

IFF GUIDE 2025

Rental Equipment, Container and Ice

Office of the Hokkaido University Festival Executive Committee
General Affairs Department Rental Equipment Staff
Container and Ice Staff
Fire Safety Staff
IFF Staff

Introduction

Rental Equipment

Items and tents that cannot be prepared by individuals can be rented through the University CO-OP.

【Required】 You must prepare four Tent Sidewalls to cover all sides of your tent after the business hours. (Either by renting or bringing your own)

【Prohibited】 Tents exceeding 2.7m×3.6m are not allowed.

【Required】 Tents using propane gas must apply for it using the Rental Equipment Order Form. Do not bring your own propane gas.

【Prohibited】 You cannot rent spare Propane Gas Tanks. Only rent as many as you need for your equipment.

【Required】 If you bring your own generator, you must also prepare a gasoline container. It is prohibited by law to store gasoline in anything other than a gasoline container (such as a plastic tank).

【Prohibited】 Do not lend Rental Equipment to other tents or individuals. If you are found to have done so, your rentals will be canceled immediately and you will be ineligible to rent equipment in future years.

【Required】 Check that the total wattage of your electrical equipment does not exceed 80% of the Generator's capacity.

Container and Ice

- Containers and Ice can be received on campus (1st floor of the Multimedia Education Building), so you do not have to go outside the university to buy them.

Submissions

Document Name	Distribution/ Application Start	Submission/ Deadline	Submission Method
Rental Equipment Order Form	4/21 20:00	5/1 23:50	Web
Container and Ice Order Form	4/21 20:00	5/1 23:50	Web
Cooking Equipment Application	4/21 20:00	5/1 23:50	Web

Additionally, fees for rental Equipment, Containers, and Ice must be paid separately. Please refer to the “Order and Payment Methods” section below.

Rental Equipment Order Form

- Items you wish to rent must be applied for using this form. Please refer to the “Rental Equipment Catalog” shared on the IFF Web (link: <https://part.hokudaisai.com/docs/39/Rental%20Equipment%20Catalog.pdf>) to select items you want to rent.

- Only 10 cylinders of 10kg Propane Gas can be rented due to supplier limitations. If you wish to use 10kg Propane Gas, please stay after GA#3. After GA#3, 10 tents will be selected to rent 10kg Propane Gas; all others will be limited to 5kg Propane Gas.

Container and Ice Order Form

- Containers and Ice you wish to purchase must be applied for using this form. Please refer to the “Container and Ice Catalog” on the IFF Web (<https://part.hokudaisai.com/docs/39/Container%20and%20Ice%20Catalog.pdf>) or samples to select items.

Cooking Equipment Application

- This application is used by the Fire Safety Staff to confirm what fire-related cooking equipment each group will use and to determine the number of concrete blocks and slate boards required.
- You must list all cooking equipment involving fire, including both rented items and those you bring yourself. *Use of any Fire Equipment not included in this application is strictly prohibited.*

Order and Payment Methods

Rental Equipment Payment

1. Confirmation of Rental Equipment Order

At GA#4 on May 9th, the Rental Equipment Order Forms already submitted will be reviewed together with the Rental Equipment supplier and Rental Equipment Staff. After the confirmation, a “Reservation Slip” and “LP Gas Delivery Note” (for Propane Gas application only; blue slip) will be handed out.

IMPORTANT

- Keep the Reservation Slip and LP Gas Delivery Note handed out at GA#4 safe. You will need them when receiving your Rental Equipment.
- If you wish to change or cancel your order after GA#4, contact the IFF Staff by **May 18th (Sunday) 23:59**. If you do not contact IFF Staff by this deadline, 100% of the fee for your GA#4 applications will be charged.
Email: iff@hokudaisai.com

2. Payment of Fees

After your order is confirmed at GA#4, please pay for your Rental Equipment on the following dates. We recommend you bring someone who speaks Japanese with you.

Reception dates: May 19th (Monday) ~ May 23rd (Friday) 10:00 ~ 17:00

Location: Travel Center, 2nd floor, North Cafeteria

Required items: Payment in cash (lump sum only), Reservation Slip, LP Gas Delivery Note.

IMPORTANT

- Rental Equipment will be distributed at the dates and times described below (“Details on Receiving Rental Equipment”). **Be sure to receive your items at the specified date and time.**

Container and Ice Payment

- Please pay for the Containers and Ice you applied for at GA#4 on May 9th (cash only; please bring the exact amount).
- At GA#4 on May 9th, you will receive your *Container and Ice PASS*. You will need it to collect your items during Hokudai-sai. Please do not lose it.**



IMPORTANT

- The Container and Ice you applied for will be distributed at the dates and times described below (“Details on Receiving Container and Ice”). **Be sure to receive your items at the specified date and time.**

Details on Receiving Equipment

Receiving Rental Equipment

Rental Equipment will be distributed **in two rounds**: on Hokudai-sai Day 0 and Hokudai-sai Day 1.

Hokudai-sai Day 0 (June 5th Thursday)

Time: 18:00～

Place: IFF Block

Items to bring: Reservation Slip

Details: Tents (frame, sidewalls, canopy), Tent weights, Blue tarpaulin, Tables, and Folding Chairs will be distributed together in one location within the IFF Block.

IMPORTANT

- At 18:00, line up at the location specified by IFF Staff and undergo an inspection. You can transport the Rental Equipment to your tent only after the inspection. **Do not remove any items before inspection by IFF Staff.**
- Please bring 8-10 people so you can carry all items in one trip.
- Generators will be distributed directly to each tent; you do not need to pick them up yourself.**

Hokudai-sai Day 1 (June 6th Friday)

①Rental Equipment other than Propane Gas

Time: 7:00～8:00

Place: Main Entrance, Institute for the Advancement of Higher Education

Items to bring: Reservation Slip

Details:

- Any equipment not distributed the day before will be handed out.
- Please come in groups of 2-3 people and carry the items to your section.
- Tents renting generators will also receive gasoline containers. Be sure to collect them.**

②Propane Gas

Time: 7:00～8:00

Place: Propane Gas Distribution/ Return Tent (North side in front of the Main Entrance, Institute for the Advancement of Higher Education)

Items to bring: Blue “LP Gas Delivery Note”

Distribution of Container and Ice

Receiving Containers

Date: June 5th (Thursday)

Time: 18:30～20:30

Place: 1st floor, Multimedia Education Building

Receiving Ice

Date/Time: As Specified on your Container and Ice Order Form

Place: 1st floor, Multimedia Education Building

IMPORTANT

- Collect your items at the date and time specified on your order form.
- Show your Container and Ice PASS to the IFF Staff at the pickup location.**
- Please come in groups of 2-3 so you can carry all items in one trip to your section.**
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Details on Returning Equipment

Tents that borrowed Propane Gas

Date: June 8th (Sunday)

Time: From 17:00

Returning Location: Propane Gas Distribution/ Return Tent (North side in front of the Main Entrance, Institute for the Advancement of Higher Education)

IMPORTANT

- Remove the hose and return the gas cylinder and rubber hose promptly at the specified time.
- Returning items before the specified time is prohibited.**
- Do not leave Propane Gas anywhere other than the designated return area. (e.g., unattended tents in front of the gymnasium)
- Clean the containers before returning them.

Tents that did not borrow Propane Gas/ Tents that have finished returning Propane Gas.

Rental Equipment other than Propane Gas **will be collected by the rental company from each section.**

Date: June 8th (Sunday)

Time: 17:00～

Returning location: Bicycle lane in front of your section

IMPORTANT

- Organize your section and gather all Rental Equipment together promptly at the specified time.
- Do not leave before the IFF Staff gives permission to leave.** For criteria regarding permission to leave, refer to the “IFF Guide On the Day” (distributed at GA#7)
- Do not wash Rental Equipment when returning it. However, please make sure to remove any contents (such as leftover ingredients or trash) from items such as refrigerators.**
- If there is any gasoline in the generator or gasoline container, return it as is. Never dispose of leftover gasoline on the street or down the drain.**

Propane Gas

Refilling Propane Gas

If you run out of Propane Gas, you can refill it at the Rental Equipment Headquarters Tent in front of the gymnasium.

Place: Rental Equipment Headquarters Tent, in front of the gymnasium

Date/ Time:

Hokudai-sai	Date	Time
Day 1	6/6 (Friday)	12:00～ 20:00
Day 2	6/7 (Saturday)	09:30～ 20:00



Hokudai-sai	Date	Time
Day 3	6/8 (Sunday)	09:30～ 16:00

Items to bring:

- Blue “LP Gas Delivery Note”
- Empty gas cylinder
- Payment (5500 yen, cash only)

IMPORTANT

- Refills are available for 5kg cylinders only even if your initial order was for a 10 kg cylinder.
- Be sure to clean the empty cylinder before bringing it for refilling.
- No new rental of Propane Gas cylinders is available.

How to use Propane Gas**Connecting the Rubber Hose**

- ①Connect the rubber hose to the propane gas cylinder. Insert the end with the socket until it clicks (this step will be performed by the supplier).
- ②Connect the gas appliance to the gas hose. Insert the hose to the base and secure it with a hose band. You will do this yourself. Later, Hokudai-sai Staff, the supplier, and Fire Department staff will check the connection during patrol.

Removing the Rubber Hose

Pull the white part forward and pull out the hose. Do not just pull it by force. Always close the valve before connecting or removing the hose.

Generator**How to use the Generator**

1. Open the fuel valve.
2. Turn the engine switch to “ 運転 ” (Operation).
3. Pull out the choke lever.
4. Pull the cord to start the engine.
5. Return the choke lever.
6. Turn on the breaker.
7. Insert the power plug

Note: Always return the choke lever to its original position after starting.

Many breakdowns occur each year due to forgetting this step.

Troubles on the Day

- If you have trouble or equipment malfunctions during Hokudai-sai, **notify the nearest IFF Staff.**
- **We cannot help repair or replace items not rented through the University CO-OP.**
- Repairs or exchanges may take time, and we cannot compensate for any sales lost while the equipment is unavailable. The IFF Staff and Hokudai-sai Office always request the rental company

to avoid providing defective equipment, but as the number of rental items is large, issues may occur. Thank you for your understanding.

- If you break or lose any Rental Equipment, you may be charged for repairs or replacement. However, insurance may cover part of the cost if the damage or loss was not intentional. **If you break or lose any Rental Equipment, always contact IFF Staff immediately. You may need to take photos to document this situation for insurance.**

Reference Materials

Below is a list of reference materials. URLs and QR code are provided.

Except for the two videos made by the Hokudai-sai Office, we cannot provide English translations of videos or materials made by other organizations (such as Duskin) for copyright reasons.

- **How to Use the Generator (Japanese/ English subtitles, Hokudai-sai Office)**

URL: <https://www.youtube.com/watch?v=Kfl2guPCOTk>



- **How to Use Fire Equipment (Japanese/ English subtitles, Hokudai-sai Office)**

URL: <https://www.youtube.com/watch?v=BG2iqUpBEFE>



- **How to Use the Generator**

URL: <https://www.youtube.com/watch?v=gKu5J4jFwKg>



- **How to Start a Generator Engine**

URL: <https://www.youtube.com/watch?v=gKu5J4jFwKg>



- **How to Connect Gas to the Teppanyaki Grill**

URL: <https://www.youtube.com/watch?v=3g61ht2Tefg>

