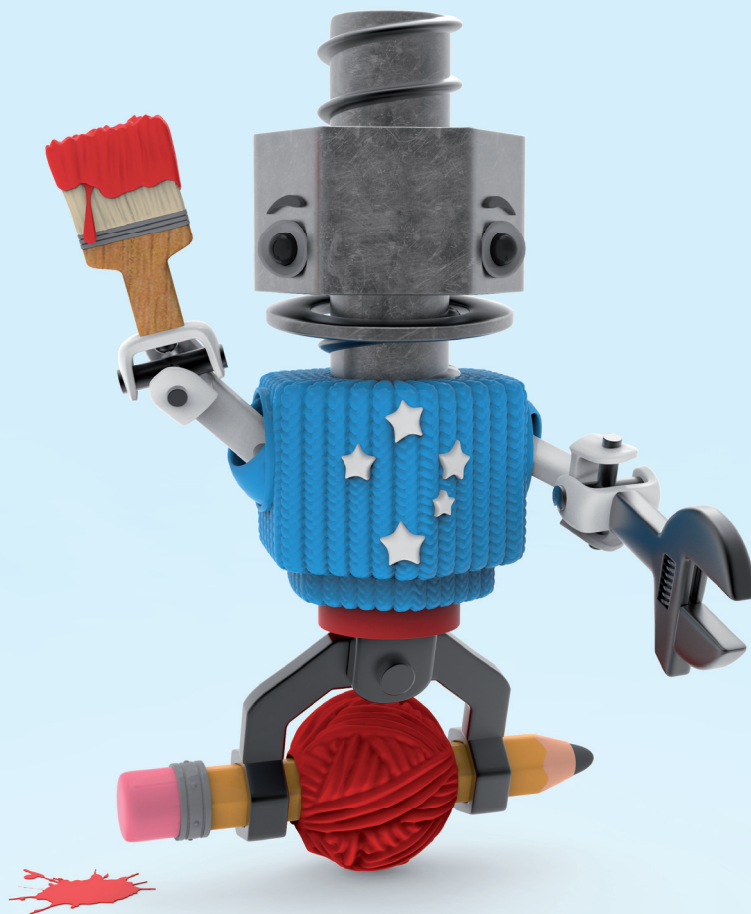


Maker Faire® Adelaide

Maker's Manual

6th November 2016



Welcome

Thank you for being part of Maker Faire Adelaide. This document sets out what you can expect from us and what we expect of you. This document applies to all exhibitors, makers, demonstrators and participants volunteering their skills, wares and services at the event.

Maker Faire Adelaide is independently organised and operated under license from Maker Media, Inc. by South Australian Makers Incorporated, a not for profit organisation that exists to provide opportunities for and to promote makers and making in South Australia. SA Makers Inc. is the organisation that will be providing you with public liability insurance protection during the event.

Tonsley is a project of Renewal SA, who provide an integrated approach to urban development on behalf of the Government of South Australia. Renewal SA help create innovative places where people want to live, work and play. The Master Plan for Tonsley's evolution establishes the site as a platform for economic growth. Tonsley will become a centre for innovation and productivity.

We hope you have a great day - if you have any problems please contact a member of the Organising Team in a red t-shirt. Contact details for the Organising Team will also be on the back of your Maker lanyard.



Need assistance?

Speak to one of the Organising Team in a red crew t-shirt.



Event Timeline

Saturday 5 November	12:00pm - 5:00pm 6:00pm	Event set up; bump in for large exhibits (by negotiation) Maker Faire Adelaide party at The Tonsley Hotel
Sunday 6 November	7:00am 9:30am 10:00am 11:00am 3:30pm 4:00pm 4:00pm 8:00pm	Site opens for bump in Site inspection Event opens to the public Speakers Program begins (Flinders Auditorium) Maker Faire Adelaide Awards Event ends Pack up/bump out begins Bump out ends - site closes
Monday 7 November	8:00am 11:00am	Final bump out begins Final bump out ends

Exhibitor Agreement

As a participant of Maker Faire Adelaide we will ask that you read and accept the Exhibitor's Agreement.

This agreement sets out what you can expect from Maker Faire Adelaide and what we expect from you. It is also an acknowledgement of your involvement in the event to ensure you are included in the Public Liability Insurance for the event.

Only one person from each exhibit needs to accept on behalf of anyone staffing the exhibit.

Where applicable, a copy of the agreement will be included with your exhibitor invoice. Payment of the invoice will signify your acceptance of this agreement. For all other exhibitors we will ask you to complete the agreement when you set up your exhibit and receive your Maker's Lanyards.

Information Booths

There will be two Information Booths located near the two entrances; one in the north eastern corner of the site near Flinders University and the other in the south western corner near TAFE SA.

Members of the public, makers and volunteers can report any issues there.

The Information Booths will have trained volunteers to assist with general enquiries and directions to the public and Makers.

Insurance

SA Makers Inc. shall not be held liable to you, directly or indirectly, for any loss or damage whatsoever suffered by you in delivering your exhibit unless such loss or damage is due to a negligent act or omission by SA Makers Inc. SA Makers Inc. shall hold Public Liability insurance to the sum of twenty million dollars (AUD \$20,000,000).

We advise you should insure against liability for personal injury (Personal Indemnity insurance) arising out of, or as consequences of, any act or omission, negligent or otherwise, by you fulfilling this agreement.



Maker Checklist

Before the Event:

- Read this Maker Manual to help plan your exhibit setup and learn what to expect at Maker Faire Adelaide.
- Help us spread the word about the day, and share posts from the Maker Faire Adelaide Facebook Page and Twitter using #mfadl and #makerfaire
- Design the look and feel of your table or areas, create the best way to demonstrate or showcase your project. You are welcome to decorate your area with items such as tablecloth, signage or balloons.
- Don't forget information about your work, how you made it, how it works and to promote yourself and your work bring fliers or business cards.
- Think about how to keep your exhibit safe. If your exhibit has any safety issues please email us at info@samakers.org
- Join us at the Maker Muster at The Tonsley Hotel at 6:00pm.

On the Day:

- Please bring your map of the site with you so you know where your stand and everything else is located.
- Please collect your Maker Faire lanyard from the Information Booth and wear at all times when on site.
- Please bring a friend, many hands make light work.
- Bring your equipment already tested and tagged (if possible).
- Don't forget extension cord, power cords and chargers for your electronic devices (tested and tagged).
- Bring signage, business cards, promotional materials, spare fixings and whatever you need for packing and cleaning up.
- Make sure you bring a camera to capture great moments of the day.

Exhibit and Set Up Details

- A standard exhibit set up is one table and two chairs, unless otherwise requested on your application.
- Please do not take tables or chairs from other exhibits.
- The Organising Team reserves the right to restrict exhibits, displays, demonstrations, presentations or workshops that become objectionable because of noise, method of operations, materials, safety or for any other reason.
- No exits, firefighting equipment or emergency equipment may be blocked or obstructed under any circumstances.
- Power cords must not obstruct walk ways or emergency exits and must be taped down to prevent tripping (the Organising Team will have tape available).
- The event is a 100% accessible event, do not create any obstructions that would make it impossible for wheelchair users to view your display, participate in your activity or navigate around the event.
- The event is a smoke and alcohol free event. Smoking is permitted outside of the MAB (Main Assembly Building).
- Please do not bring alcohol on to the site.
- Please bring everything you need for the day, such as extension cords and supplies to display your work/project.
- The Organising Team will not be able to help you set up your display, so please bring some friends if you will need assistance.
- No drilling, attaching to, or painting of the floor or wooden fencing will be allowed.
- You may cable tie, blu tack or tape items to the fencing (please do not use tape that will remove or damage any art work on the fencing).
- If damage occurs, the maker is solely responsible.



Set Up/Bump In - Saturday 5 November

- Bump in for all exhibitors will be from 12:00pm to 5:00pm.
- This opportunity is primarily for those who need to bring in large equipment or displays.
- Please enter the Tonsley precinct using the South Road entrance.
- There will be an unloading zone on the Eastern Promenade.
- Upon arrival, please make yourself known to one of the Organising Team.
- You can drop off your items, a volunteer will guard them. Please then park your car in the main car park to keep the loading area clear for other exhibitors.
- Exhibitors that require vehicular access to the exhibition area should identify themselves to the Organising Team at the Information Booth for further assistance. Please don't attempt to drive into the exhibition area without prior approval and supervision.
- Makers with hand-luggage only are encouraged to bump in from 7:00am on 6th November (see below).
- Please bring your site map with you to assist in finding your site.
- Please make note of the loading area restrictions.
- Please note, whilst there are a number of security patrols throughout the night, we are unable to guarantee the security of the site so **all items are left at your own risk**.

On the Day - Sunday 6 November

- You may set up your exhibit from 7:00 am.
- Please enter the Tonsley precinct using the South Road entrance and follow event team directions to the loading area on the Eastern Promenade.
- Check in at the information booth in front of the Flinders University building to collect your Makers lanyards and to confirm the location of your pitch.
- Proceed to unload your vehicle in the loading zone and then please move your car promptly to the parking area to free up the space for others. Your items can be monitored by a team member while you park your car.
- Exhibitors that require vehicular access to the exhibition area should identify themselves to the Organising Team at the Information Booth for further assistance. Please don't attempt to drive into the MAB without prior approval and supervision.
- There will be no vehicle access to the site between 9:00am and 4:00pm.
- Ideally bring a friend with you for the day to look after your stand when you need to take a break. If this is not possible please request a volunteer to mind your stall when you take a break.
- All exhibitors are expected to remain on site for the full opening hours from 10:00am to 4:00pm.
- Your exhibit must be ready by 9:30am as there will be an inspection of the site by SafeWorkSA before the event is opened to the public at 10:00am.

Pack Up/Bump Out - Sunday 6 November

- Bump out for all exhibitors will begin at 4:00pm and must be completed by 8:00pm.
- We appreciate that everyone may be tired and eager to get away promptly therefore please follow the directions and guidance of the Organising Team who will endeavour to manage this process as quickly and efficiently as possible.
- It is your responsibility to clean up after yourself and your site.
- Please bring everything you need to clean up your site so you can leave it as you will find it. (This is when your friend will come in handy :))
- Large items may only be left onsite with prior approval.
- There will be a loading area on the Eastern Promenade. Please bring your items to the loading area before fetching your vehicle. A team member can be available to monitor your gear while you retrieve your vehicle.



Bump Out - Monday 7 November

- Bump out for any large items will be from 8:00am and must be completed by 11:00am.
- Vehicles will only be able to access the main exhibition area by prior arrangement.

Safety Information

- The Organising Team will determine the site location for all exhibitors.
- A 6 meter clearway is mandatory in front of the Flinders University and TAFE SA buildings during the event for adequate emergency access and no equipment or structures should cause an obstruction.

Electrical Testing and Tagging

- All vendors are required to provide their own extension cords.
- All electrical appliances to be used at Maker Faire Adelaide (including hired equipment) must have current tag and tested certification.
- Testing and tagging is being made available for the fee of \$1 per item on Saturday 5th November from 3:00pm to 5:00pm and on Sunday 6th November from 8:00am to 9.30am
- Please ensure all equipment is tested and tagged prior to the event opening to the public at 10:00am. This is an Occupational Health and Safety requirement. If you do not comply you will be asked to unplug and not use any untagged equipment or cables.

First Aid

- St John Ambulance will be onsite and will be able to help you with any injuries you have. They will be located in the centre of the MAB to the rear of Funk Cafe.
- In the event of an accident or injury please contact the Organising Team as you may need to complete an Incident Report.

Security

- For the security of your goods, please do not bring computers and or other equipment until the day of the event as the space will be open to the public for other purposes.
- Do not leave valuables or any easily portable items unattended at any time on your exhibit.
- Although there will security on site, SA Makers Inc, Tonsley and Renewal SA will not be held responsible for any damages or loss while at the event.

Parking

- Please park your vehicle as directed by the Organising Team following drop off and setup of your exhibit and prior to opening to the public. You will not be able to keep your vehicle with your exhibit unless it specifically forms part of your display and that this has been agreed with the Organising Team prior to the event.

Wi-Fi Access

- Free Wi-Fi will be available on site on the day courtesy of our event sponsors SABRENet and AARNET.

Lost/Found Property

- All lost property must be taken to the Information Booth and a Lost Property Form will be completed.
- If you have lost something contact the Information Booth for a Lost Property Form. If the item is found you will be contacted.

Lost Children

- If a child seems lost, remain calm and reassure the child their parent or guardian will be found. Contact a member of the Organising Team and escort the child to the Information Booth.
- If an adult has lost a child, remain calm and reassure the parent/guardian their child will be found.
- Contact the Organising Team and escort the parent to an Information Booth.
- The Organising Team will contact all volunteers who will search for the child.
- If the child is not found immediately, SA Police will be contacted.
- SA Police advise it is 'better safe than sorry' regarding lost children and to call them immediately. If the child is recovered while they are on their way, all well and good.
- Volunteers will endeavour to not allow children to leave the site unaccompanied.

Awards Ceremony

- Award categories being presented on the day:
 - Most Sustainable
 - Smartest Use of Materials
 - Good Stuff Award
 - Best Backyard Science
 - Best Blend of Tech. and Creativity
 - Best on Ground (Volunteer)

Activity Waiver

- Some activities will need all participants or parent/carer of a child to sign an activity waiver, which reminds participants they do the activity at their own risk.
- Those activities that have been identified as needing to have an Activity Waiver will be provided with the appropriate form.

Children Participating in Activities

- **NO participation by a minor (under 18 years) will be permitted in any activity such as hands-on workshops, unless accompanied by an adult. An adult is to remain with the child during any activity.**



On Site Volunteers

- The Organising Team can be identified by the red shirts labelled 'Crew'.
- There are many volunteers helping out at the event.
- If you have a problem or question one of the volunteers will be able to help you.

Environmental Commitment

- As an Environmental Commitment, we ask you to please respect the site by taking all relevant rubbish home with you or disposing of it in bins provided.
- Your cooperation and support for waste minimisation and recycling is appreciated.
- Recycling facilities for members of the public will be provided and will consist of three waste streams - mixed recyclables (yellow lid bin), compostable (green lid bin) and residual waste (red lid bin). Bins will be set up in stations to allow for waste separation into the three waste streams and all bins will be clearly labelled with the type of waste they can receive.
- Failure to comply with the waste management requirements as outlined above may result in you being prevented from attending future SA Maker events.

Weather

- Whilst all exhibitors are situated under cover and protected from sun and rain, those located in the Main Assembly Building please note that it can get quite windy across the space so please come prepared both with warm clothing and also weights to anchor down any literature and lightweight exhibits on your display.

Emergency Procedures

- Please report all incidents to event managers Alison Kershaw (0417 046600) or David Byworth (0487 787243) who will manage the emergency.
- Please help us keep everyone safe. Any hazards you see that may cause injury or damage should be reported to a member of the Organising Team.

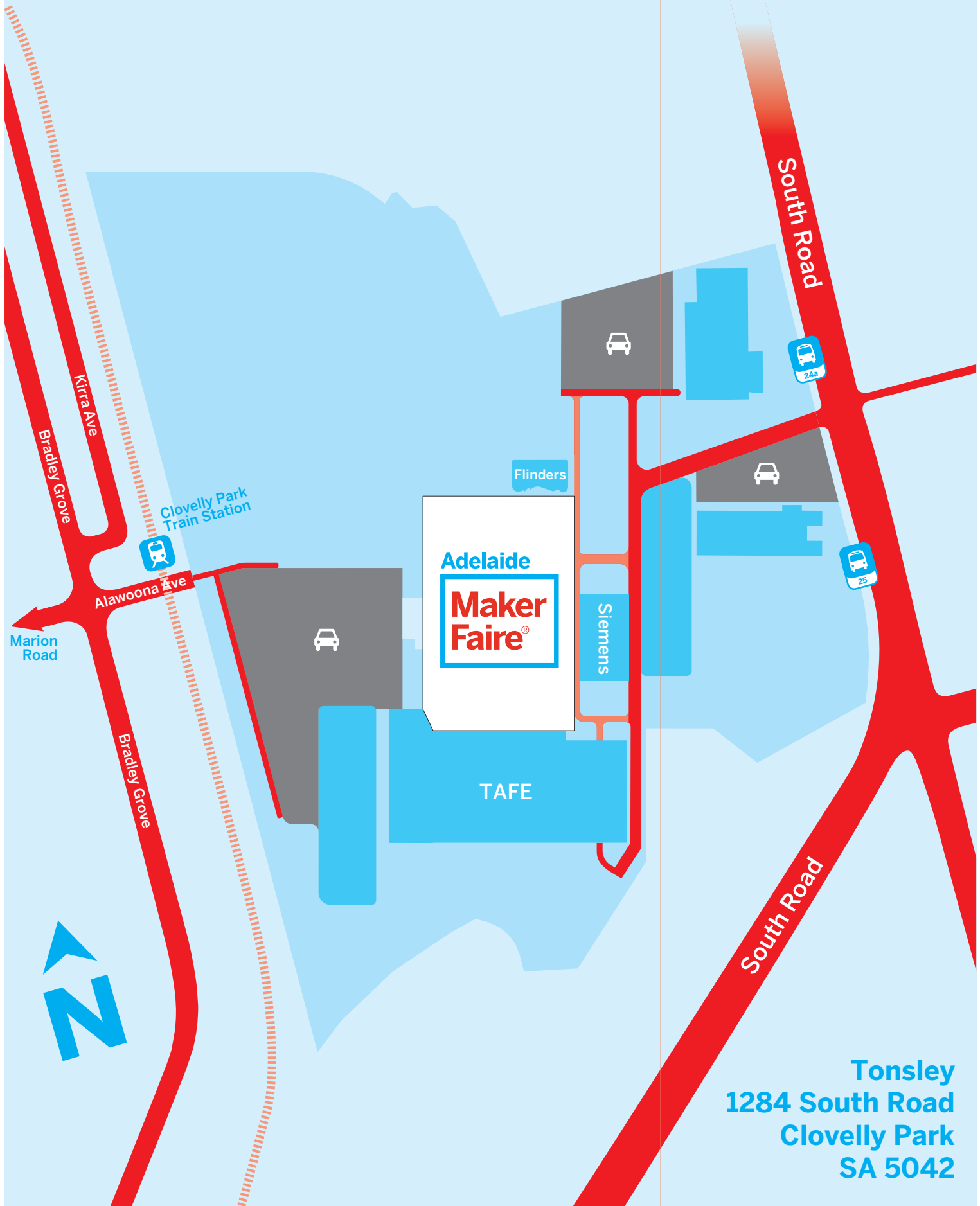
Adelaide

Maker Faire®

A family-friendly festival
of invention and creativity

Sunday November 6, 2016

Tonsley



Tonsley
1284 South Road
Clovelly Park
SA 5042