

# Fort Wayne Regional Maker Faire®



## Maker Manual

**Fort Wayne Regional Maker Faire® 2015**  
Headwaters Park East, Lincoln Pavilion  
Fort Wayne, IN 46805

**August 8, 2015: 10 a.m. – 6 p.m.**

**August 9, 2015: 10 a.m. – 6 p.m.**

[www.MakerFaireFortWayne.com](http://www.MakerFaireFortWayne.com)

[www.TekVenture.org](http://www.TekVenture.org)

*The Maker Manual is designed to help you navigate logistics of the 2015 Fort Wayne Regional Maker Faire® (FWRMF)– Powered by TekVenture. It should help make your involvement in this event a positive, memorable experience. Our Event Planning Team has outlined rules and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make this event a truly unique, educational, and extraordinary experience by abiding by these rules and regulations.*

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

***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 the 2015 Fort Wayne Regional Maker Faire® – Powered by TekVenture!*

### **CONTACT INFORMATION – Fort Wayne Regional Maker Faire® Production Team Member**

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## MAKER CHECKLIST

- Please read the Maker Manual to help plan your exhibit set up and learn what to expect at the Fort Wayne Regional Maker Faire® - Powered by TekVenture.
- Add Web banners to your website and email signature to tell your friends and family you will be at the Faire. “Like” us on Facebook – search *Fort Wayne Maker Faire*. Thanks for helping spread the word!
- Design the “look and feel” of your table or area. 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.
- Please keep yourself, your exhibit, and our guests safe. If your exhibit has any fire or safety issues, please let us know and provide [maker@tekventure.org](mailto:maker@tekventure.org) with a completed Safety Plan – found at [www.makerfairefortwayne.com/Makers](http://www.makerfairefortwayne.com/Makers).
- Determine how you will set up your area. If your exhibit is larger than a table and two chairs, please think about your layout and provide a rendering, as it will help us find a good spot for your exhibit. If you require power, please indicate with “X” where you would like the power pulled to on your drawing. Send layouts with your 4-digit Maker number to [maker@tekventure.org](mailto:maker@tekventure.org).
- Decide what signage you might need to describe your exhibit or notify attendees of scheduled activities / performances. Determine how you will display it.
- Start a checklist of all items that you need to bring to the Faire. Think about who will help you set up and how to pack for easy load-in. **Please come to Maker Faire prepared with all that you require for set up including necessary extension cords.**
- **Plan to set up your exhibit on Friday**, which is the best-case scenario! Saturday load-in access is extremely limited this year.
- Check [www.MakerFaireFortWayne.com/Makers](http://www.MakerFaireFortWayne.com/Makers) for any updates specific to Makers.

### Set Up & Showtime!

<b>Friday, Aug. 7</b>	Set-Up	10:00 a.m. – 8:00 p.m.	
	Maker Networking Event	6:00 p.m. – 8:00 p.m.	
<b>Saturday, Aug. 8</b>	Set-Up	8:00 a.m. – 10:00 a.m.	Showtime 10:00 a.m. – 6:00 p.m.
<b>Sunday, Aug. 9</b>	Set-Up	9:00 a.m. – 10:00 a.m.	Showtime 10:00 a.m. – 6:00 p.m.

**We recommend you set up Friday. Please plan for traffic and delays event weekend. We suggest exhibitors be onsite Saturday and Sunday by 9:00 a.m. Arriving early will make things easier for you and other exhibitors. Due to *Power Racing Series* activities, Load-in vehicles will not be permitted inside event perimeter after 8:30 a.m. Saturday morning.**

# PREPARING FOR FORT WAYNE REGIONAL MAKER FAIRE®

## Maker and Exhibit Overview

Maker Faire Fort Wayne 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, only at this event, exhibitors will actually be making things! 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:** We have a variety of spaces: a few grassy areas but mostly concrete or asphalt. There will be limited access to power outdoors and we are making an effort to accommodate your requests. If you have an outdoor exhibit, we will attempt to provide a shade structure. If you have a small tent or umbrella, please let us know and plan to bring it.

Your exhibit space will be identified as your assigned area, and you will have the freedom to creatively MAKE your exhibit! The spaces will be subdivided into 10x10 areas, unless you have stipulated that you need a larger area and/ or you will curate your space with an association or a group of makers.

## Types of Makers

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

**Commercial Maker:** Individuals pay a fee to show and demonstrate a product that they make and/or show how it works, in an interactive environment, with the opportunity to sell products. Commercial Maker Fee is \$100 and is due prior to exhibiting.

**Vendor:** Companies with 3 or more employees 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. Vendor Fee is \$250 and is due prior to exhibiting.

**Food Maker:** Individuals who show and demonstrate food products that they make, in an interactive environment.

**Note:** If samples are served, only 2 oz or less can be given away in your defined location.

**Ingredients:** Food makers are requested to display a list of ingredients for any tasting so that the audience is informed in case of allergies or food sensitivities.

**Food Vendor:** Companies who pay a fee to sell food/beverages to the public through the event.

**Health Permit:** Food Makers and Food Vendors have Health Dept. guidelines to follow, and you will be required to submit a Health Department Permit to Show Management.

**Concessionaire or Sampling Violations:** Violation 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 Indiana Business and Tax permits, Health Department permits and any related permits required to operate concession or sampling operations in the State of Indiana, Allen County, and Fort Wayne, IN.

## Types of Exhibits

**Standard:** A single 10' x 10' area with an 8' table and two chairs to show what you make.

**Activity Area:** *Hands on, fun, interactive area that encourages audience participation to learn how to make or do what you are teaching.*

**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. Demonstrations will be done in your exhibit area.

**Maker Groups:** A group of makers collaborate to organize a larger exhibit with several exhibitors. Please register

your group as a single “Maker” instead of registering each individual.

**Interactive Performance:** Makers engage and entertain attendees, and enable them to interact in a fun way. Performers may be scheduled at a stage or roving through the outdoor exhibit area 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 outdoor exhibit area during the show, please let us know and we will provide a location to use as a home base for non-roaming activities. If your exhibit needs access to an outlet to be charged, ask us about power access.

**Attraction:** A wonderful, unusual thing that doesn’t fit into any of the categories above.

## EXHIBIT AND SET-UP DETAILS

We will provide an 8’ table and two chairs, if standard set-up is requested. **Please plan to bring anything else 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 needed to make your project functional. In some cases, the Maker Faire Fort Wayne 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 event 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:

**Internet Connectivity:** Wireless service will be provided in select areas of the venue. 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 power strips and/or surge protectors for power distribution for your exhibit.** On-site power requests cannot be guaranteed. Any excessive power will require approval prior to the event.

**Tables and Chairs:** We will provide an 8’ table and two chairs as a standard set-up. We appreciate makers bringing any other equipment needed to support their exhibit. Additional chairs are based on availability. Please do not take extra chairs from public areas for your space as they are reserved for our paying guests.

**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. It costs \$35 per water hookup.

**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 *Call for Makers* entry form. If you did not indicate radio frequency issues on your entry form or if anything has changed, please notify [maker@tekventure.org](mailto:maker@tekventure.org).

**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 [maker@tekventure.org](mailto:maker@tekventure.org) as soon as possible so we can include the details in our Safety Plan. As part of the set-up process, we will need you to declare all hazardous materials you have with you, as this will help in determining the best storage and overall safety concerns of such materials.

Exhibit details are compiled from your initial website entry. If anything has changed with your logistical requirements, contact [maker@tekventure.org](mailto:maker@tekventure.org). Changes for your signage, bio, project description, and/or program information should be sent to [maker@tekventure.org](mailto:maker@tekventure.org) prior to 5:00 p.m., Friday, July 31 in the event we are able to produce Maker exhibit signs this year.

## Load-In

Friday, August 7                    10:00 a.m. – 7:00 p.m. (set-up ends at 8:00 p.m.)  
Saturday, August 8                Vehicle load-in is extremely limited  
Sunday, August 9                    Vehicle load-in is extremely limited

**Please consider the following Maker Festivities when planning your set-up schedule:**

**Maker Networking Event** - Friday, 6:00 p.m. – 8:00 p.m. - located at the Venue

**Maker MeetUp and Building Tour** – Saturday, August 8, 6:00 pm – 10:00 pm, TekVenture Incorporated, 1800 Broadway (immediately south of GE complex), Fort Wayne, IN 46802

If your exhibit set-up materials are more than can fit on to a hand cart, drive onto the grounds, quickly unload near the maker entrance (this is considered vehicle load-in), park and return to your exhibit space. Please park in one of the free parking lots south of Superior Street in order to reserve main lot parking for our paying guests. This allows space for your neighboring Makers to drive up and unload. **When driving vehicles inside the pavilion, please use caution! No vehicles are allowed on the center portion of the concrete.**

Makers who require more hours for setup must make arrangements with [maker@tekventure.org](mailto:maker@tekventure.org). Major construction must be completed by 8:00 p.m. on Friday, August 7 and all final touchups must be completed by 9:30 a.m. Saturday, August 8th. Again, load-in vehicles must leave the premises by 8:00 p.m. Friday evening and 8:30 a.m. Saturday morning.

**Carts/Dollies:** We will provide a limited number of carts and dollies at the Maker check-in area for moving equipment to your location. Please make certain to return the carts and dollies to the Maker check-in when finished. Maker check-in is located in the Show Office at the east end of the park.

**Vehicles That Are Exhibits:** Please notify us if your vehicle is part of your exhibit (art car, energy demo, etc.) and will remain on the grounds for the entire duration of the Faire. For special set-up coordination, please contact [maker@tekventure.org](mailto:maker@tekventure.org).

## Local Resources

To assist you, contact Visit Fort Wayne for information about area attractions or food establishments at <http://www.visitfortwayne.com>.

The 2015 hotel of choice is the [Downtown Hilton](#) at the Grand Wayne Convention Center.

## ADDING MAKER FAIRE TO YOUR WEBSITE AND EMAIL SIGNATURES

Let the world know you are an official Maker and will be exhibiting at Maker Faire Fort Wayne! Maker Faire web banners and badges placed on your website will help spread the word about the upcoming Faire. Pass the word with social media. “Like” us on Facebook at Fort Wayne Maker Faire.

## COMPLIMENTARY TICKETS AND BUYING EXTRA TICKETS

As appreciation for your efforts, each Maker Exhibit will receive up to four complimentary two-day tickets at Maker check-in for the people manning your booth. You will be able to place these tickets at Will Call if necessary.

Additional tickets can be purchased at [www.MakerFaireFortWayne.com/Attend](http://www.MakerFaireFortWayne.com/Attend).

## TICKET PRICES

	<i>In advance on Eventbrite:</i>	<i>At the door:</i>
<i>Kids (0-5)</i>	<i>Free</i>	<i>Free</i>
<i>Ages 6-14</i>	<i>\$5</i>	<i>\$7</i>
<i>Ages 15+</i>	<i>\$8</i>	<i>\$10</i>
<i>Family (2 Adults &amp; 2 Youth)</i>	<i>\$24</i>	<i>\$30</i>

Credit cards (MasterCard/Visa/Discover) and cash accepted for ticket purchases at event gate.

## BE A VOLUNTEER

We welcome volunteer participation at the 5th Annual Fort Wayne Regional Maker Faire®. Volunteers make a valuable contribution to our success!

Tell your friends and fellow Makers free tickets and a T-shirt are available for those who volunteer a minimum of 4 hours.

To register as a volunteer, visit [www.MakerFaireFortWayne.com/Volunteer](http://www.MakerFaireFortWayne.com/Volunteer).

## TIPS FOR OUT-OF-TOWNERS

**What to Pack:** The average climate in the Northeast Indiana area this time of year is a high of 80° F. Please wear comfortable shoes. Saturday and Sunday, we are open to the public 10:00 am. - 6:00 p.m. You may also want to bring rain gear, just in case!

## RULES AND REGULATIONS

Maker Faire is a family-friendly event, please watch your language, especially during public hours. In accordance with Indiana state laws, alcoholic beverages may not be carried onto the premises from outside sources and must remain within the gated parameters of the property. As guests at Headwaters Park, we must abide by all policies of Headwaters Park. These are designated primarily to ensure public safety, and we thank you for your cooperation in complying with these rules and regulations.

**Facility Regulations** - In accordance with policies imposed by Headwaters Park for the safety and preservation of their facility, the following regulations must be adhered to:

- o No drilling of holes, attaching to, taping 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 Headwaters Park for the property so damaged.
- o Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, floor, or painted surface in any area inside or on the premise without advance permission.
- o Please do not insert stakes in the ground without specific permission, as it could be costly and dangerous. There may be wire, electrical or lawn sprinklers underground that will be damaged.
- o Management reserves right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operations, safety, or any other reason.
- o No food or beverage may be offered or displayed for sale as part of exhibit, demonstration, presentation, or workshop without approval. Food Makers need to comply with all Health Code Regulations and cannot serve samples unless arrangements have been made for permission to do so.
- o No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.

- o 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>
- o Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- o Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all laws of the United States, the State of Indiana, as well as ordinances of the City of Fort Wayne and all rules and regulations of the Police and Fire Departments of the City of Fort Wayne and the County of Allen. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all Headwaters Park property, parking lot, entrance ways, ticket booth areas, and other areas used by Maker Faire or its employees, contractors, agents, volunteers, or guests.

## EVENT SAFETY

To help us produce a fun and safe environment for makers and attendees, the Maker Faire Production Team will monitor our safety program throughout the event. All individuals who would like to participate in any interactive activity will be asked to read and sign a waiver. ***If your exhibit has an activity, please make certain each attendee is wearing a safety wristband prior to joining the activity.*** Please direct attendees to nearest safety waiver station or information booth to obtain a wristband.

## EVENT FIRE AND SAFETY

**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 [maker@tekventure.org](mailto:maker@tekventure.org). The items shown below may only be used in the outdoor exhibit area if approved.

- 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 (form found at [www.makerfairefortwayne.com/Makers](http://www.makerfairefortwayne.com/Makers)) need to be submitted to [maker@tekventure.org](mailto:maker@tekventure.org). The Fort Wayne 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.

- o **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.
- o **Electrical Devices:** All electrical devices with three-wire supply cords shall utilize "UL" ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction and have the ground prong in place. All power cords must be kept behind the display with nothing placed on top of any cords.
- o **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.
- o **Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down facility drains. All building materials, supplies, etc. must be taken away after teardown. Facility will not accept dumped building materials or electronic waste.
- o **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 facility and cannot be stored behind back drapes



or display wall. The Faire Production Team will ensure adequate janitorial and rubbish pickup service (outside of your booth) is performed daily.

- o **Propane, Helium or other hazardous gases** will not be permitted without prior review and approval.
- o **Display Vehicles/Motorized Display Items:** Vehicles/items must be inspected and approved before entering exhibit area. Once located in exhibit space, negative battery terminal must be disconnected, and fuel tank cap must be taped or locked.
- o **Child Safety:** Maker Faire is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for children attending event. For safety purposes, we request children under the age of 15 not be on the Maker Faire Fort Wayne floor during set-up or teardown hours. During the event, 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.
- o **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. Those 21+ will be required to have a wristband in order to purchase alcoholic beverages.
- o **Emergency:** In the event of a medical emergency, please notify staff (wearing STAFF shirt or badge) or on-site police officers and they will notify the City of Fort Wayne police and fire dispatch. If someone dials 911 from a cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please report all incidents to the Show Office.
- o **First Aid Facilities:** Report to Show Office or contact staff (wearing STAFF shirt or badge) or on-site police officers for first aid.
- o **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 Maker Media Inc., TekVenture Incorporated, and Headwaters Park 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:

- o Do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
- o Avoid leaving any small items of significant value in your booth overnight.
- o If possible, cover your display with a flameproof drop cloth.
- o Run wire or cable through as many items as possible and lock at night.
- o A solidly constructed, lockable trunk provides security and storage for small articles.
- o 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.
- o Lock valuables in the trunk of your car, where they are not visible.
- o If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

Maker Media, Inc., TekVenture, Incorporated, and Headwaters Park 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.

## MAKER PARTICIPATION AGREEMENT DETAILS

Please confirm your attendance by completing the Maker Participation Agreement (page 11 of this document) and emailing it to [maker@tekventure.org](mailto:maker@tekventure.org). You will not be allowed to participate until we receive a signed Agreement.

## MAKER FAIRE® EVENT SPECIFICS

### About the Venue

Headwaters Park East – Lincoln Pavilion  
333 South Clinton Street  
Fort Wayne, IN 46802

**Use Barr St. entrance off Superior St. for Maker load-in. Vehicles will not be allowed within gated area after 8 p.m., Friday, August 7 unless absolutely necessary.**

### Maker Faire Show Hours

Saturday, August 8	10:00 a.m. – 6:00 p.m.
Sunday, August 9	10:00 a.m. – 6:00 p.m.

### Day of Faire Set-Up Hours

Maker Faire starts promptly at 10:00 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. Note: Please see Load-In details for advanced set-up dates and hours.

On Friday, vehicles will **not** be allowed to drive onto the grounds (beyond the parking lot) after 7:30 p.m. All vehicles (that are not part of an exhibit) **must be off the grounds by 8:00 p.m. Friday.**

### Entrance Gate and Parking

Parking is free during set-up days and throughout the event. Please note, Barr Street entrance off Superior Street is the only entrance for Maker Load-in beginning Thursday, August 6 and Friday, August 7th.

**Public Parking:** During Maker Faire (Saturday & Sunday only), public parking is free.

**Maker parking is free but limited to public lots south of Superior Street in order to reserve spots in the main lot for our paying guests.** Additional Maker vehicles will be directed to appropriate parking areas.

### Maker Check-In

At Check-In, please identify yourself as a **MAKER**. If you have paid a fee, you are a **COMMERCIAL MAKER** or **VENDOR**. Commercial Makers must pay \$100 in advance of exhibiting. Vendors must pay \$250 in advance of exhibiting. If you are a Maker, Commercial Maker, or Vendor, you are not a Sponsor or Exhibitor.

**Information Desk Hours-located at Show Office (at east side of the venue or Show Gate to the west):**

Friday, August 7	10:00 a.m. – 8:00 p.m.
Saturday, August 8	8:00 a.m. – 6:00 p.m.
Sunday, August 9	9:00 a.m. – 6:00 p.m.

**Identification:** You will be given lanyards for each exhibit for in/out access all weekend. All exhibitors are to check in at the check-in desk located in the Show Office at the east end of the park. If gates are closed, please check in at Event Gate at the west end of the park.

## Bike Valet Service

Secure Bicycle Parking is available via City of Fort Wayne Trails Department. Please provide your own lock.

Bike Valet Hours:	Saturday, August 8	10:00 a.m. – 6:00 p.m.
	Sunday, August 9	10:00 a.m. – 6:00 p.m.

## During the Event

**Breaks:** Each maker exhibit should be staffed at all times by you or a colleague. If you do not have an assistant and you need a short break, please notify the Maker Check-in Desk and we will do our best to assist you in finding someone to watch your exhibit. If you need to be away from your exhibit for an extended period of time, please inform the Maker Check-in Desk located at the east end of the park.

**Electrical:** Please make note of your power usage to insure you have what you need and you will not create a problem for your fellow makers by tripping a 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. As a quick reference, you can convert Watts to Amps by dividing the Watts by Volts (typically 110). Example, a 500 watt bulb requires a 4.5 amp circuit. Please notify [maker@tekventure.org](mailto:maker@tekventure.org) if the power you indicated on your application increases or decreases. **Please be sure to bring an extension cord should you need power as these will not be made available.**

**Refreshments:** Local food will be available for purchase. Vendors, Promoters, Makers, or others are not permitted to sell or give away food or beverage items unless pre-approved. Food Vendors have the exclusive right to provide all food and beverages, including the sale of alcohol. Only approved Food Makers can offer 2oz samples.

**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. Pets are not permitted on the grounds of Headwaters Park.

**Volunteers:** We encourage you to spread the word about volunteering at Maker Faire! We hope to have volunteers available to assist you as needed. Interested parties can volunteer by registering at [www.MakerFaireFortWayne.com/volunteer](http://www.MakerFaireFortWayne.com/volunteer).

**Janitorial Services:** The cleaning crew will complete a clean sweep of the aisles after 7:00 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:** 24-hour roaming perimeter security will be in place Friday, 8:00 p.m. thru Sunday, 8:00 p.m., at the Headwaters Park property and parking lot exhibit area. However, **if it is valuable, take it with you!**

## Wrapping Up

**Tear-Down:** Tear-Down begins **after 6:00 p.m. on Sunday. All exhibits must be open to the public until that time.** All vehicles (that are not part of an exhibit) **must be off the grounds by 8:00 p.m. Friday evening.** Unless pre-approved, all vehicles and exhibits must be removed by 8:00 p.m. Sunday night. For exhibits that need to be removed on Monday, please come by the Maker Check-In to arrange for pickup. With pre-approved Monday pick-up is between the hours of 10:00 a.m. and 1:00 p.m.

**Load-Out:** Vehicles will not be allowed to line up at the gates until 6:30 p.m. on Sunday. Makers' vehicles may enter the grounds at the east gates as soon as the public is clear from the grounds. If your exhibit requires more set/strike time, storage, or must be shipped out, please advise us for alternate arrangements at [maker@tekventure.org](mailto:maker@tekventure.org). We thank you in advance for clearing your exhibit area completely and leaving it as you found it.

***We very much appreciate you taking the time to read this manual and hope your participation in the Fort Wayne Regional Maker Faire® is a wonderful experience!***

# MAKER PARTICIPATION AGREEMENT

Maker Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Maker #: \_\_\_\_\_ Exhibit Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ URL: \_\_\_\_\_

**FWRMF:**                      **Saturday, August 8, 2015**                      **10:00 AM ~ 6:00 PM**  
   **Sunday, August 9, 2015**                      **10:00 AM ~ 6:00 PM**

**SET UP:**                      **Friday, August 7, 2015**                      **10:00 AM ~ 8:00 PM**  
**LOAD OUT:**                      **Sunday, August 9, 2015**                      **6:00 PM ~ 8:00 PM**

Maker Media, Inc. and TekVenture Incorporated agree to the participation of the person or organization identified above ("Maker") in Fort Wayne Regional Maker Faire 2015 ("FWRMF"), and the Maker agrees to participate, in accordance with terms of this Agreement. In this Agreement, "we" or "us" means Maker Media, Inc. or TekVenture Incorporated 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 FWRMF.

**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 FWRMF. 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 FWRMF. We may terminate this Agreement and/or your participation in FWRMF 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 FWRMF. You waive any claim or potential claim against us if FWRMF 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, or the City of Fort Wayne (collectively, the "Event Providers") will be liable for lost profits or other indirect, incidental, consequential, or exemplary damages in connection with FWRMF 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 FWRMF, 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 FWRMF-related materials, insufficient participation, accident, or any other reason in connection with FWRMF or related activities (such as staging), except to the extent directly attributable to our willful misconduct or gross negligence subject to legal limitations on the liability of the City of Fort Wayne. You agree to indemnify, and hold harmless the Event Provider's 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 Indiana law. Any action to enforce this Agreement must be brought in the federal or state court located in Allen County, Indiana, 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 FWRMF and related promotional or documentary materials. Your rights are waived to any images and/or recordings you may appear in while at FWRMF and any/all related promotional or documentary materials.

You acknowledge that FWRMF, 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 FWRMF, 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 FWRMF, 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 a minor under 18 years of age, that you are fully authorized to execute this Agreement on behalf of the minor, and iii) 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 \_\_\_\_\_

Name Printed \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

**IMPORTANT: PLEASE SIGN AND EMAIL TO: [maker@tekventure.org](mailto:maker@tekventure.org)**

**All Maker participants are required to sign this Agreement prior to exhibiting at the Faire.**