

“International Festival 2024” Participation Guidelines

Thank you very much for participating in the International Festival.
In preparation for the event, please thoroughly read these guidelines, and share the information with all staff and concerned parties on the day of the event. Let’s all work together to make a fun-filled festival!

Goal

- (1) Providing a place for foreign residents and local residents to interact and increase interest in international exchange and international cooperation.
- (2) Providing a place to introduce activities of groups and organizations that are active in the field of international exchange and international cooperation, aiming to revitalize international exchange and cooperation in the region, and deepen cooperation between organizations.
- (3) Increase understanding of different cultures around the world, and to widely educate people about the importance of living with and accepting and celebrating differences of those around them.
- (4) Promote regional revitalization as a support for cooperation in regional reconstruction, including disaster-stricken areas inside and outside the prefecture.

Title/Theme

“International Festival 2024:
The World Adventure ~into the future beyond!~”

Our hope is to create an event where attendees can explore and experience the ‘world’ within the Festival venue. Where attendees can feel a connection with performers and volunteers, a connection to their community and the world, and connection to each person, and even their own future while enjoying our event. Please make sure your exhibition/presentations suit the purpose of the event. We ask for your understanding and cooperation in being conscious of SDGs during your participation/exhibition.



Organizer: Aizuwakamatsu International Association
Co-Organizer: Aizuwakamatsu City, JICA Tohoku (TBD)

1. Date/Time

October 5th, 2024 (Saturday) 10:00~15:00

2. Location

Tsuruga-jo Gym (14-51 Jotomachi)
(1st Floor, Front Car Park)

3. Content • Exhibition Fees

Types	Details	Place	Cost
Culture Booths	Introduce your country or culture! Or introduce international activities/initiatives of your group/organization. (You're welcome to include a craft or activity like quiz or small game! Even sell goods) etc.	Inside the Gym	¥5000 (organization) ¥3000 (vendor(individual)) Free! (individual)
Food Stalls	Sell food or drinks from your country!	Outside in the Car Park	¥5000 (business) ¥3000 (amateur) -Fire extinguisher: ¥1000 -Gas Burner: ¥1,500/per unit -Gas Canister(tank): ¥1,000

※Regarding Gas/Stoves, please refer to the Food Booth section.

- Exhibitioner (Culture Booth/Food Stall)

Information Session:

Sept 7th (Sat) 10:00-11:00

Place: Aizu Keikodo Rm 3

4. Overall Schedule

1. General Schedule (from July 2024)

Date	What	Details
July 2 nd (Tue)	Booth/Food Stall Applications Open	First Come, First Served.
Aug 9 th (Fri)	Application Deadline	
Sept 7 th (Sat) 10:00~	Exhibitioner Info. Session (Aizu Keikodo Rm 3)	Please RSVP!
Oct 4 th (Fri)	Pre-event Set-up	If you' d like to set up the day before: 17:00-19:00
Oct 5 th (Sat)	The Event!!	

2. The Day Before: October 4th 2024 (Friday)

Time	Description
13:00	Volunteers Gather: Location Setup/Check
~	Inside the Gym: <ul style="list-style-type: none"> • Floor sheet laying • Booth panels, table/chair setup, exhibitor and stage setup. • Stage equipment setup • Organizer Area setup Outside: <ul style="list-style-type: none"> • Tent set-up, gas canisters/extension cord laying etc.
19:00	*If you'd like to set up your booth/stall the day before, please contact us ahead of time. (Prep-time: 17:00~19:00)

The Day Of: October 5th, 2024 (Saturday)

Time	Description
8:00	Exhibitor Reception (Start)
~	Exhibitor Equipment Setup/Preparation/Allocation
9:45	Preparations Complete
9:50	Attendees Entry Start
10:00	Festival Start: Opening Ceremony
~	
15:00	Festival Finish: Clean up Announcement
15:00	Deconstruction Start/Collection of Equipment Panels, Other Equipment Return Exhibitor Survey
16:00	Deconstruction End/Final Check
16:30	Staff/Volunteers Dismissed



Information for Festival Participants

We would like to ask all festival participants to fully understand the purpose of this festival and the activities of the Association, and to cooperate with the management as members of staff.

1. Regarding Event Setup and Deconstruction

- A) We would like to ask our Exhibitors to complete their necessary setup **the day of the event from 8 : 00~9 : 00**. (If you wish to set-up from the previous day, you can from 17:00~19:00, but please consult us ahead of time.)
- B) When you arrive on the morning of the event, please check in at the Organizer Area. **Please pay your Participation Fee, Gas Fee, etc. then**
- C) The loading bay is near the front entrance. Please move your vehicle away from this entrance by **8:45**. Please park your vehicle in the rear of the parking lot on the east side of the gymnasium.
- D) Please finish booth setup by **9 : 45**.
- E) **The Exhibition period is until 15 : 00, please do not start to clean up before then.** Deconstruction work will start after an announcement, and will be done by all participating organizations at the same time. Please wipe the desks of your group booth and take responsibility for returning the desks, chairs, and exhibition panels to their respective locations.
- F) Please place all belongings within your respective booths. We do not claim any responsibility for theft, etc.

2. Regarding Operations

- A) **Please have at least 2 staff present in your booth at all times** to ensure smooth operation.
- B) Please do not eat in the booths, kindly use the designated space in the venue.

- C) The Association Staff will prepare the display name board for each exhibitor.
- D) Please clearly display in writing the **items to be sold & their prices** in the booth.

3. Others

- A) You can wear outside shoes inside the gymnasium. (No outdoor shoes are allowed on the stage.)
- B) There is **no smoking** inside the festival venue. There are designated smoking areas outside the building. In the case of a fire, etc., please follow the staff's instructions and evacuate immediately.
- C) Please do your best to avoid conflict/confrontations with the attendees.
- D) The organizers take no responsibility for the loss or damage of goods.
- E) In case of an emergency or problem, or if you see any suspicious items, please contact staff at the organizer area.
- F) For vomit clean-up, please contact the staff of the organizer area as we will prepare a rag, bleach (for virus sterilization), rubber gloves, etc.
- G) In the case of inclement weather that affects the holding of the event, the final decision regarding continuing/cancellation will be made by **17:00 on October 4th (Friday)**, and if it is canceled, all exhibitors and participants will be notified accordingly.



Regarding “Food & Drink Booths”

1. Regarding Restaurant Booths and Equipment

- A) A tent will be provided by the Association Staff. 1 booth’s tent is 2.7m×1.8m. (There is a possibility of the size changing according to the layout). If you have a food truck etc. please contact us.
- B) The required three walls of the tent (or plastic sheets covering etc.) will be provided by the Association Staff.
- C) 1 booth’s basic provisions are **two tables** and **two chairs**. If you need any extra, please prepare them yourself.
- D) For groups that need electricity, please let us know in advance **what appliances you will use, and their wattage.**
- E) There are power outlets in various places at the location. Please bring an extension cable to the booth as required.
- F) If necessary, please prepare a hand-washing station within your booth (a sink, or a 20L+ water tank with spout etc.) There is one sink in the venue. It can be used as a place for drinking water, cooking water, and a washing place.
- G) Each participant should prepare all the necessary supplies and disinfectants for cooking/serving food.

2. Regarding the Use of Fire and Exhibitor Equipment

- A) Electric heaters, cassette stoves, and gas canisters can be used. Please make the necessary preparations by yourself. If you wish to rent a gas canister, the Association will prepare it, so please make a request by August 9th. Please pay all fees on the morning of the event. A gas burner costs **1,500 yen** per unit and a gas canister (tank) costs **1,000 yen**.
- B) **You cannot put the stove DIRECTLY on the table.** Please place a board, metal plate, or cardboard on top of the table first.
- C) Please be careful when handling fire. Do not leave your booth, and please avoid putting anything flammable around the stove.

3. Regarding the Serving of Food

- A) The participant must submit a "Short-term food provision application"(including menu/ingredients, recipe etc.). Please submit it to the International Association, who will submit it to the Aizuwakamatsu City Health Center on your behalf. On the day, please serve dishes according to the submitted application and cooking schedule.
- B) Preparation of food must take place on the day of, at a Health Center approved place. Please prepare everything and bring it to the venue, ready to cook. No other preparation besides cooking should take place at the venue. Pre-cooking and preparing items cannot take place at places that have not been approved by the Health Center (including your own home.) Please contact the Association to use a local community center for preparation on the morning of the event.
- C) As a general rule, "take-out" cannot be sold, but there are exceptions such as cookies, etc., so please contact us for more information. If a "take-out" item is permitted, be sure to attach a sticker to each item stating "seller name, contact address and phone number".
- D) Please prepare accordingly to be able to serve food **by 10 : 00**.
- E) **Please be very mindful in the prevention of Food Poisoning** And please keep in mind the cleanliness of kitchens and foods, as well as encourage cooking workers to thoroughly wash their hands.
- F) For hygiene purposes, please wear an apron, headwear (Cap, Bandana, etc.) Additionally, when cooking and serving food, please wear disposable gloves.
- G) Please prepare smaller denominations of money/change accordingly.
- H) We ask for your understanding and cooperation in terms of price and quantity so that visitors can enjoy various foods.
- I) Please cooperate in creating an attractive space, including things such as explanations of cooking methods and origins, exhibitor/activity introductions, etc.

- J) **We ask you to kindly take responsibility for the handling and disposal of garbage for your booths.** (The garbage collection box in the venue is for visitors only, so please do not put your booth garbage there.)
- K) Regarding Utensils
Please prepare cooking utensil, chopsticks, spoons, etc. accordingly.
- L) Regarding 「My Chopsticks, My Plate」
For a more eco-friendly event, we have asked attendees to bring their own chopsticks, plates, etc. As such, please serve them accordingly.

4. Food That CAN Be Served

One or more of the following must be applicable to any food served at the festival:

- A) Dishes that can be simply prepared, and cooked immediately before serving (exception: Shaved ice etc.)
- B) Ready-made foods/items that can be served in containers or poured into cups (ex.: juice, draught beer.) (food/drink must be bought ready-made.)

*If ingredients require pre-preparation (cutting of vegetables, skewering of meat etc.), any preparation must be done at a Health Center approved place. Preparation cannot be done at the food stall, nor at your home. Preparation can only be done at places that have undergone an inspection and received permission from the Health Center. (Community Centre cooking studio, restaurant, food truck etc.)

*If an approved preparation area cannot be secured, please use pre-processed ingredients (pre-cut vegetables, skewered meat, etc.)

*The International Association will be renting community centre cooking facilities. Please contact us for more information.

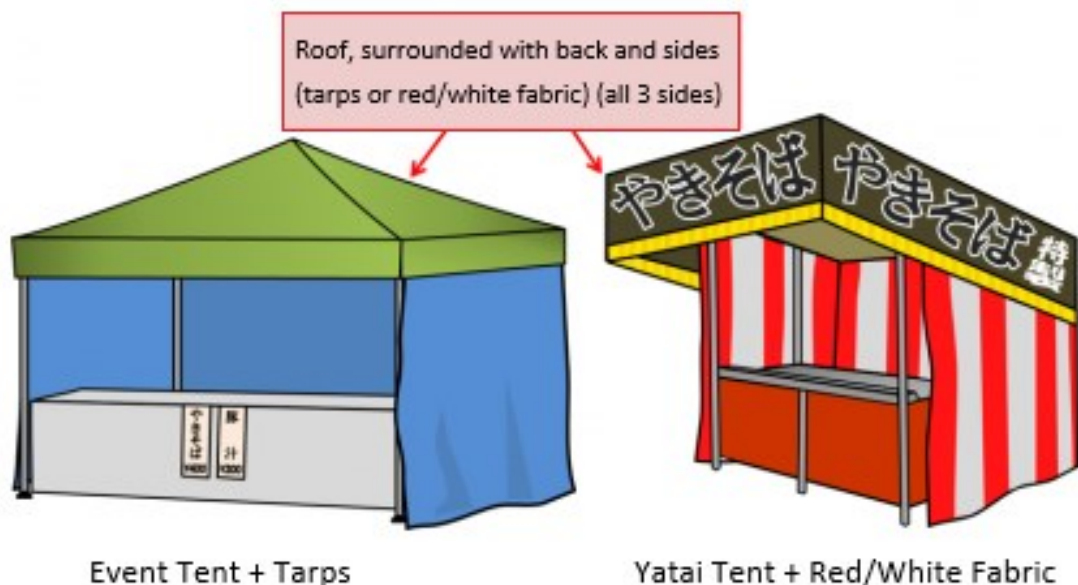
5. Foods That Can NOT Be Served

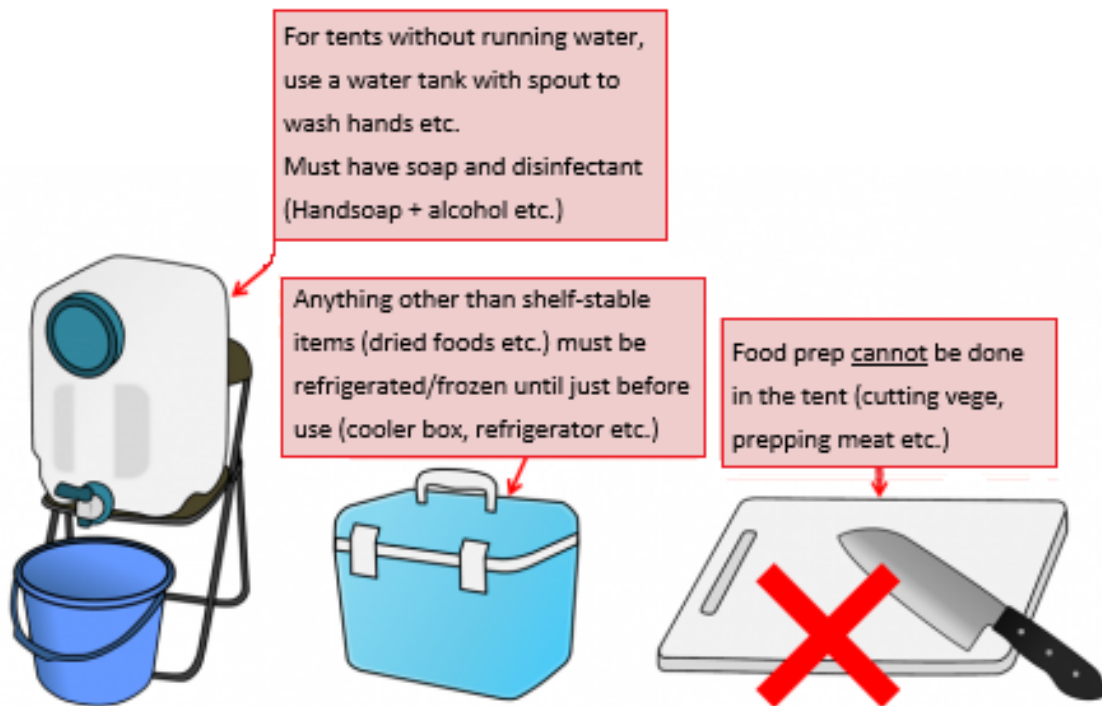
- A) **Uncooked items** cannot be served. (sashimi, sushi, freshly made whipped cream etc.)
- B) Uncooked vegetables (lettuce, tomatoes etc.) served raw.
- C) Cooked ingredients/foods that require further preparation (onigiri, inari sushi, etc.)
- D) Dishes that require a large amount of water for cooking and serving (udon, soba etc.)

6. Stall Set-up

- A) Each Food Stall must have a roof and side walls (a plastic sheet or other covering)
- B) There must be a washing station for washing utensils or hands (i.e.: a water tank with water spout.)
- C) There must be a clean place to keep the ingredients, containers etc. The garbage container must also have a lid.
- D) There must be refrigeration available (as required.) (i.e.: cooler box etc.)

< Examples >





< Booth Layout >

