use it in case of emergency.



- Compensation

In the cases below, the Tent that placed the fire extinguisher should be responsible for the payment of 6,000 yen to buy a new one.

- If you lose / break the fire extinguisher
- If you use the fire extinguisher improperly
- If we found something wrong occurred by improper use when you return it
 - * In the event of a fire, DO NOT hesitate to use a fire extinguisher.
 - * When you use the Fire Extinguisher, or it is broken, please visit HUISA Tent.

2-7. For Safety Management

Please follow four points for your safety during Hokudai-sai.

- The temperature and humidity get higher than usual since you work inside of your Tent in the daytime during Hokudai-sai, while it suddenly gets colder at night. Take care of yourself not to get cold.
- Make sure to check any danger around your workplace. Be careful for burn or fire especially when you use the equipment that emits heat (e.g. gas stoves, generators).
- If you get injured, please ask the Hokudai-sai Staff in the mint jumper for help, or go to the HUISA Tent.
- Each Information Booth has a First Aid Kit.

2-8. Traffic Rules ←SHARE!

During Hokudai-sai, there are some cars going through the Campus and you might get involved in a car accident. The Hokudai-sai Staff will regulate the traffic. Follow the instructions from the Hokudai-sai Staff.

» Cars (By-Pass Route / Temporary Parking Area)

Please do not use cars, only if necessary. If it is an inevitable condition, read and follow the instructions below.

- When Using the Car
 - You can only enter and exit from the Main Gate (North 9).
 - You CANNOT use cars on the Main Street during the Possible Open Hours on Hokudai-sai (P.8) as a general rule. During the Possible Open Hours, please use the "By-Pass Route" shown on the next page and avoid passing through the Main Street.
 - The Campus will be crowded with visitors, bicycles, and vehicles. Please drive your car carefully to avoid accidents.



- The closure of Main Street

During the periods below, the Main Street will be closed to all cars, and the passage of cars from the north to south (and vice versa) will be stopped, as principal. For the safety of pedestrians, please keep your cars outside of the Campus or keep them in the temporary parking area shown in the picture on the following page. Also, you CANNOT park in front of the Hokkaido University Museum since it opens during Hokudai-sai.

Traffic Ban Hours

June 8th (Sat) 9:00-22:00

June 9th (Sun) 9:00-17:00 (Cars related to Hokudai-sai)

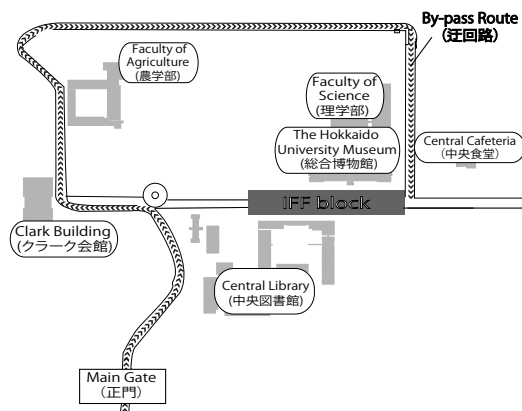
9:00-22:00 (other cars)

By-Pass Route

The By-Pass Route is a road that can be used instead of the Main Street. Using the By-Pass Route is safer and faster than driving the crowded Main Street.

【The By-Pass Route that IFF Tents mainly use : from the Main Gate to around the Hokkaido University Museum】 (The road shown as >>>>>>>> in the map below.)

Main Gate → Turn left on the Rotary Area → Turn right in front of the Clark Building → Go behind the Faculty of Agriculture → Turn right at the corner → Come out between the Central Cafeteria and the Hokkaido University Museum.



- Car Pass

You need one Car Pass per an entry to the Campus. Usually it costs 500 yen, but the Tent which applied in Inquiry of Plans to Enter / Exit can get one Car Pass (available during Hokudai-sai ONLY) for free. It will be distributed through HUISA before Hokudai-sai.

Please use the entry pass or IC card of your faculty if you have one.



- Inquiry / Change of Plans to Enter / Exit

The Hokudai-sai Office manages cars that enter the Campus during Hokudai-sai. You are required to inform the Hokudai-sai Office beforehand that you want to use a car in the Inquiry of Plans to Enter / Exit Form you submitted on the official website. Please be aware that cars which are not written on the Inquiry of Plans to Enter / Exit CANNOT enter the Campus. If there are any changes about the entry / exit of cars after submitting the Inquiry of Plans to Enter / Exit, please contact "iff@hokudaisai.com".

- Temporary Parking Area

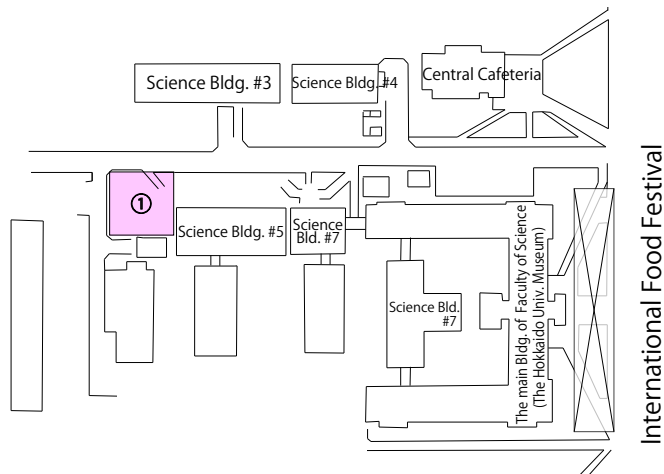
If you need the parking area inevitably, you can use the Temporary Parking Area on the west side of Science Building #5 shown in the picture on the following page (The capacity of this area is about 5 cars. So please move your car to the outside of the Campus as soon as possible).

Please DO NOT park at the other places except for the Temporary Parking Area mentioned above. In particular, you CANNOT park in front of the Museum in any time since the Museum is open during Hokudai-sai. Please follow these instructions since it is decided by the Hokkaido University Administration Office.

Temporary Parking Area MAP

Please check "Temporary Parking Area" written above.

- On the north side of Science Building #5. ... Only for about five cars.
- DO NOT park in front of the Hokkaido University Museum.





» Bicycle

For the safety of pedestrians, you CANNOT ride a bicycle on the Main Street during Hokudai-sai. Also, you are not allowed to ride a bicycle from 18:00 on the day before Hokudai-sai (June 6th (Thu)) to 22:00 on Hokudai-sai Day 3 (June 9th (Sun)) since riding bicycles would distract the withdrawal. You can walk with your bicycles along the sidewalk. You can also ride a bicycle if it is not the opening hours of Hokudai-sai.

The Campus will be crowded with the visitors, bicycles, and vehicles. Please do not ride a bicycle when it is prohibited.

Do not park bicycles behind your Tent. Please use your faculty/graduate school's bicycle parking lot or use the bicycle parking lot in front of Clark Hall.

2-9. Prohibition of Drinking Alcohol / Smoking

←SHARE!

Please tell your Tent members, family and friends who visit Hokudai-sai to follow the rules below.

● Prohibition of Drinking Alcohol

To prevent accidents related to drinking alcohol, it is strictly prohibited to drink / sell / bring alcohol (include non-alcohol beverages) inside the Campus. All of the followings are prohibited, and if you do so, the Hokudai-sai Staff will give you a warning or penalty. Let all of your Tent members understand those rules.

- Drinking alcohol
- Selling alcohol
- Bringing alcohol inside the Campus
- Entering the Campus when getting drunk

● Prohibition of Smoking

Smoking is generally prohibited on university premises. Please refrain from using the smoking area too.



2-10. About the Media

If you are asked for an interview by a medium such as a TV or radio station before or during Hokudai-sai, you need to inform the Division of Student Support beforehand.

Permission of the Division of Student Support is required for interviews and photo-taking in the Campus. Please tell the medium to contact the department before they interview you.

To distribute Temporary Entry Pass for the medium-related cars, the Hokudai-sai Office needs to know the information about the interview (such as the name of the media). Please make sure to contact us as well.

You need not ask the Hokudai-sai Office for permission to interview.

When you contact the Hokudai-sai Office, e-mail is preferable for us.

If you have already had an interview, please inform us too.

- **Contacts**

The Division of Student Support

TEL:011-706-7460

MAIL:gakusei@academic.hokudai.ac.jp

The Office of Hokkaido University Festival Executive Committee (the Hokudai-sai Office)

TEL:011-709-5037

MAIL:publicity@hokudaisai.com

- **How to inform the Hokudai-sai Office of interviews**

- Time and date of the interview
- Name of the medium
- Number of the cars which enter the Campus for the interview
- Content and the place of the interview

The Hokudai-sai Office may ask your Tent for an interview during Hokudai-sai. If you do not want to appear on the TV or any media, please contact "iff@hokudaisai.com" beforehand. (Please write the e-mail in English or Japanese.)



3 To Prepare What You Need

3-1. Checklist for Preparation / Withdrawal

» Preparation

☆ Are these posted on the front of your Tent?

- Hokudai-sai Participation License (北大祭参加許可証) P.12
- Food Ingredients List / Food Explanation Sheet (使用食品リスト) P.12
- The Self-Check Sheet for Fire Safety (自己点検チェックシート) P.12
- The Sign of Fire Extinguisher Placing Region (消火器設置区画証) P.22
(only for the Tent chosen to set the Fire Extinguisher)
- QR Code for Food Booth Grand-Prix (模擬店グランプリ投票用 QR コード) P.42

☆ Please make sure to set these in your Tent.

- Mini-Washing Place (inside of your Tent) P.17
- Garbage box, garbage bags (inside of your Tent)
- 4 weights for Tent (on corners) P.21
- Side screens to cover 3 sides (right, left, back) of Tent P.16

☆ Did you pick up the ordered items?

- Rental equipment @In front of the Institute for the Advancement of Higher Education P.30
- Alcohol Sterilizer @HUISA Tent P.18
- Heat-Resistant Board / Concrete Block @HUISA Tent P.37
- Fire Extinguisher (only for the Tent chosen to set the Fire Extinguisher) @HUISA Tent

» Preparation for Eating Area

☆ Did you finish receiving these by yourself?

- Tent for Eating area @ Main Street P.12
- Tables and Chairs @ In front of the North Entrance of S Building, the Institute for P.13
the Advancement of Higher Education



» Withdrawal

☆ What You Have to Return

- | | | |
|-------------------------------------------------------------------------------|--------------------|------|
| <input type="checkbox"/> Propane Gas (both the gas cylinder and the gas hose) | @ Gas Company Tent | P.34 |
| <input type="checkbox"/> Rental Equipment other than propane gas | @Each Tent | P.34 |
| <input type="checkbox"/> Alcohol Sterilizer | @ HUISA Tent | P.18 |
| <input type="checkbox"/> Heat-Resistant Board / Concrete Block | @ HUISA Tent | P.38 |
| <input type="checkbox"/> Fire extinguisher (only for the Fire Extinguisher) | @ HUISA Tent | P.22 |

☆ Before You Get Back Home

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> Was the Rental Equipment checked by the Rental Company ? | P.33 |
| <input type="checkbox"/> Did you throw away the garbage following the garbage separation and bring it to the Garbage Station? | |
| <input type="checkbox"/> Did you bring back ALL personal belongings of the Tent members? | |
| <input type="checkbox"/> Did you have a clean-up check by the Hokudai-sai Staff? | |

» Withdrawal for Eating Area

☆ What You Have to Return

- | | | |
|--------------------------------------------|---------------------------------------------------------------------------------------|------|
| <input type="checkbox"/> Tent | @Each Tent region | P.13 |
| <input type="checkbox"/> Tables and Chairs | @ North Entrance of S Building, the Institute for the Advancement of Higher Education | P.13 |

1. To Participate

2. The Rules

3. For Preparation

4. Projects



3-2. Rental Equipment

» Distribution of Rental Equipment ←IMPORTANT!

Rental Equipment will be distributed on the Day before Hokudai-sai (June 6th (Thu)) and Hokudai-sai Day 1 (June 7th (Fri)). Please keep the Rental Equipment Order Form during Hokudai-sai in case there are any problems.

- The Day Before Hokudai-sai (June 6th (Thu))

Time : 18:00 ~ 22:00

Place : IFF Block

Need : The Rental Equipment Order Form (Please keep it in case there are mistakes in distribution although you need not show it to the staff.)

How to receive :

- Tents, Side Screens, Tent Weights, Tables, and Chairs will be distributed in one place in the IFF Block. Please carry your Rental Equipment to your Tent by yourselves after you receive the check from the Hokudai-sai Staff. Please come with enough people (around 8~10 people are desirable) to carry it all at once. Generators will be distributed to each Tent.
- Leave at least one person in your Tent area to surely receive your Rental Equipment.
- Please DO NOT take the equipment to your Tent place BEFORE the check has finished.
- Between 18:00 and 22:00 of The Day Before Hokudai-sai (June 6th (Thu)), the trucks and forklifts of the rental company will run through the Main Street. For your safety, it is prohibited to use cars and bicycles on the Main Street during this period.

- Hokudai-sai Day 1 (June 7th (Fri))

Time : 7:00 ~ 8:00

Place : In front of the main entrance of the Institute for Advancement of Higher Education

Need : The Rental Equipment Order Form

How to receive :

- All the equipment that is not distributed on The Day Before Hokudai-sai (June 6th (Thu)) will be distributed. Please come with enough people (around 2~3 people are desirable) to carry them to your Tent area all at once. (Please follow the instructions of the Hokudai-sai Staff there.)
- We also distribute the Petrol carrying Can for petrol with a generator. If you have ordered a generator, please come to receive the Petrol Carrying Can even if you have nothing else to receive on the day.

* You can borrow the green carts to carry your equipment, but these carts are not Rental Equipment and the number of them is limited. Please bring it back to the main entrance of the Institute for Advancement of Higher Education as soon as possible. Also, you cannot use cars in front of the Institute for Advancement of Higher Education to receive the Rental Equipment.



- * Be careful NOT to drop or break your Rental Equipment.
- * If you do not come to receive your rental equipment on time, we may contact you by phone. If you won't be able to come, please e-mail "iff@hokudaisai.com" beforehand.
- * If you break the equipment, you need to pay recompense.

» Propane Gas

Please receive propane gas you ordered at the Tent in front of the main entrance of the Institute for Advancement of Higher Education. Please bring the blue bill of Propane Gas (distributed in GA #4).

Time : June 7th (Fri) 7:00 ~ 8:00

Place : At the Tent in front of the main entrance of the Institute for Advancement of Higher Education

Need : The blue bill of propane gas and LP Gas Delivery Note

- * Do not lend the equipment that you have rented through the University CO-OP to anyone else since all the propane gas is managed by the number on the cylinder and your Tent Name. If we find that you lend your gas to someone else, you cannot use the gas anymore, even next year.

● Refill of Propane Gas

If you use up your propane gas, you can refill it at the Gas Company Tent in front of the gym. (It requires **5,500 yen in cash** per one gas cylinder.) Please note that the possible hours of refill is different from opening hours of the Rental Company Tent.

Time : June	7th (Fri)	12:00 ~ 20:00
	8th (Sat)	9:30 ~ 20:00
	9th (Sun)	9:30 ~ 16:00

Place : Gas Company Tent (in front of the gym)

Need : The blue bill of propane gas, Cylinder, Money

- * You cannot borrow gas cylinders if you did not order before Hokudai-sai.
- * Please come to the Tent in front of the main entrance of the Institute for Advancement of Higher Education if you want to refill Propane Gas after 16 : 00 on June 9th (Sun).

● Additional Notes

- The hose should be shorter than 2 meters and fasten the junction tightly with a rubber hose etc.
- Please confirm there is no deterioration on the hose before you use it.
- Place the gas cylinder in a ventilated place and do not expose it to the sunlight.



- Fix the gas cylinder firmly so that it will not fall down.
- Do not place the gas cylinder near heat equipment.

» If You Have Troubles on Rental Equipment

• Rental Company Tent

If you need any help with rental equipment during Hokudai-sai, please come to the Rental Company Tent. It would be better to take someone who can speak Japanese.

Time : June 7th (Fri) 12:00 ~ 21:00
 8th (Sat) 10:00 ~ 21:00
 9th (Sun) 10:00 ~ 12:00

Place : In front of the gym / In front of the Central Cafeteria

- * The Rental Company Staff may not be in the Rental Company Tent while doing other duties. In this case, please wait for a while or come again afterward.
- * If you have troubles when the Rental Company Tent is closed, please ask the Hokudai-sai Staff for help.
- * The Rental Company cannot help you with the rental equipment you did not order through University CO-OP.
- * It may take some time to fix / exchange the rental equipment, but the revenue (during the time when the equipment is not available) cannot be compensated.

※ How to connect the gas hose

You will receive propane gas at the "Propane gas Distribution and Return Tent". The vendor connects the propane gas container to the gas hose.

- * When connecting or disconnecting the gas hose, please make sure to close the cock.



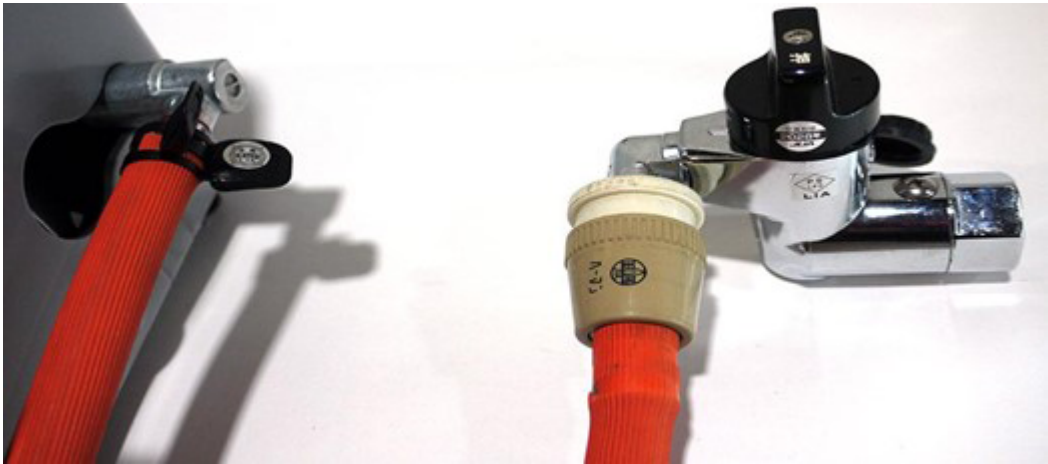
You need to connect the gas appliance to the rubber hose. You can choose whether you connect the gas appliance to the rubber hose by yourself, or the vendor does that.



The vendor, Hokudai-sai staff and Fire department people will inspect the connection before you use the gas appliances.

① Connection by the vendor

Please ask the vendor to do the connection when you receive propane gas. If you use your own gas appliances which you didn't rent, please bring them at the Propane gas Distribution and Return Tent.



② Connection by yourself

Connect the gas appliance to the rubber hose, insert up to the red line. Then, bring the black stopper to the point.

※ When you return propane gas

Please disconnect the rubber hose from a gas container. Pull the white part toward you and pull the whole thing out.





- If You Break the Rental Equipment

If you break or steal the Rental Equipment, you are required to pay money for the repair. In this case, your Tent Leader will receive a phone call from University CO-OP after Hokudai-sai. Please follow their instructions and pay the money at the Travel center in the North Cafeteria 2nd floor. For an expensive payment (more than 5,000 yen), the insurance that the Hokudai-sai Office takes out may be applied. Please do not forget to take a photograph of the situation when you break the rental equipment then and there.

* In case you break Rental Equipment, please contact the Hokudai-sai Office and go to the Rental Company Tent immediately.

» Return

- The Tents that Rented Propane Gas

Separate the hose and gas cylinder and bring them by yourself to in front of the main entrance of the Institute of Advancement of Higher Education, the same place as you receive the propane gas promptly after 17:00 on June 9th (Sun) (You have to separate the hose and the gas equipment. Please pull strongly to separate them.).

- The Tents that Did Not Rent Propane Gas / Have Already Returned Propane Gas

The Rental Company will come to your Tent area and collect your rental equipment (except for propane gas) from 17:00 on June 9th (Sun). Please put all of your Rental Equipment there, and collect it. The Rental Company staff will visit each Tent area, check if all of your equipment is there, and collect it. Please leave at least one person waiting at the Tent area until the check is finished.

* The Rental Company will collect the equipment using cars on the Main Street like the distribution. Please do not use cars or bicycles on the Main Street.

* Please DO NOT wash the rental equipment to prevent breaking or scraping. However, please throw away all garbage inside of the rental equipment (e.g. refrigerator).

* Please leave the leftover gasoline inside the generator or in the Petrol Carrying Can, and DO NOT spill it on the road, or drain it down the sink.

* Every year, some people mistakenly return their own equipment with other rental equipment. Make sure not to mix them.

When you finish the return and withdrawal of your Tent area, please leave the area promptly.



» If You Do Not Order Rental Equipment from University CO-OP

All the things written so far are for the case when you rent equipment from the University CO-OP. In other cases, do everything (from receiving to return) by yourself. If you use cars to carry your rental equipment, do so 8:00 ~ 11:30 on June 7th (Fri). You cannot carry it by car on June 6th (Thu).

3-3. Petrol / Drum Code

» How to Buy Petrol

You cannot buy petrol on the Campus. Please buy it at the gas station shown below. Make sure to use the Petrol Carrying Can. (The Petrol Carrying Can will be distributed if you rent a generator from the University CO-OP.)

- Nearest Gas Station

ENEOS North 19 Station (North 19 West 5)

Opening Hours :	June 7th (Fri)	8:00-19:00
	June 8th (Sat)	8:00-19:00
	June 9th (Sun)	closed

ENEOS North 10 Station (North 10 West 3)

Opening Hours :	June 7th (Fri)	7:30-20:00
	June 8th (Sat)	8:00-19:00
	June 9th (Sun)	8:00-19:00

- The gas station will be crowded just before it closes, so please purchase petrol in advance of the closure.
- In a gas station, you must ask the staff of the station to pour petrol into the Petrol Carrying Can. It is prohibited by the law to do it by yourself. Please make sure to prepare your student ID as it is required at that time.
- Please use the distributed the Petrol Carrying Can for storing and carrying petrol.

» How to Deal with Petrol

- Please be careful when pouring petrol into the generator. Contamination of petrol may break the generator.
- Shut the lid of the Petrol Carrying Can firmly.
- Place the Petrol Carrying Can directly on the stable surface inside the Tent. Do not expose it to the sunlight.



- Do not use heat equipment or electric equipment near the Petrol Carrying Can.
- Ventilate the Tent occasionally.
- Use up the petrol in the Petrol Carrying Can as soon as possible.
- Petrol may squirt out, so be sure to vent the gas (air vent) before opening the lid.
- When pouring petrol into the generator, be careful not to mix it with foreign matter. Doing so may cause the generator to fail.
- If you spill petrol, please inform the Hokudai-sai Staff in the mint jacket immediately and stop the use of fire and electrical appliances immediately.
- Please leave the leftover petrol inside the generator or in the Petrol Carrying Can when you finish your business, and do not spill it on the road or drain it down the sink. You can return it with petrol in it.
- For details, please read the handouts distributed in the Fire Safety Meeting.

» Drum-code

- Straighten your cord reel fully, otherwise it leads to a fire accident. If the cord is wrapped up, it may be ignited or broken by generating heat.

3-4. Generator

» How to Use

- ① Open the fuel valve.
- ② Flick the engine switch to " 運転 " (Run).
- ③ Pull out the choke lever.
- ④ Pull the rope and start the engine.
- ⑤ Put the choke lever back.
- ⑥ Turn the breaker to " 入 " (On).
- ⑦ Insert the plug.



▲ QR code for the movie of
how to use the generator

Please watch the movie (<https://iff.hokudaisai.com/part/generator.php?lang=en>) for details.

* Please make sure to return the choke lever to the original position just after the generator starts. The generator may break down if you do not do so as often reported every year.

» Fuel for Generator

- The fuel for the generator rented through the University CO-OP is petrol (regular gasoline). The use of the other fuel may break the generator. In this case, you are required to pay the money.
- For the details about gasoline, please check P.35.
- Please leave the leftover gasoline inside the generator or in the specified container, and DO



NOT spill it on the road, or drain it down the sink.

- You cannot buy gasoline in the Rental Company Tent. Please buy at the gas stations on P.35.

» Additional Notes

- In case of rain, please place the generator in the Tent. Please be careful that the outlet of the generator will not get wet when it rains. We suggest that you should wrap the outlet and plug it with plastic tape so that the generator will not break down.
- Put the choke lever back after the generator is on. If you do not, the generator may break down.
- In case of fine weather, Generators must be set outside the Tent.
- The generator will not work when it is not placed on a stable surface.
- Do not place anything flammable near the generator.

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3-5. Heat-Resistant Board / Concrete Block

Heat-Resistant Board is placed under the Heat Equipment to prevent tables from burning. We lend Heat-Resistant Board to the Tents. If you use the equipment that emits a large amount of heat (e.g. charcoal grills), concrete blocks will be distributed instead.

- Distribution

Heat-Resistant Board will be distributed on Hokudai-sai Day 1 (June 7th (Fri)) at HUISA Tent. We decide the number of the Heat-Resistant Boards or concrete blocks we distribute to each Tent from the information from the Heat Equipment Application submitted through the official website.

- Return

Please return the Heat-Resistant Boards or the concrete blocks to the HUISA Tent by 19 : 00 on Hokudai-sai Day 3 (June 9th (Sun)).

- Additional Notes

- If you break or lose the Heat-Resistant Board, please come to the Safety Goods Tent for additional distribution. (It requires no extra fee.)
- Please do not cut and decorate the Heat-Resistant Board.
- Wrap around the Heat-Resistant Board in aluminium foil. You need to prepare aluminium foil by yourself.



3-6. Receiving Packages / Ice

If you ordered packages or ice through the official website, receive them in the period below.

- How to Receive Package

Time: June 6th (Thu) 18:30 ~ 20:30

Place: The Multimedia Education Building 1st floor

Tell your Tent Name and you can receive the package.

- How to Receive Ice

Time: June 7th (Fri) 9:30 ~ 12:00, 15:30 ~ 18:00

8th (Sat) 9:30 ~ 12:00, 15:30 ~ 18:00

9th (Sun) 9:30 ~ 12:00

Place: The Multimedia Education Building 1st floor

After you receive the check at the reception on the 1st floor of the Multimedia Education Building, you can receive the ordered ice at the period (morning / afternoon) you choose in the order form in front of the building, directly from the Ice Company.

- * If you order a lot of ice in GA #4, please come with enough people to surely receive it all at once.
- * Please do not enter the Multimedia Education Center through the entrance on the Main Street side, but through the entrance of the Organization for the Institute for the Advancement of Higher Education or the North Cafeteria.
- * If you did not come during the period you applied, we may contact you on the phone.

» Additional Order

Please come to the Multimedia Education Building 1st floor, and fill in the additional order form. You can make additional orders even if you did not order packages / ice in GA #4. For details of the products, please look at "P-Booklet 2024" (P.28). Please come with enough people to surely receive the products all at once.

- Package

You can order and receive packages in the same place.

Package may be sold out.

Date	Order and Receive Time
June 7th (Fri)	9:00 ~ 19:00
June 8th (Sat)	9:00 ~ 19:00
June 9th (Sun)	9:00 ~ 14:00

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- Ice

You can make an additional order in the time of the table below.

If you ordered before 14:00, you can get the ice in the afternoon (15:30 ~ 18:00) of that day at the earliest. If after 14:00, you can get the ice in the morning (9:30 ~ 12:00) of the next day at the earliest. Please come to receive the ice you ordered to the Multimedia Education Building 1st floor on the time you chose when you ordered the ice (morning / afternoon). You can make additional orders even if you did not order packages / ice in GA #4.

Date	Order Time	Receive Time
June 7th (Fri)	9:00 ~ 14:00	15:30 ~ 18:00
	14:00 ~ 19:00	Next Day 9:30 ~ 12:00
June 8th (Sat)	9:00 ~ 14:00	15:30 ~ 18:00
	14:00 ~ 19:00	Next Day 9:30 ~ 12:00

» Repurchase of Unopened Packages

The Hokudai-sai Office will repurchase only unopened, clean packages bought from the Hokudai-sai Office for about half the original price. Please bring leftover unopened packages then.

* We cannot accept your offer depending on the state of the packages.

Time: June 9th (Sun) 16:30 ~ 18:30

Need: unopened packages

Place: The Multimedia Education Building 1st floor



4 Projects You Can Join

These are the instructions for the projects you applied in the Public Relations Application. Please read carefully.

4-1. Booth Guide

Booth Guide is a take-free coupon booklet. It is distributed at the Information Booths. Visitors can use those coupons in food booths by just showing the booklet. If you participate in Booth Guide, please check the points below.

- **What Your Tent Do During Hokudai-sai**

Share your coupon content and how to use Booth Guide with all the members in your Tent.

- **For the Visitors**

1. (A group of) visitors visit your food booths and show the coupon of your Tent.

2. Ask their order and apply the coupon.

- The coupon must be applied to the whole group. (e.g. If a group of 3 people visits your Tent and a person presents the coupon, apply the discount to all the 3 people.)
- Do not refuse visitors' attempts to use coupons even if you change the price of the food, or any other reasons.

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4-2. Food Booth Grand-Prix

● Web Voting

- ① Enter the voting site for the Food Booth Grand-Prix from the distributed QR code or the official website of the 66th Hokudai-sai.
- ② Select the category, find the booth you want to vote for, and tap the "Vote" button. ※ You may vote for more than one category, but only one vote per category.
- ③ When voting is completed, the screen will switch to a screen which displays the words "Vote Completed".
- ④ If you show 'Vote Completed' screen at the Food Booth Grand-Prix Booth, you can draw a lottery.

● Paper Voting

- ① Pick up a voting form at the Food Booth Grand-Prix Booth.
- ② Please select the category you want to vote in and cast your vote for your favorite Food Booth organization. *You may vote for more than one category, but only one vote per category.
- ③ Present your completed voting form to the Hokudai-sai staff and you will participate in a lottery.

● Voting Period

June 7th (Fri) 13:00 - 20:00

June 8th (Sat) 10:00 - 20:00

● Lottery Location

Food Booth Grand-Prix Booth (in front of the fountain of the Faculty of Engineering)

Operation hours are the same as voting Period.

Operation Hours

June 7th (Fri) 13:00 - 20:00

June 8th (Sat) 10:00 - 20:00

● QR Code

We distribute QR Code to post to each Tent in GA #7. Please check that the category written on the QR Code is "IFF Category (IFF 部門)". Please post the QR Code in front of your Tent. Please do not post the QR Code on Hokudai-sai Day 3 (June 9th (Sun)), because there will be no voting on that day.

For details about how to post, check P.11.



- Announcement of the Results

On Hokudai-sai Day 2 and 3, we announce the results on only the Official Website, SNS (X (previously known as Twitter) and Instagram).

Intermediate : June 8th (Sat) around 10:30

Final : June 9th (Sun) around 10:30

- Movement after the Announcement of the Results

If your Group wins the award in the intermediate and final announcements, please come to the Food Booth Grand-Prix Booth until 11:00 to receive Banner-Flag.

* The Staff in charge of Food Booth Grand-Prix will NOT go around to each Tent to inform the winners of the prize and give Banner-Flag.

* The meeting place and the award location are different. Please do not make a mistake.

- Awards (target: all participating organizations)

At the awards ceremony, we will hand out banners to the winning organizations on stage and have them make an appeal. Eligible groups should come to the Food Booth Grand-Prix Booth (in front of the Faculty of Engineering Fountain) by 11:00.

【Time】

Final award: June 9th (Sun) 11:45-12:05

【Location】

Interim Award: Food Booth Grand-Prix Booth

Final award: Special stage next to the gym(gather at the Food Booth Grand-Prix Booth in front of the Faculty of Engineering fountain)

【subject】

1st to 5th place overall, 1st place in each division(1st and 2nd place in Freshman division only)

【Notes】

- To reduce crowding, we ask that no more than three people from each group participate in the award ceremony.
- Each group will have about 30 seconds to make their appeal. Please think about this in advance.
- Even if you are unable to participate, Hokudai-sai staff will not deliver the banner to you. After the awards are over, please come to the "Food Booth Grand Prix Booth" in front of the Faculty of Engineering Fountain.
- If the food booth stops opening or is canceled, it will not be eligible for awards.
- If the food booth is suspended or canceled after the award is given, the award will be canceled and the banners will be collected.



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- Collection of Banner-Flag

We will collect Banner-Flags that we lent to the food booths which won on that day at 21:00 ~ 22:00 on Hokudai-sai Day 2, June 8th (Sat), and at 17:00 ~ 18:00 on Hokudai-sai Day 3, June 9th (Sun). If there is no one in your Tents, send an e-mail to "iff@hokudaisai.com".

【Time】

Intermediate results winners..... June 8th (Sat) 21:00-22:00

Final results winnersJune 9th (Sun) 17:00-18:00

- Prohibitions

Those actions below are prohibited. The votes which the Hokudai-sai Office regards as fraudulent will be invalidated and the Tent doing fraudulent voting can be given a penalty.

- Compel visitors to vote for your Tent.
- Vote more than once for one category.
- Vote outside of designated hours.
- Vote that is thought apparently suspicious.

Note



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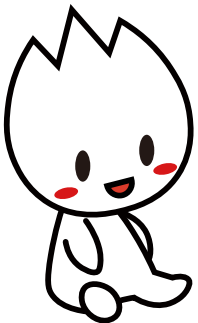
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Note



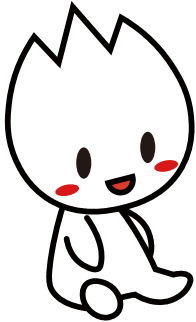
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*** In case of an emergency ***

Please contact us using the contact information below. Please note that we may not be able to answer at night (24:00-6:00). In that case, please come to the room of Hokudai-sai Office (N204, The Institute for the Advancement of Higher Education).

Available in English : 090-3723-3663

(Hokudai-sai Secretariat IFF Deputy General Manager Yuya SUMIMOTO)

Available in Japanese : 090-2923-4436

(Hokudai-sai Secretariat IFF General Manager Yuki SUGIURA)

At Night : 011-709-5037

(The Room of Hokudai-sai Office)

The IFF Booklet for the Day 2024

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