



World Maker Faire New York 2012

New York Hall of Science

Queens, New York

Sept 29, 2012: 10 am – 7 pm

Sept 30, 2012: 10 am – 6 pm

www.makerfaire.com

Maker Manual

The Maker Manual is designed to help you navigate the logistics of Maker Faire, and most importantly, to help make your involvement in Maker Faire a positive, memorable experience. The Maker Faire Production Team has outlined the rules and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make Maker Faire a truly unique, educational and extraordinary experience by abiding by these rules and regulations.

Please review the Maker Manual as it contains valuable information and offers you guidance as you begin to plan your participation. For returning Makers – we have added a Maker checklist.

You will receive a confirmation email outlining the details of your exhibit with a link to your Participation Agreement by early September. Acceptance of the Maker Participation Agreement will confirm that you have read the manual, agree to our terms, and that we can count on your participation.

We look forward to welcoming you to World Maker Faire 2012 at the New York Hall of Science!

➤ CONTACT INFORMATION - Maker Faire Team

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Maker Checklist

- Read the Maker Manual to help plan your exhibit setup and learn what to expect at World Maker Faire New York 2012.
- Add web banners to your website and email signature to tell your friends and family that you will be at Maker Faire. Head to our [promote](#) page and thanks for helping spread the word!
- Design the “look and feel” of your table or area at Maker Faire. Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area – e.g. tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.
- Think about how to keep your exhibit safe. If your exhibit has any fire or safety issues, please fill out a Fire Safety and/or a General Safety Plan, due by August 15th. This form is located in the [Maker Toolkit](#).
- How are you going to set things up? If your exhibit is larger than a table and two chairs, please think about your layout and design a rendering, as it will help us find an appropriate spot for your exhibit. If you require power, please indicate with an “X” on your drawing where you need it (this will help us accommodate your request). Please send your layouts with your 4-digit maker number to makers@makerfaire.com.
- Decide if you will need any additional signage (other than the 11x17 inch maker sign provided) to describe your exhibit or notify attendees of scheduled activities/performances. Make sure you determine how you will display it.
- Start a checklist of all items that you need to bring to Maker Faire. Think about who will help you set up and how to pack for easy load in. Please come to Maker Faire prepared with all that you require for setup.
- Determine who will help you with your exhibit on show days. Team members working a minimum of four hours at your exhibit will qualify for entrance to Maker Faire. Learn how to get all passes needed for your team in the [Maker Toolkit](#).
- Plan to setup your exhibit on Friday and enjoy the Maker evening event (more details to follow). If you must setup on Saturday, come early!
- Are you carpooling to Maker Faire? Parking in the Citifield parking lot? Using public transportation? Be sure to plan for the time it will take to get from the parking area to your exhibit. For updates on available parking and traffic route recommendations, check out the [Maker Toolkit](#) as we get closer to the event.
- You will be receiving our Maker Newsletters with information to help you plan your exhibit. In addition, please check the [Maker Toolkit](#) periodically for current information.

Deadlines

- August 28th** - Submit Safety Plan – General Safety Plan or Fire Safety Plan
- September 7th** - Commercial Maker fee payment due
- Early September** – Participation Agreement will be sent to all Makers – Please Accept upon receipt

Set Up & Showtime!

- | | | |
|---|---------------------------|-----------------------------|
| <input type="checkbox"/> Thursday, Sept 27th | Set Up 10:00 am – 6:00 pm | |
| <input type="checkbox"/> Friday, Sept 28th | Set Up 10:00 am – 7:00 pm | |
| <input type="checkbox"/> Saturday, Sept 29th | Set Up 7:00 am – 9:30 am | Showtime 10:00 am – 7:00 pm |
| <input type="checkbox"/> Sunday, Sept 30th | Set Up 8:00 am – 9:30 am | Showtime 10:00 am – 6:00 pm |

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Preparing for Maker Faire

➤ **MAKER AND EXHIBIT OVERVIEW**

Maker Faire is not designed like any standard trade show or conference — it is a fun, interactive maze of demonstrations, exhibits, workshops, and displays. We have tried to keep it environmentally friendly and simple in design. Just think of the old state fair where everyone arrives with their wares and sets up their exhibit! We have a few different kinds of exhibit areas to accommodate the diversity of projects, and we encourage makers to create their own look and feel.

Outdoor Exhibit Area: Your exhibit space will be located on the grounds of the New York Hall of Science and will vary in size depending on your requirements. We have a variety of spaces: grassy areas and on pavement. Some spaces will have access to power, others will not. If you require power, we will try our best to accommodate you. Most exhibit areas will have shade.

Indoor Exhibit Area: A limited number of Maker exhibits will be located inside the New York Hall of Science in specific areas. The spaces can be subdivided into table top exhibits, 10x10 or 10x20 areas, unless you have stipulated that you need a larger area and/or you will curate your space with an association or a group of makers. Please note that indoor exhibits vary in space size and configuration depending on space available in that particular area.

Types of Makers

Maker: Individuals demonstrate what they make and/or how it works, in an interactive environment.

Maker Groups: We ask that you have one point person, a curator, to coordinate your group exhibit(s). Curators, please read the Large Groups information located in the [Maker Toolkit](#).

Commercial Maker: Individuals pay a fee to show and demonstrate a product that they make and/or show how it works, in an interactive environment with the opportunity to sell products. Fee is \$250 due by Sept 7th.

Maker with Sponsor Subsidy: From time to time, some makers may receive financial or material support from a company. This support is welcomed; however, there are rules around this level of support. Before you ask to receive sponsorship funds or materials for your maker exhibit, please inform us by using "Sponsor Subsidy" in your subject line to makers@makerfaire.com as full sponsor disclosure is required.

If you, your club and/or maker space obtain approval and sponsor support; you will be able to offer one small sponsor appreciation sign with their logo, 4 inch x 6 inch maximum size, at your exhibit. You will not be able to offer any large brand recognition at Maker Faire or give away sponsor products or flyers. If your sponsor would like to upgrade their sponsorship and obtain brand recognition at Maker Faire, please contact us immediately and we would be happy to work with them to accommodate their support in the maker movement.

Food Maker: Individuals or groups show and demonstrate hand-made food products, in an interactive environment. Note: If you serve samples, they must be 2oz or less and you need to fill out a Health Permit Form (details available in the Maker Toolkit).

Commercial Food Maker: Individuals pay a fee to show and demonstrate hand-made food products, in an interactive environment, with the opportunity to sell products. Samples 2oz or less can be given away. Prepared packaged foods (defined as food that is not consumed on-site and is prepared prior to consumption), can be sold. Fee is \$250 due by Sept 7th.

Ingredients: Food and Commercial Food Makers are requested to display a list of ingredients for any tasting and/or selling so that the audience is informed in case of allergies and/or food sensitivities.

Health Permit: Please refer to the Maker Toolkit for updated Health Permit requirements and guidelines.

Craftacular: Is an independent crafts group sponsored by BUST Magazine. In this section of the faire, you'll find the craftiest of what you have come to know and love at their BUST Craftaculars. Crafters are chosen by a jury of judges. Applications are submitted to <http://www.bust.com/craftacular/craftacular-home.html> and the deadline for applications is August 28th.

Types of Exhibits

Basic: A single area with a table and a small amount of space to show what you make.

Activity Area: A hands on, fun, interactive area that encourages audience participation to learn how to make or do.

Demonstration Workshop: During a short show-and-tell session, makers demo and teach particular skills, techniques, or processes, explaining materials and tools, stepping through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated. Demonstrations will be done in your exhibit area.

Maker Groups: A group of makers collaborate to curate a larger exhibit with several exhibitors.

Interactive Performance: A performer or group of performers who engage, entertain, and encourage fun interaction. The performance may be tied to a stage or roam through the fairgrounds as a kind of street theatre. Performances can be musical, theatrical, and/or involve a collaborative building process.

Roaming Exhibits: If you have an exhibit that will roam during the show, please let us know so we can provide a location for your use as a home base for non-roaming activities. If your exhibit needs access to an electrical outlet, ask us about the charging station locations.

Attraction: A wonderful, unusual thing that doesn't fit in to any of the categories above.

➤ EXHIBIT AND SET-UP DETAILS

We will provide a table and two chairs, unless otherwise requested in your application. Please plan to bring anything else that you would like to have, such as extension cords/power strips and any hardware or supplies that will help you display your project. We trust that you will supply any equipment or supplies you need to make your project functional. In some cases, the Maker Faire Production Team will assist with some elements of your setup as long as it has been agreed upon in advance. Please feel free to make signs for your exhibit that help the attendees understand what you are making!

So that we are in agreement as to what you will require for your exhibit, please review the following details:

Signage: We will fabricate a sign for your exhibit area and a page on our website. Each 11x17 inch sign includes a short bio, image, and project description based on the project proposal you submitted to the Maker Faire website.

Internet Connectivity: Wireless service will be available inside the Hall of Science and in limited areas outside on the grounds. If your project could interfere with our wireless service, please let us know so we can accommodate you and your Faire neighbors. In most cases, a hardwire connection will not be available.

Electrical: If you provided details of your power requirements, we will make certain you have power available at your exhibit area. Please bring your own surge protectors and/or power strips for power distribution at your exhibit. On-site power requests cannot be guaranteed. Any excessive power will require approval.

Tables and Chairs: We will provide a table and two chairs, unless otherwise requested in your application. Prior to the event, you will receive a confirmation letter listing the equipment we will provide for you. If you need additional items, please fill out the Exhibit Change Form located in the [Maker Toolkit](#). Requesting additional tables onsite is based on availability and will cost \$10.00 per table. Additional chairs are no charge, but also based on availability.

Safety Barricades: If the nature of your exhibit requires safety barricades, assistance to make it safe, or if you have questions about safety, bring this to our attention by putting "Safety" in the subject line to makers@makerfaire.com.

Water: If your exhibit requires any form of water and you have not notified us in your original application, please fill out the Special Request Form located in the [Maker Toolkit](#).

Radio Frequency: Due to the nature of the event, we need to know if you plan to use radio frequencies and if so, what frequency and/or frequencies and the amount of power you are using so we can coordinate placement and usage. There was a detailed list of potential radio frequency issues requested on the maker entry form. If you did not indicate radio frequency issues on your entry form or if anything has changed, please fill out the Exhibit Change form located in the [Maker Toolkit](#).

Fire and Safety or Hazard issues: If your project can be considered hazardous or a concern for the Maker Faire Safety Crew (especially fire safety), please be sure to notify us as soon as possible so that we can include these details in the Safety Plan. As part of the setup process, we will need you to declare all hazardous materials that you have with you, as this will help in determining the best storage and overall safety concerns of such materials. Fire Safety Plans due by August 28th.

Exhibit details have been compiled from your initial website entry. If anything has changed with your logistical requirements, or you would like to adjust a description or bio please submit your change via the Exhibit Change Form in the [Maker Toolkit](#).

➤ LOAD-IN

Pre-Show Days	Wednesday, Sept 26th	1:00 pm – 6:00 pm <i>(by appointment only)</i>
	Thursday, Sept 27th	10:00 am – 6:00 pm
	Friday, Sept 28th	10:00 am – 7:00 pm

Makers who need to work later must make arrangements with the Production Team. Major construction must be completed on Friday, and all final touchups must be completed by 9:30am on Saturday, Sept 29th.

Please consider the Maker festivities on Friday, Sept 28th when planning your set-up schedule.

*Maker Networking Event ** 5:00 pm – 8:00 pm * Times subject to change

If your exhibit set-up materials are more than can fit onto a hand cart, you can drive onto the grounds and quickly unload near the door closest to your exhibit location. Please then move your vehicle to the parking lot and return on foot to set up your exhibit. This allows space for your neighboring makers to drive in and unload.

Carts/Dollies: We will provide carts/dollies at the Maker Service Center for moving equipment to your location. Please make certain to return the carts and dollies immediately after you are finished. You will be asked to leave an ID in exchange for a cart/dollies.

Remember: Drive with caution when entering the event space; respect those giving directions; do not block any entrance or park in fire lanes; remember to lock your vehicle; and make sure your cell phone number is listed on the temporary vehicle entry permit in case we need to relocate you.

IMPORTANT: Please use the main entrance gate for any set-up prior to Friday.

Drive in and Drop: If you need to drive onto the event site to unload follow these instructions:

- Obtain a Vehicle Entry Permit at the Gate.
- Write your cell phone number on the Permit.
- Drive onto the grounds slowly and safely.
- Quickly unload near the door or area closest to your exhibit location.
- Before setting up, immediately move your vehicle to the parking lot.
- Return to your area to set up your exhibit.

On Saturday, no vehicles will be allowed onto the lot after 9:00 am and will need to exit by 9:30 am. If the vehicle is part of your exhibit, it must be parked in its location by 9:15 am.

Forklift: If it is scheduled in advance, we can provide forklift equipment and an operator to assist with your load-in/load-out. So we may coordinate with other usage please fill out the Early Arrival and Heavy Equipment form in the [Maker Toolkit](#).

Vehicles That Are Exhibits: If your vehicle is part of your exhibit (art car, energy demo, etc.) and will remain on the grounds for the entire duration of Maker Faire, fill out the Special Request Form located in the [Maker Toolkit](#). This will allow us to alert you and our onsite security team about specific information regarding entrance and exit details.

Complicated Exhibits: Do you require additional setup time? Please contact makers@makerfaire.com for any assistance you may need. Makers who need time outside the scheduled hours must make arrangements with the Maker Faire Production Team.

➤ SHIPPING

If you can guarantee your delivery anytime Wednesday, Sept 26th thru Friday, Sept 28th, direct your delivery with a detailed shipping label that includes all of the following information to:

NY Hall of Science
47-01 111th Street
Queens, NY 11368
718-699-0005

Attn: MAKER FAIRE
Maker #, Project Name
Maker Name & Local Phone Number

Early Shipments: The New York Hall of Science does not accept freight deliveries in advance of Maker Faire dates. For shipments that may arrive earlier, please fill out the Special Request Form located in the [Maker Toolkit](#).

Return Shipments: Please make appropriate arrangements for a Sunday evening load-out. The New York Hall of Science and the Maker Faire Production Team will not be held responsible for any items left at the site after 10 p.m. on Sunday, Sept 30th, 2012. We recommend that you bring packing tape and shipping labels to the site if you plan to ship materials from your exhibit. We will have a staging area at the Show Office for UPS and FedEx pick up for Monday morning.

If you have any questions regarding shipping, please contact makers@makerfaire.com and/or visit the Maker Service Center during the event.

➤ LOCAL RESOURCES

To assist you, we have provided addresses and directions for various local resources near the event site. Please review the [Maker Toolkit](#) for an updated Resource List.

➤ ADDING MAKER FAIRE TO YOUR WEBSITE AND EMAIL SIGNATURES

Let the world know that you are an official maker and will be exhibiting at Maker Faire! Maker Faire web banners and badges placed on your website will help spread the word about the upcoming Maker Faire. Visit our [Promote](#) page or go directly to each one:

Go to [Web Badges](#) for "See Me/See Us at Maker Faire" web badges and code.

Go to [Logos](#) to access the Maker Faire logo (including a high-res format). Stay tuned for the Banners library with images and code (a variety of sizes and styles for you to use on your website).

Maker Faire posters can be downloaded from [Posters](#). We also have a PDF of the official Maker Faire postcard (front and back) available for download: Postcard 4x6.

➤ OPPORTUNITIES TO HELP AND LEARN AT MAKER FAIRE

We welcome your help and participation at the 3rd Annual World Maker Faire New York. We have developed a training program on the maker movement to help you make a valuable contribution to the success of Maker Faire!
<http://makerfaire.com/newyork/2012/makerfairetraining>

➤ COMPLIMENTARY TICKETS AND BUYING EXTRA TICKETS

As appreciation for your efforts, each exhibit will receive two (2) complimentary one-day tickets. Further information about these complimentary tickets can be found in the maker tickets section in the [Maker Toolkit](#).

Special Discount Tickets Available: Each maker exhibit can purchase discount tickets at \$15.00 per ticket (maximum of six). These discounted tickets are available for purchase prior to the event (recommended) and also at the Maker Service Center. The Maker Toolkit has an entire section devoted to ticketing with detailed information on all types of tickets available for purchase.

You are welcome to purchase reduced-rate tickets online until August 31st at [Maker Faire tickets](#).

Credit cards (MasterCard/Visa/Discover) and cash accepted for ticket purchases at Maker Faire. There will be ATMs nearby.

Day Tickets	Early Bird Ends Aug 31 st	Online-Advance Sept 1 st – 28 th	Onsite Sept 29 th – 30 th
Adult (18-61)	\$22.00	\$27.50	\$30.00
Student (with I.D.)	\$12.00	\$16.50	\$20.00
Youth (2-17)	\$8.00	\$12.00	\$15.00
Seniors (62+)	\$20.00	\$22.00	\$25.00
Kids (Under 2)	Free	Free	Free
SPECIAL FAMILY PASS Available online only: Family Pass – 5 people – Sunday only (one day) arrive between 10am – 1pm \$60.00 <i>(Please note that you must enter together, 5 people total)</i> AVAILABLE ONLINE ONLY			

Weekend Tickets	Early Bird Ends Aug 31 st	Online – Advance Sept 1st – 28th	Onsite Sept 29th – 30th
Adult (18-61)	\$40.00	\$50.00	\$55.00
Student (with I.D.)	\$20.00	\$30.00	\$35.00
Youth (2 – 17)	\$15.00	\$20.00	\$25.00
Senior (62+)	\$35.00	\$40.00	\$45.00
Children (Under 2)	Free	Free	Free

➤ TIPS FOR OUT-OF-TOWNERS

What to Pack: The average climate in New York this time of year is 76° F. Please wear comfortable shoes, bring a hat and sunscreen. Be sure to bring a jacket for the evening program; Saturday we will be open until 7:00 p.m. You may also want to bring rain gear just in case!

The Agreement

➤ **RULES AND REGULATIONS** - As guests at the New York Hall of Science (the Hall) and the local area, we must abide by all regulations of a public facility. These are designated primarily to ensure public safety, and we thank you for your cooperation in complying with these rules and regulations.

Building Regulations - In accordance with restrictions imposed by the Hall, the following regulations must be adhered to:

- No drilling of holes, attaching to, or painting of the floor, or any other defacement to floors or walls. When such damage occurs, the maker is solely responsible and is liable to the owner of the property so damaged.
- Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, or painted surface in any area inside the building or on the premise without advance permission.
- Please do not insert stakes in the ground without specific permission, as it could be costly and dangerous. There may be wire underground that will be damaged.
- Management reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operations, materials, safety, or any other reason.
- Food Makers need to comply with all Health Code Regulations and cannot serve samples unless arrangements have been made for permission to do so. In addition, it will be required to list all ingredients of your samples to advise attendees with food sensitivities.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Compliance with Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons. A Guide to the Disability Rights Laws can be found at <http://www.usdoj.gov/crt/ada/cguide.pdf>
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all the laws of the United States, the State of New York, as well as the ordinances of the City of New York. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, to include all of the Hall, including the parking lot, entrance ways, ticket booth areas, and other areas used by Maker Faire or its employees, contractors, agents, members, or guests. All should ensure that no illegal or immoral activity or any other activity that may reflect adversely on the Hall or that may result in the termination of the Hall's insurance, the compromise of any right of recovery by the Hall, or an increase in insurance premiums of the Hall takes place.

➤ MAKER FAIRE SAFETY TEAM:

To help us produce a fun and safe environment for makers and the many attendees, the members of our Safety Team will assist in monitoring our safety program throughout Maker Faire. All individuals who would like to participate in any interactive activity at Maker Faire are asked to read and sign a waiver. If your exhibit has an activity, please make certain that each attendee is wearing a safety wristband prior to joining the activity. Please direct attendees to the nearest safety waiver stations or information booth to obtain a wristband.

➤ **FIRE AND SAFETY Note:** *The following are industry standard rules that require full compliance.*

Fire Hazard Notification & Special Permits: As a maker, if you intend to display, operate, or use any of these items shown below, you must obtain prior approval from the Maker Faire Production Team.

- Heat-producing or open-flame devices, candles, lamps, etc.
- Electrical, mechanical, or chemical device deemed hazardous by the Fire Department

- Internal-combustion engines
- Flammable liquids, any sort of compressed gas, or dangerous chemicals

All Maker Safety Plans need to be submitted to the Maker Faire Production Team by August 15th. The FDNY Fire Marshall reserves the right to make any final decision regarding the layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

- **Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire-hose cabinets shall remain visible and accessible at all times.
- **Electrical Devices:** All electrical devices with three-wire supply cords shall utilize “UL” ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction. All power cords must be kept behind the display with nothing placed on top of any cords.
- **Electrical/Fireproofing:** The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame-proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at anytime.
- **Hazardous Materials:** Hazardous material must be disclosed. All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down the facility drains. All building materials, supplies, etc. must be taken away after teardown. The facility will not accept dumped building materials or electronic waste, you are responsible for the removal of these items.
- **Combustibles Kept Outside:** Additional supplies and inventory must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must be removed from the building and cannot be stored behind the back drapes or display wall. The Maker Faire Production Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed daily.
- **Propane and Helium** will not be permitted without prior review and approval.
- **Indoor Display Vehicles and Motorized Display Items:** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items must be inspected and approved before entering the exhibit building. Once located in the exhibit space, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.
- **Child Safety:** Maker Faire is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for the children attending the event. For safety purposes, no child under the age of 15 will be allowed on the Maker Faire floor during set-up or teardown hours. During Maker Faire, if your exhibit has hazardous materials or has elements of concern, please take the time to inform parents and children of safe practices for your exhibit.
- **Waiver and Wristband:** All individuals who would like to participate in any interactive activity at Maker Faire will be asked to read and sign a waiver. Color designated wristbands will be issued to children and teens (17 & under), and adults (18 & older), which will allow for interactive participation. Proper identification may be requested for verification.
- **Medical Emergency:** In the event of a medical emergency, please notify your floor manager, security personnel, or anyone with a Maker Faire radio. They will contact the on-site EMT personnel, who have a direct line to Response Dispatch. If someone dials 911 from a cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance.
- **First Aid Facilities:** The Maker Faire Production Team has arranged to have an EMT on-site during Maker Faire hours. There will be signage to direct you to First Aid. First Aid Services is located in a tent along Science Avenue. This is also where our Emergency Medical Technician (EMT) will be stationed.
- **Insurance:** It is your responsibility to ensure the safety and security of your exhibit and its components, visitors within your exhibit area, and your personnel. Reasonable precautions will be taken to protect your property, but O’Reilly Media Inc. and the New York Hall of Science assume no responsibility for any losses due to fire, theft, accident, or other causes. Your insurance company should be able to assist you with obtaining appropriate coverage.
- **Precautions:** The potential of theft and disappearance can be greatly reduced if a few simple precautions are taken:
 - ✓ Do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
 - ✓ Avoid leaving any small items of significant value in your booth overnight.
 - ✓ If possible, cover your display with a flameproof drop cloth.
 - ✓ Run wire or cable through as many items as possible and lock at night.
 - ✓ A solidly constructed, lockable trunk provides security and storage for small articles.

- ✓ Report any suspicious person or theft in the building or on the grounds immediately to the Maker Faire Office, and we will notify Security Officers and file an incident report, if applicable.
- ✓ Lock valuables in the trunk of your car, where they are not visible.
- ✓ Travel in pairs at night.
- ✓ Ask your hotel for a safe deposit box to store your valuables.
- ✓ If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

O'Reilly Media Inc., World Maker Faire New York 2012, and the New York Hall of Science will not be held responsible for lost or damaged property at any time. You are urged to maintain full insurance coverage for loss of your property.

➤ MAKER PARTICIPATION AGREEMENT DETAILS

Please confirm your acceptance of the **MAKER PARTICIPATION AGREEMENT** so we can confirm your attendance and assign your space. You will be sent an email with a link to accept this agreement by September 1, 2012. You may also fill out the attached agreement and email to makers@makerfaire.com or fax to 707.829.1154.

During Maker Faire

➤ VENUE

New York Hall of Science
47-01 111th Street
Queens, NY 11368-2950

Website: www.nysci.org

The New York Hall of Science on 111th Street is the best entrance for Maker Service Center & Entrance Main Gate.

➤ MAKER FAIRE SHOW HOURS (open to the public)

Saturday, Sept 29	10:00 am – 7:00 pm
Sunday, Sept 30	10:00 am – 6:00 pm

➤ DAY OF FAIRE SET-UP HOURS

Maker Faire starts promptly at 10 a.m. on Saturday and Sunday. **Please keep traffic in mind** and plan to arrive with enough time to prep your exhibit once you arrive on-site. Vehicles (which are not exhibits) are not permitted in the buildings once Maker Faire begins. Note: Please see Load-In details for advanced set-up dates and hours.

Saturday, Sept 29	7:00 am – 9:30 am
Sunday, Sept 30	8:00 am – 9:30 am

All vehicles **must be off the grounds by 9:30 a.m. Saturday** to open Maker Faire. Vehicles will not be allowed to drive onto the grounds (beyond the parking lot) **after 9:00 a.m. Saturday** morning.

➤ ENTRANCE GATE & PARKING

On the set-up days leading up to Maker Faire, parking is free. Details about Maker parking during Maker Faire to follow in communication prior to the event.

➤ MAKER SERVICE CENTER – IMPORTANT!

Important: We have changed the Maker Check-In Process. All makers and maker assistants **MUST** have their electronic Maker Entry Pass before arriving onsite. More details are available in the [Maker Toolkit](#). Once you enter Maker Faire, your area will be identified. When you arrive to your area, you will meet your Area Manager, receive your welcome packet, and obtain detailed instructions about your placement. If you have any concerns or questions, we are always available at the Maker Service Center.

Please note: If you have paid a fee, you are a **COMMERCIAL MAKER**. You are not a Sponsor.

Desk Hours:	Thursday, September 27 th	10:00 am – 6:00 pm
	Friday, September 28 th	10:00 am – 8:00 pm
	Saturday, September 29 th	07:30 am – 4:00 pm
	Sunday, September 30 th	08:00 am – 6:00 pm

Maker Entry Passes: Each exhibit will be allowed two Maker Entry Passes for each exhibit, for in/out access all weekend. Additionally, team members who work at least 4 hours at your exhibit will qualify for a pass. In order to gain entry, you must obtain passes in advance for yourself and your team members; visit the [Maker Toolkit](#) for detailed instructions.

➤ PUBLIC TRANSPORTATION

Bus Q23 or Q58 to Corona Avenue and 108 Street.
Q48 to 111th Street and Roosevelt Avenue.

Subway Take 7 LOCAL train to 111th Street Station. Walk three blocks south.
7 EXPRESS to Mets-Willets Point. Walk down the boardwalk and follow the signs to the New York Hall of Science. Please see www.mta.info for the most up-to-date subway service advisories.

➤ DURING THE EVENT

Area Managers: Each area of Maker Faire will have a designated Area Manager and Maker Station where you will check-in on your arrival day. Your Area Manager is available to answer any questions and assist you with your setup. Your Maker Station will have their contact information in case a need arises.

Breaks: Each maker exhibit should be staffed at all times by you or a colleague. If you do not have an assistant and you need a short break, please notify the Area Manager and we will do our best to assist you in finding someone to watch your exhibit. If you need to be away from your exhibit for an extended period of time, please notify the Area Manager.

Electrical: During the event, if you have problems with your power, please report them immediately to your Area Manager.

Refreshment: Concession stands and café will be open during the show. Vendors, promoters, makers, or guests are not permitted to sell or give away food or beverage items without permission and obtaining a health permit. Alcohol is not permitted to be brought on to the property. Only approved Food Makers can offer samples under 2oz.

Pets: For the safety and well being of our four-legged friends, please leave your pets at home. There are loud noises, many moveable parts, fire elements, and large crowds, all of which do not create a safe environment for pets.

Janitorial Services: The cleaning crew will complete a clean sweep of the aisles after 9:00 pm on Saturday night. Please consolidate garbage into larger bags when possible. We recycle. See the "Recycle" section below for details. Please note that the crew will not enter your exhibit area to clean on Friday or Saturday night.

Security: Maker Faire Production will maintain 24-hour roaming perimeter security Friday thru Sunday. If it is valuable, take it with you!

Emergency: In the event of a medical emergency, notify your Area Manager, security personnel, or anyone with a radio or walkie-talkie. They will contact the on-site EMT personnel, who have a direct line to the NYSCI Response Dispatch. If someone dials 911 from their cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please report all incidents to the Maker Faire Security Office located along Science Avenue.

Fire: Whenever the fire alarm is sounded, it is the policy of The New York Hall of Science to immediately commence with the evacuation of the facility. Immediately make your way to the closest exit doors. Once outside, move away from the building and keep emergency access routes clear. If outside, move away from the incident area, building and keep fire lanes clear.

Evacuation: Should the need to evacuate/arise, staff and visitors will be notified by Security Personnel and the PA system will be used to make announcements. Stay calm. Immediately stop any demonstrations or presentations. Do not try to dismantle your exhibit. Even if you cannot see any obvious reason for the alarm calmly make your way to the nearest exit, encouraging others to follow you outside. . When the necessary authorities deem it safe to reenter the buildings/ facility, makers will be granted access prior to members of the public.

➤ WEATHER

The average high temperature in New York this time of year is 76° F. In the case of rain, the show will go on!

➤ RECYCLE

We will be collecting aluminum cans, plastic bottles and cups, glass bottles and jars. We will have recycling stations for all types of paper, plastic containers # 1 thru # 7, steel and scrap metal, plastic bags and packing materials. There will also be an area for corrugated cardboard. Break down cardboard for easy stacking and transporting.

Ask a Maker Faire crewmember for assistance if you have a large load that needs to be carried by a vehicle or if you require bins at your exhibit. If you have “free stuff” for giveaway, please identify it accordingly for those who can reuse it! We encourage you to use materials other than styrofoam or packing peanuts for packaging. Let's all work together to reduce Maker Faire's environmental footprint by thinking about the products we use and how to best dispose of them!

➤ WRAPPING UP

Teardown: Teardown begins after 6:00 pm on Sunday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 8:00 pm on Sunday night. For exhibits being removed on Monday, please come by Maker Service Center to arrange for pickup between the hours of 1:00 pm and 4:00 pm

Load-Out: Vehicles will not be allowed to enter the grounds until the public has vacated the grounds and it is safe to do so.

Disposal: Recycling, paper, bottles and glass, non-toxic waste, and general trash receptacles will be available. If you require extra trash bins at your exhibit, please let us know. We appreciate your exhibit area being cleared completely.

We very much appreciate your taking the time to read this manual.

We hope your participation in Maker Faire is a wonderful experience!