



Rocklin Mini Maker Faire
 At Sierra College
 5100 Sierra College Blvd. Rocklin, California
 October 12, 2019: 9 a.m. – 4 p.m.
Rocklin.MakerFaire.com

Maker Manual

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

Please review the Maker Manuals as it contains valuable information regarding set up, day of, and more!

➤ CONTACT INFORMATION –

Monica Nitz | Event Coordinator | Maker.Faire@rocklin.ca.us

Maker Checklist

- Read the Maker Manual to help plan your exhibit set up and learn what to expect at Maker Faire.
- Add Web banners to your website and email signature to tell your friends and family that you will be at Maker Faire. Thanks for helping spread the word!
- Design the “look and feel” of your table or area at Maker Faire. Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area – e.g. tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.
- Think about how to keep your exhibit safe. If your exhibit has any fire or safety issues, please provide the Production Team with a Fire Safety or General Safety Plan.
- Decide if you will need any additional signage (other than the Maker poster provided) 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 Maker Faire. Think about who will help you set up and how to pack for easy load in. Please come to Maker Faire prepared with all that you require for set up. Determine who will help you with your exhibit on show day.
- Plan to set up your exhibit on Friday (4-8pm) which is the best-case scenario! Additional set-up time will be Saturday morning (6am-8am)

Set Up, Present, & Clean Up!

- | | | |
|------------------------------|----------|-------------------|
| • Friday, October 11, 2019 | Set-Up | 4:00 pm – 8:00pm |
| • Saturday, October 12, 2019 | Set Up | 6:00 am – 8:00 am |
| | Showtime | 9:00 am – 4:00 pm |
| | Clean up | 4:00 pm – 6:00pm |

➤ MAKER AND EXHIBIT OVERVIEW

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

Exhibit Space: We have provided the space for the booth (standard is 10’x10’), the wifi, and the electricity(upon request). We ask that you bring all other items required for your exhibit such as table, chairs, E-Z ups, electrical cords such as power

strips, surge protectors ,etc. We will also provide a small poster for your exhibit that should be displayed where the public can view it easily. We encourage you to think about ways to design your exhibit and to make it interactive and fun.

Indoor Exhibit Area: 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 table top exhibits, 10'x10' areas unless you have stipulated that you need a larger area. *Table and chairs are provided for indoor exhibits.*

➤ ADDING MAKER FAIRE TO YOUR WEBSITE AND EMAIL SIGNATURES

Let the world know that you are an official maker and will be exhibiting at Rocklin Mini Maker Faire! Maker Faire web banners and badges placed on your website will help spread the word about the upcoming Rocklin Mini Maker Faire.

Go to rocklin.makerfaire.com/media-center for logos, banners, flyers, etc.

➤ SET-UP DETAILS

We will *not* provide tables and chairs unless you specifically noted. A separate email will be sent for confirmation. Please plan to bring anything else that you would like to have, such as EZ-ups, extension cords/power strips, blue masking tape, 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. Please feel free to make signs for your exhibit that help the attendees understand what you are making!

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

- » **Signage:** We will fabricate a poster for your exhibit area and a page on our website. Each 11"x17" poster includes an image and project description based on the project proposal you submitted to the Maker Faire website.
- » **Internet Connectivity:** Sierra College has an open wifi network that doesn't require a login or password. We ask that only those who desperately need it, use it. A hardwire connection will not be available.
- » **Electricity:** If you notified us of electrical requirements in your application, we will make certain you have power available at your exhibit area. **Please bring your own surge protectors and/or power strips for power distribution at your exhibit.** On-site power requests cannot be guaranteed.
- » **Water:** If your exhibit requires any form of water, please bring buckets and/or hoses to gather the water. We will have volunteers assist you in gathering the water.
- » **Waiver Forms:** All exhibits, including art cars, trebuchet, and all workshops(either on a stage or at your booth) will require participants to sign the waiver form. This is located at the Information Booths and they will receive a blue wristband. We will have volunteers located throughout the grounds collecting the waiver signatures. If someone wants to participate in your activity, you **MUST** confirm that they have signed the waiver form and are wearing their wristband. If they have not signed a waiver, please direct them to the nearest Information Booth

➤ LOAD-IN

Set Up, Present, & Clean Up!

Venue Sierra College - 5100 Sierra College Blvd. Rocklin, CA 95677 Website: www.sierracollege.edu

- | | | |
|------------------------------|----------|-----------------------|
| • Friday, October 11, 2019 | Set-Up | 4:00 p.m. – 8:00 p.m. |
| • Saturday, October 12, 2019 | Set Up | 6:00 a.m. – 8:00 a.m. |
| | Showtime | 9:00 a.m. – 4:00 p.m. |
| | Clean up | 4:00 p.m. – 6:00 p.m. |

You can drive on to the grounds and quickly unload near the door closest to your exhibit location or in front of your outdoor booth. You will have 15 minutes to unload. Please move your vehicle to the outer parking lot and return to set up your exhibit. This allows space for your neighboring makers to drive in and unload.

Makers who need to work longer hours than listed must make arrangements with the Production Team. Major construction must be completed on Friday, and all final touchups must be completed by 8:30 a.m. on Saturday, October 14.

During load-in time, please drive with caution when entering the campus and respect those giving directions. Please do not block any entrance or park in fire lanes. Remember to lock your vehicle. You will be given a temporary parking pass during load in. Fill it out and leave on your dashboard.

Vehicles That Are Exhibits: You will be placed in parking lot A1/Staff Parking closest to the Library and Theatre. You will not be allowed to bring your moving vehicle on campus during the event but are more than welcome to drive around the parking lot. Please be cautious of other Makers and Attendees.

Special Event on Friday Night for Makers!

Maker Mingle at the Amphitheatre Friday, October 11, 2019 | 6:00pm to 8:00pm
- *This gives us a place to interact and chat before the big day! Free food and music to enjoy.*

Area Coordinator

They are located at each Information Booth on campus. If you have questions about your space, requests, need assistance, need to chat with someone with a radio, head to your closest Info booth and your Area Coordinator will help!

Day of Set Up

Plan for enough time for set up. Maker Faire starts promptly at 9 a.m. on Saturday. **Please keep traffic in mind, check in process, loading & unloading** and plan to arrive with enough time to prep your exhibit once you arrive on-site. Vehicles (which are not exhibits) are not permitted on campus once Maker Faire begins. Day of set up is 6 a.m. to 8 a.m. Final touches of exhibits is between 8 a.m. and 8:50 a.m. Check in process can take up to 30 minutes. **Plan for enough time for set up.**

All vehicles **must be off the grounds by 8:00 a.m. Saturday.** Vehicles will not be allowed to drive onto the grounds (beyond the parking lot) **after 8:00 a.m. Saturday** morning.

Entrance & Parking

On the set-up days leading up to Maker Faire, parking is free.

- **Public Parking:** During Maker Faire (Saturday) parking will be free at Sierra College.
- **Maker Parking:** Any lot that is not blocked off for an exhibit or ADA is available for Maker Parking. We ask that you park further so attendees can get to the event faster.

Maker Check In

Maker Check-in will take place in the roundabout near the Bookstore. Please provide us your Maker ID number, found on your application email and your acceptance letter. We will provide a lanyard with credentials which will give you access to a free lunch provided, your maker poster, and help you locate your booth.

➤ DURING THE EVENT

Electrical: You **MUST** bring your own electrical cords and surge protectors. We do not have any.

Refreshment: We have found a food sponsor, Jersey Mike's sandwiches, to provide a lunch for each maker on Saturday. We will have staff deliver them to each booth. Food and beverage are allowed on campus. Alcohol is not permitted. Concession stands will be open during the show.

Pets: For the safety and well being of our four-legged friends (and more), please leave your pets at home. There are loud noises, many moveable parts, and large crowds, all of which do not create a safe environment for pets. Sierra College also does not allow pets on campus.

Janitorial Services: The cleaning crew will complete a clean sweep of the venue after 8:00 p.m. on Saturday night. Please consolidate garbage into larger bags when possible. Please note that the crew will not enter your exhibit area to clean on Friday night.

Security: Rocklin Mini Maker Faire Production will maintain 24-hour roaming security Friday and Saturday. If it is valuable, take it with you!

Emergency: In the event of a medical emergency or other emergency, notify a nearby Staff/Crew, security personnel, or anyone with a radio. If someone dials 911 from their cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please report all incidents to your Area Coordinator and Monica Nitz. Follow instructions from fire, EMT, security and/or police who respond to assist during an emergency.

➤ WEATHER

The average climate in Rocklin this time of year is 75-85° F. Wind is estimated at 15-20mph so please make sure to bring supplies to weigh down your Ez-up or any light weight objects.

➤ WRAPPING UP

Teardown: Teardown is 4 p.m.-6 p.m. Saturday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 6:00 p.m. on Saturday night. We appreciate your exhibit area being cleared completely.

Load-Out: Vehicles will not be allowed to line up at the gates until after 4:30 p.m. on Saturday or once the venue is clear of attendees.

The Agreement

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

Building Regulations - In accordance with restrictions imposed by Sierra College 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.
- Please do not insert stakes in the ground without specific permission, as it could be costly and dangerous. There may be wire underground that will be damaged.
- Management reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operations, materials, safety, or any other reason.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Compliance with Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons. A Guide to the Disability Rights Laws can be found at <http://www.usdoj.gov/crt/ada/cguide.pdf>
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all the laws of the United States, the State of California, as well as the ordinances of the City of Rocklin and all rules and regulations of the Police and Fire Departments of the City of Rocklin and the County of Placer. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the Placer County property, City of Rocklin property, and Sierra College property, including the parking lot, entrance ways, classrooms, cafeteria, museum, and other areas used by Rocklin Mini Maker Faire or its employees, contractors, agents, members, or guests.

➤ **MAKER FAIRE SAFETY SYSTEM:** To help us produce a fun and safe environment for makers and the many attendees, the members of our Production Team will assist in monitoring our safety program throughout Maker Faire. All individuals who would like to participate in any interactive activity at Rocklin Mini Maker Faire will be asked to read and sign a waiver. If your exhibit has an activity, please make certain that each attendee is wearing a blue safety wristband prior to joining the activity. Please direct attendees to the nearest information booth to obtain a wristband.

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

The City of Rocklin Fire Marshall reserves the right to make any final decision regarding the layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

- **Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire-hose cabinets shall remain visible and accessible at all times.

- **Electrical Devices:** All electrical devices with three-wire supply cords shall utilize “UL” ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction. All power cords must be kept behind the display with nothing placed on top of any cords.
- **Electrical/Fireproofing:** The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame-proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at anytime.
- **Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down the facility drains. All building materials, supplies, etc. must be taken away after teardown. The facility will not accept dumped building materials or electronic waste.
- **Combustibles Kept Outside:** Additional supplies and inventory must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must be removed from the campus and cannot be stored behind the back drapes or display wall.
- **Propane and Helium** will not be permitted without prior review and approval.
- **Motorized Display Items:** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items may be inspected and approved before entering the campus. 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:** Rocklin Mini Maker Faire is a family event. We appreciate your assistance in keeping Rocklin Mini Maker Faire a safe environment for the children attending the event. During Maker Faire, if your exhibit has hazardous materials or has elements of concern, please take the time to inform parents and children of safe practices for your exhibit.
- **Waiver and Wristband:** All individuals who would like to participate in any interactive activity at Maker Faire will be asked to read and sign a waiver. Blue wristbands will be issued by staff/volunteers, which will allow for interactive participation. Proper identification may be requested for verification.
- **Emergency:** In the event of a medical emergency, please notify your Area Coordinator, security personnel, or anyone with a Rocklin Mini Maker Faire CREW badge. 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 City of Rocklin Information booth.
- **Precautions:** The potential of theft and disappearance can be greatly reduced if a few simple precautions are taken:
 - ✓ Do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
 - ✓ Avoid leaving any small items of significant value in your booth overnight.
 - ✓ If possible, cover your display with a flameproof drop cloth.
 - ✓ Run wire or cable through as many items as possible and lock at night.
 - ✓ A solidly constructed, lockable trunk provides security and storage for small articles.
 - ✓ Report any suspicious person or theft in the building or on the grounds immediately to the City of Rocklin Information booth, and we will notify Security Officers and file an incident report, if applicable.
 - ✓ Lock valuables in the trunk of your car, where they are not visible.
 - ✓ Travel in pairs at night.
 - ✓ If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

The City of Rocklin and Sierra College 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.

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