



Tulsa Mini Maker Faire - 2017  
Central Park Hall at Expo Square  
Saturday, August 26, 2017  
10:00 am – 5:00 pm  
[www.tulsa.makerfaire.com](http://www.tulsa.makerfaire.com)

## ➤ MAKER MANUAL

The Maker manual is designed to help you navigate the logistics of the Tulsa Mini Maker Faire, and most importantly, to help make your involvement in Maker Faire a positive, memorable event. Together we can make the Tulsa Mini 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 are encouraged to follow the Tulsa Mini Maker Faire website and Facebook pages, which will keep you informed of key dates, information and updates. Your registration and acceptance of the participation agreement confirms that you have read this manual and acknowledges that you agree to all terms and conditions to exhibit at Maker Faire!

Website: <http://tulsa.makerfaire.com/>

Facebook: <https://www.facebook.com/Fab-Lab-Tulsa-133126170064643/>

## ➤ CONTACT INFORMATION

All questions should be directed via e-mail to [info@makerfaitertulsa.com](mailto:info@makerfaitertulsa.com).

## ➤ TYPES OF MAKERS

☐ **Maker:** Individuals (or group of makers) demonstrate what they make and/or how it works, in an interactive environment.

☐ **Commercial Maker:** Individuals and businesses 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.

**Tax Requirements:** Makers operating a commercial exhibit are required to submit their sales tax permit number at the time of registration. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the responsibility of the Maker. Expo Square is inside the Tulsa city limits and items purchased are subject to a city sales tax, currently 8.517%.

☐ **Food Maker:** Individuals or groups show and demonstrate hand-made food products, in an interactive environment.

**Health Department:** A City-State health permit or license is required for all Food Makers. Any Maker with processed goods must obtain a proper license from the Tulsa City-County Health Department and a copy must be provided at time of registration. A copy of the license must also be displayed during the event.

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

**Food and Beverage Buyout:** Expo Square reserves all rights to the sale of food and beverages at all events on the grounds. Food Makers may apply for a permit to provide authorized samples and a buyout fee may be applied. If you give away samples, they must be 2oz or less per portion, per customer.

☐ **Commercial Food Maker:** Individuals pay a fee to show and demonstrate hand-made food products, in an interactive environment, with the opportunity to sell products. A commercial fee of \$50 is due at the time of registration.

**Tax Requirements:** Makers operating a commercial exhibit are required to submit their sales tax permit number at time of registration. Assessing, reporting, and remitting sales tax to the Oklahoma Tax Commission is the responsibility of the Maker. Expo Square is inside the Tulsa city limits and items purchased are subject to a city sales tax, currently 8.517%.

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

**Food and Beverage Buyout:** Expo Square reserves all rights to the sale of food and beverages at all events on the grounds. Food Makers may apply for a permit to provide authorized samples and/or sell prepared packaged foods and a buyout fee may be applied. If you give away samples, they must be 2oz or less per portion, per customer. Prepared packaged foods (defined as food that is not consumed on-site and is prepared prior to consumption) can be sold.

## **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 within their exhibit space!

**Exhibit Area:** Your exhibit space will be located indoors in Central Park Hall at Expo Square. The facility is climate controlled. The space is subdivided into standard 10 foot x 10 foot areas, unless you have stipulated that you need a larger area to meet your requirements. All indoor spaces are on pavement. All spaces have access to power if you have purchased it in advance during the registration process.

## ➤ EXHIBIT AND SETUP DETAILS

Please review the following details for your exhibit:

**Tables and Chairs:** Tables and chairs will be provided for a fee if requested during the registration process. Tables are rectangular and 8 feet in length. Chairs are padded. Or you may bring and use your own tables and chairs.

**Signage:** We will print a basic text sign for your exhibit area and a text listing on our website. Each sign includes the Exhibit Name and/or Organization Name you submitted to the Maker Faire website. You are encouraged to add appropriate signage within your exhibit space to help the attendees understand what you are making!

**Internet Connectivity:** Wireless internet service will be provided for a fee if requested during the registration process. No hardwire connection will be available. The WiFi instructions will be provided to you at check-in the day of the Maker Faire.

**Electrical:** Electrical service will be provided for a fee if requested during the registration process. Please bring your own surge protectors and/or power strips, and extension cords for power distribution to your exhibit. Most spaces have access to 110 volt power, but on-site power requests cannot be guaranteed. Any excessive power will require prior approval.

Understanding your power usage is important. We need to insure that you have what you need and you will not create a problem for your fellow makers by tripping the circuit breaker. Most consumer electronic devices have a 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. If the power you indicated on your application changes, please contact us.

There is no on-site access to 220 volt power.

**Safety Barricades:** If the nature of your exhibit can be considered hazardous or has an element of danger, you are required to provide safety barricades and warning signs to keep attendees at a safe distance. If you have any questions, please contact us.

**Water:** If your exhibit requires any form of water, please notify us in your registration. Water is available on site through a number of outlets.

**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 any radio frequency issues during registration or if anything has changed, please contact us.

**Fire Safety or Hazards:** If your project can be considered hazardous or a concern for attendees, including dangerous chemicals and/or the use of fire in any way, please be sure to notify us in your registration so that we can include these details in the Safety Plan. All signs, banners, canopies, tents and decorations for such an exhibit must be fire retardant. Materials may be inspected and/or tested by the Fire Marshall at any time.

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. Materials that are deemed hazardous may be prohibited from the fair by the event organizers.

**Equipment:** Please plan to bring anything else that you would like to have, such as 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, we may assist with some elements of your setup as long as it has been agreed upon in advance.

**Changes:** Exhibit details have been compiled from your registration. If anything has changed with your logistical requirements, or you would like to adjust a description, please contact us.

## **➤ LOAD-IN**

**Pre-Show:** Saturday, August 26, 2017 from 7:00 am to 10:00 am.

**Check-In:** At the Check-In Desk located on the North end of Central Park Hall, you will receive a site map, maker badges, parking instructions and signage.

**Vehicle Entrance:** Load in and load out should occur through designated vehicle doors on the north end of Central Park Hall. Exhibitors will drive around the west side of Central Park Hall and may drive into the hall from its north side only. Exhibitor vehicles will exit from the hall's southeast overhead door. Exhibitor vehicles may not drive around the east side of the building.

**Remember:** Vehicles must drive very slowly (< 5 mph) while in the building. Be aware of pedestrians around you. Roll down the driver's window to listen for directions from fair staff and volunteers. Stop before exiting Central Park Hall's southeast overhead door and look for pedestrians outside the building.

**Pedestrian Entrance:** Exhibits that do not need to be unloaded from a vehicle can be walked into the building through Central Park Hall's main entrance on the south side of the building. Vehicles must be in a designated parking space prior to unloading. Do not park in a designated fire lane.

**Remember:** Do not block any entrance to Central Park Hall or park in fire lanes. Lock your vehicle when unattended.

**Drive-In and Drop-Off:** Exhibit materials should be containerized and packed for rapid unloading from vehicles by hand prior to arriving at the fair. Do not bring loose exhibit materials. Plan to unload your vehicle in 5 minutes or less. Exhibit containers can be unpacked along the side of the vehicle loading lane (out of vehicle traffic), the vehicle can be driven out of the building and parked in a parking space, and the exhibitor can return to the building on foot to move the materials to the exhibit booth.

No vehicles will be allowed within the facility after 9:30 am. If the vehicle is part of your exhibit, it must be parked in its location by 9:30 am.

**Forklift:** No forklift or heavy lifting/moving equipment is available.

**Shipping:** There is no direct delivery or shipping options.

**Parking:** Free parking is available in lots to the south and east of Central Park Hall. Exhibitors may also park on the north side of Central Park Hall.

**Directions:** Expo Square 4145 E 21st St, Tulsa, OK 74112. Exhibitors should enter Expo Square from Gate 12 (traffic light) located along E 21<sup>st</sup> Street between S Harvard Avenue and S Yale Avenue. Central Park Hall is located on the east side of the Expo Square grounds.

## ➤ DURING THE EVENT

**Information Booth:** The Information Booth will be located at Central Park Hall's south pedestrian entrance and is where you will ask any questions you have during the maker faire, or request assistance. All questions and/or concerns should be directed immediately to the Information Booth.

**Breaks:** Each Maker exhibit should be staffed at all times. If you do not have a backup person and you need a short break, please notify the Information Booth and we will do our best to assist you in finding someone to watch your exhibit.

**Electrical:** During the event, if you have problems with your power, please report them immediately to the Information Booth.

**Security:** Security personnel will be on-site during the event. However, we cannot guarantee the security of your belongings. Please be mindful to protect your valuables. If you need police assistance, contact the Information Booth immediately.

**Emergency:** In the event of a medical emergency, notify the Information Booth immediately. They will contact the on-site EMT 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.

**Evacuation:** Should the need to evacuate arise, immediately stop any demonstrations or presentations. Do not try to dismantle your exhibit. Even if you cannot see any obvious reason for the evacuation, calmly make your way to a safe location and encourage others to follow you. You will be granted access to the area once the authorities deem it safe.

**Cleanliness:** It is the responsibility of all Makers to keep the premises clean and orderly. Keep all trash and debris from your booth contained in receptacles.

## ➤ WRAPPING UP

**Teardown:** Teardown begins after 5:00 pm on Saturday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 8:00 pm on Saturday night. Abandoned exhibits will be disposed of.

**Load-Out:** Vehicles will not be allowed into the facility until the public is clear from the grounds. Exhibitor vehicles may enter from the north end of Central Park Hall only. Exhibitor vehicles will exit from the hall's southeast overhead door only. Do not drive your vehicle into Central Park Hall until all of your exhibit materials have been packed into containers and made ready for immediate loading. Do not park vehicles in the loading lane.

**Trash Disposal:** At the end of the event, it is the responsibility of all exhibitors to remove all garbage and debris generated by the event and place it into the provided trash receptacles. We appreciate your exhibit area being cleared completely, including all unwanted items. Hazardous waste must be contained and transported away from Central Park Hall with the exhibitor that generated it after the fair. Tulsa Mini Maker Faire does not provide receptacles for hazardous waste.

## ➤ RULES AND REGULATIONS

As guests of Expo Square, we must abide by all guidelines, regulations, policies, procedures ordinances and laws of the City of Tulsa and the State of Oklahoma. These are designated primarily to ensure public safety and we thank you for your cooperation in complying with these rules.

**Access for People with Disabilities:** Makers have the responsibility of complying with the Americans with Disabilities Act (ADA) and insure that all activities comply with the ADA.

**Any Non-Alcoholic or Alcoholic Beverages:** The sale and/or serving of non-alcoholic or alcoholic beverages by outside vendors at Expo Square are not permitted. Expo Square is the exclusive vendor of all beverages, including soft drinks, sport drinks and water. Beverages may not be brought onto the premises from outside.

**Appropriate Activity:** Makers take responsibility for ensuring that Central Park Hall is used in a safe, responsible, and lawful manner that respects the facility, its neighbors, staff, and other users. All users must adhere to the facility rules. We reserve the right to ask anyone not meeting these standards to leave the premises immediately.

**Banners and Signage:** Banners may be displayed in your booth area. To eliminate damage to the facility, no signs may be placed on or attached to any structures, walls, pillars and/or floors. No exterior signage is allowed. And we have the right to remove any signage regarded as inappropriate.

**Noise Levels:** It is the Maker's responsibility to control noise levels within the rules and ordinances of the City of Tulsa. Loud and unreasonable noise at any time of day or night is a violation of city ordinance. Failure to comply may result in applicable fines and/or immediate removal. Generally, sound levels should not exceed 85 decibels.

**Smoking:** Smoking is not permitted within Central Park Hall or during Tulsa Mini Maker Faire.

## SAFETY

**Equipment:** If your exhibit has an activity that may be considered hazardous, make certain that each participant is wearing all appropriate safety equipment, including eye and hear protection, prior to joining the activity.

**Child Safety:** Tulsa Mini Maker Faire is a family event. We appreciate your assistance in keeping it a safe environment for the children attending the event. For safety purposes, we request that children under the age of 16 not be on site 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.

## FIRE SAFETY

To help produce a fun and safe environment for Makers and the many attendees, a Safety Team has been established and will monitor our safety throughout the Maker Faire.

**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 Tulsa Mini Maker Faire Safety 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

**Exits and Aisles:** Aisles must be kept clear of all displays and equipment. Fire extinguishers, if available, 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 no materials or debris stacked on top of any cords. Power cords should be taped to the floor to prevent tripping hazards.

**Electrical/Fireproofing:** The fire department has strict regulations governing events. 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 any time.

**Hazardous Materials:** All hazardous materials, including electronic waste, must be properly contained and disposed of at the end of the event by the exhibitor. Tulsa Mini Maker Faire does not provide receptacles for hazardous waste.

**Combustibles:** 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 area and cannot be stored behind a booth area.

**Propane and Helium:** Will not be permitted inside Central Park Hall.

**Display Vehicles and Motorized Display Items:** Vehicles/items must be inspected and approved before entering the exhibit area. Once located in the exhibit space, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.

## **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 Tulsa, including its hosts and sponsors, 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.
- ✓ 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 Information Booth.
- ✓ Lock valuables in the trunk of your car, where they are not visible.
- ✓ If you are demonstrating a valuable piece of equipment, please remove it from your exhibit area when finished.

Fab Lab Tulsa, Inc. and Expo Square 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 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. Send a note with “Artwork” in the subject line to [info@makerfairetulsa.com](mailto:info@makerfairetulsa.com) to receive artwork.
- ☐ 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 notify us at time of registration so that information can be included in the Fire Safety Plan.
- ☐ How are you going to set things up? If your exhibit is larger than a table and two chairs, please think about your layout and design a rendering, as it will help us find an appropriate spot for your exhibit.
- ☐ Decide if you will need any additional signage (other than the sign provided) to describe your exhibit. Make sure you 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 prepared with all that you require for setup.
- ☐ Determine who will help you with your exhibit on show day.
- ☐ Plan to setup your exhibit from 7:00 am to 10:00 am.
- ☐ Check the website and Facebook page for current or updated information.



