

The 20th Oita International Cooperation Month



■ About

Oita City and JICA (Japan International Cooperation Agency) Kyushu Center celebrate International Cooperation Day on October 6 and International Cooperation Month throughout October. During this period, Oita City will work in cooperation with international organizations to support their events, host panel exhibitions, and hold the Oita World Festa. Through these activities, the city aims to foster international cooperation, encourage multicultural understanding, and raise awareness of global issues. Additionally, this period will serve as a platform for showcasing the ongoing activities of each organization and facilitating the development of stronger networks among them.

■ How to Participate

We are recruiting organizations that wish to participate in each of the following categories:

①, ②, and ③.

① Oita International Cooperation Month Event Listing

We are accepting submissions for events focused on international exchange and cooperation during the specified period. We will help promote your organization's events as part of the Oita International Cooperation Month Event.

Eligible Events

- Events taking place in Oita City during the month of October
- Events related to international exchange and cooperation

We offer the following support:

- Promoting your event on the Oita City website and as well as on Oita City International Affairs Division social media accounts (Facebook and Instagram)
- Permission for your organization to use the Oita International Cooperation Month logo to promote your event

Event Requirements

- It should serve the public interest and be conducted with the aim of enhancing international awareness through activities related to international exchange and cooperation.
- It should not be profit-oriented, and any charges such as those for merchandise sales or admission must be reasonable and within socially acceptable standards.
- It must not be intended for personal publicity or private gain.

- It should not be aimed at promoting specific religious or political activities, or endorsing particular ideologies or beliefs.
- It should use the name and logo of Oita International Cooperation Month.
- The applicant must not be a member of an organized crime group (as defined in Article 2, Item 6 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act No. 77 of 1991), hereinafter referred to as "organized crime group members"), nor be affiliated with an organized crime group (as defined in Article 2, Paragraph 2 of the same Act, hereinafter referred to as "organized crime groups"), nor have close ties with such members, or otherwise be deemed inappropriate for approval.

Review and Approval

Oita City will review the application, and then inform the organization of the approval status.

Report

Approved organizations must submit a report to Oita City following the conclusion of the event.

Guidelines

- If there are any changes to the schedule or content, please notify us promptly.
- All expenses related to event shall be borne entirely by the organizer.
- It is the responsibility of the event organizer to obtain all necessary permits and approvals for the event.
- The event organizer is responsible for any accidents or incidents that occur during the preparation and implementation of the event.

② International Organization Panel Exhibition

We are inviting organizations to participate in panel exhibitions showcasing their activities related to international exchange and cooperation. This is an opportunity for them to promote their activities to visitors.

Period: **October 1 to 16, 2025**

Venue: Entrance Hall of J:COM Horuto Hall

Guidelines

- Each panel is 180 cm in height and 120 cm in width. Long tables will also be provided for brochure and pamphlet displays.



- Prepare an organization introduction panel (approximately A3 size) containing a brief overview of the organization and contact details.
- The panels will be set up by the city, but each organization is responsible for decorating their panel and placing any pamphlets or other materials.



Photos from previous years

○In the event of a high volume of applications:

Please note we may modify the number of panels for each organization.

③ Oita World Festa 2025

The main event of the Oita International Cooperation Month where your organization can promote activities related to international exchange and cooperation, and diversity through booth exhibitions and stage performances.

Date: November 1, 2025

Time: 10:30 AM to 3:30 PM

Venue: Toyota Corolla Oita Shukusai no Hiroba



Organizations can participate in each of the following categories: A, B, and C.

Participation is free of charge, and we provide the booths at no cost.

A : General Booth

- Workshops, exhibits, and sales are allowed.
- Merchandise sales are limited to items from the countries or regions where participating organizations are conducting support or projects, as well as Fair Trade products. Please refrain from engaging in sales for profit purposes.



Photos from previous years

○ Booth Information

- Size: 3.6 × 7.2 m (half of the tent)
- Equipment: three long tables, four folding chairs, one bulletin board (back panel) and a name sign displaying your organization (or store) name.

Two 15A power outlets (total 1,500W) are available upon request.

*Please note that the equipment provided may change depending on the number of participating organizations.

○ In the event of a high volume of applications:

The organizer will make a selection based on the content of the proposed exhibits

B : Stage Performance

- You may give a performance introducing the culture of a country or region, or present your organization's activities.
- Promotional activities for commercial purposes are not allowed.
- Each performance slot will be approximately 5 to 20 minutes long.



Photos from previous years

○ In the event of a high volume of applications:

- The organizer will coordinate and adjust the performance schedule.
- If there are many applications from the same genre or multiple applications from the

same organization, the organizer will make a selection based on the content and affiliation of the applicants.

C : World Cuisine Booth

○ Guidelines

- Please sell dishes that allow visitors to experience the food culture of different countries around the world.
- Depending on the type of dish and how it is prepared, some foods may not be approved for sale. Please consult with the local public health office in advance.
- Offering raw or unheated dishes for sale is prohibited.
- Knives are not allowed to be brought into the food stalls. Please do all food preparation (washing, cutting vegetables or meat, rinsing rice, etc.) in a licensed kitchen facility or a public cooking space (such as Compal Hall or community centers) before bringing the ingredients to your booth.
- Only simple cooking such as reheating or heating pre-cooked food is permitted at the booth.
- If you are serving halal food, you must have halal certification
- Alcohol sales are permitted, but only when served in cups or glasses. Please complete all necessary procedures with the public health office in advance. To help prevent underage drinking and excessive alcohol consumption, be sure to check IDs carefully and refuse service to anyone who is visibly intoxicated. Always serve alcohol responsibly.



Photos from previous years

○ Booth Information

- Size: 3.6 m x 7.2 m (half of the tent)
- Equipment: three long tables, two folding chairs, one bulletin board (back panel) and a sign displaying your booth's name.

Two 15A power outlets (total 1,500W) are available upon request.

Note: Please understand that adjustments may be made based on the number of

participating groups.

Please bring your own cooking utensils.

○ Procedure at Public Health Office

- Please ensure that you complete all required procedures with the public health office, and submit a copy of your business license or proof of temporary permit application at least 7 days prior to the event
- Participants are responsible for covering any costs related to the procedures.
- Be sure to follow the health office's instructions and maintain good hygiene at all times.

○ In the event of a high volume of applications:

- The organizer will review and select participants based on the exhibition content and other considerations.

Loading, Unloading and Parking

Loading and unloading must be carried out within the designated time frame. Details will be provided at a later date. Free parking is available at the Oita City Public Lot (Block 54).

Note: Changes may be made as necessary due to construction or maintenance work.



※ Please make sure not to enter the paid parking lot.

Free Parking for Participants (Block 54)

Important Points

- Booth placements and the stage performance schedule will be arranged in advance by the organizer.
- Please note that booth specifications and facilities are subject to change.
- Sales of goods and food should not be for profit, and prices must remain reasonable and aligned with common social standards.
- Please be aware that the organizers are not responsible for any incidents, accidents, thefts, or other issues that may occur at the venue or parking areas.
- The event will take place rain or shine. However, it may be canceled in the event of severe weather conditions, such as typhoons.

Note: Additional information will be provided after your participation is confirmed.

Event Cancellation

Cancellation due to natural disasters and how we will notify you

○ Criteria

- A weather warning has been issued
- A typhoon is forecasted to pass through the area, and there is a risk that a weather warning may be issued.
- An earthquake with a seismic intensity of 4 or higher has been observed, affecting the venue, transportation systems, or infrastructure. 合
- A tsunami advisory, tsunami warning, or major tsunami warning has been issued.
- Severe weather conditions such as strong winds make it difficult to ensure safe operation of the event.
- In any other situation where the safety of visitors or staff cannot be ensured.

Note: In emergency situations, these criteria may not apply.

○ Cancellation Announcement

We will begin sending notifications after 5:00 PM on October 31 (Friday).

○ Notification Method

Announcement will be posted on the Oita City website.

Participating organizations will also be notified via email.

■ Eligibility

All of the following conditions must be met:

- Participation must not be for personal publicity or private gain. It must also not be intended for specific religious or political activities, nor promote any particular ideology or belief.
- The applicant must not be a member of an organized crime group (as defined in Article 2, Item 6 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act

No. 77 of 1991), hereinafter the same), nor affiliated with an organized crime group (as defined in Article 2, Paragraph 2 of the same Act), nor maintain close ties with such members, or otherwise be deemed inappropriate for approval.

- The applicant must not violate public order, good morals, or ethical standards.

■ How to Apply

- Complete the online application posted on the Oita City website or scan the QR code on the right by June 30 (Monday).
- We will inform you of your participation status by July 16 (Wednesday), via email or phone using the contact details provided in your application form.



■ Online Briefing for Participating Organizations in the Oita World Festa 2025

Date : Mid to late October

Format : Zoom Meeting

Details : • We will hold a briefing to explain the operations for the event day.

- The schedule and important guidelines for the event day will be covered.

Note: The briefing is expected to last approximately 30 minutes to 1 hour. We will inform you of the date and time as soon as they are finalized.

For organizations unable to attend, we will provide the presentation materials and a recording of the briefing.

■ Event Contact Information

Oita City International Affairs Division

2-31 Niage-machi Oita City, 870-8504

Email: kokusai@city.oita.oita.jp

Phone Number: 097-537-5719

Contact Persons : Mitsunaga, Matsuo, and Shimizu