

IFF GUIDE 2025

Guidance

Office of the Hokkaido University Festival Executive Committee
General Affairs Department IFF Staff

Welcome

Welcome to the **International Food Festival (IFF)** !
From here on, we'll be working together to bring the IFF to success! We look forward to your cooperation.

This Year's IFF Staff

The IFF is organized by HUISA, but in support of that, volunteers from the Office of the Hokkaido University Festival Executive Committee (known as the Hokudai-sai Office) will assist HUISA and all participants. The members of this year's IFF dedicated staff are listed below. In addition, many other staff members will be supporting you as well.

<Staff continuing from last year> • **Kazuki Yoneda** • **Tomotake Fujio**

<New staff this year> • **Atomu Ishii** • **Tomoki Tsuchiya** • **Akira Muramaki**

Before joining IFF

① Please attend the GA (General Assembly)

The GA will provide important information necessary for participation. **Tent Leaders must attend every GA.** If a Tent Leader is unable to attend, please notify us via the open chat.

Due to space limitations in the classroom, **a maximum of 3 people per tent may attend the GA.**

GA #3 and GA #6 are the *Hygiene Safety Meeting* and *Fire Safety Meeting*, respectively. Attendance is mandatory for two roles at each meeting: the **Hygiene Safety Manager** and Tent Leader for GA #3, and the **Fire Safety Manager** and Tent Leader for GA #6, as required by the Hokudai-sai Committee. Please ensure that these two designated members attend GA #3 and GA #6. If this is not possible, please contact the IFF staff.

② Prioritize safety above all else

There are risks of fire, food poisoning, and accidents. More important than fun or business is the safety of all participants and those around you.

③ Feel free to ask the IFF staff

We've spent a whole year preparing for this. Things might not always go exactly as you hope, but please don't hesitate to talk to us. We'll do our best to help.

④ Follow the rules set by the Hokudai-sai Committee and HUISA

These rules are based on past experiences and discussions with the university. Participation fees, deposits, and duty shifts are mandatory. Please understand and accept these terms before participating. Violations will result in penalties, so be sure to comply.

⑤ Receive and share information properly

The materials handed out at GA, as well as information in the open chat and emails, are very important. Make sure to check them and share with your tent members. A folder will be distributed at GA #2 — please use it to store all documents handed out at GA meetings and make sure you don't lose them.

⑥ Be considerate of other tents and people

You are not the only one participating in IFF. Other tents are also involved. HUISA and the IFF staff are merely volunteers here to support you — not to serve you. Please remember to treat others with respect and consideration. We will also do our best to respond sincerely and support you.

GA Schedule

The chart below is the schedule for all GAs. Please add a memo to your calendar so you won't forget! We will let you know if there are any changes for the date and location via the open chat.

Location : the Institute for the Advancement of Higher Education N1

Starting at: 18:30 (Please adhere strictly)

※The starting time for GA#4, GA#5 will change depending on the tents. We will let you know the details later.

mm/dd (date)	GA
4/8 (Tue)	#1 Guidance
4/14 (Mon)	#2 Tent Decision Meeting
4/21 (Mon)	#3 Hygiene Safety Meeting and Order Event Briefing
5/9 (Fri)	#4 Order Event
5/12 (Mon)	#5 Applications Check
5/19 (Mon)	#6 Fire Safety and Rental Equipment Meeting
6/2 (Mon)	#7 Pre-festival Meeting
6/20 (Fri)	#8 Final Meeting

Open Chat

Use the QR code on the right and join the “IFF2025_Interests” open chat. This open chat is for those who want to join IFF 2025, and it is **available until GA#2 (4/14) when the participants are determined.**



How to join

After you join the open chat, change your displayed name to your Family name. (e.g. **Tanaka, Smith, Nguyen,** etc.)

List of required documents

Please submit all required documents by the deadline.
Some documents must be submitted in paper form directly, while others must be submitted via the IFF Web. If you miss a deadline, we will send you a reminder via the open chat or email.

Below is the list of required submissions.All tents are required to submit **all** of the following items.
Note: Dates are written in the mm/dd format.

No.	Name of document	Date of distribution	Deadline	Submission method
	Documents required for participation			
1	Application Form	Informed on 3/21 via Facebook	4/13 23:59 (GA#2)	Format designated by HUISA
2	Hokudai-sai Fee	Explained on 4/8	4/14 (GA#2)	¥3500 cash
3	PLEDGE	Distributed on 4/8	4/14 (GA#2)	Document
4	HUISA Pledge	Distributed on 4/8	4/14 (GA#2)	Document
	Documents to submit after participants are finalized			
5	Food Booth Guide Application	4/21 20:00	5/1 23:50	Web
6	Recipe Details (Ver. 1)	4/21 20:00	5/1 23:50	Web
7	Cooking Equipment Application	4/21 20:00	5/1 23:50	Web
8	Car Pass Order Form	4/21 20:00	5/1 23:50	Web
9	Rental Equipment Order Form	4/21 20:00	5/1 23:50	Web
10	Container and Ice Order Form	4/21 20:00	5/1 23:50	Web
11	Hygiene Safety Agreement	Distributed on 4/21 (GA#3)	5/9 (GA#4)	Document
12	Recipe Details (Ver. 2)	5/12 18:30	5/14 23:50	Web
13	Fire Safety Agreement	Distributed on 5/19 (GA#7)	6/2 (GA#7)	Document
14	Recipe Details (Ver. 3)	5/19 18:30	5/21 23:50	Web
15	Food Menu	Prepared after Recipe Details are determined	6/2 (GA#7)	Document
16	IFF Feedback Form	link shared on 6/16 via open chat	6/20 23:50	Google Form

【IMPORTANT】

- In addition to the above, please pay the participation fee (¥33,000) and the deposit (¥20,000), totaling ¥53,000 to HUISA. The participation fee covers expenses such as waste disposals and facilities like sinks and garbage stations.
The deposit will be returned at GA #8 (for details on the refund amount, please contact HUISA).
- There will also be additional payments required for rental items.
Please refer to the *"IFF Guide 2025: Rental Equipment, Container and Ice Guide"* (to be distributed at GA #3) for more information.

- The Hokudai-sai Committee and the Hokudai-sai Office are non-profit organizations and do not receive any financial profit. The Hokudai-sai Fee is used by the Hokudai-sai Committee to purchase necessary items for running the festival and to cover insurance in case of emergencies.

Schedule during Hokudai-sai

The 67th Hokudai-sai will be held from **6/6 (Friday) to 6/8 (Sunday)**.
The time schedule is displayed below.

Hokudai-sai	Date	Available Activity Hours	Business Hours	Cleanup Deadline
Day 0	6/5 (Thursday)	18:00~22:00	N/A	22:00
Day 1	6/6 (Friday)	7:00~22:00	12:00~21:00	
Day 2	6/7 (Saturday)		9:00~21:00	
Day 3	6/8 (Sunday)	7:00~19:00	9:00~17:00	19:00

※Please strictly follow the schedule agreed upon with the university.
※"Available Activity Hours" refer to the total time during which groups are allowed to operate on campus, including business hours. This includes preparation, cleanup, and takedown time. Activities on campus outside of these hours are strictly prohibited.
※Be sure to complete all takedown and cleanup activities by the designated cleanup deadline.
※**Fire equipment, including generators, may not be used until after the fire inspection (scheduled for 6/6 at 9:30 AM).**

If you have any questions

Feel free to ask any questions in the open chat, or contact **HUISA** or the **IFF Staff** by email.

 **HUISA:** email.huisa@gmail.com
 **IFF Staff:** iff@hokudaisai.com

Please note that if you come directly to the Hokudai-sai Office (Room N204, Institute for the Advancement of Higher Education), the staff may not be available to assist you.
Be sure to contact us by email first.
We appreciate your understanding that we cannot respond to walk-in visits.

We look forward to your participation!
The IFF is made possible through everyone's cooperation.
Let's follow the rules and make it a fun and enjoyable festival for all!