

2015 SLCMMF MAKER MANUAL

2015 Salt Lake City Mini Maker Faire

Utah State Fairpark, 155 N 1000 West, Salt Lake City, UT

Saturday, October 10, 2015, noon-6pm

Welcome, Makers!

This Maker Manual is designed to help you navigate the logistics of the Salt Lake City Mini Maker Faire (SLCMMF), and most importantly, to help make your involvement in this event a positive, memorable experience. The team has outlined the guidelines, rules, and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make this event a truly unique, educational, and extraordinary experience by abiding by these terms.

Maker resources, including the following documents can be found at

<http://slcmakerfaire.com/makers/maker-resources>

► **Maker Manual**

Please review the Maker Manual as it contains valuable information that each maker is responsible for and offers you guidance as you finish your participation plan.

► **Participation Agreement**

Please confirm your participation as soon as possible before September 30 by completing the Maker Participation Agreement and digitally signing and submitting it. You may also email a signed copy to makers@slcmakerfaire.com. 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.

► **Maker Showcase**

If you haven't already done so, complete this form right away so that we can have the correct descriptions of your projects, a brief bio, photo, and contact/website information where people can find out more. This information will be used on the website and on your exhibit signage.

► **Safety Plan**

If your exhibit or project can be considered hazardous or presents a safety concern, please include these details in a Safety Plan and submit it with your Participation Agreement. You must declare all hazardous materials that you are bringing so that we can determine the best storage and overall safety concerns of such materials. Permits and permission for fire MUST be arranged in advance.

► **Maker Schedule** You will be emailed additional details and confirmation of your schedule prior to the event.

Please email us if you have any questions about your exhibit. We look forward to seeing you at the Salt Lake City Maker Faire!

SLCMMF Production Team

makersupport@slcmakerfaire.com

Jenn Blum

Weston Millen

Bucky Glaubitz

BEFORE THE BIG DAY

Read through this Maker Manual to help plan your exhibit set-up and learn what to expect at the Salt Lake City Mini Maker Faire.

- Help Share the Faire! Add Web banners to your website and email signature to tell your friends and family that you will be at the SLCMMF. Go to <http://slcmakerfaire.com/promote> to download banners. Spread the word to your friends, family, and interested strangers.
- Design your table at SLCMMF. 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 provide the Production Team with a Fire or General Safety Plan.
- How are you going to display your project? Decide if you will need any additional signage (other than the Maker sign provided) to describe your exhibit or notify attendees of scheduled activities in your booth. Determine how you will display it.
- Start a checklist of all items that you need to bring to the SLCMMF. Think about who will help you set up and how to pack for easy load in. Please come to the SLCMMF prepared with all that you require for set up.
- Plan your schedule. You must arrive with enough time to deliver and prep your exhibit, workshop, or presentation once you arrive on site. You will NOT be able to drive up to the load-in area after 10:00 am so plan to deliver your exhibit by that time. Please check in at HQ by 11:00 am or at least 45 minutes prior to your scheduled start time.
- Please continue to monitor your inbox and check our website, <http://slcmakerfaire.com/makers/maker-resources> for any updates for Makers.

SCHEDULE

EVENT DATE:	Saturday, October 10, 2015
EVENT HOURS:	noon – 6 pm
LOAD-IN AND SET-UP:	Friday, October 9, 4:00 pm – 9:00 pm (NEW FOR 2015!) Saturday, October 10, 8:00 am – 10:00 am
PACK UP AND LOAD-OUT:	Saturday, October 10, 7:00 pm – 10:00 pm

We recommend you plan to set up as early as you can. This will give you more time to peruse your fellow Makers' exhibits, grab some coffee and food. Arriving early will also make the Production Team's lives easier, and will give us more time to answer any questions that you have.

PREPARING FOR THE FAIRE: MAKER AND EXHIBIT OVERVIEW

The SLCMMF is a friendly gathering of makers with demonstrations, exhibits, workshops, and displays. We have tried to keep it environmentally friendly and simple in design. There are a few different kinds of exhibit areas to accommodate the diversity of projects, and we encourage makers to create their own look and feel.

THE SITE

NEW FOR 2015! This year the Faire takes place at the Grand Building at the Utah State Fairpark, 155 North 1000 West. The Grand is a two-story building that should have plenty of room for all of the exhibits. We're looking forward to having indoor space so we don't waste time worrying about the weather! The building also provides a secure environment for the exhibits and allows us the opportunity to finish some of the set-up the day before.

TYPES OF MAKERS

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

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. Commercial Maker fees are due by October 1, 2015.

Concessionaire or Sampling Violations: Violation of any concessionaire or food sampling terms may result in a \$400 fine per penalty. Violations shall be defined as noncompliance with the guidelines in this Manual and/or failure to obtain applicable permits.

TYPES OF EXHIBITS

Your exhibit space will be identified as your assigned area, and you have the freedom to creatively MAKE your exhibit!

Maker Table/Space: An exhibit space for individuals to show what you make. This space will accommodate a 10 x 10 pop-up exhibit (if desired), 6-8' table, and chairs. We are NOT using pipe and drape, so you will need to define your space through free-standing structures that you bring.

If you have requested and been approved for a larger area and/or you will curate your space with an association or a group of makers, then this will be noted in your space assignment.

Commercial Makers, Commercial Vendors/Businesses/Organizations, and Sponsors will also have makers tables or booths as arranged.

Activity Area: This is a hands-on, fun, interactive area that encourages audience participation in learning how to MAKE. We're classifying most of the group kid activities in this category, as well as some of the drop-in learning opportunities.

Demonstration or Workshop: During a short show-and-tell session, makers demo (and teach) particular skills, techniques, or processes, explaining materials, tools, and sharing their knowledge while guiding guests through a building process. Demonstrations are done in exhibit spaces or in a larger area.

We'd like to compile all scheduled events into a program guide prior to or at the Faire. If you would like to do in-booth workshops at specific times, please let us know so we can add them to the schedule.

Maker Groups and Maker Spaces/Hacker Spaces: A group of makers coordinate to host a larger exhibit with several exhibitors and makers. These spaces present a great opportunity to see the collaborative efforts of makers.

Interactive Performance: Makers engage and entertain the attendees, and enable them to interact in a fun way. Performers may be scheduled or roving through the outdoor exhibit area as a kind of street theatre. Free-Range Robots fit into this category. Performances can also involve a collaborative building process or impromptu making events.

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

Attraction: A wonderful, unusual thing that does not fit into any of the categories above. An example of this would be a gigantic kinetic sculpture.

Speaker: Someone with a passion will get up in front of the audience and talk about what they care about – a variety of topics are encouraged.

EXHIBIT AND SET-UP DETAILS

Please plan to bring anything that you need, 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 SLCMMF 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 provide a sign for your exhibit area. Each 8.5' x 11' sign includes a title and project description compiled from the information you submit on the Maker Showcase form. If we do not have this information by **October 1**, you will be provided with a blank SLCMMF sign and you can make your own sign with the Sharpie you so wisely brought.

► Please make sure you have returned the Maker Showcase form.

Internet Connectivity As of 9/15, we are still working on arrangements for wifi for the exhibitors. If an internet connection is essential to your exhibit, plan to bring a private source for connectivity. If your project could interfere with our wireless service, please let us know so we can plan for any impact on your Faire neighbors. A hardwire connection will not be available.

Electricity If you provided details of your power requirements and we agreed to your request, we will arrange for power at your exhibit area. Please bring your own power strips and/or surge protectors for power distribution at your exhibit. On-site power requests cannot be guaranteed. Any excessive power will require approval.

Booth, Tables, and Chairs We have ordered 70 tables and 140 chairs. If you are participating in an exhibit space, you may also want to bring a 6-8' table and chairs if you need them for your display. We appreciate makers bringing any other equipment needed to support their exhibit.

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.

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. Please provide a list of potential radio frequency issues on the Maker Showcase form. If you have not indicated radio frequency issues on your entry form or if anything has changed, please notify us by emailing makersupport@slcmakerfaire.com

Fire and Safety or Hazard issues If your project can be considered hazardous or presents a concern for the SLCMMF Safety Crew (especially fire safety), please be sure to notify us immediately so that we can include these details in the Safety Plan. As part of the set-up 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. Permits and permission for fire MUST be arranged in advance.

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 the Faire.

► If anything changes with your logistical needs, please let us know at makersupport@slcmakerfaire.com.

RULES AND REGULATIONS

The SLCMMF is a family-friendly event, so we ask you to keep the environment family-friendly, especially during public hours. As guests at the Utah State Fairpark, we ask you to respect the grounds and the regulations listed below. These are designated primarily to ensure public safety and a minimal lasting effect on the park. We thank you for your cooperation in complying with these rules and regulations.

Facility Regulations

- The Production Team 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 for sales as part of exhibit, demonstration, presentation, or workshop unless this has been arranged with SLC MMF. Food Vendors must comply with all Salt Lake County 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.

- 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 Utah, as well as the ordinances of Salt Lake City and all rules and regulations of the Police and Fire Departments of Salt Lake City. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all property of the Utah State Fairpark, including the parking lots, entrance ways, exhibits, and other areas used by Salt Lake City Mini Maker Faire or its employees, contractors, agents, members, or guests.

FIRE AND SAFETY

Salt Lake City Mini 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 SLCMMF. All individuals who would like to participate in an interactive activity at SLCMMF will be 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 station or information booth to obtain a wristband.

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 SLCMMF 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, compressed gases, or dangerous chemicals

All Maker Safety Plans need to be submitted to the SLCMMF Production Team. The Salt Lake City Fire Marshall or Inspector 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.

Structural and Exhibit Safety Makers should take care to ensure that their exhibit space and their exhibit are secure and stable. Booth structures should be constructed and weighted to withstand normal usage. Exhibits should be secure as well.

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 and have the ground prong in place. 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.

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. Propane and helium will not be permitted without prior review and approval.

Child Safety The SLCMMF is an event for people of all ages. We appreciate your assistance in keeping it a safe and fun environment for children attending the event. During the 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 the SLCMMF will be asked to read and sign a waiver. Wristbands will be issued by color/age group to minors and adults, which will allow for interactive participation. Proper identification may be requested for verification.

Emergency In the event of a medical emergency, please notify staff personnel, security personnel, or any SLCMMF volunteer. They will contact on-site security who has a direct line to the Salt Lake City police and fire 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. Please report all incidents to the SLCMMF Production Team.

Insurance It is your responsibility to insure 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 the SLCMMF Production Team, Maker Media Inc., and Benefete LLC 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.

Security and precaution 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.

▶ Report any suspicious person or theft on the grounds immediately to a SLCMMF team member. The SLCMMF Production Team, Maker Media Inc., and Benefete, 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.

YOUR DAY AT THE FAIRE

Venue

Utah State Fairpark, Grand Building, 155 North 1000 West, Salt Lake City, UT
For better details, a map will be available on the website prior to the event.

Day of Faire Show Hours

Saturday, October 10, 2015, noon-6:00 pm

Day of Faire Set-up

Set-up starts promptly at 8:00 am on Saturday. Please keep traffic in mind and plan to arrive with enough time to prep your exhibit once you arrive on site.

By Thursday before the event you will receive an email with additional details about loading in. It will include a map that shows the access points for dropping off your exhibits, materials, and projects.

All vehicles (that are not part of an exhibit) must be off the grounds by 10:00 am. Vehicles will not be allowed to drive onto the grounds (beyond the unloading area) after 9:45 am. There will be too many people around at this time, and it will be too dangerous to allow vehicles on sidewalks.

If you are scheduled to start at a time after the Faire opens, you must arrive with enough time to deliver and prep your exhibit, workshop, or presentation once you arrive on site. You will NOT be able to drive up to the load-in area, so bring a hand cart to transport your project, or plan to deliver it earlier that morning. Please check in at HQ at least 30 minutes prior to your scheduled time.

Entrance Gate and Parking

Parking is available on the streets around the Fairpark and in the parking lot for the Fairpark for a one-time fee of \$5. We have a limited number of free parking passes available, so we encourage you to carpool if you don't want to have to pay for parking. Please refer to <http://slcmakerfaire.com/makers/maker-resources> for parking updates, and look for signs on the day of the Faire.

Please don't leave any valuables in your car while you're at the Faire. Theft is a possibility even in a contained parking lot.

Bike parking is available on site.

Maker Check-In

Check-in is at the HQ table, most likely a tent in front of the Grand Building. Please identify yourself as a MAKER and let us know what exhibit you are with when you check in. If you have paid a fee, you are a COMMERCIAL MAKER or COMMERCIAL VENDOR. Commercial Makers must pay their fees in advance of exhibiting.

You will be given a Maker badge for identification. Please wear it at all times during the Faire.

During the Event

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 Production Team 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 inform the Production Team.

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. Please notify us if the power you indicated on your application increases or decreases.

Refreshment: As of 9/15 we're still working on food and drink options. We'll have water and a few snacks on hand, too.

Volunteers: We encourage you to spread the word about volunteering at the SLCMMF! We hope to have volunteers

available to assist you as needed. Please let staff know if you could use a volunteer to assist you. Your friends can sign up to volunteer at <http://slcmakerfaire.com/volunteers> or by sending an email to volunteers@slcmakerfaire.com.

Wrapping Up

Tear Down: Tear down for the main part of the Faire is scheduled to begin at 6:15 pm. Exhibits must be open to the public until 6:00, unless we have made specific prior arrangements as indicated in your Maker Schedule. All exhibits must be removed before 10 pm.

Load-Out: We will be posting and sending a map a few days before the event for set-up and load-out locations. You may bring your vehicle to the loading areas indicated on the map. Please be aware of pedestrian traffic before doing so and get assistance from the Production Team for any special circumstances.

THANK YOU FOR YOUR PARTICIPATION AND ENTHUSIASM ABOUT THE SALT LAKE CITY MINI MAKER FAIRE. LET'S MAKE THIS AN AMAZING DAY!

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