

Eating Area Duty Manual (Set Up and Withdraw)

Hokkaido University Festival Executive Committee
Vice Chairperson Manaka Kobayashi

1. Introduction

For the 66th Hokudai-sai, the ratio of the number of food booths to the number of eating area is set at 10:1, and on top of that, at least one eating area is provided for festivals with the outside food booths. This document describes the procedures for setting up and withdraw the eating area.

2. Participating groups and areas where Eating Area will be set up and withdraw

Please check the table below for participating groups setting up and withdrawal eating areas. Please set up eating area as indicated on the food booth layout map.

In charge of setting up / withdraw the Eating Area	Eating Area in charge	Tent Size	Number of desks	Number of chairs
Committee of the Engineering Festival	Engineering Festival	4 pillars S	4	4
Committee of the Engineering Festival	Engineering Festival	4 pillars S	4	4
Committee of the Medical Exhibition	Medical Exhibition	6 pillars	12	12
Vietnam and Indonesia	IFF	4 pillars L	6	6
Committee of the Humanities Festival	Humanities Festival	4 pillars L	6	6
Committee of the Agricultural Festival	Agricultural Festival	6 pillars	(12)	(12)
Committee of the Veterinary Medicine Festival	Veterinary Medicine Festival	6 pillars	12	12
Committee of the Dentistry Festival	Dentistry Festival	6 pillars	12	12
Committee of the Pharmacy Festival	Pharmacy Festival	6 pillars	12	12
Hokudai-sai Office		6 pillars	12	12

※Regarding Agricultural Festival, please bring 12 desks and chairs yourselves.

3. Supplies needed to set up the Eating Area

3.1 List of Required Supplies

This is a list of supplies needed to set up the eating area and how to receive them.

< List of supplies >

Tents: Rental company will deliver tents to each block on June 6th (Thu), and the Hokudai-sai Staff in charge of each area will distribute the tents.
Desks: Will be delivered by each group on June 6th (Thu).
Chairs: will be delivered by each group on June 6th (Thu).

※Please refer to D-Booklet for the pickup locations and times for desks and chairs in addition to the information in 3.2 and later.

3.2 Details of locations and times for receiving supplies

Please pick up supplies in order according to the numbers below. The time for picking up desks and chairs is **from 07:00pm to 09:00pm**. Please make sure to pick up your supplies within this schedule.

1. Tent

The following is the distribution area for each festival on Main Street:

Medical Exhibition, Engineering Festival, Agricultural Festival, IFF

The following is the distribution area for each festival in front of the booth area:

Veterinary Medicine Festival, Pharmacy Festival, Dentistry Festival, Humanities Festival

Tent distribution will begin at **06:30pm**.

(However, this may be delayed depending on progress.)

2. Desks and chairs

Desks and chairs will be distributed in front of the entrance of the S-building of the Institute for the Advancement of Higher Education. For the distribution, you will need a "**the Distribution PASS**" which will be distributed to each group. (The Distribution PASS will be distributed at the 9th Hokkaido University Festival Executive Committee meeting). Make sure that the Tent Name on the Distribution Pass is yours.

Please come to the entrance of the S-building of the Institute for the Advancement of Higher Education at the designated time shown on the Distribution PASS.

Please come in a group that is large enough to carry all the supplies at once to avoid confusion over the number of supplies to be distributed.

3. Details of collecting supplies for distribution.

After withdrawing the eating area, please bring the supplies to the collecting location in order, according to the list below. The time for collecting supplies is from **05:00pm to 07:00pm**. DO NOT forget to bring the Distribution PASS when returning the supplies.

Tent: Please put all tent parts together in the eating area.

Desks: Please bring desks in front of the entrance of the S-building of the Institute for the Advancement of Higher Education.

Chairs: Please bring chairs in front of the entrance of the S-building of the Institute for the Advancement of Higher Education.

4. Note

How to build tents

※Be careful not to get your hands caught when lifting each pole.

※The way of setting up may different depending on the tents to be distributed.

[How to build a six-pole tent]

(1) Check that there are 5 kinds (in some cases 6 kinds) of steel beams.

① 4 corner pillars (which have 3 holes at the top of the pillar)

② 2 center pillars (which have 4 holes at the top of the pillar)

※In some cases corner pillars and center pillars are divided into upper and lower parts.

③ 3 longer beams

④ 4 shorter beams

⑤ 6 connecting parts (for roof)

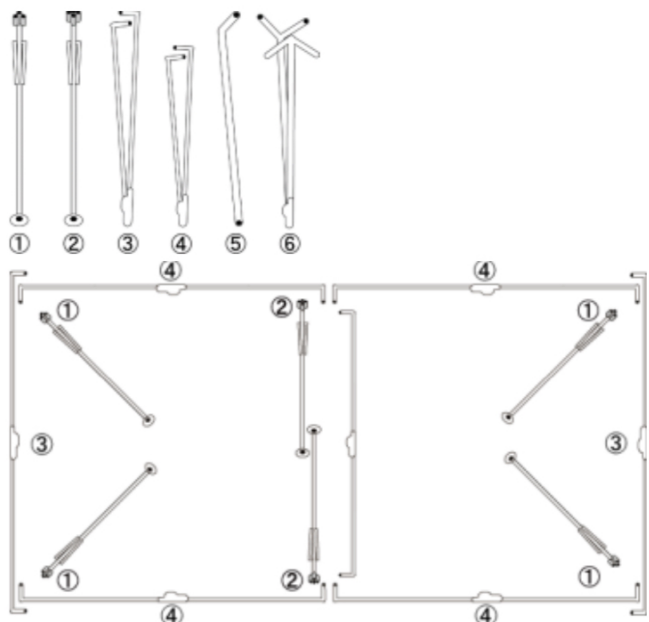
⑥ 1 ridge (for roof)

※In some cases, a ridge is threefold or twofold. If it is twofold, you need to combine 2 ridges.

(2) Place the poles. Set up the poles as shown below.

First, make a rectangular by using beams (③,④).

Place the corner pillars ① at the 4 corners, the center pillars ② at the center of the rectangular.



(3) Set up the poles. Insert the beams (③,④) into the right and left holes (there are 3 or 4 holes in the pillars) of the pillars (①,②) to make a base. First, make a roof part, and insert the connecting part ⑤ into the hole of the pillars (①,②).

(4) Cover the base with a canopy.

(5) Build the tent by lifting each pillar.

5. Contact

The Hokkaido University Festival Executive Committee

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A

Sink Duty Manual

Place

At the next to Central Cafeteria

Contents

1. The people on the shift have to be sure that oil is not disposed directly on the sink but in the container next to it.
2. Before the container gets filled, please reach out to the HUISA Staff (Not Hokudaisai Staff).
3. Sometimes the sink gets clogged, therefore the people on the shift have to unclog it in this case.

If you have a question or it happens a problem, please ask to the HUISA Tent.

Garbage Spot Duty Manual [A]

Hokudai-sai Office

[Job Description]

1. After changing with the members of the previous shift, put on the vinyl gloves. and start work!
2. Make sure the visitors separate their garbage correctly. For the details of the separation, check the “Garbage Spot Manual [B]”.

[How to Handle These Situations]

- Garbage is so full that it won't fit anymore...
 - Please replace the bag with a new one. Tie the mouth of the full bag tightly. Place them behind you and try to keep them out of sight of visitors. Also, please bring it to the Garbage Station as soon as possible!
- Buckets and colanders are full...
 - When the colander is more than half full, put the food scraps in a garbage bag. When the bucket is more than half full, pour it down a nearby drain. When the ice bucket has accumulated as well, pour the melted water down the drain. If the ice bucket is about to overflow, let it thaw naturally on the ground. Do not pour the ice down the drain!
- Running out of garbage bags...
 - Please contact the HUISA Tent as soon as possible.
- A Tent has brought garbage bags...
 - Please do not accept garbage from participation groups at the Garbage Spot. If it is a participation groups of IFF, please tell them to take it to the Garbage Station, and if it is any other group, please tell them that they cannot bring their garbage.
- Brochures and booth guides are going to be thrown away...
 - DO NOT throw them away, but give them to the Hokudai-sai Staff at the nearby, as the garbage bags might be torn by the corners of the brochures and guides.

[Notes of Advertising at the Garbage Spot]

- Only two people wearing name holders can work and promote at the Garbage Spot.
- Promotion is allowed ONLY when you are doing the Garbage Spot shift.
- Only one board with a maximum size of 40x50cm can be used for promotion.
- You cannot use any other advertising tools.
- Distribution of flyers and aggressive solicitation are prohibited.
- Always prioritize Garbage Spot duties over promotion.

Garbage Spot Duty Manual [B]

- Burnable Garbage → Large Cardboard

- ※Ask visitors to throw away dirty plastic garbage, food waste, and packages here.

- ※Ask visitors to fold the eco-friendly packages.

- Bin and Can → Large Cardboard

- ※Ask visitors to put it in a colander before discarding it if there is anything inside.

- ※Ask visitors to empty the bin and the can by pouring the contents into the colander if something is left in them.

- Plastic Bottle → Large Cardboard

- ※Ask the visitors to throw away plastic bottles by removing the plastic bottle caps and labels.

- ※Ask the visitors to throw away plastic bottle caps and labels into the cardboard for burnable garbage.

- Sharpe Garbage → Large Cardboard

- ※For example, Skewers, spoons, forks, straws, toothpicks, knives

- Liquid with Ice → Bucket without Colander

- ※Melt the ice to a liquid before pouring it down the drain. When the bucket is full, pour the melted water down the drain as needed.

- ※If food waste or other impurities are floating in the bucket, pass them through a colander and into another bucket.

- Liquid without Ice → Bucket with Colander

- ※The liquid that has collected in the bucket after passing through the colander should be put down the drain, while solids remaining in the colander should be put in the cardboard for burnable garbage.