



Maker Faire Lake County

Presented by CLC Engineering Department

College of Lake County

Saturday, April 13, 10 am - 2 pm

<https://lakecounty.makerfaire.com/>

Maker Manual

The Maker Manual is designed to help you navigate the logistics of Maker Faire Lake County and most importantly, to help make your involvement in Maker Faire a positive, memorable event. Together we can make Maker Faire a truly unique, educational, safe, and extraordinary experience for all by adhering to the rules and regulations outlined in this manual.

You will receive a confirmation of the exhibit details you provided and a link to the Participation Agreement that will need to be signed by each person helping you with your booth, workshop, talk, or activity.

Acceptance of the Participation Agreement confirms that you have read the manual, acknowledges that you agree to our terms and those of the venue, including College of Lake County (CLC) policies, and plan to exhibit at the Faire.

Maker Faire Lake County is independently organized and operated by College of Lake County, under license from Make Community.

CONTACT INFORMATION - Maker Faire Team

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Maker Checklist

- ✓ Read the Maker Manual to help plan your exhibit setup and learn what to expect. Take a few moments to review [driving directions and parking information](#) and the CLC campus map to orient yourself to the event venue. Plan on parking in lot 8.
- ✓ Add links on your website and email signature to tell your friends and family that you will be at Maker Faire. Spread the word through social media too!
- ✓ **Plan the “look and feel” of your table or area at Maker Faire Lake County**
- ✓ Start a checklist of everything - and everyone - you need to bring to the Faire.
- ✓ How will you load in? Who will help you set up? Please come prepared with all that you require.
- ✓ Think about the best way to demonstrate or showcase your project and bring a tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.
- ✓ Determine who will help you with your exhibit on show days. Consider asking a friend or relative to assist you at your booth so you can take breaks and get a chance to walk around. All helpers must sign the Participation Agreement.

Please note:

- You will be provided with one (1) table and two (2) chairs, unless you have made other arrangements. You will receive confirmation in an email.
- If you requested power, please bring an extension cord, and label it!
- An 11x17 inch exhibitor sign will be provided so you can identify your booth

MAKER AND EXHIBITOR OVERVIEW

Maker Faire is not a trade show or conference — it is a fun, interactive maze of demonstrations, exhibits, workshops, and displays. We have tried to keep it environmentally friendly and simple in design. Imagine the historical state fairs where everyone arrives with their wares and sets up their exhibit.

Booth spaces are 10x10 areas unless you have indicated that you need a larger area. Again, tables and chairs will be provided; standard power is provided if indicated in the email - bring an extension cord.

SHOWTIME!

Maker Faire visitor hours are:

Saturday, April 13th - Showtime **10 am – 2 pm**

*Please have your booth setup **no later than 9:30 am**. Allow for time needed to park, walk, etc.*

LOAD IN and WORK SCHEDULE

Friday, April 12th from 4pm to 6 pm

If you need more than an hour to setup your booth, I would recommend dropping off supplies and starting your installation on Friday. Email clc.makerfaire@clcollinois.edu if you plan on coming to campus on Friday to coordinate access to the PE Center (Building F).

Saturday, April 13th from 8am to 9:30am

The PE Center will open at 8am for Makers to load in their supplies and setup their booth. Check in at the registration table in room 706 (just to the right after the lobby) prior to 9:30am. If you need assistance carrying items in, we can assign a college student to aid your team.

Please bring your own cart/dolly (non-marking rubber tires ONLY) for easy load-in. CLC will have limited carts and steel or metal wheels will be prohibited.

Vehicles can temporarily park in front of the PE Center for loading and unloading prior to 9am. After that time, you should park your vehicles in lot 8.

EXHIBIT AND SETUP DETAILS

Your Call for Makers application information has been used to determine your booth placement. If anything has changed with your logistical requirements, or you would like to adjust a description or bio please submit your change in an email to clc.makefaire@clcillinois.edu

Booths: When you arrive, review the space provided. If you need to rearrange your tables and chairs, or need an additional chair(s), coordinate your changes with a volunteer (look for the red shirts). We trust that you will supply any equipment or supplies you need to make your project functional.

Exhibitor Information for Visitors: We will provide an 11"x17" sign for your exhibit area that matches your exhibitor title on our website.

Internet Connectivity: Public WiFi is available.

Electrical: Standard power is available as noted in the confirmation email. Please bring your own surge protector and/or power strips for power distribution at your exhibit. In some cases we will have one outlet for 4-6 makers.

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. If you did not indicate radio frequency issues on your application form and plan to use radio frequencies (wireless microphones included) please contact clc.makefaire@clcillinois.edu

Amplified Sound: We need to know if you plan to use amplified sound that is louder than a normal conversation. If you did not indicate how you will use amplified sound on your application form and plan to use any kind of sound that is louder than a normal conversation please contact clc.makefaire@clcillinois.edu

MAKER CHECK IN

When you arrive to load-in please proceed to the lobby inside the front doors. Just to the right is room 706 which will serve as our maker green room. You will receive your assigned booth location and a volunteer, if needed. Assistants must sign Maker Participation Agreement in advance or at the event to gain entry. Badges on lanyards will be provided for yourself and your team members.

DURING THE EVENT

Crew Members: Maker Faire staff and volunteers will be available at check-in and throughout the event to answer any questions and provide other assistance. Look for the red shirts.

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 check-in desk. We will do our best to assist you in finding a Maker Faire volunteer to watch your exhibit. We will have a green room (706) for Makers to use during breaks and the concession stand will be open. There are also a couple of restaurants (Somethings Brewing, Jimmy Johns and Thai) on the other side of Washington St.

Electrical: During the event, if you have problems with your power, please report them immediately to the check in desk.

Pets: For the safety and well-being of our four-legged friends, pets of any kind will not be permitted at Maker Faire.

Security: Maker Faire Lake County will work with CLC Campus Police to provide security on Friday and Saturday. No security is foolproof. Do not leave valuables unattended. Maker Faire Lake County assumes no responsibility for lost or stolen property. If it is valuable, take it with you!

Emergency: In the event of a medical emergency, notify a Maker Faire crew member at the check in desk or security personnel. If someone dials 911 from their cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please report all incidents, altercations, injuries, etc. – no matter how small – to a Maker Faire crew member.

Evacuation: Should the need to evacuate arise, follow these instructions: Immediately stop any demonstrations or presentations. Do not try to dismantle your exhibit. Even if you cannot see any obvious reason for the alarm calmly make your way to the nearest exit, encouraging others to follow you outside. Once outside, move away from the building and keep emergency access routes clear. When authorities deem it safe to reenter the buildings/ facility, makers will be granted access prior to members of the public.

WEATHER

Maker Faire Lake County is a rain or shine event!

AT THE CONCLUSION OF THE FAIRE

Tear down: Tear down begins **AFTER 2 pm** on Saturday. All exhibits should be intact and open to the public until that time. Exhibits must be removed by **3 pm**.

If any tables, chairs, or other equipment are damaged, please report it to a Maker Faire crew member.

Disposal: General trash receptacles will be available. If you require extra trash bins at your exhibit, please let us know when you load in. Please clear your exhibit area completely when you leave so that it is in the same state it was when you found it during load-in.

MAKER FAIRE RULES AND SAFETY

Exit and Aisles: Aisles must be kept clear of all displays and equipment. Areas around entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire-hose cabinets shall remain visible and accessible at all times. If you notice that visitors to your area are obstructing an aisle or an entrance, please request that they move to a better location.

Electrical Devices: All electrical devices with three-wire supply cords shall utilize "UL" certified ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction and rated for the load they will carry. All power cords must be kept behind the display with nothing placed on top of any cords.

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. Propane and Helium will not be permitted without prior review and approval.

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 Faire Lake County assumes no responsibility for any losses due to fire, theft, accident, or other causes. Your insurance agent should be able to assist you with obtaining appropriate coverage for this event.

Precautions: The potential for loss and/or damage 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.
- ✓ Do not leave small items of significant value in your booth overnight.
- ✓ Run wire or cable through as many items as possible and lock at night.
- ✓ A solidly constructed, lockable trunk can be used to provide security and storage for small articles.
- ✓ Report any suspicious person or theft in the building or on the grounds immediately to the Maker Faire Production Team, 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.
- ✓ If you are demonstrating a valuable piece of equipment, please do not leave it unattended

We very much appreciate your attention to the information in this manual and your compliance with the health policies, guidelines and deadlines outlined. We are grateful for your participation in this inspiring and educational event, and hope your time at Maker Faire Lake County is a wonderful experience.