



## 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.

You will receive a confirmation email outlining the details of your exhibit with your signed Activity Agreement. Acceptance of the Maker Activity 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 seeing you at the seventh annual Portland Mini Maker Faire!

Thank you to our sponsors and community partners for their support of the Portland Mini Maker Faire:



UNIVERSITY OF OREGON

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## CONTACT INFORMATION – Maker Faire Production Team

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## 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!
- 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 for visitors. If your exhibit has any fire or safety issues that you did not outline in your application, please notify us at [makerfaire@omsi.edu](mailto:makerfaire@omsi.edu)
- 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. 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 set up.
- Determine who will help you with your exhibit on show days. Team members working a minimum of 4 hours at your exhibit will qualify for entrance at Maker Check-in. You will need to submit team member names, including your own, by 5 p.m. on **September 12**. Any names not submitted by September 12 will not be allowed free entry.
- Plan to set up your exhibit on Friday which is the best-case scenario!
- Are you carpooling to Maker Faire? Parking in the designated parking lot? Using public transportation? Plan for the time it will take to get from parking to your exhibit on show days.

## Deadlines

July 20 – Maker Applications Due

July 25 – All Maker Applications will be reviewed and acceptances/rejections will be sent

August 1 – Changes to t-shirt sizes and/or quantities due

August 17 – ACCEPT the Maker Activity Agreement sent by your OMSI staff contact

August 17 – Changes to your equipment needs or project title and description due

August 24 – Commercial Maker fee payment due

September 12 - Submit Maker/Assistant list indicating names for Maker check-in

## Key Dates

### Exhibit set-up:

Friday, September 14, 2-6pm (PREFERRED SET UP)

Maker Meet & Greet: Join us after set-up on Friday, Sept. 14, 5:30-7pm for pizza and beer to get to know your fellow Makers and celebrate the upcoming weekend.

Saturday, September 15, 7:30-9:00am (*Note: no vehicles will be allowed in the event space after **9am.***)

**Showtime:**

Saturday, September 15, 9:30am – 5:30pm

Sunday, September 16, 9:30am – 5:30pm

**Teardown:**

Sunday, September 16, 5:30-7:30pm

Monday, September 17, 10am – 3pm

**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 encourage makers to create their own look and feel in their space.

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 10x10 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.

The majority of the event will be located outdoors. All spaces will have access to power. Wifi is not provided and needs to be requested; you will be charged a fee of \$75.

All Makers will be provided with tables and chairs, as requested. We encourage Makers to bring their own tent, if able. OMSI can rent a tent on your behalf. If you are financially able, we ask your assistance in covering some of the rental cost, estimated to be \$150 for a 10x10 booth. Any assistance is greatly appreciated!

Commercial Makers are those whose focus is selling or promoting items they have made themselves. There is a fee (\$150 plus 10% of sales up to \$150) to sell or promote at Maker Faire as a Commercial Maker. The fee will be invoiced in advance and payable prior to receiving your Maker credentials. Commercial Makers are responsible for their own business transactions – whether it be via cash, credit card, barter, or some other means.

Indoor Exhibit Area: OMSI's exhibit building shop, Pepco, will be open for self-guided tours during the event. Upon request, there will be space in the event area for indoor exhibits inside the museum.

**EXHIBIT AND SET-UP DETAILS**

We assume that you will supply any equipment or supplies you need to make your project functional and safe. 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 print and laminate an 11" x 17" sign for your exhibit area and a link on our website. The Maker sign includes a project description based on the maker application you submitted to OMSI. If you would like to provide an updated description please email your Maker Faire Representative (MFR) by **August 17**. The Maker Faire Production Team reserves the right to edit descriptions for length and space, as needed.
- Internet Connectivity: Wireless service will not be provided and a hardwire connection will not be available. If internet is vital to your project, please request it in your application and we will work with you to provide a hot spot for a \$75 fee.
- 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.** Day-of power requests cannot be guaranteed. Any excessive power will require approval. *All electricity is provided by Hollywood Lights who will set up generators. Power will not be available until Saturday morning 30 minutes prior to event opening.*
- Tables and Chairs: We will provide an 8' table and two chairs if you selected a standard set-up. We appreciate makers bringing any additional equipment needed to support their exhibit.
- Tents: If a tent is needed, we encourage Makers to bring their own. OMSI can rent a tent on your behalf. Don't forget to bring blocks or water jugs and rope to secure your tent.
- 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 can 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 your MFR.
- If you have any other concerns, please be sure to notify your MFR as soon as possible.

Exhibit details have been compiled from your initial website application. If anything has changed with your logistical requirements, please contact your MFR for assistance. Changes for your signage, bio, project description, and/or program information should be sent by **August 17**.

### **LOAD-IN**

Maker Check-in will be located at the Maker Check-in table near the south event entrance. The table will be staffed Friday-Sunday so anyone you've submitted as a Maker or Assistant should plan to check in there to get their admission wristband.

You may drive up to your spot to unload. Please unload quickly, move your vehicle to the parking lot and return to set up your exhibit. This allows space for your neighboring Makers to pull up and unload.

Makers who need to work longer hours than listed must make arrangements with the Production Team. Major construction must be completed on Friday, and all final touchups must be completed by 9:00am on Saturday, September 15.

**PARKING:** During load-in on Friday, Makers can park in the OMSI parking lot. On event days, all Makers and Assistants will be required to park in the City Center Parking, Dairy Building Lot #5 located at 2715 SE 8<sup>th</sup> St., Portland, OR 97202. Shuttles will be provided to take you to and from the event every 10-15 minutes.

**Carts/Dollies:** We will provide a limited number of carts and dollies at the Maker Check-in area for moving equipment to your location. Please make certain to return the carts and dollies to the Maker Check-in after you are finished so others may use them. If you do not own a cart, we highly recommend [this fold-up cart available from Amazon](#).

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

### **MAKER CHECK-IN**

Makers and assistants should check in at the MAKER CHECK-IN table outside of the event entrance.

Maker Check-in Hours:

Friday, September 14, 2pm – 5:30pm

Saturday, September 15, 7:30am – 4pm

Sunday, September 16, 9am – 4pm

**Admission:** Makers and assistants will receive a wristband upon checking in. The wristband gives you access all weekend. Please use the same wristband all weekend.

**T-Shirts:** Each Maker and up to two assistants will be given a complimentary Maker t-shirt as a “thank you” and souvenir for their participation in the event. Additional shirts may be purchased for your helpers for \$7 each. Notify your MFR of any changes or additions to the t-shirt selections you made in your application no later than August 1.

### **PROMOTING YOUR MAKER FAIRE PRESENCE**

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.

We will email you assets for inclusion on your website and social media outlets:

- Portland Mini Maker Faire logo
- Official photos
- Web banner and badges

## **TICKETS**

Tickets are \$16 for adults and \$10 for youth (3-17) and seniors (65+). OMSI members receive 50% off all ticket prices.

Credit cards (MasterCard/Visa/Discover) and cash are accepted for ticket purchases at Maker Faire. There is an ATM inside the museum, if needed.

## **VOLUNTEER OPPORTUNITIES – GET INVOLVED!**

We welcome volunteer participation at the Portland Mini Maker Faire! Volunteers make a valuable contribution to the success of Maker Faire! Email [volunteerservices@omsi.edu](mailto:volunteerservices@omsi.edu) for more info.

## **GETTING THERE**

The south parking lot and bridge lot will be available for visitor parking at the museum.

All Makers and assistants should park at City Center Parking, Dairy Building Lot #5 located at 2715 SE 8<sup>th</sup> St., Portland, OR 97202. Shuttles will be provided to take you to and from the event every 10-15 minutes.

Bike parking will be available to all Makers and guests on the front plaza. Please bring a bike lock with you. We cannot be responsible for theft.

## **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 OMSI staff 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 OMSI staff.

**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 your MFR if the power needs you indicated on your application increases or decreases.

**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. Only service animals are allowed at OMSI.

**Janitorial Services:** The cleaning crew will complete a clean sweep of the aisles after 7 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. 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 night through Monday morning. Please take small valuables such as phones or laptops with you at night.

## **RECYCLING**

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. Please break down cardboard for easy stacking and transporting.

Please ask a Maker Faire crew member for assistance if you have a large load that needs to be carried by a vehicle or if you require bins at your exhibit.

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!

## **WEATHER**

The weather in Portland can be unpredictable and while we are hoping for dry weather, in the case of rain, the show will go on! (Please see note above about tents in the set-up section.)

## **WRAPPING UP**

Teardown: Teardown begins after 5:30pm on Sunday. All exhibits must be intact and open to the public until that time. You will be assigned a load-out time based on your exhibit location. Your time will be included in your check-in packet. Exhibits should be removed by 7:30pm on Sunday night. Please let us know prior to the event if you plan to tear down on Monday.

If your exhibit requires more set/strike time, storage, or is cued for shipping off the grounds, please advise us of your need for alternate arrangements.

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.

## **RULES AND REGULATIONS**

Event Regulations - In accordance with OMSI policy, 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 OMSI.



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.

Helium balloons are forbidden inside the museum (they will set off the fire alarm) and not recommended for giveaways outside as Maker Faire will be inside the museum as well.

Soliciting or surveying of guests is NOT permitted. Please notify your MFR if this is something you are interested in doing.

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 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.

Maker Faire Safety: To help us produce a fun and safe environment for Makers and the many attendees, we will assist in monitoring our safety program throughout Maker Faire. All individuals who would like to participate in any interactive activity at Maker Faire 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 sticker on the front of their shirt prior to joining the activity.** Please direct attendees to the nearest safety waiver stations or information booth to obtain a sticker.

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, compressed gasses, or dangerous chemicals

All Maker Safety Plans need to be submitted to the Maker Faire Production Team by **August 17**. The Portland 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 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 any time.

**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 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.

**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 12 not be 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.

**Emergency:** In the event of a medical emergency, please notify an OMSI employee or volunteer, security personnel, or anyone with a Maker Faire radio. 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 an OMSI employee.

**First Aid Facilities:** All security guards at the event are First Aid trained. First Aid Services will be available at the Information tent near the event entrances.

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 OMSI assumes 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 on the grounds immediately to an OMSI employee or Security Officer.
- 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.

OMSI 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.