



Dear 2017 Walkathon Food Vendor Applicants,

Thank you for your interest in the **ACCJ & NIS Chubu Walkathon and International Charity Festival**. This year marks the 26th of the Walkathon, once again take place at Moricoro Park in Nagakute on Sunday May 21 from 10:00-16:00. The Walkathon's main purpose is to join the international community with Japanese friends and companies in raising money for local orphanages and charities. Since the beginning in 1992 our vendors' unwavering commitment, help and support has allowed us to create an exciting day for the entire family complete with delicious food and drinks, resulting in well over a billion yen for charity.

In addition to supporting local charities, your participation in the Walkathon will serve your business by:

- Increasing brand awareness among new Japanese customers and a diverse international crowd expected to number 3,000 people
- An excellent 1-day sales opportunity at the Walkathon
- Increased prominence of your business within the local business community

We offer your business 2 options: you can participate as a "tent vendor" or as a "truck vendor." Please see the details below regarding the different options available.

We hope you will join us in this unique opportunity to raise money for charity while expanding your business's brand recognition. Vendor spots are limited, so please act now to ensure your place at the event.

Inquiries:

- English: Daniel Wallin (090-1704-1635) <daniel_wallin@morethanrelo.com>
- Japanese: Noriko Kato (052-229-1525) <chubu@accj.or.jp>

For more information about the Walkathon please visit us online at www.ChubuWalkathon.com



Terms of Food Vendor Participation

Food Vendors are required to have a valid food license (Eigyō Kyōkasho - Roten or Jidōsha) issued by a Hokenjo (health department) before you apply.

Your business has 2 options for participation as a vendor: "Tent Vendor (Roten)" or "truck vendor (Jidōsha)." In addition to participation fees, **20% of all vendor sales will be donated** to the Walkathon Charity Fund.

Tent Vendor Fees (Roten)

NIS or ACCJ member fee: ¥25,000/Nonmember fee: ¥30,000

Approved tent vendors will be granted the ability to sell food and drinks as listed on the vendor's approved application form between 10:00-15:30 in the vendor's designated space at the site.

Tent Vendors will be provided with the following items at each booth as a part of their participation fee:

- A water tank and a bucket
- Tent / (L3.6m X W2.7m X H2m)
- 2 tables (180cm x 90cm) and 2 Chairs
- Power with 2 outlets (Max. 1,500w). Additional outlets 10,000yen each, **must order in advance, 15,000yen each on the day.** Please pay with your vendor fee.

Truck Vendor Fees (Jidōsha)

NIS or ACCJ member fee: ¥10,000/Nonmember fee: ¥15,000

Truck Vendors or "idouhanbai" will be supplied with a space within the food vendor area of the Walkathon to park their trucks.

Rule of Food Vendors

- We will be returning to the Food Ticket system this year. Food Tickets are sold per strip of 10 tickets at 1,000yen. **NO CASH SALES ARE ALLOWED.**
- **20% of sales is mandatory donation to the Walkathon Charity Fund.** Vendors must report the result to Walkathon Administrators by May 26th.

Redeeming Food Tickets

Food Tickets collected by vendors must be counted and returned to the ACCJ office by Friday 26th. The ACCJ office will then remit the balance *within 7 days of receiving* of the tickets by bank transfer. In order to guarantee delivery of funds within 7 days, vendors are kindly asked to glue the tickets to a sheet of A4 paper, 100 to a sheet arranged in 10 lines of 10 tickets, and to include the total number of tickets.

Please send to ACCJ Chubu Office: Marunouchi Fukao Bldg. 5F, 2-11-24 Marunouchi, Naka-ku, Nagoya 460-0002

- Beverages must be served **either paper or plastic cups**. No canned and bottled.
- All the vendors must serve all alcoholic drinks with "Don't Drink and Drive Sticker" on each cups.
- Vendors are expected to be ready to conduct sales immediately after the start of the



Walkathon at 10:00am.

- Vendors are responsible for their own trash and cleaning their area after the event.
- Pre-registered Vehicles will receive "Car Entry Permission" by May 19th, 2017.
- The car entry permission must be on the dashboard when you drive and park in the park.

Vendor Locations at Walkathon Site

Vendor space and positioning within the "Vendor Area" will be designated by Walkathon administrators. The top 3 admission ticket selling organizations will be given preferential choice of location in order of total value of admission tickets sold, and the decision will be made at the final Walkathon Planning Meeting on May 11th the vendors must be present to select their spot. (JPY 5000, 2000, and 1000 admission tickets will be tallied by face value for total value of tickets sold. The top ticket seller gets first choice, next second, etc.)

Signage Guidelines

Vendors are asked to decorate their area with the flag of the country that is best reflected by their menu to give the event an international feel.

A3 Image

National flag Of your dish A5 size	Image & Name of the dish and menu items, as well as the price in Japanese & English A4 size
Logo or business name A5 size	

- Vendors are responsible for supplying, printing and laminating their own signs
- Try to use at least 1 large image of your specialty dish
- List the name of the dish in Japanese and English
- List other menu items and prices
- Include your Logo or business name that can be seen at your vendor area
- Make some copies and laminated your sign, and bring them on the day. Please submit your laminated signs to Carter or Daniel, in charge of Vendor, on the day so that the signs will be

posted at the reception area.

Food Vendor Health and Safety Information

Vendor food and drink sales are governed by the Food Sanitation Law. Vendors are expected to meet all the Health Department standards. Walkathon administrators are indemnified from any damages or costs resulting from Health department directives, inspections or any other health rule or regulations.

How to Apply

By **April 21st, 2017**

1. Fill out and submit application form:
<https://goo.gl/forms/bs1Qz0iKINZY8t5G2>
2. Submit copy of your "Food license" and menu to chubu@accj.or.jp
**Applications received without a Food License will not be accepted.*
3. Pay vendor participation fees
Vendor participation fee should be transferred to the following account:

Tokyo Mitsubishi UFJ Bank Otsumachi Branch 大津町支店

Account #: 1487399

Ordinary Account : 普通

Account Name: Zainichi Beikoku Shoukoukaigisho Chubu Shibu