



Maker Faire Bay Area 2012
San Mateo County Event Center
San Mateo, California
May 19, 2012: 10 am – 8 pm
May 20, 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 event. Together we can make Maker Faire a truly unique, educational, safe, and extraordinary experience for all by adhering to the rules and regulations outlined in this manual.

Leading up to the show, you will receive Maker Newsletters, which are designed to keep you informed of key dates and information. You will also receive a confirmation email outlining your exhibit details and a link to the Participation Agreement. Your acceptance of the Participation Agreement confirms that you have read the manual, confirms your participation, and acknowledges that you agree to our terms and plan to exhibit at Maker Faire!

Maker Faire is brought to you by the same people who do "MAKE magazine (makezine.com)."

Please use the [Maker Toolkit](#) as a resource center to answer many of your questions. It provides details on how to make changes to your exhibit, get tickets for your assistants, and offers key information for exhibiting at Maker Faire.

➤ CONTACT INFORMATION - Maker Faire Team

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*Please be sure to use the Maker Checklist and the Maker Toolkit to help plan your participation.
<http://makezine.com/makerfaire/bayarea/2012/toolkit.csp>*

Maker Checklist

- Read the Maker Manual to help plan your exhibit setup 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. 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 General Safety Plan, due by April 9th. 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 of 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 4 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-only evening event (more details to follow). If you must setup on Saturday, come early!
- If you plan to stay in a hotel nearby, make your reservations early, as we sold out weeks in advance last year. Visit our [Hotel Information](#) page.
- Are you carpooling to Maker Faire? Parking in free parking? 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](#).
- Check the [Maker Toolkit](#) for current information.

Deadlines

- April 5th** - Food Maker Health Department paperwork submitted
- April 9th** - Submit Safety Plan – General Safety or Fire Safety
- April 27th** - Commercial Maker fee payment
- May 11th** - ACCEPT the Maker Participation Agreement sent with your Confirmation Letter.

Set Up & Showtime!

- | | | | |
|--|---------------------------|---------------|--------------------|
| <input type="checkbox"/> Thursday, May 17th | Set Up 10:00 am – 6:00 pm | Education Day | 11:00 am – 2:00 pm |
| <input type="checkbox"/> Friday, May 18th | Set Up 10:00 am – 8:00 pm | | |
| <input type="checkbox"/> Saturday, May 19th | Set Up 7:30 am – 9:30 am | Showtime | 10:00 am – 8:00 pm |
| <input type="checkbox"/> Sunday, May 20th | 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. Imagine the historical state fairs 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: If you require an outdoor space, your exhibit space will be located around the Event Center and vary in size depending on your requirements. We have a variety of outdoor spaces: grassy areas and on pavement. All of these spaces will have access to power if you have advised us in advance that you need it. Some have shade, while some do not. If you have an outdoor exhibit, we recommend that you bring a small tent or umbrella if you are sensitive to the sun.

Indoor Exhibit Area: Most of the maker exhibits will be located in the Expo Hall. The spaces are subdivided into tabletop 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.

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 \$325 due by April 27th.

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 below).

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 \$325 due by April 27th.

Ingredients: 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: There will be Health Dept Guidelines to follow, and you are required to submit a Health Department Permit Application to Show Management and pay a \$98.00 Health Permit Fee by April 2nd.

Concessionaire or Sampling Violations: Violations of any concessionaire or food sampling terms may result in a \$250 fine per penalty. Violations shall be defined as noncompliance with the guidelines in this manual and/or failure to obtain applicable permits, included but not limited to State of California Business and Tax permits, Health Department permits and any related permits required to operate concession or sampling operations in the State of California, County and City of San Mateo.

Bazaar Bizarre: An independent crafts fair sponsored by Bazaar Bizarre. Crafters are chosen by a jury of rotating guest judges from the greater craft community. Bazaar Bizarre supports artists and craftspeople that appeal to the aesthetic of the indie art and craft scene and have innovative approaches to traditional craft forms. We encourage all crafters to register with Bazaar Bizarre at www.bazaarbizarre.org

Types of Exhibits

These are guidelines only, your exhibit may not fit exactly into one option below, and it may fit more than one.

Basic: A tabletop, a small area or a 10x10 space to demonstrate what you make.

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

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 SETUP 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 provided in selected areas of the fairgrounds. 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.

Understanding your power usage is important. We need to insure that 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 220volts). 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. If the power you indicated on your application changes, please fill out the Exhibit Updates form located in the [Maker Toolkit](#).

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 email us with "Water" in the subject line to makers@makerfaire.com.

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 Updates 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 are due by April 9th.

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, May 16	1:00 pm – 6:00 pm (<i>by appointment only</i>)
	Thursday, May 17	10:00 am – 6:00 pm
	Friday, May 18	10:00 am – 8:00 pm

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 9:30 am on Saturday, May 19th

Please consider the following maker festivities on Friday, May 18 when planning your setup schedule.

Meet, Greet & Exploration *2:00 pm – 5:00 pm
Maker Networking Event *5:00 pm – 8:00 pm * Times subject to change

Remember: Drive with caution when entering the parking lot and fairgrounds; 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: Before Friday use GATE D as the main entrance gate for any setup.

Friday Gate Entrances: Use the entrance specified for your building:

Gate CC:	Expo Hall
Gate D:	Fiesta Hall, Meeting Pavilion, Show Barn, and outside exhibits
Gate E:	Redwood Hall and Sequoia Hall
West Lot Gate:	West Lot Exhibits and Bazaar Bizarre

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.

Drive in and Drop: If you need to drive onto the fairgrounds to unload go to, follow these instructions:

- Obtain a Vehicle Entry Permit at the Gate.
- Write your cell phone number on the Permit.
- Drive on to 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. 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 contact makers@makerfaire.com with specific duration/time/dates requirements.

Freight Door Sizes:

- Expo Hall – Three 16'x16' doors and one 16'x24' door
- Fiesta Hall – One 12'x14' door
- Meeting Pavilion, Sequoia Hall, Redwood Hall – One 12'x12' door each
- Show Barn – Three 12'x14' loading doors

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, May 16th, thru Friday, May 18th, direct your delivery with a detailed shipping label that includes all of the following information to:

MAKER FAIRE
Project - Maker Name & Local Phone Number
2495 S. Delaware Street
San Mateo, CA 94403

Early Shipments: The San Mateo Event Center 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 San Mateo Event Center and the Maker Faire Production Team will not be held responsible for any items left at the site after 10 pm on Sunday, May 20, 2012. We require that you bring packing tape and shipping labels to the site if you plan to ship materials from your exhibit, as we do not have these supplies onsite. We will have a staging area at the Show Office for UPS and FedEx pick up for Monday morning.

➤ LOCAL RESOURCES

To assist you, we have provided addresses and directions for various local resources near the Expo Center. [MFBA 2012 Local Merchant Resources](#) is also located in the Maker Toolkit.

➤ 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 7th Annual Maker Faire Bay Area. 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/bayarea/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 May 9th at [Maker Faire tickets](#).
Credit cards (MasterCard/Visa/Discover) and cash accepted for ticket purchases at Maker Faire. There will be ATMs nearby.

Maker Faire	
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Bay Area 2012	Single Day Tickets		
	Early Bird Purchase until May 9th	Advanced Purchase May 10th to May 18 th	On-site Purchase May 19 th and 20th
Adult (21 and over)	\$ 22.00	\$ 27.50	\$ 30.00
Student (13 to 21, over 21 requires a photo ID)	\$ 12.00	\$ 16.50	\$ 20.00
Youth (4 to 12)	\$ 8.00	\$ 10.00	\$ 15.00
Kids (3 and under)	Free	Free	Free

Maker Faire Bay Area 2012	Weekends Tickets		
	Early Bird Purchase until May 9th	Advanced Purchase May 10th to May 18 th	On-site Purchase May 19 th and 20th
Adult (21 and over)	\$ 40.00	\$ 50.00	\$ 55.00
Student (13 to 21, over 21 requires a photo ID)	\$ 20.00	\$ 30.00	\$ 35.00
Youth (4 to 12)	\$ 15.00	\$ 20.00	\$ 25.00
Kids (3 and under)	Free	Free	Free

➤ TIPS FOR OUT-OF-TOWNERS

What to Pack: The average climate in the Bay Area this time of year is 68° F. It is best to pack with layers in mind. Please wear comfortable shoes. Be sure to bring a jacket for the evening program; Saturday we will be open until 8:00 pm. You may also want to bring rain gear just in case!

Accommodations: The official hotel of Maker Faire is the Crowne Plaza. Early booking is strongly recommended to secure your room, as availability is limited. The room rate for Maker Faire is \$101 for Thurs, Fri, Sat and Sun nights; the deadline for this rate is May 6th.

Crowne Plaza Hotel
1221 Chess Drive
Foster City, CA 94404
Reservation Line: 1-888-233-9527 **Group: Maker Faire**
Hotel Front Desk: 1-650-570-5700 Hotel Fax: 1-650-570-0540

For reservations online and to view additional hotel options, please check [Hotel Information](#) on our website.

Nearby Airports:

[San Francisco International](#) (SFO) 6 miles / 9.66 km north of the hotel.
Complimentary Airport Shuttle available to the Crowne Plaza Hotel and Hilton Garden Inn. Approx. taxi charge and travel time (one-way, little traffic): \$35, 15 min.

[Oakland Airport](#) (OAK) 22 miles / 35.4 km east across the Bay Bridge.
Approx. taxi charge and travel time (one-way, little traffic): \$70, 30 min.

[San Jose](#) (SJC) 27 miles / 43.45 km south of the hotel.
Approx. taxi charge and travel time (one-way, little traffic): \$90, 35 min.

The Millbrae BART station is approximately 8 miles from the Fairgrounds. The CalTrain, running between San Francisco and San Jose, arrives at the Hillsdale station hourly on weekends and weekdays. CalTrain connects with BART at Millbrae. See [caltrain.com](#) and [bart.gov](#) for schedules and additional information.

The Agreement

➤ RULES AND REGULATIONS - As guests at the San Mateo County Event Center and Fairgrounds 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 Event Center Management, 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.
- 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, firefighting 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 <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 California, as well as the ordinances of the City of San Mateo and all rules and regulations of the Police and Fire Departments of the City of San Mateo and the County of San Mateo. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the San Mateo County Event Center property, including the parking lot, entrance ways, ticket booth areas, and other areas used by Maker Faire or its employees, contractors, agents, members, or guests.

➤ 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, compressed gasses, or dangerous chemicals

All Maker Safety Plans must be submitted to the Maker Faire Production Team by April 9th. The San Mateo County 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: 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.

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, we request that children under the age of 15 not be on the Maker Faire floor during setup 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. Wristbands will be issued by color/age group to Kids (11 & under), Teens (12 thru 20), and Adults (over 21), which will allow for interactive participation. Proper identification may be requested for verification.

Emergency: In the event of a medical emergency, please notify your Area Manager, security personnel, or anyone with a Maker Faire radio. They will contact the on-site EMT personnel, who have a direct line to the San Mateo County 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. Report all incidents to the Maker Faire Show Office.

First Aid Facilities: The Maker Faire Production Team has arranged to have an EMT on-site during Maker Faire hours. First Aid Services will be available at the First Aid Tent in the West Lot near the Public Service Center. There will be signage to direct you to First Aid. 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. 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 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., Maker Faire Bay Area, and the San Mateo County Event Center 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.

➤ TERMS AND CONDITIONS OF PARTICIPATION

All terms not specifically defined in these Terms and Conditions of Participation shall have the meanings ascribed to them on the signature page of the "Maker Participation Agreement."

RULES and LAWS: You agree to comply with all applicable laws, the Maker Manual, and any other requirements, and/or rules issued by us in connection with Maker Faire. You are responsible for obtaining any permissions required for your performance, distribution, or posting of copyrighted material; for obtaining any necessary licenses and permits; and for payment of all taxes (including sales and use taxes), 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 — 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, and/or (ii) your (or your agent's) negligence or willful misconduct, and/or (iii) your material breach of this Agreement.

MISCELLANEOUS: This Agreement (including the Maker Manual and any accompanying Addendum) constitutes the final, complete, and exclusive agreement between you and us. This Agreement is made in consideration of the parties' mutual promises contained in it. This Agreement may only be modified by the parties' express written agreement, signed by both of them. You are an independent contractor and not our agent or employee. This Agreement will be interpreted under California law applicable to contracts made and performed by California residents in California. Any action to enforce this Agreement must be brought in the federal or state court located in San Francisco, California, and the parties agree to the exclusive venue and jurisdiction of these courts. 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 will be sent an email with a link to accept this agreement.

During Maker Faire

➤ VENUE

San Mateo County Event Center
2495 South Delaware Street
San Mateo, CA 94403

Website: sanmateoexpo.org

Map for the event site: <http://www.sanmateoexpo.org/grounds-a-building-maps/general-facility-map>

The Saratoga entrance is the best for Maker Entrance & Main Gate.

1346 Saratoga Drive
San Mateo, CA 94403

➤ MAKER FAIRE SHOW HOURS (open to the public)

Saturday, May 19	10:00 am – 8:00 pm
Sunday, May 20	10:00 am – 6:00 pm

➤ DAY OF FAIRE SETUP HOURS

Maker Faire starts promptly at 10 am 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 onsite once Maker Faire begins. We recommend that you setup on Friday, May 18th. Please see Load-In details for advanced setup dates and hours.

Saturday, May 19	7:30 am – 9:30 am
Sunday, May 20	8:00 am – 9:30 am

All vehicles **must be off the grounds by 9:15 am Saturday** to open Maker Faire. Vehicles will not be allowed to drive onto the grounds (beyond the parking lot) **after 9:00 am Saturday** morning.

➤ ENTRANCE GATE & PARKING

On the setup days leading up to Maker Faire, parking is free. Please note, the Saratoga entrance at 1346 Saratoga Drive, San Mateo, CA 94403 is the best Event Center entrance for the Maker Service Center and the main entrance gate.

Public Parking: During Maker Faire (Saturday & Sunday), parking at the Event Center is \$20.00 per car per day.

Maker Parking: Makers can purchase discounted parking for \$20.00 per vehicle for the weekend to avoid paying public parking rates. Discount parking passes must be purchased at the Maker Service Center only on Friday, May 18th from 10am – 6pm and will not be available for purchase on show days. Only one pass will be available per maker exhibit.

Free Parking: On Saturday & Sunday, parking is free at the Franklin Templeton parking lot on Saratoga. You will need to plan for a 15-minute walk. On Thursday & Friday, there is free parking at the Fairgrounds for setup.

In the weeks prior to Maker Faire, please check the [Attend](#) page and the [Maker Toolkit](#) for updates on available parking and traffic route recommendations.

➤ 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, which is at the previous Maker Check-In location, Gate DD.

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

Desk Hours:	Thursday, May 17	10:00 am – 6:00 pm
	Friday, May 18	10:00 am – 8:00 pm
	Saturday, May 19	7:30 am – 4:00 pm
	Sunday, May 20	8:00 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.

Parking Pass: Discounted weekend parking passes (one per exhibit) will only be available for purchase at the Maker Service Center on Friday May 18th from 10:00am – 6:00pm. There will be plenty of Free Parking available offsite: [Offsite Parking link](#).

➤ PUBLIC TRANSPORTATION

The Millbrae BART station is approximately 8 miles from the Event Center. The CalTrain, running between San Francisco and San Jose, arrives at the Hillsdale station hourly on weekends and weekdays. CalTrain connects with BART at Millbrae. See www.caltrain.com and www.bart.gov for schedules and additional information.

➤ BIKE VALET SERVICE

Secure Valet Bicycle Parking is provided by the Silicon Valley Bicycle Coalition. Please check back on the website for exact location and more details two weeks prior to Maker Faire.

Bike valet hours:	Saturday, May 19	9:00 am – 8:00 pm
	Sunday, May 20	9:00 am – 7:00 pm

➤ 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: No outside food or beverages are permitted based on the rules of the Event Center. Concession stands will be open during the show and the cafeteria will be open for setup on Friday. Vendors, promoters, makers, or guests are not permitted to sell or give away food or beverage items. Ovations Catering has the exclusive right to provide all food and beverages, including the sale of alcohol. Only approved Commercial Food Makers can offer samples under 2oz or sell pre-packaged items intended for consumption off-site.

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. In addition, one security guard will remain in Fiesta Hall and in Expo Hall during nightly lockdowns. 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 San Mateo 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 in the Public Service Center Building.

Evacuation: Should the need to evacuate/arise, follow these instructions. 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. Once outside, move away from the building and keep emergency access routes clear. When the necessary authorities deem it safe to reenter the buildings/ facility, makers will be granted access prior to members of the public.

➤ 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!

➤ WEATHER

The average climate in the Bay Area this time of year is 68° F. The weather in previous Maker Faire years was clear, warm, and sunny. But in the case of rain, the show will go on!

➤ WRAPPING UP

Teardown: Teardown begins after 6 pm on Sunday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 10:00 pm on Sunday night. For exhibits being removed on Monday, please come by the Show Office to arrange for pickup between the hours of 11:00 am and 4:00 pm

Load-Out: Vehicles will not be allowed to line up at the gates until after 6 pm on Sunday. Makers' vehicles may enter the grounds at the gates assigned to each building as soon as the public is clear from the grounds.

If your exhibit requires more strike time, storage, or is cued for shipping off the grounds, go to the [Maker Toolkit](#) and fill out the Special Request Form.

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.