

The 21st Nagasaki International Festival - Guidelines for Participating Organizations

For All Participants

■ Location of Booths

- Placement decisions will be made by the 2019 Festival Organizers.

■ Items which the Nagasaki International Association can provide (to each group):

- 2 panel boards - width 0.9m x height 1.8m
- Up to 10 chairs
- Desks:

Display Area	Desk size (cm)	Number available (for each group)
Inside	45 x 180	2
Outside	45 x 180 (subject to change)	negotiable

■ Points to keep in mind:

- You cannot sell homemade sweets or other food items at your stall. However, you may sell ready-made goods which have been made at a place of business which holds a permit
- If you plan to sell alcohol, please be sure to inform the Nagasaki International Association.

Organizations Doing Flea Markets or Selling Fair-trade Goods

- If you are running a flea market or selling goods, please make sure to also display information about your organization.
- Please remain at the festival until the end (4:00PM) even if you sell out of all of your goods.
- If you are selling food products that use ingredients that are fair-trade goods, please let customers know about the fair-trade products used at the point of purchase, etc.

Organizations Selling Food

■ Applying for a Temporary Business Permit from Nagasaki City

- If your organization plans to sell food at the festival, you must obtain a Temporary Business Permit (臨時営業許可 *rinji eigyou kyoka*) through the Nagasaki City Public Health Division.

■ Fee to apply for a Temporary Business Permit:

- ¥2000 per Line of Business (application fee for a temporary business permit from the Nagasaki City Public Health Division. Please check the table at the end of this document for more information about the Lines of Business).

■ Applying for a Temporary Business Permit:

- Application forms and fees will be collected at the explanation meeting. The Nagasaki International Association will then apply on your behalf.
- Once permission is granted, we will pass the certificate of permission along to your organization.

■ Other notes about the Temporary Business Permit:

- You must follow the Nagasaki City Public Health Division's rules and regulations on what food items can be sold. Permission may be withheld due to the hygienic concerns about certain foods or preparation methods. In such cases, we unfortunately have to ask the organization to change the food they plan to offer.
- If this will be your first time having a booth at our festival, please consult with us before applying, and we will explain the details to you.

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■ Where food is to be prepared:

- In principle, all food served at the festival should be prepared at a location that has received approval under the food safety law (e.g. a restaurant or bento shop) or in a place with complete food preparation facilities.
 - Please contact us if you would like to have a booth but are unable to secure a licensed establishment in which to prepare food.

■ About food preparation:

- In principle, food should be prepared at an appropriate place then brought to the festival to be warmed and served.
 - There are certain types of food that are allowed to be prepared on the premises on the day of the festival. Please consult with us if you would like to do that.

■ Items which the International Association can provide:

- 3.3m x 3.3m tent, covered on three sides (subject to change)
- portable gas stove (with up to 3 burners – burners may be large or small)
- gas cylinders
- 4 tables (45cm by 180cm) and 4 chairs (please consult us if you need more)
- alcohol for sterilization
- large refrigerator (inside the building, available for use from the day before)
- Fire extinguisher
- other items as stipulated by Nagasaki City Public Health Division

■ Things which each organization must provide:

- 3 kitchen cloths
- bags to collect used containers and other waste/rubbish

■ Other Points to Bear in Mind:

- All food preparation must be done according to the requirements of the Temporary Business Permit.
- Prepared food must be kept in a refrigerator.
- Raw food is not permitted. All food must be cooked.
- All waste from preparation and leftover food, as well as used dishes etc. must be taken home and disposed of by a member of your group.

■ About Lines of Business & Kinds of Items:

- Food products are divided into three categories as outlined below, called a 'line of business'.
- Each category entails an application fee of 2000 yen.

Example:

Offering hotdogs and fried food (both 'restaurant business'): total application fee 2000 yen.

Offering hotdogs ('restaurant business') and drinks ('café business'): total application fee 4000 yen.

Line of business	Kind of item	Items
① 'Restaurant business' (providing simply prepared food that has been thoroughly heated)	Hotdog items	Hotdogs, hamburgers (restricted to heating through ready-made products only)
	Baked/grilled items	<i>Takoyaki</i> , grilled squid, grilled chicken skewers, <i>okonomiyaki</i> , crepes (limited to those with ready-made prepacked fillings), broiled eel (limited to those broiled without seasoning)
	Deep-fried items	Fried <i>kamaboko</i> (frying of steamed- <i>kamaboko</i> only). Fried dishes (1 dish, limited to dishes fried on site).

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		Potato chips (crisps), French fries (fried potato), <i>karinto</i> fried dough cake, <i>daigaku-imo</i> (sweet potato), corn dogs, nuggets.
	Stir-fried items	<i>Yakisoba</i> (fried noodles)
	Alcohol	Limited to items offering only a small amount of ready-bought alcohol (including the use of beer kegs with taps).
② 'Café business' (simply prepared items)	Shaved ice	Shaved ice or snowballs prepared with an airtight automatic shaved-ice machine
	Ice-cream	Ice-cream prepared with a soft-serve ice-cream machine using sterilised mix, or selling scoops of ready-made ice-cream.
	Drinks (excluding alcohol)	Teas, coffees and pouring other ready-made drinks
③ 'Confectionary Business'	Confectionary Baked in a Mold	<i>Kaitenyaki, taiyaki, umegae-mochi</i>
	<i>Dango</i> items	<i>Mitarashi dango</i>
	Fried confectionary	Doughnuts

Note: For those who are able to prepare food items on the day of the festival in a facility conforming to regular store standards, and intend only to reheat at the stall, it is possible to offer other dishes in the 'restaurant business' section including noodle dishes (e.g. *udon*), rice dishes (e.g. curry), stewed dishes (e.g. *oden*, *butajiru* soup, red-bean soup).