



Maker Faire Austin 2008
Travis County Expo Center & Fairgrounds
Austin, Texas

October 18, 2008: 10 a.m. – 10 p.m.

October 19, 2008: 10 a.m. – 6 p.m.

www.makerfaire.com

Maker Manual

The Maker Manual is designed to help you navigate the logistics of the Maker Faire, and most importantly, to help make your involvement in the 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 appreciate your participation and we ask you to help us make the 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 separate email before September 20th with a link to our 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. Upon our receipt of your Maker Participation Agreement, you will receive your final confirmation.

We look forward to seeing you at the Maker Faire!

➤ CONTACT INFORMATION - Maker Faire Team

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For telephone calls, please note that the Maker Faire team is based in the PST time zone and there is a two hour time difference! If it's 9 a.m. in Austin, it's 7 a.m. in California.

➤ MAKER FAIRE COMMUNICATION CHECKLIST

- Read the Maker Manual.
- We will email your Participation Agreement so you may review and confirm your attendance.
- Confirm your attendance by accepting the Maker Participation Agreement.
- Add web banners to your personal website and/or email signature to spread the word about your participation at the Maker Faire.
- If required, submit your Fire Safety Plan prior to September 29th.
- Receive your final confirmation email reserving your space.
- On-site at **MAKER** check-in you will receive your welcome letter, credentials & wristbands, two complimentary tickets, specific location assignment, and any show updates!

➤ IN YOUR MAKER MANUAL

Preparing for the Maker Faire

- What to expect when setting up your exhibit
- What to Bring
- Exhibit Details
- Shipping
- Local Resources
- Load-In
- Adding Maker Faire to Your Website
- Credentials, Wristbands, Complimentary Tickets, and Buying Extra Tickets
- Tips for Out-of-Towners
- Camping

The Agreement

- Rules and Regulations
- Maker Faire Safety Team
- Fire and Safety
- Terms and Conditions of Participation
- Maker Participation Agreement (Acceptance Required)

During the Maker Faire

- Venue
- Show Hours
- Set-Up Hours
- Entrance Gate and Parking
- Public Transportation
- **MAKER** Check-In
- During the Event
- Wrapping Up
- Recycle, Re-Use, and Re-Purpose
- Weather

➤ WHAT TO EXPECT WHEN SETTING UP YOUR EXHIBIT

The 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: If you require an outdoor space, your exhibit space will be located around the center of the Expo Center & Fairgrounds and will vary in size depending on your requirements. We have a variety of spaces: grassy areas with some slope, on pavement, or on gravel and dirt. All of these spaces will have access to power if you have advised us that you need it. Some may have shade, while others will not. We recommend that you bring a small tent or umbrella.

Indoor Exhibit Area: Most of the Maker exhibits will be located in the shaded, open-air covered Show Barn. 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 10’x10’ or 10’x20’ areas unless you have stipulated that you need a larger area. Flooring is packed dirt, cement, and/or loose dirt, so please plan accordingly.

Roaming Exhibits: If you have an exhibit that will roam throughout the fairgrounds during the show, please let us know and we will provide a location for you to 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.

Types of Exhibits to Consider

Demonstration: This is a short show-and-tell format. Makers demo (and teach) particular skills, techniques, or processes, explaining materials and tools and then working through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated throughout the day in your location. You are welcomed to post the times that you will be doing your demonstrations. If more space is required, let us know.

Interactive Performance: Engage and entertain the attendees, and enable them to interact in a fun way. This may be tied to a stage or roving through the fairgrounds as a kind of street theatre. Performances can be musical or theatrical, but they can also involve a collaborative building process.

Maker Exhibit: Create exhibits to showcase what you make and be available to answer any questions. What inspired you? Where do you get your supplies? How does it work? A very simple set up, yet informative.

➤ WHAT TO BRING

We will provide a table and two chairs, if standard setup 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!

➤ EXHIBIT DETAILS

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

- **Signage and Web Page** - We will fabricate a sign for your exhibit area and there will be a featured Maker 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. You are encouraged to make signs that help attendees understand your exhibit and process of making.
- **Internet Connectivity** - Wireless service will be provided in some areas. 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 require power and provide the details of your requirements, we will make certain you have power available at your exhibit area. Please bring your own surge protectors and/or power strips for distribution at your exhibit. On-site power requests cannot be guaranteed.
- **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.
- **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 position your exhibit near a water source.
- **Radio Frequency** - Due to the nature of the event, please advise if you plan to use radio frequencies and 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.

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

Please note: We are not able to lock the buildings at night but there will be roaming security. Please plan on securing or removing your valuables.

➤ SHIPPING

The Travis County Expo Center will accept early shipments if you can guarantee that your delivery will arrive during the day between Monday, October 13th and Friday, October 17th. Your shipping label must include the following information:

MAKER FAIRE AUSTIN
Maker Name & Project Name
Travis County Expo Center and Fairgrounds
7311 Decker Lane
Austin, Texas 78724

Please Note: Freight deliveries that require a forklift cannot be received until Thursday, October 16th. Please contact the Maker Faire Production Team to confirm the delivery date and time to determine if an alternative plan is required.

Return Shipments: Please make appropriate arrangements for a Sunday evening load-out. The Travis County Expo Center and the Maker Faire will not be held responsible for any items left at the site after 9 p.m. on Sunday, October 19th. 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 for UPS and FedEx pick up for Monday morning.

➤ LOCAL RESOURCES

We realize that you may want to create your exhibit with unique items; therefore we have provided directions for various local resources. Please refer to <http://makerfaire.com/austin/2008/makerinfo/>

➤ LOAD-IN

Entrances: Please go directly to Gate One and follow the signs to Maker Check-In. We will have carts and dollies to assist with small loads; for larger loads, Makers may drive to the closest building door or into the building.

Load-In Hours	Wednesday, October 15	1:00 p.m. – 6:00 p.m. <i>(by appointment only)</i>
	Thursday, October 16	10:00 a.m. – 6:00 p.m. <i>(by appointment only)</i>
	Friday, October 17	8:00 a.m. – 8:00 p.m.
	Saturday, October 18	7:30 a.m. – 9:45 a.m.

If you drive your car in, quickly unload, then go park your vehicle in the parking lot, and return to set up your exhibit. This allows space for your neighboring Makers to drive in and unload. No vehicles (not even “Vehicles That Are Exhibits”) will be allowed to drive onto the grounds (beyond the parking lot) after 9:15 a.m. Saturday morning. All vehicles (except “Vehicles That Are Exhibits”; see below) must be off the grounds by 9:45 a.m. to open the Maker Faire.

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 cellphone number to be listed. Please drive with caution when entering the fairgrounds 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 cellphone number listed on the permit so we can contact you, if we need you to relocate.

Makers who need to work after 8:00 p.m. on Friday evening must make arrangements with the Production Team. Major construction must be completed on Friday. All final touch-ups must be completed by 9:30 a.m. on Saturday, October 18th.

Carts/Dollies: At the Maker Check-In desk, we will provide carts and dollies for moving equipment to your location from your car. Please be prepared to leave one form of I.D. which will be returned to you when you return the cart and/or dollies to the Check-In area after you are finished.

Forklift: If requested in advance, forklift equipment and an operator will be available to assist with your load-in/load-out. Please provide the specific duration / time / date required so we can coordinate 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 the Maker Faire. For special set-up coordination, please contact Louise Glasgow, Show Producer, at louise@oreilly.com.

Complicated Exhibits: Do you require additional set-up? Please contact Louise Glasgow, Show Producer, at louise@oreilly.com for any assistance you may need. Makers that require set-up time outside of the scheduled hours must make arrangements with the Maker Faire Production Team.

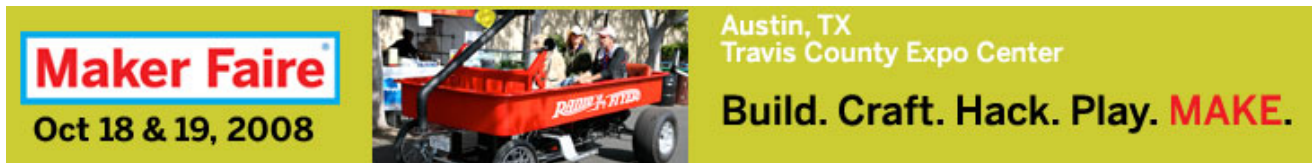
➤ ADDING MAKER FAIRE TO YOUR WEBSITE AND EMAIL SIGNATURES

Let the world know that you are an official Maker and will be exhibiting at Maker Faire! Get your Maker Faire web banners at <http://makerfaire.com/webbadges> and help spread the word about the upcoming Maker Faire in Austin.

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



Go to www.makerfaire.com/banners to access a library of Maker Faire web banners and code (a variety of sizes and styles for you to use on your website). Some examples are:



Go to www.makerfaire.com/webbadges for "See us at Maker Faire" web badges and code.



Maker Faire posters can be downloaded from <http://makerfaire.com/austin/2008/posters/>

And, if you would like Maker Faire postcards or posters sent to you to distribute, post at your company, or share with your friends/families, please contact makers@makerfaire.com.

➤ MAKER CREDENTIALS, WRISTBANDS, COMPLIMENTARY TICKETS, AND BUYING EXTRA TICKETS

At check-in, please identify yourself as a **MAKER**. You are not a Sponsor or Exhibitor. As a Maker, you will receive a credential and wristband for yourself and your assistant, which provides access during the event. The credential will identify you as a Maker and allow entry during nonpublic hours. The wristband will be for in/out access during Maker Faire show hours. We are providing a credential and wristband for your assistant so you will have help with setup and break relief during the day. Should your exhibit be part of a group or organization, please make advance plans for the number of assistants you require by contacting Valerie at valerie@oreilly.com.

Each Maker exhibit will receive two (2) additional one-day complimentary tickets at check-in for family members and/or friends. Please note: You will be able to place these tickets at the Main Gate Will Call, if necessary.

In addition you are welcome to purchase reduced-rate Maker Faire tickets at www.makerfaire.com. Please note, ticket purchases at the Maker Faire are cash only. There will be ATMs nearby.

Maker Faire Tickets	Advanced Purchase		On-site
	Single Day	Weekend Pass	Single Day
Adult	\$20.00	\$40.00	\$25.00
Student (13 to 21)	\$10.00	\$20.00	\$15.00
Youth (4 to 12)	\$5.00	\$10.00	\$10.00
Kids (3 & under)	Free	Free	Free

➤ TIPS FOR OUT-OF-TOWNERS

Where to Stay: We have camping, RV camping, and the official Maker Faire hotel information listed below.

What to Pack: Light and layers is best. The average temperature in Austin this time of year is 70° F with a high temperature of 80° F and low temperature of 60° F.

Accommodations: The official hotel of the Maker Faire is the Radisson Hotel & Suites Town Lake Downtown. Discount rooms are available with discount code **MAKER**. Early booking by September 17th is strongly recommended, as availability is limited. As we get closer to the show, please check the Maker Faire website for alternate hotels options should the Radisson Hotel sell out.

The Radisson Hotel & Suites
 Town Lake - Downtown
 111 E. Cesar Chavez
 Austin, Texas 78701
Reservation Line: 1-800-333-3333
 Hotel Front Desk: 1-512-478-9611 Fax: 1-512-478-3227

<http://www.radisson.com/austintx>

Hotel Parking: The Radisson Hotel & Suites Town Lake Downtown Austin currently offers covered self-parking for all hotel overnight guests for \$16.00 per day. Valet parking is available for \$20.00 per night for overnight guests. Parking rates are subject to change without notice.

Nearby Airports: Austin-Bergstrom International Airport
 3600 Presidential Blvd # 411
 Austin, Texas 78719
 (512) 530-3300

Transportation to the Hotel from the Airport: Distance: 8.9 miles; Time: 20 minutes to the Hotel. Airport Shuttle available to the Radisson. Please go to the Super Shuttle ticket counter located on the lower level near Baggage Claim 1. No reservation necessary. Fare is approximately \$14.00 one-way.

Super Shuttle Discount: We have negotiated a prepaid roundtrip rate at \$19 per person if reserved online at www.supershuttle.com with the group discount code 9TTKY.

Yellow Cab: 512-452-9999 or Austin Cab: 512-478-2222 — Fare is approximately \$21-\$25 one way.

Transportation from the Radisson Hotel to the Travis County Expo Center & Fairgrounds: We have arranged a Maker Faire shuttle service to transport Makers and crew to and from the Fairgrounds. If you would like to reserve a seat on the shuttle, please RSVP at makers@makerfaire.com and indicate date and departure time and be in the lobby at by the Maker Faire Shuttle sign at least 5 minutes in advance.

	Shuttle Bus Departure Times	
Dates	From Radisson Hotel	From Fairgrounds
Oct 16 - Thursday	7:30 a.m.	6:30 p.m.
	9:30 a.m.	
Oct 17 - Friday	7:00 a.m.	8:30 p.m.
	8:00 a.m.	
Oct 18 - Saturday	6:30 a.m.	10:00 p.m.
	7:30 a.m.	10:30 p.m.
Oct 19 - Sunday	7:30 a.m.	6:30 p.m.
	8:30 a.m.	8:30 p.m.

➤ CAMPING

Tent Camping: A limited number of camping spaces will be available in a very rustic area of the fairgrounds. These camp sites will be available only to weekend Maker Faire ticket holders and participating Makers. Weekend camping passes are \$35 per adult or student over the age of 18. Those under 18 who have purchased a weekend ticket and are accompanied by a parent or guardian are free. Wristbands will be given to all those entering the campground area. Please check-in at the Camping Office upon arrival.

RV Camping: A limited number of RV spaces will be available at the Travis County Fairgrounds. There will be a fee of \$200 for a Friday and Saturday night RV overnight parking. This includes hook up for water and 110V power. Should you require additional power, an additional fee will be incurred. If you are interested in securing a space please contact Valerie Aubel at valerie@oreilly.com.

NOTE: RV & Tent Camping: RV and Tent camping for Makers will be available Thursday through Sunday night. General public RV and tent camping is only available on Friday and Saturday nights. More specific information regarding camping is available in the Maker Faire Camping Guidelines: <http://makerfaire.com/austin/2008/camping/>.

Makers will have access to the camping areas after 3 p.m. on Thursday, October 16th, and the general public will have access after 3 p.m. on Friday, October 17th. Please enter in through Gate One for Makers, Camping, and RVs and locate the Camping Office which is in a 10x10 tent.

The Agreement

➤ RULES AND REGULATIONS

As guests at the Travis County Expo 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. If you have any questions regarding any rule, please feel free to contact anyone on the Maker Faire Production Team.

Building Regulations - In accordance with restrictions imposed by Expo 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 could be power or water lines underground that may 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.
- 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.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- 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 Texas, as well as the ordinances of the City of Austin and all rules and regulations of the Police and Fire Departments of the City of Austin and the County of Travis. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the Travis County Expo Center property, the parking lot, entrance ways, ticket booth areas, and other areas used by the 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, we have added an emergency and support service to the Maker Faire Production Team. The members of our Safety Team will assist in developing our Fire Safety plan and Safety Monitors program throughout the Maker Faire. Please do your part in keeping the Maker Faire a fun and safe event.

➤ **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 devices 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 September 2, 2008. The Travis County Fire Marshall reserves the right to make any final decision regarding 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 walls. 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 the 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 takedown hours. During the 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 the Maker Faire will be asked to read and sign a waiver. Different-colored wristbands will be issued by age group to: Kids 12 and under, Teens 12 thru 21, and Adults over 21, which will allow for interactive participation. Proper identification may be requested for verification. Please note that special wristbands will be required for all individuals entering the camping areas.
- **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 the Travis 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. Please report all incidents to the Maker Faire Show Office.
- **First Aid Facilities:** The Maker Faire Production Team has arranged to have an EMT onsite during the Maker Faire hours. First Air Services will be available at the First Aid Office / Public Service Center on the east side of the Show Barn. 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 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. Any applicable insurance requirements are set forth in the contract you signed for participation in Maker Faire.
- **Loss Prevention & Security:** The Maker Faire Production Team will maintain 24-hour roaming perimeter security during setup, event days, and load-out. In addition, one security guard will remain in the Show Barn around the clock. Makers must make provisions for safeguarding their goods, materials, equipment, and displays at all times. Please be loss-conscious.
- **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.
 - ✓ Make sure all labels are properly completed for items left to be shipped or stored.
 - ✓ 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.
 - ✓ 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 and take it with you.

O'Reilly Media Inc., Maker Faire Austin, and the Travis County Expo 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), shall exceed three thousand dollars (\$3,000). No Event Provider shall be liable to you for any damage, loss, harm, or 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.

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.

➤ MAKER PARTICIPATION AGREEMENT

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 the Maker Faire

➤ **VENUE** **Travis County Expo Center and Fairgrounds**
7311 Decker Lane
Austin, TX 78724

Map for the event site: <http://www.makezine.com/go/austinmap>

➤ MAKER FAIRE SHOW HOURS (open to the public)

Saturday, October 18	10:00 a.m. – 10:00 p.m.
Sunday, October 19	10:00 a.m. – 6:00 p.m.

➤ DAY OF FAIRE SETUP HOURS

Saturday, October 18	7:30 a.m. – 9:45 a.m.
Sunday, October 19	8:00 a.m. – 9:45 a.m.

The 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. Major construction must be completed on Friday night. All final touchups must be completed by 9:30 a.m. on Saturday, October 18th. Vehicles (which are not exhibits) are not permitted on the grounds once the Maker Faire begins. Note: Please see Load-In details for advance setup dates and hours.

➤ ENTRANCE GATE & PARKING

Parking for Makers is located in the parking lot near GATE ONE. In your confirmation email, you will be sent a MAKER ID document that you should print and place on the dashboard of your vehicle. This will help our parking attendants identify you as a Maker and direct you to the appropriate parking area. Maker Faire parking is free and we encourage carpooling.

➤ PUBLIC TRANSPORTATION

Capital Metro Bus Route #37 will drop off at Wentworth and Loyola. The Expo Center and Fairgrounds is about an 8 block walk from the drop-off spot. The bus runs approximately every half hour and the cost is \$.50 one way. For a map of the route from downtown at 6th and Brazos see http://www.capmetro.org/riding/current_schedules/maps/rt037_sb.pdf For specific route information, contact 512-474-1200.

➤ CHECK-IN

Please identify yourself as a **MAKER** at check-in. Your welcome package will include your location confirmation with a Maker Credential and wristband for each exhibiting Maker and one assistant. Please wear your credential and wristband at all times — the credential will identify you as a Maker and the wristband will allow for in/out access to the fairgrounds during public hours. Your credential will allow access to buildings during non-public hours for setup.

➤ DURING THE EVENT

Area Managers: Each area of the 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 setup.

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 your 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: No outside food or beverages are permitted. Concession stands will be open during the show. Vendors, promoters, Makers, or guests are not permitted to sell or give away food or beverage items or contract with any food service organization other than G&M Catering, which has the exclusive right to provide all food and beverages, including the sale of alcohol. We will have water available at various discrete locations for you to refill your water bottle.

Janitorial Services: The crew will complete a clean sweep of the aisles after 10:00 p.m. on Saturday night. Please consolidate garbage into larger bags when possible. We do have a recycle village for all items that need to be recycled. Please bring recyclable or re-use items to the recycle village as indicated on the site map. Please note that the crew will not enter your exhibit area to clean on Friday or Saturday night.

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.

Security: Maker Faire Production will maintain 24-hour roaming perimeter security during load-in, event days, and load-out. In addition, one security guard will remain in the Show Barn during nightly lockdowns. If it is valuable, take it with you!

Emergency: In the event of a medical emergency, the fastest way to get help at the Maker Faire is not 911! 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 Travis 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. Please report all incidents to the Maker Faire Security office located in the Public Service Center Building.

Volunteers: We encourage you to spread the word about volunteering at the 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/austin/2008/volunteer/>

➤ WRAPPING UP

Teardown: Teardown begins after 6:00 p.m. on Sunday. All exhibits must be intact and open to the public until that time. All exhibits must be removed completely by 9:00 p.m. on Sunday night. Monday teardown is by appointment only.

Load-Out: Load-out cannot begin until everyone from the public has left the grounds. We estimate that it could take 30 minutes to an hour for the crowds to clear. Please note: This wait/delay to leave the premises includes “Vehicles That Are Exhibits.” Please feel free to check the “Free Stuff” area prior to departing the fairgrounds in case you are able to use anything for your next project! “Free Stuff” will be located in the Recycle Village area.

➤ RECYCLE, RE-USE AND RE-PURPOSE

We would like to make certain that everyone is aware of the recycling available at the Maker Faire. We have teamed up with Ecology Action and Clif Bar to offer the following recycling options.

In the public areas we will be collecting aluminum cans, plastic cups, and plastic and glass bottles and jars. These bins will have blue tops and be scattered throughout the area.

In the Recycling Village, we will have stations for larger items that need to be recycled, including: all types of paper, plastic containers # 1 thru # 7, glass bottles and jars, aluminum, steel and scrap metal, clean and dry plastic bags, and plastic packing material. There will be a white box truck with a green Ecology Action Banner on it for corrugated cardboard. Please ask a Maker Faire crew member for assistance if you have a large load that needs to be carried over in a vehicle.

We are not able to recycle STYROFOAM or packing peanuts and we encourage you to look for other materials to pack your items in. 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.

Let us know if you require trash bins at your exhibit, and if you have “free stuff” for giveaway, please identify it accordingly for those who can re-use it!

➤ WEATHER

We are anticipating warm and sunny weather. But in the case of rain, the show will go on! We will post any program changes that will happen if it rains on the Rain Plan: www.makerfaire.com/rain

➤ LOOKING AHEAD TO FUTURE MAKER FAIRES

This Maker Faire hasn't even happened, but it's not too early to start thinking about our 4th Annual Bay Area Maker Faire in San Mateo, California in May 2009. Please check the www.makerfaire.com website for dates and information for events in 2009.



OCTOBER 18-19, 2008
TRAVIS COUNTY EXPO CENTER

MAKER PARTICIPATION AGREEMENT

Date: _____

MAKER'S FULL NAME: _____

ADDRESS: _____

CITY/STATE / ZIP: _____

COUNTRY/POSTAL CODE: _____

PHONE: _____ FAX: _____ URL: _____

MOBILE: _____ EMAIL: _____

Table with 3 columns: MAKER FAIRE SET UP, Saturday, Oct 18, 2008: 10:00AM - 10:00PM, Friday, Oct 17, 2008: 8:00AM - 8:00PM, Sunday Oct 19, 2008: 10:00AM - 6:00PM, TEARDOWN: Sunday, Oct 19: 6:00PM - 9:00PM

O'Reilly Media, Inc. agrees to the participation of the person or organization identified above ("Maker") in the Austin Maker Faire 2008 (the "Maker Faire"), and the Maker agrees to participate, in accordance with terms of this 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.

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.

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.

You and your Exhibit may appear in recordings of Maker Faire and related promotional or documentary materials.

You acknowledge that the 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.

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 the Maker Faire.

Authorized Signature: _____ Title: _____

Name Printed: _____ Date: _____

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