



# The IFF Booklet for Preparation 2024



Tent Name

Tent Leader

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The IFF Booklet for Preparation

# 0. About This Booklet

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## 》 About the Publisher

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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 Food Booths 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

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There are two types of the IFF Booklet: one is "The IFF Booklet for Preparation 2024 (hereinafter referred to as "P-Booklet 2024")" and the another is "The IFF Booklet for the Day 2024 (hereinafter referred to as "D-Booklet 2024")".

PLEASE READ EVERY PAGE OF THIS P-BOOKLET VERY CAREFULLY. Many important things for preparation are written. You can find the information about the documents you must submit or the cautions when deciding the food you provide, for example. If you disobey those rules, the Hokudai-sai Office staff will ask you to follow their instructions.

← 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 HUISA has the authority to impose penalties, and you must follow the instructions given by HUISA, even if it is not written in this booklet.

## 》 When You Lose This Booklet

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If you lose this booklet, it cannot be redistributed. The online copy is provided for download on the official website for the participants of IFF 2024 (hereinafter referred to as "the official website", p.8).

## 》 About What You Need to Do on The Day of Hokudaisai

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The instructions that need to be followed during Hokudai-sai will be written in "D-Booklet 2024". This booklet will be distributed in General Assembly (hereinafter referred to as "GA") #7, June 4th (Tue).



# Contents

## 1. To Participate in Hokudai-sai

1-1. The 66th Hokudai-sai .....	P.5
1-2. Schedules Before and During Hokudai-sai .....	P.6
1-3. Checklist of Documents You Must Submit .....	P.7
1-4. The official website for the participants of IFF 2024 .....	P.8
1-5. Pledge / Participation License .....	P.9
1-6. Recipe Details / Food Ingredients List... ..	P.10
1-7. Heat Equipment Application .....	P.12
1-8. Fire Safety Meeting / Confirmation items for Fire and Hygiene Safety .....	P.13
1-9. Apportion Fee .....	P.14
1-10. Eating Area .....	P.14

## 2. The Rules

2-1. The Food You Can Serve .....	P.15
Food Hygiene Guideline .....	P.15
The Rules for Food Ingredients .....	P.15
The Rules for Recipe .....	P.16
What You Need to Prepare for Food Hygiene .....	P.17
Additional Notes .....	P.17
2-2. To Avoid Fire Accidents .....	P.19
Fire Extinguisher Placing Region .....	P.19
To Avoid Fire Accidents .....	P.19
The Self-Check Sheet for Fire Safety .....	P.20
2-3. Use of Cars and Bicycles .....	P.20
Cars .....	P.20
Bicycles .....	P.21
2-4. Cleaning Up .....	P.21
2-5. About the Media .....	P.22
2-6. About Nuisance Action .....	P.23

1. To Participate

2. The Rules

3. For Preparation

4. Projects



### 3. To Prepare What You Need

3-1. Rental Equipment.....	P.24
About Rental Equipment .....	P.24
Important Notice .....	P.24
How to Order.....	P.24
To Change or Cancel the Order / Automatic Cancellation.....	P.26
Distribution.....	P.26
3-2. Packages and Ice.....	P.27
Advantages of Buying Packages and Ice through the Hokudai-sai Office.....	P.27
How to Order and Receive .....	P.27
List of the Products .....	P.28

### 4. Projects You Can Join

4-1. Booth Guide .....	P.30
4-2. Food Booth Grand-Prix .....	P.30
4-3. Costume Parade .....	P.31

#### \* \*Contact Us\* \*

For general questions about participating in IFF, please ask HUISA first.

If you have any questions about the contents written in this P-booklet, please send an e-mail to "iff@hokudaisai.com". Please make sure to write your "Tent name" in the subject, and "Name and Phone number of the person sending the e-mail" in the content of your e-mail.

※ Please write the e-mail in English or Japanese.



# 1. To Participate in Hokudai-sai

## 1-1. The 66th Hokudai-sai

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

Date	Possible Prepare Hours	Possible Open Hours	Withdrawal Time
June 6th (Thu)	18:00 -	(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)	8:00 - 21:00	9:00 - 17:00	19:00

\* You can start the set-up on June 6th (Thu) after 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 Prepare Hours" includes the time for "preparation, withdrawal, and recovery to the original state. Please make sure to finish all the recovery by the "Withdrawal Time".

\* Especially on the last day of Hokudai-sai, please follow the Possible Open Hours.

## The Glossary of Hokudai-sai Terms

### ① Hokudai-sai

The festival of Hokkaido University, composed of the IFF, which is organized by international students, and 9 other festivals organized by Japanese students.

### ② Hokkaido University Festival Executive Committee (hereinafter referred to as "Hokudai-sai Executive Committee")

The committee composed of the representatives from each festival of Hokudai-sai.

### ③ The Hokudai-sai Office

The organization that performs the tasks delegated by the Hokudai-sai Executive Committee. The tasks include checks for safety, the publication of the festival pamphlet, and many other things.



The IFF Booklet for Preparation

## 1-2. Schedules Before and During Hokudai-sai

### ● Before Hokudai-sai

Month	Day	Day of the Week	Events	Deadlines
April	9th	Tue	GA #1 • Distribution of P-Booklet 2024 • Distribution of Documents	
	16th	Tue	GA #2 • Distribution of Documents	• Application Form • Apportion Fee [P.14]
	23rd	Tue	GA #3 • Announcement on area blocking • Hygiene Safety Meeting	
May	3rd	Fri		• Recipe Details [P.10] • Rental Equipment Order Form [P.24] • Package and Ice Order Form [P.27] • Event Entry Application [P.31] • Inquiry of Plans to Enter / Exit [P.20]
	14th	Tue	GA #4 • Order for Rental Equipment • Order for Package and Ice	• Pledge [P.9]
	17th   22nd	Fri   Wed		• Payment of Rental Fees [P.25]
	20th	Mon		• Heat Equipment Application [P.12]
	21st	Tue	GA #5 • Fire Safety Meeting	• Costume Parade Agreement Form
	27th	Mon		• Confirmation Items for Fire and Hygiene Safety [P.13]
	28th	Tue	GA #6 • Costume Parade Meeting	
June	4th	Tue	GA #7 • Distribution of D-Booklet 2024 • Distribution of Documents	

### ● After Hokudai-sai

Month	Day	Day of the Week	Events	Deadlines
June	21st	Fri	GA #8 • Deposit Refund	
	30th	Sun		• Deadline of the IFF Questionnaire for Participants



● During Hokudai-sai

Month	Day	Day of the Week	Events	Task Lists
June	6th	Thu	Set up (18:00 - )	• Distribution of the ordered Rental Equipment #1 (18:00 - 22:00)[P.26]
	7th	Fri	Hokudai-sai Day 1 (12:00 - 21:00)	• Distribution of the ordered Rental Equipment #2 (7:00 - 7:40)[P.26]
	8th	Sat	Hokudai-sai Day 2 (9:00 - 21:00)	
	9th	Sun	Hokudai-sai Day 3 (9:00 - 17:00)	• Cleaning up

### 1-3. Checklist of Documents You Must Submit

These documents below are distributed in GA. Please submit them to HUISA by the deadline.

[Deadline: April 16th (Tue)]

- Application Form
- Apportion Fee ..... P.14

[Deadline : May 14th (Tue)]

- Pledge ..... P.9

Please submit the documents below through the official website.

[Deadline : May 3rd (Fri) 23:50]

- Recipe Details
- Event Entry Application ※ If you want to join the Costume Parade.
- Rental Equipment Order Form
  - ※ If You Want to Rent Equipment through the University CO-OP
- Package and Ice Order Form ※ If you want to purchase through us.
- Inquiry of Plans to Enter / Exit ※ If you want to use cars during Hokudai-sai.

[Deadline : May 20th (Mon) 23:50]

- Heat Equipment Application

[Deadline : May 25th (Sat) 23:50]

- Recipe Details ※ If you need to revise and resubmit.

[Deadline : May 27th (Mon) 23:50]

- Confirmation items for Fire and Hygiene Safety



The IFF Booklet for Preparation

## 1-4. The official website for the participants of IFF 2024

The official website for the participants of IFF 2024 is the website where you can check information about IFF participation and registration. We recommend that all participating groups bookmark the top page.

### ● How to access

Please enter the URL (<https://iff.hokudaisai.com>) to access the site.



### ● About Information provision

All information and announcements for participating groups are posted on the official website. On the "Documents" page, you can download handouts of GA and booklets (PDF). You can check the upcoming schedule on the "Schedule" page, as well as "Today's schedule" and "Tomorrow's schedule" from the top page. In addition, Q&A and information about food hygiene and fire safety are available. Please use them as needed.

### ● Recommended Environment

The Hokudai-sai Office recommends the use of Google Chrome when using the official website. We have also confirmed that it works properly with the following browsers,  
from a PC: Google Chrome, Microsoft Edge, Safari, Firefox  
from mobile devices: Google Chrome, Safari, Firefox.

### ● Log in

In order to log in, you need the e-mail address of the Tent Leader and a password. The temporary password required for log-in will be distributed at GA #3, April 23rd (Tue).

### ● Application System

Some applications related to IFF can be easily made from the website. Please apply from the "Application" tab on the top of the page.





## 1-5. Pledge / Participation License

Since we need the Tent Leader's, the Vice Tent Leader's, the Fire Safety Manager's, and the Hygiene Safety Manager's signature on it, please submit the hard copy of the Pledge. Participation License will be distributed to the Tents who have submitted the Pledge by the deadline and are officially permitted to participate in Hokudai-sai by GA #7, June 4th (Tue).

### 》 Pledge

#### Deadline : GA #4, May 14th (Tue)

Every Tent that participates in Hokudai-sai is required to promise the president of HUISA and the chairperson of the Hokudai-sai Committee, that the points on the Pledge must be followed. When any of those points are not followed, the Tent is no longer permitted to run the Food Booth. Also the tent must comply with the consequences that follow.

The Points that you must fill in are as follows:

- Date of Fill-in (dd/mm/2024)
- Tent Name
- Country / Region
- Name of the Tent Leader (Own Signature)
- Phone Number of the Tent Leader
- E-mail Address of the Tent Leader
- Name of the Vice Tent Leader (Own Signature)
- Phone Number of the Vice Tent Leader
- E-mail Address of the Vice Tent Leader
- Name of the Fire Safety Manager (Own Signature)
- Phone Number of the Fire Safety Manager
- E-Mail Address of the Fire Safety Manager
- Name of the Hygiene Safety Manager (Own Signature)
- Phone Number of the Hygiene Safety Manager
- E-Mail Address of the Hygiene Safety Manager

Please note that the Tent Leader, the Vice Tent Leader, the Fire Safety Manager and the Hygiene Safety Manager will be required to attach a copy of their student ID card to prove that they are students at Hokkaido University. Also, the Tent Leader MUST attend ALL of GA, the Fire Safety Manager MUST attend the Fire Safety Meeting on May 21st (Tue), and the Hygiene Safety Manager Meeting on April 23rd (Tue). If the Pledge is not submitted by the deadline, the Tent cannot be permitted to participate in Hokudai-sai.



The IFF Booklet for Preparation

## 》 Participation License

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We provide Participation License to the Tents to prove that they are officially permitted to participate in. Participation License will be distributed in GA #7, June 4th (Tue). All the Tents which have submitted the Pledge by the deadline and are permitted to participate in will be able to receive it. During Hokudai-sai, you are required to post the license at a prominent place.

Tent Name, Tent Number (e.g. "IFF20"), and Name of the Tent Leader are written on the license.

## 1-6. Recipe Details / Food Ingredients List

Food Ingredients List will be made based on the information you applied in the Recipe Details, and distributed by the Hokudai-sai Office.

### 》 Recipe Details

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Deadline : May 3rd (Fri) 23:50 \*Please submit the document through the official website.

Recipe Details is an application in which Tents report the information about the food they will serve in the Hokudai-sai Office. It is used to ensure food safety during Hokudai-sai.

There are rules for the ingredients and recipes in Hokudai-sai. Make sure to read "2-1. The Food You Can Serve" (P.15) carefully before you fill out Recipe Details.

Please describe all the menus, ingredients, place of preparation and processes in detail following the example on the next page. You need to describe all the ingredients (including seasonings and drinks) you serve.

The Hokudai-sai Office will check the document. If there is any problem, the Hokudai-sai Office will let you know through HUISA. If there is any problem, the Hokudai-sai Office will let you know through HUISA and you need to revise and resubmit it by May 25th (Sat).

The menu, ingredients and recipe you have written in Recipe Details CANNOT be changed. In case you have to change it inevitably, please e-mail "iff@hokudaisai.com".

\* Please write in English or Japanese.

During Hokudai-sai, ONLY THE FOOD that follows the Recipe Details you have submitted is approved. As soon as we find any menus, ingredients and recipes that do not follow Recipe Details, you are asked to follow the rules by the Hokudai-sai Office.



● example

# IFF2024 ~International Food Festival~

The Official Website for Participants in IFF 2024

## 【Menu 1】 Recipe Detail (模擬店詳細) Confirmation Page

\* is required.

Food Hygiene Guideline is [here](#).

Menu Name\*

yakisoba

Ingredients\*

yakisoba noodles, yellow onion, carrot, shiitake, cabbage, cut pork belly, aonori, beni shogaoil, yakisoba sauce

\*Please write as detailed as possible.

Process\*

Place of preparation	Detail of process
In a house ▼	Cut the vegetable into bite-size pieces.
In a tent ▼	Warm up the noodles and transfer them to a dish.
In a tent ▼	Cook the protein, followed by the tough vegetables, and then the soft vegetables.
In a tent ▼	Put back the noodles and season them with Yakisoba Sauce.
In a tent ▼	Toss them all together and serve.

ADD

CONFIRM

DELETE

BACK

1. To Participate

2. The Rules

3. For Preparation

4. Projects

## 》 Food Ingredients List

Food Ingredients List is a notice to give information about food allergy and halal. You are required to post the list in a prominent place during Hokudai-sai. Food Ingredients List will be distributed in GA #7, June 4th (Tue).

Make sure that if the Hokudai-sai Office finds anything that is apparently missing from your recipe, we may add the ingredient by ourselves.



The IFF Booklet for Preparation

## 1-7. Heat Equipment Application ← IMPORTANT!

Deadline: May 20th (Mon) 23:50

\*Please submit the document through the official website.

Heat Equipment Application is a document that you inform the Hokudai-sai Office of the number / type of Heat Equipment (fire / electric equipment) and the type of fuels the Tent will use. This application is used to avoid fire accidents.

Please describe ALL THE HEAT EQUIPMENT YOU WILL USE. You are not allowed to use heat equipment that is not written in this application.

You also need to inform us whether you use a generator. It is because a generator uses gasoline as fuel and it can be dangerous.

We decide how many Heat-Resistant Boards or concrete blocks we will distribute to each Tent based on the information in this application. These supplies will be distributed through the HUIISA on Hokudai-sai Day1, June 7th (Fri). Refer to D-booklet, which will be distributed in GA #7, June 4th (Tue), for further information.

### ● How to Fill Out Heat Equipment Application

"About the generator"

Please select whether you use a generator for each of days, Day1 to Day3.

"About fire appliances and electrical equipment"

1. Please write the names of the fire appliances and electrical equipment you will use in English or Japanese. (If possible, please write in both English and Japanese.)
2. Please enter the number of the fire appliances and electrical equipment you will use.
3. Please check the box if there is something you would like to borrow.
4. If there is something you would like to borrow, please write the product name if possible.
5. Please check this box when using charcoal.
6. When using charcoal, please check the box if the equipment has legs.
7. When using charcoal, please note the length of the legs of the equipment.

"About the fuel used"

Please check all items that apply to the type of fuel you will use during Hokudai-sai.



## 1-8. Fire Safety Meeting / Confirmation items for Fire and Hygiene Safety

### 》 Fire Safety Meeting

The Hokudai-sai office explains the way of using fire equipment and the important items for fire safety in the Fire Safety Meeting.

Both the Tent Leader and the Fire Safety Manager who are written on the Pledge MUST attend this meeting. Unless you attend this meeting, you CANNOT participate in Hokudai-sai.

In case of the Tent Leader and the Fire Safety Manager cannot attend this meeting due to unavoidable circumstances, please send an e-mail to "iff@hokudaisai.com" by May 20th (Mon). We will tell you the date, the time and the place of the extra meeting.

Day : GA #5, May 21st (Tue)

Place : N1, The Institute for the Advancement of Higher Education

What to bring : student ID

### 》 Confirmation items for Fire and Hygiene Safety

#### ● About Confirmation items for Fire and Hygiene Safety

This is the confirmation whether you told all of your Tent members about the matter for fire and hygiene safety. You cannot participate in Hokudai-sai unless you submit this confirmation.

#### ● How to fill in Confirmation items for Fire and Hygiene Safety

1. In some way, you inform your tent members of the following items that you learned in the Fire Safety Meeting.

- The important notices when you use heat equipment.
- About the distance between heat equipment and combustible materials.
- The important notices when you use gasoline and a generator.
- About the distance between a generator and combustible materials.
- The important notices when you use a floodlight.

2. In some way, you inform your tent members of the following items that you learned in the Hygiene Safety Meeting.

- Three basic principles of the food poisoning prevention.
- The important notices about the person who cooks.
- The important notices when you cook.
- About Mini-washing Place and sink.
- Other important notices to be explained at the Hygiene Safety Meeting.



The IFF Booklet for Preparation

3. You must access the official website and fill out the necessary information of the confirmation. You cannot submit unless you finish the task of this confirmation and put a “ ✓ ” in the box.

● How to distribute / submit

Starting date : May 21st (Tue) 20:00  
Deadline : May 27th (Mon) 23:50  
Destination of submission : The official website for the participants of IFF 2024

## 1-9. Apportion Fee

Apportion Fee is collected by the Hokudai-sai Committee from outdoor participating groups at each festival, including IFF. This Fee aims to get disaster prevention and sanitation items that were previously supported by the university, as well as to provide a reserve for emergencies at the Hokudai-sai as a whole.

Please pay 4,000 yen at GA #2, April 16th (Tue). If you do not pay, you will not be allowed to participate. The Hokudai-sai Committee does not offer any refunds after payment has been made.

## 1-10. Eating Area

### 》 Eating Area

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At the 66th Hokudai-sai, we will set up eating area just like last time. The Hokudai-sai Office will be responsible for securing the necessary supplies, and HUISA will be on duty to set up and withdraw the eating area, similar to Night Patrol and Garbage Station Patrol. For details, please refer to the "Eat-in Space Manual (tentative name)" that will be distributed at a later date.

# 2. The Rules



## 2-1. The Food You Can Serve

← SHARE!

### 》 Food Hygiene Guideline

Food Hygiene Guideline is a general rule in Hokudai-sai, which prevents food poisoning. It determines the menu, ingredients and recipes that can be served in Hokudai-sai. You CANNOT serve the food that goes against this guideline. Please read it carefully when you decide the menu you serve. Please note that this guideline may be altered depending on the views of the person in charge of food hygiene in the Hokudai-sai Office.

\* There have been food poisoning at other university festivals and then, food and beverages cannot be served at the following year's festivals and beyond.

### 》 The Rules for Food Ingredients

← IMPORTANT!

Please read this carefully before you fill out the Recipe Details (P.10).

#### ● Meat / Seafood / Eggs

- Meat, seafood and eggs CANNOT be served raw. Make sure that those are fully cooked.
- If you want to serve meat or seafood, you have to buy those already cut or skewered. You CANNOT cut and skewer meat or seafood anywhere (both inside and outside of the Tent).
- Use up eggs as soon as possible after cracking.
- Shellfish (such as oysters and scallops) should be fully cooked using pre-cooked frozen products that have been heat-treated.

#### ● Vegetable / Fruit

- Please cut vegetables or fruit beforehand, in a clean indoor place with cleaning equipment. The work area must be unified in the group, and cutting must be done in the presence of the Tent Leader or the Hygiene Safety Manager.
- Vegetables cannot be served raw.
- Preferably, you should use canned fruit.

#### ● Other Foods

- If you want to serve rice, use wash-free rice (Musen-mai, "無洗米").
- Water for cooking rice should be provided by group members at their own homes, etc.
- Handmade whipped-cream, jelly and puddings cannot be served.
- Handmade bean pastes can be served, but re-heating is prohibited.
- Whipped-cream made from animal fat must be served cooked.
- Alcohol cannot be served. Drinking alcohol on the Campus is prohibited during Hokudai-sai.
- In addition, the serving of non-alcoholic beverages is prohibited because some non-alcoholic beverages are difficult to distinguish from alcoholic beverages.

1. To Participate

2. The Rules

3. For Preparation

4. Projects



## 》 The Rules for Recipes < IMPORTANT!

Please read this carefully before filling out the Recipe Details (P.10).

### ● Storage of Food

- Please carry out all the processes on the day the food is served. You CANNOT prepare or cook food on the day before it is served.
- Do not leave food at a room temperature. In particular, be sure to store meat, seafood, and eggs in the refrigerator.
- If you want to prepare food in advance, it must be put in the refrigerator or the hot showcase, and it is prohibited from stocking cooked food for more than 2 hours. It is also prohibited to stock a large amount of cooked food at once.
- Once you open a package of the food, please use it up completely on that day and do not use it on the next day.
- When turning off the refrigerator, please do not leave food inside. Store unopened items in your home refrigerator. Leaving food at a room temperature during late hours also violates Food Hygiene Guideline, and the Hokudai-sai Office would tell you to obey the guideline in such cases.
- When stocking food at a room temperature in the Tent, make sure to close the package of the food or put it in a bag that can be closed. Otherwise crows might take your food.

### ● Food Cutting

- Please cut food in a clean indoor place with cleaning equipment. The work area must be unified in the group, and cutting must be done in the presence of the Tent Leader or the Hygiene Safety Manager. You cannot do it inside of the Tent. Cutting meat or seafood is prohibited as we mentioned above.
- You cannot serve meat that is cooked and cut off in front of the Tent, for example when you serve KEBAB. If you want to cook KEBAB in front of your Tent, that can be used only for display and you have to prepare another for serving.

### ● About the person who cooks

- When cooking and serving the food, you must wash and sanitize your hands. You also have to put on aprons, bandanas, disposal cooking gloves and non-woven face masks. Alcohol sterilizers will be distributed through HUISA on Hokudai-sai Day1, June 7th (Fri).
- When you are not feeling well or have wounds on your hands, you must not cook or serve the food.
- Do not put on accessories such as rings or bracelets when cooking.

### ● Additional Notes for Specific Food

- When kneading with your hands, for example kneading the dough of bread or Gyoza, do it





- in a clean indoor place with cleaning equipment. The work area must be unified in the group, and cutting must be done in the presence of the Tent Leader or the Hygiene Safety Manager.
- When you serve rice, you have to keep it warm until just before you serve.
  - Food with liquid, such as soup or curry, must be cooked inside of the Tent (except for cutting ingredients). Please keep on cooking it until just before you serve and stir it occasionally.

## 》 What You Need to Prepare for Food Hygiene ← IMPORTANT!

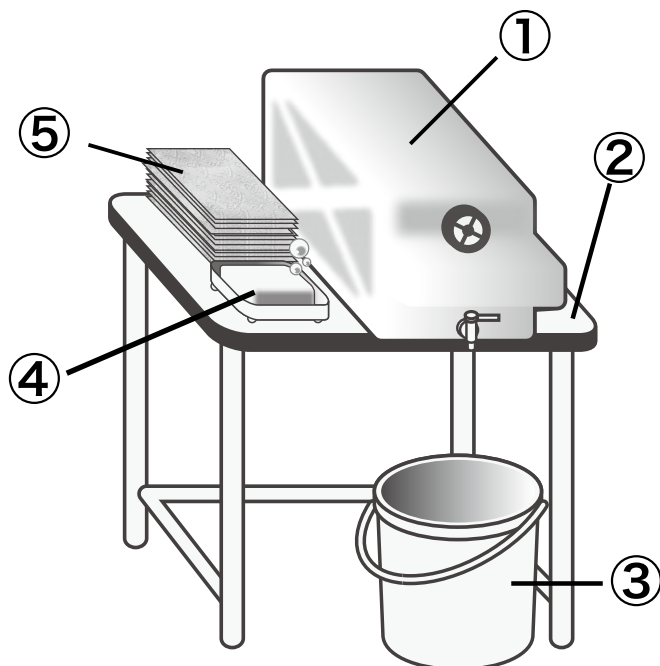
- Aprons / Bandanas / Disposal Cooking Gloves / Non-woven Face masks  
Make sure to put on aprons, bandanas, disposal cooking gloves and non-woven face masks when you cook or serve. The disposal cooking gloves must be put on after washing and sanitizing hands.
- A Tent and Side Screens to Cover its 3 Sides (back, right and left side)  
You can rent those equipment through the Hokudai-sai Office. Read P.24 for details.
- Equipment for Cooling Foods (e.g. Refrigerators)  
You must prepare refrigerators when you use meat, seafood, eggs, milk and other dairy products. You can use Cool Boxes for other food. If you use Cool Boxes, you must keep them cool.  
You can rent refrigerators through the Hokudai-sai Office. Read P.24 for details.
- Garbage Box  
Please follow the garbage classification that HUISA announces in GA. (This will also be written in "D-Booklet 2024" distributed in GA #7, June 4th (Tue)).
- Mini-washing Place  
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.  
You must prepare 5 items below and place them inside the Tent for each tent as shown on the next page.
  - ① A Plastic Tank with a Tap
  - ② A Stand (e.g. table, chair)
  - ③ A Bucket (a volume over 5L)
  - ④ Soap
  - ⑤ Paper Towels

## 》 Additional Notes

- You CANNOT walk around to sell food or let visitors taste samples.
- During Hokudai-sai, the Hokudai-sai Office will check food hygiene. If you are pointed out any problems in your Tent, please remedy them IMMEDIATELY.



● Image of Mini-washing Place



9 Things About Food Hygiene  
that IFF Tents need to pay special attention

← SHARE!

1. Preparation and cooking on the day before is prohibited.
2. DO NOT stock a large amount of cooked food at once.
3. If you open the package of the food once, use it up on the day.
4. DO NOT leave food at a room temperature. Meat, seafood, eggs and milk are especially dangerous.
5. Please keep food in an adequate cooling equipment, such as a refrigerator. (Please read "What You Need to Prepare for Food Hygiene" (P.17).)
6. Cut food (except for meat and seafood) in a clean indoor place with cleaning equipment.
7. If you want to serve meat or seafood, you have to buy those already cut or skewered.
8. Prepare a Mini-washing Place in your tent.
9. If you are pointed out any problems in your tent by the Hokudai-sai Office or HUISA, please remedy them immediately.



## 2-2. To prevent fire and other accidents

### 》 Fire Extinguisher Placing Region

Since Hokudai-sai is a large event with many Food Booths, there is a risk of fire accidents. The fire station instructs us to place fire extinguishers on EACH TENT which the Hokudai-sai Office designates during Hokudai-sai.

You need to follow those points below ;

- We will distribute a fire extinguisher in the morning of Hokudai-sai Day 1, June 7th (Fri). Please place it in front of your Tent.
- If you lose, break or use the fire extinguisher for wrong purposes, the Tent which manages it needs to pay 6,000 yen as compensation (This is not a fine by HUISA).

### 》 To Avoid Fire Accidents ← IMPORTANT!

#### ● Heat-Resistant Board

Heat-Resistant Board is placed under the equipment that exhausts heat, to prevent tables from burning. We lend Heat-Resistant Board to the Tents. We distribute it through HUISA on Hokudai-sai Day 1 morning, June 7th (Fri). If you use equipment that emits a large amount of heat, such as charcoal grills, concrete blocks will be distributed instead.

Details about distribution and return are written in “D-Booklet 2024” distributed in GA #7, on June 4th (Tue).

#### ● The Things You MUST Prepare to Avoid Fire

- Aluminum foil (Wrap around the Heat-Resistant Board)
- A bucket with a volume over 5L (Please fill with water and place it in the Tent)

#### ● Decorations that are NOT permitted

- Decorations near the fire
- Decorations which could be blown off by the wind
- Decorations including fire such as candles
- Overdecorating the Tent
- \* If you use a standing signboard, please fix it firmly inside of your Tent space.
- \* Make sure to recover the area as the original state when putting it away.
- \* For decorations, please use masking tape or curing tape instead of gummed tape.



The IFF Booklet for Preparation

### ● Additional

- \* Tent weights MUST be put on the each of 4 corners of the tent to prevent tents from moving or being blown by wind.
- \* If you rent a tent through the University CO-OP (P.24), 4 tent weights will be distributed on June 6th (Thu), the day before the Hokudai-sai.
- \* If you prepare a tent by yourself, you MUST prepare 4 tent weights or something that can substitute (such as sandbags) to put on the 4 corners of your tent.
- \* Please make sure that the inside of the tent always can be seen from the Main Street.
- \* For other additional notes, read "D-Booklet 2024" distributed in GA #7, on June 4th (Tue).

## 》 The Self-Check Sheet for Fire Safety

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The Self-Check Sheet for Fire Safety is a list of the points you must follow to avoid fire accidents. It is distributed every 3 days at the HUISA Tent.

Please conduct an inspection before you open your Food Booth following this document. Fill out the document and post it in front of your Tent. It proves that you have surely conducted an inspection.

## 2-3. Use of Cars and Bicycles ← SHARE!

### 》 Cars

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Since a lot of people visit Hokudai-sai, it is extremely dangerous to drive cars on the Main Street. For the safety of pedestrians, please avoid using cars as much as possible. If it is inevitable, please read the part "Inquiry of Plans to Enter / Exit (P.21)" and inform the Hokudai-sai Office beforehand that you use cars.

Also, when you drive a car, avoid passing the Main Street as much as possible and use the Bypass Route. For details about the Bypass Route, read "D-Booklet 2024" distributed in GA #7, on June 4th (Tue).

Be sure to follow the instructions of the Hokudai-sai Office during Hokudai-sai.

### ● The Blockage of Cars on the Main Street

During the date mentioned below, the Main Street will be closed to all cars, and the passage of cars from north to south (and vice versa) will be stopped, as well as every year. For the safety of pedestrians, please keep your cars outside of the Campus or keep them parked where the Hokudai-sai Office will announce in "D-Booklet 2024". Also, you cannot park in front of the Hokkaido University Museum since opens even during Hokudai-sai.



### Traffic Ban Hours

June 8th (Sat) 9:00 - June 9th (Sun) 17:00 (Cars related to Hokudai-sai)

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

#### ● Inquiry of Plans to Enter / Exit

Under normal circumstances, student vehicles are not permitted to enter the Campus. However, during the Hokudai-sai, vehicles that have applied in advance for Inquiry of Plans to Enter / Exit can enter the Campus free of charge. If you want to apply, please visit “the official website” >” Application” >” Inquiry of Plans to Enter / Exit” and enter the date, entry time, exit time, destination, type of car, parking or not, and parking area by 23:50 on May 3 (Fri).

No additions or changes will be accepted after the deadline unless there are special circumstances. Also, as a general rule, IFF participating groups are required to use the Main Gate (North 9). If you want to use a gate other than the Main Gate, if you want to enter or exit outside of the hours when entry and exit are allowed, or if you have any questions, please contact us at “iff@hokudaisai.com”.

#### ● Car Pass

You need one Car Pass per entry to the Campus. The Car Pass will be distributed to the Tents that have applied in Inquiry of Plans to Enter / Exit, however the number of passes is limited.

In case the Car Passes have been completely given out, you have to pay a fee of 500 yen per entry as usual.

\* If you have an entry pass or an IC card of your own faculty, please use it instead.

#### 》 Bicycles

For the safety of pedestrians, you CANNOT ride a bicycle on the Main Street during Hokudai-sai. Also, on the day before Hokudai-sai, June 6th (Thu), you are also not allowed to ride a bicycle between 18:00 - 22:00 because it may prevent distribution of Rental Equipment. You can walk with your bicycles along the sidewalk. You can also ride bicycles if it is not the opening hours of Hokudai-sai.

### 2-4. Cleaning Up

#### ● Cleaning Up Your Tent Area

Each Tent needs to keep your Tent area clean. In order to maintain a clean environment, please clean up / tidy up your Tent and around it appropriately during Hokudai-sai. Especially, oil stains cannot be removed from the ground. Please do something such as putting a blue sheet so that the ground doesn't get dirty. You can borrow a blue sheet if you want. The details are written in “About rental equipment (P.24)”.

When you withdraw, make sure to clean up carefully and leave your Tent area better than you found it.



## 2-5. About the Media

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

Interviews and photo-taking in the Campus require the permission of the Division of Student Support. Please tell the media to contact the department before they interview you.

To distribute Temporary Entry Pass for the media-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 the Division of Student Support.

### ● Contacts

The Division of Student Support

TEL : 011-706-7460

MAIL : [gakusei@academic.hokudai.ac.jp](mailto: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](mailto:publicity@hokudaisai.com)

### ● Information to inform the Hokudai-sai Office

- Time and date of the interview
- Name of the media
- 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](mailto:iff@hokudaisai.com)" beforehand. (Please write the e-mail in English or Japanese.)



## 2-6. About Nuisance Action

All Groups and members of groups participating in the Hokudai-sai are required to comply with the following conditions of participation:

“Do not engage in activities that are offensive to public order and morals, solicit aggressively, or engage in activities that are detrimental to participants, visitors, or other groups at Hokudai-sai and IFF.”

Please be aware that if a visitor reports such an incident or if a Hokudai-sai Office staff member recognizes that a booth is offensive to public order and morals, HUFEC or IFF representative may suspend the stall or take other disciplinary action.

1. To Participate

2. The Rules

3. For Preparation

4. Projects





## 3. To Prepare What You Need

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### 3-1. Rental Equipment

#### 》 About Rental Equipment

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You can rent some equipment that you cannot prepare by yourself (e.g. tents) through the University CO-OP.

If you order the equipment following the steps below, you can rent those at cheaper price than usual, and the rental company staff will distribute and collect the equipment you rent during Hokudai-sai. Numbers of the Rental Equipment are limited, so please make sure to order by the deadline.

- \* If you cannot prepare tents, side screens to cover 3 sides (back, right and left sides) of the tent, blue sheets to prevent oil stains (P.21) or other equipment necessary for Food Hygiene (P.17) by yourself, make sure to rent these equipment.
- \* Renting gas from anyone other than University CO-OP is prohibited for safety considerations.
- \* Do not lend the equipment that you have rented through the University CO-OP to anyone else.

#### 》 Important Notice

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Propane Gas

Rent the SAME number of the propane gas as the number of equipment (uses gas as fuel) that you use. You can refill the propane gas during Hokudai-sai (you have to pay some additional money).

Size of the Tent

You cannot use the Tent that is bigger than your space. Please order a size of 2700mm×3600mm.

Size of Blue Sheet

Please rent one suitable for the size of the tent to be set up.

What You Need to Prepare for Food Hygiene

Read P.17 and order what you need.

Electricity Consumption (Watts of Your Equipment)

Please confirm that the total electricity usage which will be watt-displayed of your equipment is less than 80% of the maximum generation of your generator.





## 》 How to Order

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### ① Fill Out the Rental Equipment Order Form

Read "Important Notice" on the previous page carefully and submit the Rental Equipment Order on The official website by May 3rd (Fri) 23:50.

\* If you rent propane gas, you will receive another form in GA #4.

\* If you want to rent equipment and cannot come in GA #4, on May 14th (Tue), please e-mail "iff@hokudaisai.com".

### ② Payment

Reception Period : May 17th (Fri) - May 22nd (Wed)

Available Time : Weekday 10:00 - 17:00

You have to bring a copy of the order form and pay rental fee at the travelcenter in North Cafeteria 2nd floor. You have to pay it in cash. If payment is made after the 22nd, the fee will be higher. Also, rental items may be out of stock. Please make sure to pay by the 22nd.

You can change or cancel the order on the same period at the same place. For details, read the next content.

1. To Participate

2. The Rules

3. For Preparation

4. Projects





The IFF Booklet for Preparation

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## 》 To Change or Cancel the Order / Automatic Cancellation

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### ● To Change or Cancel the Order

Deadline : May 17th (Fri) - May 22nd (Wed)

You can change or cancel the order at the travelcenter in North Cafeteria 2nd floor. Bring a copy of the Rental Equipment Order Form. If you change or cancel the order after May 22nd (Wed), make sure that you need to pay the cancellation fee below.

\* You have to pay the difference when you change the order.

Cancellation Fee

May 17th (Fri) - 22nd (Wed) : No charge

May 23rd (Thu) - : 100% of the charge

### ● Automatic Cancellation

If you do not pay the fee by May 22nd (Wed) 17:00 (the time the travelcenter in North Cafeteria 2nd floor closes), the order is automatically cancelled.

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## 》 Distribution

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### ● Distribution

If you rent equipment through the University CO-OP, the rental company staff will distribute the Rental Equipment to your Tent during the periods below. The time and place of distribution differ depending on what you order. For the details, read "D-Booklet 2024" distributed in GA #7, on June 4th (Tue).

Distribution #1 : The Day before Hokudai-sai, June 6th (Thu) 18:00 - 22:00

Distribution #2 : Hokudai-sai Day 1, June 7th (Fri) 7:00 - 7:40

\* If you do not rent Equipment through the University CO-OP or you prepare by yourself, please arrange the delivery of equipment on your own. Please refer to "Use of Vehicles" on p. 20, 21 for information on applying for a temporary entrance pass when using a vehicle.



## 3-2. Packages and Ice

The Hokudai-sai Office sells packages and ice on the Campus to help the participants prepare them easily. Most of the packages are eco-friendly.

### 》 Advantages of Buying Packages and Ice through the Hokudai-sai Office

1. You can receive the packages and ice on the Campus (at the Multimedia Education Building 1st floor). It saves you time to go and buy them out of the Campus.
2. When packages or ice runs out during Hokudai-sai, you can order them additionally.
3. As for packages, you can receive them immediately.
4. If you order ice before 14:00, you can receive it 15:30 - 18:00 on that day. If you order after 14:00, you can receive it 9:30 - 12:00 on the next day.
5. If unused and unopened packages (purchased from the Hokudai-sai Office) are leftover, the Hokudai-sai Office can re-purchase them by about 50% price you bought.

\*For the details, please read "D-Booklet 2024" distributed in GA #7, on June 4th (Tue).

### 》 How to Order and Receive

#### ● How to Order

1. Read this booklet or take a look at the samples, and choose packages or ice you want to order.
2. Please fill out the Package and Ice Order Form on the official website and submit it by May 3rd (Fri) 23:50.

\* If you want to purchase packages or ice but cannot come in GA #4, on May 14th (Tue), please e-mail "iff@hokudaisai.com".

\* Even if you don't order before Hokudai-sai, you can order them on the Day.

#### ● How to Recieve Packages

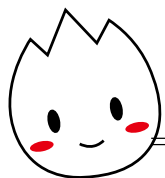
Please come to the Multimedia Education Building 1st floor 18:30 - 20:30 on the day before Hokudai-sai, June 6th (Thu). After we check the name of your Tent, you can receive the ordered packages.

\*You have to receive the packages all at once. Please make sure to come with people enough to carry all the packages at once.

#### ● How to Receive Ice

Please come to the Multimedia Education Building 1st floor on the period when you have requested in the Ice Order Form you submitted. Hokudai-sai Day1, Day2 : 9:30 - 12:00, 15:30 - 18:00, Hokudai-sai Day3 : 9:30 - 12:00.

\* Make sure to receive those on the day or time you are supposed to. If you do not come, the Hokudai-sai Office will contact you.



》 List of the Products

You can actually take a look at the samples of those packages below in the Hokudai-sai Office Room (N204 of the Institute for the Advancement of Higher Education, 高等教育推進機構 N204 北大祭事務局室 ).

\* The packages with "\*" are eco-friendly products.

● Packages

Type	Numbers in 1 Bag	Price (Yen)
*Tray with Lid	25	300
*Palp Food Package	50	950
Plastic Food Package	100	400
*Bowl	50	450
*Icecream Cup	50	450
*Eco-Paper Bag	50	250
*Paper Cup	50	250
Plastic Cup	100	800
Plastic Cup	50	300
Tapioca Straw	200	800
Chopsticks	500	700

• Tray with Lid

This package is made of Micro-flute, a lightweight and strong material that uses 30% less paper than regular corrugated cardboard, thus reducing the amount of wood used. It can also be folded up small and disposed of, thus reducing the volume of garbage. Its surface is made of paper made from palm waste, and it can resist oil, water and heat without any problems.

Usage examples: Gyoza and Chinese-style fried rice

• Palp Food Package

This is made from recycled paper, thus saving wood resources.

Usage examples: curry

• Bowl, Paper cup

These are made from non-wood fibers such as reed waste.

Usage examples: Bowls soup and curry

Paper cups Beverages, French fries and popcorn

• Icecream cup

It is made from recycled paper.

Usage example: Ice cream and shaved ice



- Chopsticks

These are made from wood from thinning and wood processing waste, thus saving wood resources.

- Eco-paper bag

This is made from paper made from palm waste. It is oil and water resistant.

Examples of use: Croquettes and kebabs

- Plastic Clamshell, Plastic Cup, Tapioca Straws

Each is a normal plastic package.

- Ice

Type (Size)	Price (Yen)
Flat Ice 17kg (500 × 270 × 130mm)	900
Cross Cut-Flat Ice 8kg (250 × 270 × 130mm)	500
Crushed Ice 4kg	600
Cubic Cut Ice 4kg	650

# 4. Projects You Can Join

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## 4-1. Booth Guide

Please make sure to share the information of Booth Guide written in this booklet and “D-Booklet 2024”, and the messages from the Hokudai-sai Office with ALL THE MEMBERS of your Tent if your Tent participates in Booth Guide.

### 》 What is Booth Guide?

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Booth Guide is a booklet that combines the Booth Map and booths' coupon or introduction booklet. It is going to be accompanied by “Booth Map” and a collection of coupons that can be used at booths at Hokudai-sai. Booth Guide will be distributed to students and visitors at all Information Booths free of charge.

### 》 Benefits of Participating Booth Guide

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If you post Booth Guide coupon or introduction, you can advertise your Food Booths. In the 65th Hokudai-sai (2023), we issued Booth Guide with about 60% of IFF booths' coupon or introduction.

### 》 How to Participate

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If you want to participate in Booth Guide, first read carefully "How to Fill in the Coupon" and "Additional Notes". Fill out the application form (P.9) (put a " ✓ " and fill in the content of the coupon) and submit it in GA #3, on April 23rd (Tue).

### 》 How to Fill in the Coupon

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Please write the sentences of the coupon within 20 words in English or 50 characters in Japanese. If the sentences are longer than the defined number of characters, they cannot fit in the space.

If you write the sentences in English, the Hokudai-sai Office will translate them into Japanese.

#### ● Example of a Coupon Content

##### 1.Introduction of booth

e.g.) "Selling ○○ !!"

##### 2.Discount coupons

e.g.) " ○○ yen Off", "If you buy □ packs, ○○ yen will be discounted"

\* You CANNOT post contents such as “150 Yen→ 100 Yen” or “5% Off” because the coupon might not be used if the prices are changed.

##### 3.Bonus coupons

e.g.) "Additional toppings for free ", "Show coupon and get one free"

## 4. Entertainment coupons

e.g.) “○○yen discount if you win against the staff in rock-paper-scissors”

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 » Additional Notes
 

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- Booth Guide must be applied to the whole group. (e.g. 3 visitors visit your Tent and one of the members shows Booth Guide, your Tent has to apply the discount to all the 3 visitors.)
- Please share the contents of the coupon with all of your Tent members.
- Booth Guide includes the Tent Name, region, and text.
- Read "D-Booklet 2024" distributed in GA #7, on June 4th (Tue) for the things you have to do during Hokudai-sai.

## 4-2. Food Booth Grand-Prix

Food Booth Grand-Prix is a project to rank all the Outside Food Booths in Hokudai-sai. There is an advantage that you can advertise your Food Booths and expect more sales.

We hope that many Food Booths join us and boost the mood in Hokudai-sai.

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 » How to Vote / Announcement of Results
 

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### ● How to Vote

Visitors can vote a booth on the Hokudai-sai official website or Food Booth Grand-Prix booth (in front of the Fountain).

### ● Announcement of the Results (Instruction for the Tents)

The announcement will be made on the website for voting for the Booth Grand Prix and on the Hokudai-sai official website and SNS (X (previously known as Twitter) and Instagram) on the following dates and times.

Mid-term announcement : June 8th (Sat) 10:30

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

### ● Award Ceremony

The winning group will be presented with a Banner-Flag and asked to make an appeal. Please adjust your shifts so that you can participate. For both the mid-term and final awards, please gather at the Food Booth Grand-Prix booth (in front of the Fountain) at 11:00. After gathering, we will move to the Award venue.

Mid-term announcement : June 8th (Sat) 11:30 - 12:30

Final announcement : June 9th (Sun) 11:30 - 12:30

Place : The Stage in front of the Gym

(Meet in front of Food Booth Grand-Prix booth)



The IFF Booklet for Preparation

## 》 What Participants Have to Do

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### ● Registration

Outside Food Booths are automatically registered to this project. You do not have to do anything special.

### ● About Categories

Food Booths in IFF are registered as "IFF Category" except overall ranking. The most voted Tent by international students will win "IFF Category".

### ● Distribution of QR Cord

We distribute the QR code on GA #7, June 4th (Tue). Please post it in your Tent.

### ● Collection of Banner-Flags at the Announcement

We collect banner-flags that we lent to the Food Booths won on that day at 21:00 - 22:00 on Hokudais-ai Day 2, June 8th (Sat), and at 17:00 - 18:00 on Hokudai-sai Day 3, June 9th (Sun). If there are supposed to be no one in your Tents, send an e-mail to "iff@hokudaisai.com" and tell us this.

## 4-3. Costume Parade

The Costume Parade is a traditional event that has been held since the dawn of Hokudai-sai. Participants can wear free costumes and tour around the Campus and Sapporo City to let people feel the coming of Hokudai-sai.

Do you want to try costumes you do not wear usually, or don't you want to join wearing traditional costumes with your friends from the same country? We're waiting for your participation!

Date : June 1st (Sat) 13:00 - 17:00

Meeting Place : Central Lawn

Waiting Room : Institute for the Advancement of Higher Education

E207(Women), E215 (Men)

### ● About Costumes

Basically, you are free to dress up as you like. We welcome participants wearing only a headgear, so please feel free to apply.

However, since the costume parade is held in a public space, we have established the following criteria to avoid disturbing the general public.





- ▶ Prohibit costumes that are not appropriate for a public place.
- ▶ Prohibit disguises that are obscene.
- ▶ Prohibit disguises that may cause defamation or other disadvantages.
- ▶ Prohibit disguises that may delay emergency responses.
- ▶ Prohibit to wear disguises that may include a political statement.
- ▶ Prohibit costumes that may pollute the waiting room.
- ▶ Prohibit any costume that the Hokudai-sai Office considers improper.

As for the items to be brought to the event, please do not bring anything with you. However, the following items may be carried during the event.

- ▶ Any item that will help promote your Food Booth.
- ▶ Any item that is not too long, too big, and not made of hard material.
- ▶ Not intended for distribution.

#### ● How to Participate

Attend GA #2, April 16th (Tue).

Participants must be undergraduate, graduate, or research students registered at Hokkaido University and at least 18 years old as of April 2nd, 2024.

After that, please submit the Event Entry Application on the official website by 23:50 on May 3rd (Fri).

Failure to do so will result in cancellation of the event.

After that, we will conduct a review of the content of the masquerade and notify you of the results.

A costume parade briefing will be held at GA #6, May 28th (Tue). You will be asked to fill out the costume parade pledge at this meeting, so please be sure to attend.

#### ● About Event Entry Application

- Name of each participant
- Photo of each participant's student ID
- Telephone number of the person in charge
- E-mail address of the person in charge
- Photographs of the costume (all participants in the costume, one from the front and one from the back)

Deadline: May 3rd (Fri) 23:50



The IFF Booklet for Preparation



Note

1. To Participate

2. The Rules

3. For Preparation

4. Projects

\* Contact Us \*

For general questions about participating in IFF, please ask HUISA first.

If you have any questions about the contents written in this booklet, please send an e-mail to "iff@hokudaisai.com". Please make sure to write your "Tent name" in the subject and "Name and Phone number of the person sending the e-mail" in the content of your e-mail

\* Please write the e-mail in English or Japanese.

## The IFF Booklet for Preparation 2024

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北大祭事務局



@HOKUDAISAI



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