



World Maker Faire New York 2010
New York Hall of Science
Queens, New York
Sept 25, 2010: 10 a.m. – 7 p.m.
Sept 26, 2010: 10 a.m. – 6 p.m.
www.makerfaire.com

Maker Manual

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

Please review the entire 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 a link to your Participation Agreement. Acceptance of the Maker Participation Agreement will confirm that you have read the manual, agree to our terms, and that we can count on your participation.

We look forward to seeing you at Maker Faire!

➤ CONTACT INFORMATION - Maker Faire Team

Show Producer
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➤ MAKER FAIRE COMMUNICATION CHECKLIST – ALL MAKERS

- Please read the Maker Manual.
- Add web banners to your website and/or email signature to spread the word about your participation.
- We will email your Confirmation letter and a link to the Participation Agreement so you may review.
- Confirm your attendance by accepting the Maker Participation Agreement.
- If required, submit your Fire Safety Plan prior to August 27th.
- Receive your final confirmation email finalizing the details of your participation.
- Check www.makerfaire.com for updates on available parking and traffic route recommendations
- On-site at maker check-in you will receive your welcome letter, wristbands, two complimentary tickets, specific location assignment, and any show updates!

➤ COMMERCIAL MAKERS

- Deadline to submit your \$100 fee is Sept 10th.

➤ IN YOUR MAKER MANUAL

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Preparing for Maker Faire

➤ MAKER AND EXHIBIT OVERVIEW

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

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

Indoor Exhibit Area: Maker exhibits will be located inside the New York Hall of Science in specific areas. The spaces will be subdivided into table top exhibits, 10x10 or 10x20 areas, unless you have stipulated that you need a larger area and/or you will curate your space with an association or a group of makers.

Types of Exhibits

Demonstration Workshop: During a short show-and-tell session, makers demo (and teach) particular skills, techniques, or processes, explaining materials and tools and 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: Makers engage and entertain the attendees, and enable them to interact in a fun way. Performers may be scheduled at a stage or roving throughout the grounds as a kind of street theatre. Performances can be musical or theatrical, but they can also involve a collaborative building process.

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

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

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. Curators are responsible for distributing logistical information to their group members. Contact makers@makerfaire.com if you have any questions.

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 \$100.

Food Maker: Individuals or groups show and demonstrate food products that they make, in an interactive environment. Note: If you serve samples, only 2oz or less can be given away. **We require that you display a list of ingredients for any tasting so that the audience is informed in case of allergies or food sensitivities.**

Commercial Food Maker: Individuals pay a fee to show and demonstrate a food product that they make, 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 prepared prior to consumption, can be sold.

Please contact us for Health Dept guidelines and requirements for Food Makers.

Craftacular: An independent crafts group sponsored by BUST Magazine. In this section of the faire, you'll find the craftiest of what you have come to know and love at their BUST Craftaculars. Crafters are chosen by a jury of judges. www.bust.com

➤ EXHIBIT AND SET-UP DETAILS

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

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

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

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

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. On-site power requests cannot be guaranteed. Any excessive power will require approval.

Tables and Chairs: We will provide a table and two chairs if you selected a standard set-up. We appreciate makers bringing any other equipment needed to support their exhibit. Additional tables and chairs may be available at no charge, based on availability.

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

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

Radio Frequency: Due to the nature of the event, please advise us in advance if you plan to use radio frequencies. If so, at what frequency and/or frequencies and the amount of power you are using so we can coordinate placement and usage.

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 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. Fire Safety Plans due by August 27th.

Exhibit details have been compiled from your initial website entry. If anything has changed with your logistical requirements, please contact Kate Rowe at kate@makezine.com for assistance. Changes for your signage, bio, project description, and/or program information should be sent to makers@makerfaire.com.

➤ LOAD-IN

Pre-Show Days	Wednesday, Sep 22	1:00 p.m. – 6:00 p.m. <i>(by appointment only)</i>
	Thursday, Sep 23	10:00 a.m. – 6:00 p.m.
	Friday, Sep 24	10:00 a.m. – 8:00 p.m.

Please consider the maker festivities on Friday, Sep 24 when planning your set-up schedule.

*Maker Networking Event * 5:00 p.m. – 9:00 p.m. * Times subject to change*

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

Makers who need to work later must make arrangements with the Production Team. Major construction must be completed on Friday, and all final touchups must be completed by 9:30 a.m. on Saturday, Sep 25th.

During load-in days, upon entering the parking lot, security will issue a Temporary Vehicle Entry Permit to all vehicles entering the grounds. This Entry Permit will require your cell phone number to be listed. Please drive with caution when entering the grounds and respect those giving directions. Please do not block any entrance or park in fire lanes. Please also remember to lock your vehicle and make certain to have your cell phone number listed on the permit so we can contact you, if we need you to relocate.

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

Carts/Dollies: We will provide carts and dollies at the maker valet check-in area for moving equipment to your location. Please make certain to return the cart and dollies to the Valet area after you are finished.

Forklift: If it is scheduled in advance, we can provide forklift equipment and an operator to assist with your load-in/load-out. Please share specific duration/time/date required so we may coordinate with other usage.

Vehicles That Are Exhibits: Please notify us if your vehicle is part of your exhibit (art car, energy demo, etc.) and will remain on the grounds for the entire duration of Maker Faire. For special set-up coordination, please contact Louise Glasgow, Show Producer, at louiseg@oreilly.com.

Complicated Exhibits: Do you require additional set-up time? Please contact Louise Glasgow, Show Producer, at louiseg@oreilly.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, Sep 22nd thru Friday, Sep 24th, direct your delivery with a detailed shipping label that includes all of the following information to:

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

Attn: MAKER FAIRE
Project - Maker Name & Local Phone Number

Early Shipments: The New York Hall of Science does not accept freight deliveries in advance of Maker Faire dates. For shipments that may arrive earlier and/or require forklift assistance, please contact the Maker Faire Production Team to define an alternative plan.

Return Shipments: Please make appropriate arrangements for a Sunday evening load-out. The New York Hall of Science and the Maker Faire Production Team will not be held responsible for any items left at the site after 10 p.m. on Sunday, Sep 26, 2010. We recommend that you bring packing tape and shipping labels to the site if you plan to ship materials from your exhibit. We will have a staging area at the Show Office for UPS and FedEx pick up for Monday morning.

If you have any questions regarding shipping, please contact the Show Office manager at 415-720-5655.

➤ 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. Go to [Web badges](#) for "See me/us at Maker Faire" web badges and code.



Go to www.makerfaire.com/logos to access the Maker Faire logo (including a high-res format).



Maker Faire posters can be downloaded from [Maker Faire Posters](#). We also have a PDF of the official Maker Faire postcard (front and back) available for download: [MFBA10 Postcard 5x7](#).

➤ COMPLIMENTARY TICKETS AND BUYING EXTRA TICKETS

In appreciation for your efforts, each maker exhibit will receive two (2) complimentary one-day tickets at maker check-in to give to friends and family members. Please note: You will be able to place these tickets at the Main Gate Will Call, if necessary.

Special Discount Tickets Available: Each exhibiting maker can purchase tickets at \$15.00 per ticket (maximum of six). These discounted tickets are available for purchase at maker check-in only.

Tell your friends and fellow makers that free tickets are available for those who volunteer. For more information: <http://makerfaire.com/newyork/2010/volunteer/>

You are welcome to purchase reduced-rate tickets until Sep 15th online at [Maker Faire Tickets](#). Credit cards (MasterCard/Visa/Discover) and cash accepted for ticket purchases at Maker Faire. There will be ATMs nearby.

World Maker Faire 2010	Single Day Tickets		
	Advance Purchase until Sep 15th	On-site and after Sep 15th	Savings
Adult (21 and over)	\$20.00	\$25.00	\$5.00
Student (with I.D)	\$10.00	\$15.00	\$5.00
Youth (2 - 17)	\$8.00	\$10.00	\$2.00
Seniors (62+)	\$15.00	\$20.00	\$5.00
Kids (under 2)	Free	Free	Free

World Maker Faire 2010	Weekends Tickets		
	Advance Purchase until Sep 15th	On-site and after Sep 15th	Savings
Adult (21 and over)	\$35.00	\$50.00	\$15.00
Student (with I.D)	\$18.00	\$30.00	\$12.00
Youth (2 - 17)	\$15.00	\$20.00	\$5.00
Seniors (62+)	\$25.00	\$40.00	\$15.00
Kids (under 2)	Free	Free	Free

➤ VOLUNTEER OPPORTUNITIES – GET INVOLVED!

We welcome volunteer participation at the World Maker Faire New York 2010. Volunteers make a valuable contribution to the success of Maker Faire! <http://makerfaire.com/newyork/2010/volunteer/>

➤ TIPS FOR OUT-OF-TOWNERS

What to Pack: The average climate in New York this time of year is 78° F. Please wear comfortable shoes, bring a hat and sunscreen. Be sure to bring a jacket for the evening program; Saturday we will be open until 7:00 p.m. You may also want to bring rain gear just in case!

Accommodations: The Courtyard Marriott LaGuardia is approximately 4 miles from the New York Hall of Science. Early booking is strongly recommended to secure your room, as availability is limited.

Courtyard Marriott LaGuardia
90-10 Ditmars Blvd
E. Elmhurst, NY 11369
Ph: 800-321-2211 Fax: 718-446-5733

The group rate for Maker Faire is \$159 for Friday, September 24th and Saturday, September 25th, 2010. Please be sure to mention MAKER FAIRE to get our group rate. The deadline for this rate is September 17th.

The hotel offers complimentary wireless high speed internet access in all guest rooms and transportation to/from LaGuardia Airport. Overnight parking is \$10.00 per car space. Taxi service to the New York Hall of Science is approximately \$20.

The Agreement

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

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

- No drilling of holes, attaching to, or painting of the floor, or any other defacement to floors or walls. When such damage occurs, the maker is solely responsible and is liable to the owner of the property so damaged.
- Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, or painted surface in any area inside the building or on the premise without advance permission.
- Please do not insert stakes in the ground without specific permission, as it could be costly and dangerous. There may be wire underground that will be damaged.
- Management reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become

objectionable because of noise, method of operations, materials, safety, or any other reason.

- Food Makers need to comply with all Health Code Regulations and cannot serve samples unless arrangements have been made for permission to do so. In addition, it will be required to list all ingredients of your samples to advise attendees with food sensitivities.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Compliance with Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons. A Guide to the Disability Rights Laws can be found at <http://www.usdoj.gov/crt/ada/cguide.pdf>
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all the laws of the United States, the State of New York, as well as the ordinances of the City of New York. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, to include all of the Hall, including the parking lot, entrance ways, ticket booth areas, and other areas used by Maker Faire or its employees, contractors, agents, members, or guests. All should ensure that no illegal or immoral activity or any other activity that may reflect adversely on the Hall or that may result in the termination of the Hall's insurance, the compromise of any right of recovery by the Hall, or an increase in insurance premiums of the Hall takes place.

➤ **MAKER FAIRE SAFETY TEAM:** To help us produce a fun and safe environment for makers and the many attendees, the members of our Safety Team will assist in monitoring our safety program throughout Maker Faire. All individuals who would like to participate in any interactive activity at Maker Faire 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 stations or information booth to obtain a wristband.

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

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

- Heat-producing or open-flame devices, candles, lamps, etc.
- Electrical, mechanical, or chemical device deemed hazardous by the Fire Department
- Internal-combustion engines
- Flammable liquids, any sort of compressed gas, or dangerous chemicals

All Maker Safety Plans need to be submitted to the Maker Faire Production Team by August 27th. The FDNY Fire Marshall reserves the right to make any final decision regarding the layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

- **Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire-hose cabinets shall remain visible and accessible at all times.
- **Electrical Devices:** All electrical devices with three-wire supply cords shall utilize "UL" ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction. All power cords must be kept behind the display with nothing placed on top of any cords.
- **Electrical/Fireproofing:** The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame-proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at anytime.
- **Hazardous Materials:** Hazardous material must be disclosed. All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down the facility drains. All building materials, supplies, etc. must be taken away after teardown. The facility will not accept dumped building materials or electronic waste, you are responsible for the removal of these items.
- **Combustibles Kept Outside:** Additional supplies and inventory must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must

be removed from the building and cannot be stored behind the back drapes or display wall. The Maker Faire Production Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed daily.

- **Propane and Helium** will not be permitted without prior review and approval.
- **Indoor Display Vehicles and Motorized Display Items:** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items must be inspected and approved before entering the exhibit building. Once located in the exhibit space, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.
- **Child Safety:** Maker Faire is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for the children attending the event. For safety purposes, no child under the age of 15 will be allowed on the Maker Faire floor during set-up or teardown hours. During Maker Faire, if your exhibit has hazardous materials or has elements of concern, please take the time to inform parents and children of safe practices for your exhibit.
- **Waiver and Wristband:** All individuals who would like to participate in any interactive activity at Maker Faire will be asked to read and sign a waiver. 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 floor manager, security personnel, or anyone with a Maker Faire radio. They will contact the on-site EMT personnel, who have a direct line to Response Dispatch. If someone dials 911 from a cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please 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 in the center of the grounds by the Show Office. 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. and the New York Hall of Science assume no responsibility for any losses due to fire, theft, accident, or other causes. Your insurance company should be able to assist you with obtaining appropriate coverage.
- **Precautions:** The potential of theft and disappearance can be greatly reduced if a few simple precautions are taken:
 - ✓ Do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
 - ✓ Avoid leaving any small items of significant value in your booth overnight.
 - ✓ If possible, cover your display with a flameproof drop cloth.
 - ✓ Run wire or cable through as many items as possible and lock at night.
 - ✓ A solidly constructed, lockable trunk provides security and storage for small articles.
 - ✓ Report any suspicious person or theft in the building or on the grounds immediately to the Maker Faire Office, and we will notify Security Officers and file an incident report, if applicable.
 - ✓ Lock valuables in the trunk of your car, where they are not visible.
 - ✓ Travel in pairs at night.
 - ✓ Ask your hotel for a safe deposit box to store your valuables.
 - ✓ If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

O'Reilly Media Inc., World Maker Faire New York 2010, and the New York Hall of Science will not be held responsible for lost or damaged property at any time. You are urged to maintain full insurance coverage for loss of your property.

➤ TERMS AND CONDITIONS OF PARTICIPATION

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. You may also fill out the attached agreement and email to makers@makerfaire.com or fax to 707.829.1154.

During Maker Faire

➤ VENUE

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

Website: www.nysci.org

The main entrance to the New York Hall of Science on 111th Street is the best entrance for Maker Check-In & Entrance Main Gate.

➤ MAKER FAIRE SHOW HOURS (open to the public)

Saturday, Sep 25	10:00 a.m. – 7:00 p.m.
Sunday, Sep 26	10:00 a.m. – 6:00 p.m.

➤ MAKER CHECK-IN DESK HOURS

Thursday, Sep 23	10:00 a.m. – 6:00 p.m.
Friday, Sep 24	10:00 a.m. – 8:00 p.m.
Saturday, Sep 25	7:00 a.m. – 4:00 p.m.
Sunday, Sep 26	8:00 a.m. – 3:00 p.m.

➤ DAY OF FAIRE SET-UP HOURS

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

Saturday, Sep 25	7:00 a.m. – 9:30 a.m.
Sunday, Sep 26	8:00 a.m. – 9:30 a.m.

All vehicles **must be off the grounds by 9:45 a.m. Saturday** to open Maker Faire. Vehicles will not be allowed to drive onto the grounds (beyond the parking lot) **after 9:15 a.m. Saturday** morning.

➤ ENTRANCE GATE & PARKING

On the set-up days leading up to Maker Faire, parking is free. The main entrance to the New York Hall of Science on 111th Street is the best entrance for Maker Check-In & Entrance Main Gate.

Maker Parking: Details about parking during Maker Faire to follow in communication prior to the event.

At Check-In, please identify yourself as a **MAKER**. If you have paid a fee, you are a **COMMERCIAL MAKER**. You are not a Sponsor or Exhibitor.

➤ MAKER WRISTBANDS

Your welcome package will identify your location and include wristbands for yourself and each crew member indicated on the [CREW List form](#). Please wear your wristband at all times as this will allow for in/out access to Maker Faire during public hours. A limited number of credentials will be available to identify the lead maker.

➤ PUBLIC TRANSPORTATION

Bus	Q23 or Q58 to Corona Avenue and 108 Street. Q48 to 111th Street and Roosevelt Avenue.
Subway	Take 7 train to 111th Street Station. Walk three blocks south.
Train	7 EXPRESS to Mets-Willets Point. Walk down the boardwalk and follow the signs to the New York Hall of Science.

Please Note: For the most up-to-date subway service advisories, please visit www.mta.info.

➤ DURING THE EVENT

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

Breaks: Each maker exhibit should be staffed at all times by you or a colleague. If you do not have an assistant and you need a short break, please notify 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.

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

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

Volunteers: We encourage you to spread the word about volunteering at Maker Faire! We hope to have volunteers available to assist you as needed. Please let your Area Manager know if you could use a volunteer to assist you. Your friends can volunteer by submitting their information: <http://makerfaire.com/newyork/2010/volunteer/>

Janitorial Services: The cleaning crew will complete a clean sweep of the aisles after 9:00 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 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 floor 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 New York 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.

➤ WEATHER

The average high temperature in New York this time of year is 72° F. In the case of rain, the show will go on!

➤ WRAPPING UP

Teardown: Teardown begins after 6 p.m. on Sunday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 9:00 p.m. on Sunday night. For exhibits being removed on Monday, please come by the Show Office to arrange for pickup between the hours of 1:00 p.m. and 4:00 p.m.

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

If your exhibit requires more set/strike time, storage, or is cued for shipping off the grounds, please advise Louise Glasgow of your 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.

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



September 25th and 26th, 2010
New York Hall of Science
Queens, New York

MAKER PARTICIPATION AGREEMENT

Date: _____

Maker's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Maker #: _____ Exhibit Name: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

MAKER FAIRE: Saturday, Sept 25, 2010 - 10:00AM ~ 7:00PM
SET UP: Friday, Sept 24, 2010 - 10:00AM ~ 8:00PM

Sunday, Sept 26, 2010 - 10:00AM ~ 6:00PM
LOAD OUT: Sunday, Sept 26, 2010 - 7:00PM ~ 9:00PM

O'Reilly Media, Inc. agrees to the participation of the person or organization identified above ("Maker") in World Maker Faire New York 2010 ("Maker Faire"), and the Maker agrees to participate, in accordance with terms of this Agreement. In this Agreement, "we" or "us" means O'Reilly Media and "you" means the Maker identified above. "Exhibit" means the display and/or demonstration, and/or other activities and materials that you provide or present in the space or work area assigned to you by us at Maker Faire.

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're 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 or rules and regulations 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, the venue proprietor, the New York Hall of Science, or the City of New York ("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, injury or death 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. For the avoidance of any doubt, your participation in World Maker Faire signifies your agreement to indemnify and hold harmless O'Reilly Media, Maker Faire, New York Hall of Science and the City of New York against any liability or loss arising from your participation in World Maker Faire.

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. 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.

You and your Exhibit may appear in recordings of Maker Faire and related promotional or documentary materials. Your rights are waived to any images and/or recordings you may appear in while at Maker Faire and any/all related promotional or documentary materials.

You acknowledge that Maker Faire, including the Exhibit(s), may be recorded in audio, visual, and/or audiovisual media by us and/or our licensees, and you consent to the making and use of such recordings by us and/or our licensees for any purpose, such uses including without limitation the transcription, modification, reproduction, public display, distribution, broadcast, and transmission in any form. You release us, and our licensees, from and waive any claims related to or arising by reason of the making and/or use of any such recordings. You grant us, and our licensees, the right to use, in connection with the promotion and production of Maker Faire, your name, likeness, and any trade name and/or logo. The provisions of this paragraph will survive termination of this Agreement.

By signing below, you confirm that you have read this Agreement and that you understand and agree that your compliance with this Agreement is a condition of your participation in Maker Faire, and i) if you are signing on behalf of yourself as an individual, you warrant and represent that you are over 18 years of age, and ii) if you are signing on behalf of an organization (including a business), that you are fully authorized to execute this Agreement on behalf of the organization.

Authorized Signature: _____ Title: _____

Name Printed: _____ Date: _____

O'Reilly Media, Inc.: _____

IMPORTANT: PLEASE SIGN AND FAX TO: 707.829.1154 or EMAIL TO: makers@makerfaire.com
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