

Fredonia Mini Maker Faire at The State University of New York at Fredonia,

280 Central Ave., Fredonia, New York, 14063

Saturday, Oct. 22, 2016 from 10 a.m. to 4 p.m.

www.makerfairefredonia.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.

Acceptance of the Maker Participation Agreement will confirm that you have read the manual, agree to the terms, and that we can count on your participation. We look forward to seeing you at Maker Faire!

CONTACT INFORMATION – makerfaire@e2ccb.org or call (716) 672-4371, ext. 2135

Maker Checklist

- ✓ Read the Maker Manual to help plan your exhibit set up and learn what to expect at Maker Faire.
- ✓ Add Web banners to your website and email signature to tell your friends and family that you will be at Maker Faire. 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 contact Jen Osborne Coy at 672-4371, ext. 2135.
- ✓ 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 provide a rendering, as it will help us find a good spot for your exhibit. If you require power, please indicate where you would like the power pulled to on your drawing.
- ✓ Decide if you will need any additional signage (other than the Maker sign provided) to describe your exhibit or notify attendees of scheduled activities / performances. Determine how you will display it.
- ✓ Start a checklist of all items that you need to bring to Maker Faire. There will be volunteers to help with move-in and break down. Please come to Maker Faire prepared with all that you require for set up.
- ✓ Determine who will help you with your exhibit on Oct. 22.
- ✓ Plan to set up your exhibit on October 22 from 7 -9 a.m.
- ✓ There will be free parking on the campus of Fredonia.
- ✓ Check www.makerfairefredonia.com for updates on parking and traffic route recommendations.

Deadlines

Setup: Saturday, Oct. 22, 2016 from 7 to 9 a.m.

Showtime: Saturday, Oct. 22, 2016 from 10 a.m. to 4 p.m.

Tear down: Saturday, Oct. 22, 2016 from 4 p.m. to 6 p.m.

Preparing for the Fredonia Mini 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 this as a circus of creativity where everyone arrives with their attraction 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: If you require an outdoor space, your exhibit space will be located around the Science Center and will vary in size depending on your requirements. We have a variety of spaces: grassy areas and on pavement.

INDOOR EXHIBIT AREA: Most of the maker exhibits will be located in the Williams Center and Science Center. Your exhibit space will be identified as your assigned area, and you will have the freedom to creatively MAKE your exhibit! The spaces will be subdivided into table top exhibits, 8x8, 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.

EXHIBIT AND SET-UP DETAILS: We will provide a table and two chairs. 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 assume 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 set-up 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. Exhibit details have been compiled from your initial website entry. If anything has changed with your logistical requirements, please contact makerfaire@e2ccb.org for assistance. Changes for your signage, bio, project description, and/or program information should be sent to makerfaire@e2ccb.org

Internet Connectivity: Wireless service will be provided in selected areas of the Science Center or Williams Center. If your project could interfere with our wireless service, please let us know so we can accommodate you and your Faire neighbors.

Electricity: If you provide 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. Onsite power requests cannot be guaranteed. Any excessive power will require approval.

Safety Barricades: If the nature of your exhibit requires safety barricades or assistance to make it safe, please bring this to our attention so we can make the proper arrangements.

Water: If your exhibit requires any form of water, please let us know so we place you near a water source.

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 notify makerfaire@e2ccb.org

Fire and Safety or Hazard issues: If your project can be considered hazardous or a concern (especially fire safety), please be sure to notify us as soon as possible so that we can include these details in the Safety Plan.

Load-in

We have designated one load-in time for all makers. The load-in time is Saturday morning from 7 a.m. until 9 a.m. for both the Science Center and Williams Center. There will be designated drop off area for each building, with volunteers to assist in unloading. Please move your vehicle to the parking lot and return to set up your exhibit. This allows space for your neighboring makers to drive in and unload.

Carts/Dollies: We will provide a limited number of carts and dollies at the maker drop-off points for moving equipment to your location. Please make certain to return the carts and dollies to the drop-off areas after you are finished.

Vehicles That Are Exhibits: Please notify us 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. For special set-up coordination, please contact makerfaire@e2ccb.org.

Complicated Exhibits: Do you require additional set-up time? Please contact makerfaire@e2ccb.org for any assistance you may need. Makers who need time outside the scheduled hours must make arrangements with the Maker Faire Production Team.

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.

VOLUNTEER OPPORTUNITIES -- GET INVOLVED! We welcome volunteer participation. Volunteers make a valuable contribution to the success of Maker Faire! Jen Osborne Coy at 716-672-4371 ext. 2135 if you have a group who would like to volunteer at this event.

Rules & Regulations

As guests at The State University of New York at Fredonia 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 campus regulations, the following 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.
- No food or beverage may be offered or displayed as part of exhibit, demonstration, presentation, or workshop. Food Makers need to comply with all Health Code Regulations and cannot serve samples unless arrangements have been made for permission to do so.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- 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 Village of Fredonia and all rules and regulations of the Police and Fire Departments of the Village of Fredonia and the County of Chautauqua.
- Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the State University of New York at Fredonia and Erie 2-Chautauqua-Cattaraugus BOCES property, including the parking lot, entrance ways and other areas used by the Maker Faire or its employees, contractors, agents, members, or guests.

Safety

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 that may be deemed hazardous
- Internal-combustion engines
- Flammable liquids, compressed gasses, or dangerous chemicals

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-pronged 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.

Hazardous Materials: 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.

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 tables or display wall. The Maker Faire Production Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed. Propane and Helium will not be permitted without prior review and approval.

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, we request that children under the age of 15 be supervised at all times including set-up or teardown hours. Children are expected to remain with parents or accompanying adult throughout the Maker Faire. 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.

Emergency: In the event of a medical emergency, please notify a crew member or security personnel. 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. Please report all incidents to the Maker Faire Production Team.

First Aid Facilities: First Aid Services will be available.

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 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.
- 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 and we will notify Public Safety and file an incident report, if applicable.

- Lock valuables in the trunk of your car, where they are not visible.
- The organizers of the Fredonia Mini Maker Faire are not responsible for lost or damaged property. You are urged to maintain full insurance coverage for loss of your property.

RULES and LAWS: You agree to comply with all applicable laws, the Maker Manual, and any other requirements, and/or rules issued by us for your performance, distribution, or posting of copyrighted material; for obtaining any necessary licenses and permits; and for payment of all taxes (including sales tax), license fees, or other charges applicable to your participation in Maker Faire. We may terminate this Agreement and/or your participation in Maker Faire if you violate this Agreement, or the standards of conduct established by us or by the venue proprietor.

LIMITATIONS ON LIABILITY and INDEMNITY: You agree that we will not be liable in any way to you if we cancel Maker Faire. You waive any claim or potential claim against us if Maker Faire is cancelled, and release us from any resulting or related liability, cost, expense, or damage. Neither you, nor we, our affiliates, or the venue proprietor (collectively, the "Event Providers") will be liable for lost profits or other indirect, incidental, consequential, or exemplary damages in connection with Maker Faire and/or this Agreement, whether or not such Event Provider or you have been advised of the possibility of such damages or lost profits. Neither party's liability in connection with Maker Faire, or under this Agreement (except for your indemnity obligations), exceeds three thousand dollars (\$3,000). No Event Provider shall be liable to you for any damage, loss, harm, or injury to your person, property, or business, or any of your visitors, officers, agents, or employees, resulting from theft, fire, earthquake, water, unavailability of facilities, any errors or omissions in Maker Faire-related materials, insufficient participation, accident, or any other reason in connection with Maker Faire or related activities (such as staging), except to the extent directly attributable to our willful misconduct or gross negligence. You agree to indemnify, and hold harmless the Event Providers from and against any claim, cost, expense, loss, liability, or damage incurred as the result of any third-party claim based on (i) your construction or maintenance of an unsafe Exhibit.

MISCELLANEOUS: This Agreement (including the Maker Manual and any accompanying Addendum) constitutes the final, complete, and exclusive agreement between you and us. You are an independent contractor and not our agent or employee. This Agreement will be interpreted under New York Law applicable to contracts made and performed by New York residents in New York. Any action to enforce this Agreement must be brought in the federal or state court. You are not permitted to assign or otherwise transfer your rights or obligations under this Agreement to anyone else. The Limitations on Liability section (above) of these Terms and Conditions of Participation, shall survive the termination or expiration of this Agreement.

MAKER PARTICIPATION AGREEMENT DETAILS

Please confirm your acceptance of the Maker Participation Agreement so we can confirm your attendance and assign your space.. You may also fill out the agreement and email it to makerfaire@e2ccb.org or mail it to the address listed.

During the Event

Area Managers: Each area of Maker Faire will have a designated Area Manager who will introduce themselves to you and be available to answer your questions and assist you with your set-up.

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 a Producer or Crew member 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 a Producer or Crew member.

Electrical: Please make note of your power usage to insure you have what you need and you will not create a problem for your fellow makers by tripping the circuit breaker. Most consumer electronic devices have a little label on them that will tell you how many watts or amps they draw. In the U.S., most power is 110 volts (though electric dryers typically need 220 volts). As a quick reference, you can convert Watts to Amps by dividing the Watts by Volts (typically 110). Example, a 500 watt bulb requires a 4.5 amp circuit. Please notify makerfaire@e2ccb.org if the power you indicated on your application increases or decreases.

Refreshments: Food trucks will be onsite and the Starbucks and Tim Hortons on campus will be open. There is also the TeaRex Café in the Science Building.

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 and large crowds, all of which do not create a safe environment for pets.

Volunteers: We encourage you to spread the word about volunteering at Maker Faire! We hope to have volunteers available to assist you as needed. Please let us know if you could use a volunteer to assist you. Your friends can volunteer by emailing makerfaire@e2ccb.org

Janitorial Services: The cleaning crew will complete a clean sweep of the aisles after 4 p.m. on Saturday night. Please consolidate garbage into larger bags when possible. We do have an area for all items that need to be recycled.

Emergency: In the event of a medical emergency, notify any volunteer. 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.

WEATHER: In the case of rain or snow, the show will go on!

Teardown

Teardown begins after 4 p.m. on Saturday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 6 p.m. on Saturday night. We appreciate your exhibit area being cleared completely.

We very much appreciate your taking the time to read this manual and we hope your participation in Maker Faire is a wonderful experience.