

# Cranberry Township Maker Faire®

## 2020 MAKER MANUAL

Cranberry Township Municipal Building

Cranberry Township, PA

April 18, 2020: 9:00 am – 3:00 pm

[www.cranberrytownship.makerfaire.com](http://www.cranberrytownship.makerfaire.com)

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## **Introduction**

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

Leading up to the show, you will receive periodic emails, which are designed to keep you informed of key dates and information. You will also receive a confirmation email outlining your exhibit details and a link to the Participation Agreement. Your acceptance of the Participation Agreement confirms that you have read the manual, confirms your participation, and acknowledges that you agree to our terms and plan to exhibit at Maker Faire!

Cranberry Township Maker Faire is independently organized and operated under license from Maker Media, Inc.

## **CONTACT INFORMATION**

*Contact the Cranberry Township Maker Faire Relations via the email address or the phone number listed in the header.*

## **KEY DATES AND TIMES**

### **Deadlines**

#### **April 11<sup>th</sup> -**

*ACCEPT the Maker Participation Agreement sent with your Confirmation Letter*

*Submit Safety Plan – General Safety or Fire Safety. This should have been submitted with the Maker Application, but if it was not, this is the absolute deadline. NO EXCEPTIONS.*

*Commercial Maker Fee due.*

### **Day of Show Schedule**

- Set Up*     7:00 am – 9:00 am
- Showtime*         9:00 am – 3:00 pm
- Tear Down*         3:00 pm – 4:00 pm

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## Preparing for Maker Faire

### **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. Imagine the historical state fairs 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!

#### **Types of Makers**

##### **Individual 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. Fee is \$10.00 due by April 11, 2020.

#### **Types of Exhibits**

##### **Outdoor Exhibit Area**

If you require an outdoor space, your exhibit space will be located around the Event Center and vary in size depending on your requirements. We have a variety of outdoor spaces: grassy areas and on pavement. All of these spaces will have access to power if you have advised us in advance that you need it. Some have shade, while some do not. If you have an outdoor exhibit, we recommend that you bring a small tent or umbrella if you are sensitive to the sun.

##### **Indoor Exhibit Area**

Most of the maker exhibits will be located in Cranberry Township Municipal Center. The spaces are subdivided into individual Maker Booths unless you have stipulated that you need a larger area and/or you will curate your

#### **Exhibit and Setup Details**

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

##### **Maker Booth**

Unless prior arrangements are made, the production team will supply 1 standard Maker Booth to each maker. A standard Maker Booth has an 8' x 4' footprint with a 6' x 2' table, 2 chairs and an 11" x 17" poster. The poster has a short bio, image, and project description based on the project proposal you submitted to the Maker Faire website. 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 trust 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 setup as long as it has been agreed upon in advance. Please feel free to make additional signs for your exhibit that help the attendees understand what you are making!

##### **Internet Connectivity**

Wireless service will be available in selected areas of the building. 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.

##### **Electrical**

If you provided details of your power requirements, we will do our best to 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. Any excessive power will require approval prior to the day of the faire..

Understanding your power usage is important. We need to insure that you have what you need and that it will not create a problem for your fellow makers by tripping the 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 (though electric dryers typically need 220volts).

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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. If the power you indicated on your application changes, please contact Maker Relations at the contact information in the header .

### **Tables and Chairs**

If you need a different configuration than the standard booth, please contact Maker Relations at the contact information in the header.

### **Safety Barricades**

If the nature of your exhibit requires safety barricades, assistance to make it safe, or if you have questions about safety, bring this to our attention by putting "Safety" in the subject line of an email sent to the email address in the header of this document.

### **Water**

If your exhibit requires any form of water and you have not notified us in your original application, bring this to our attention by putting "Water" in the subject line of an email sent to the email address in the header of this document.

### **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 maker entry form. If you did not indicate radio frequency issues on your entry form or if anything has changed, please bring this to our attention by putting "Radio Frequency" in the subject line of an email sent to the email address in the header of this document.

### **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 setup 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 deadline for the Fire Safety Plan is listed in the section labelled "deadlines".

Exhibit details have been compiled from your initial website entry. If anything has changed with your logistical requirements, or you would like to adjust a description or bio please submit your change by putting "Change" in the subject line of an email sent to the email address in the header of this document..

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### **Maker Checklist**

- Read the Maker Manual to help plan your exhibit setup 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. Head to our facebook page and thanks for helping spread the word!
- Design the “look and feel” of your table or area at Maker Faire. Determine the best way to demonstrate or showcase your project. List what props you need 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 verify that a Fire Safety and/or a General Safety Plan was submitted with your application. If not, one needs to be submitted as soon as possible. If you do not already have fire safety plan and need one, please contact Maker Relations for a template to work from.
- Plan to setup your exhibit by 8:30 a.m. the day of the faire so you can circulate and talk to the other makers before the doors open to the general public.
- Determine a schedule for you and your helpers. Plan for breaks so you and your helpers can visit the other makers and grab something to eat.
- If your exhibit is an indoor exhibit. Please verify that it will fit through a **standard size household door**. While our doors are slightly larger, this makes it very easy to be sure there will be no issues. If your exhibit will NOT fit through a household door, and you have not notified us in your original application, bring this to our attention by putting “Exhibit size” in the subject line of an email sent to the email address in the header of this document. We will work with you and our facilities staff to make sure your load-in and load-out experience is smooth and successful.

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## **Day of Maker Faire**

### **GETTING TO THE MAKER FAIRE**

#### **By Car**

The Maker Faire is being held at the Cranberry Township Municipal Building in Cranberry Township, PA. Traffic can be very heavy at times, so allow yourself plenty of time to get to the Municipal Building on time, although on a Saturday morning it should not be too bad.

#### **Parking Information**

Please plan on parking in the parking lot at the back of the municipal building. Once you have completed Load-in please be courteous to the other makers and the viewers coming to be awestruck by your exhibit by moving your car to the back area of the parking lot.

#### **Remember**

Drive with caution when entering and while in the parking lot. Respect those giving directions; do not block any entrance or park in fire lanes; remember to lock your vehicle; and make sure you give your cell phone number to the welcoming team in case we need to reach you.

#### **By Bike**

If you choose to come by bike, there are racks where you can lock your bike.



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## **MAKER CHECK IN**

### **How it Works**

Upon arrival at the Cranberry Township Municipal Center go to the admission desk at the back of the building and check in at the admission desk. A member of the welcoming team will direct you to your booth and will answer any questions you may have.

### **Location**

The admission table will be at the back entrance of the municipal building, the front parking lot is being used for the outdoor exhibits.

### **Desk Hours**

The admissions desk will be open for maker check-in from 7:00 a.m - 9:00 am

### **LOAD-IN**

Once you have checked in you should head to your booth.

### **Carts/Dollies**

We will provide carts/dollies at the Maker Service Center for moving equipment to your location. Please make certain to return the carts and dollies immediately after you are finished. You will be asked to leave an ID in exchange for a cart/dollies.

### **Drive in and Drop**

Unless your exhibit is an outside exhibit, you must carry your materials and equipment from the drop off point located at the doors nearest the check in desk to your exhibit location.

You may unload your vehicle at the drop off point, but once you have unloaded, park your vehicle in the parking lot of the municipal center.. A member of the production team will be there keeping watch until you return.

### **Vehicles That Are Exhibits**

If a vehicle is part of your exhibit (art car, energy demo, etc.) and will remain on the grounds for the duration of Maker Faire, please bring this to our attention by putting "Vehicle Exhibit" in the subject line of an email sent to the email address in the header of this document. This will enable us to coordinate the best presentation of your exhibit at the fair.

### **Complicated Exhibits**

Do you require additional setup time? Please contact the production team using the contact information in the header for any assistance you may need. Makers who need time outside the scheduled hours must make arrangements with the Maker Faire Production Team in advance..

## **DURING THE EVENT**

### **MakerFaire Team Members**

The Faire will have multiple team members circulating around the maker faire exhibits. If you need anything tell one of them and they will help you. The Fair team members can be identified by the ??????????

### **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 to leave your booth, please notify a Faire Team Member and let them know how long you will be gone. They will try to find a way to assist you.

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### **Electrical**

During the event, if you have problems with your power, please report them immediately to a Faire Team Member

### **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.

### **Janitorial Services**

The cleaning crew will complete a clean sweep of the aisles after event. Please consolidate garbage into larger bags when possible. We recycle. See the "Recycle" section below for details. Please note that the crew will not enter your exhibit area to clean before the end of the Faire.

### **Security**

The Municipal Center will be locked on Friday night and will not be unlocked until 7:00 on Saturday morning.

### **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 the necessary authorities deem it safe to reenter the building/facility, makers will be granted access prior to members of the public.

## **AFTER THE EVENT**

### **Teardown**

Teardown begins after 3:00 pm on Saturday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 4:00 pm on Saturday night. If you need more time than that, bring this to our attention by putting "Teardown" in the subject line of an email sent to the email address in the header of this document.

#### Load-Out

Vehicles will not be allowed to line up at the Load Out zone before 300 pm on Saturday..

### **Waste Disposal**

Recycling and general trash receptacles will be available. If you require extra trash bins at your exhibit, please let us know. We appreciate your exhibit area being cleared completely.

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## **General Information**

### **WEATHER**

In Cranberry Township the average low temperature is 37° and the average high temperature is 60°. On average there are more than 3 inches of rain during that month of April. The show will go on rain or shine. If you have an outdoor exhibit, plan for any weather condition.

### **RULES AND - REGULATIONS**

As guests at the Cranberry Township Municipal Building 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 Cranberry Township Board of Supervisors, 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 may be wire underground that will be damaged.
- Compliance with the 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 <http://www.usdoj.gov/crt/ada/cguide.pdf>
- 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.
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- 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.
- 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 Pennsylvania, as well as the ordinances of the City of Cranberry Township and all rules and regulations of the Police and Fire Departments of the City of Cranberry Township and the County of Butler. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the Cranberry Township Municipal Building property, including the parking lot, entrance ways, ticket booth areas, and other areas used by Cranberry Township Maker Faire or its employees, contractors, agents, members, or guests.

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## **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 Cranberry Township Maker Faire Production Team:

- 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 should be submitted to the Cranberry Township Maker Faire Production Team with the application. If for some reason the safety plan was not submitted with the application, it must be submitted by the date indicated in the deadline section of this manual.. The Butler County 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 building and cannot be stored behind the back drapes or display wall. The Cranberry Township Maker Faire Production Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed daily.

### **Propane and Helium**

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.

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### **Child Safety**

The Cranberry Township Maker Faire is a family event. We appreciate your assistance in keeping the Cranberry Township Maker Faire a safe environment for the children attending the event. For safety purposes, we request that unsupervised children under the age of 15 not be on the Cranberry Township Maker Faire floor during setup or teardown hours. 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.

### **Emergency**

In the event of a medical emergency, call 911 and notify a Faire Team Member or a member of the security team.

### **Safety and Security**

**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 the Cranberry Township Public Library 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:

- ✓ 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 Cranberry Township Maker Faire Organizers, 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.
- ✓ Ask your hotel for a safe deposit box to store your valuables.

Cranberry Township Public Library, and the Cranberry Township Municipal Building 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 your taking the time to read this manual.***

***We hope your participation in the Cranberry Township Maker Faire is a wonderful experience.***