



# Maker Faire Milwaukee 2019

Presented by Betty Brinn Children's Museum

**Wisconsin Center**

**400 W Wisconsin Ave., Milwaukee, WI**

**Saturday, September 14, 10 am - 6 pm**

**Sunday, September 15, 10 am - 5 pm**

<http://milwaukee.makerfaire.com/>

**Special Hours for Select Exhibitors on Friday, September 13**

**9 am - 2:30 pm - Field Trips**

**4 pm - 7 pm - Happy Hour**

## Maker Manual

The Maker Manual is designed to help you navigate the logistics of Maker Faire Milwaukee, and most importantly, to help make your involvement in Maker Faire a positive, memorable event. Together we can make Maker Faire Milwaukee 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 emails to keep you informed of key dates and information. You will also 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 plan to exhibit at Maker Faire!  
*Maker Faire Milwaukee is independently organized and operated under license from Maker Media, Inc.*

## CONTACT INFORMATION - Maker Faire Milwaukee Team

### Maker Relations

Pete Prodoehl

[makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

### Volunteer Relations

Stacie Clough

[volunteer@makerfairemilwaukee.com](mailto:volunteer@makerfairemilwaukee.com)

### Sponsors, PR & Media Contact

Carrie Wettstein

[media@makerfairemilwaukee.com](mailto:media@makerfairemilwaukee.com)

## Maker Checklist - Review changes and important dates for 2019!

Read the Maker Manual to help plan your exhibit setup and learn what to expect at Maker Faire Milwaukee.

Add web banners to your website and email signature to tell your friends and family that you will be at Maker Faire. Spread the word! Head to our Media page (<https://milwaukee.makerfaire.com/media/>) for banners and more information.

### Plan the “look and feel” of your table or area at Maker Faire Milwaukee

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 for setup, lighting and tents if you will need them.

Please note:

- An 11x17 inch maker sign with your name and project name will be provided
- If you will bring additional signage, make sure you determine how you will display it.
- You will be provided with one (1) table and two (2) chairs, unless you have made other arrangements *in advance*.
- **Fencing, bike racks, stanchions and similar equipment is not provided.**
- **If you requested power, please bring an extension cord.**
- 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: <https://milwaukee.makerfaire.com/participation-agreement/>

Are you carpooling to Maker Faire? Parking in free street parking? Using public transportation? Be sure to plan for the time it will take to get from parking areas to the Exhibit Halls. Updates about exhibitor parking and available discounts in the area will be provided separately.

## IMPORTANT DATES AND SCHEDULES

**Load-In and Set-Up Hours are:**

**Thursday, September 12 from 10 am to 8 pm (last entry at 7 pm)**

**Friday, September 13 from 10 am to 9 pm (last entry at 8 pm)**

If you need to load in at a different time, you must make an appointment. Contact [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) to make these arrangements.

Makers who need to work beyond the set-up times above must make arrangements with the Production Team by **September 6, 2019** by emailing [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

Major construction of exhibitor spaces must be completed on **Friday, September 13 2019 by 9:00 pm** and all final touch-ups must be completed by **Saturday, September 14 2019 by 8:00 am**. **The Faire will not open if equipment is still in the halls!**

## FAIRE SCHEDULE

**Friday, September 13 is Education Day, with a concurrent media event and reception for Faire Sponsors. Field Trip Groups will be in limited areas of the Halls from 9:00 am to 3:00 pm.** Education Day Exhibitors should load-in on Thursday. If you are interested in being part of this educational outreach experience, please contact [education@makerfairemilwaukee.com](mailto:education@makerfairemilwaukee.com)

- Saturday, September 14th** - Showtime **10:00 am – 6:00 pm**
- Sunday, September 15th** - Showtime **10:00 am – 5:00 pm**

*(Note: Please be at your booth **no later than 9:30 am** Saturday and Sunday. Allow for time needed to park, walk to the Wisconsin Center, etc.)*

## FORMS AND DEADLINES

- September 2nd** - **Fire and Safety Plans are Due (if applicable)**

If your exhibit has any fire or safety issues, please create and submit a Fire Safety and/or General Safety Plan that will keep everyone safe. If you do not already have a safety plan, please contact [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) **The Faire will not open without the approval of the Fire Marshal!**

- September 2nd** - Health Inspector Sign-off due for food makers only

- ❑ **September 2nd** - **Special load-in request deadline - If you need a forklift operator, heavy power, water, etc.**
- ❑ **September 6th** - **Final day for special orders (tables, chairs, power, etc.) We will do our best to fulfill these requests, but supplies are limited.**
- ❑ **September 2nd** - Assistants must sign Participation Agreement:  
<https://milwaukee.makerfaire.com/participation-agreement/>
- ❑ **September 2nd** - Alternative load-in schedule requests  
<https://milwaukee.makerfaire.com/maker-load-in-form/>
- ❑ **August 30** - Pay Commercial Maker fees:  
<https://milwaukee.makerfaire.com/commercial-maker-booth-payment/>
- ❑ **August 30** - State Sales Tax information for Commercial Makers due:  
<https://milwaukee.makerfaire.com/commercial-maker-tax-information/>

## **MAKER AND EXHIBITOR OVERVIEW**

Maker Faire Milwaukee is not designed like a 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.

### **Exhibit Areas:**

Maker exhibits will be located in the Expo Halls on the 3rd floor of the Wisconsin Center. The spaces are subdivided into 10x10 areas unless you have indicated that you need a larger area and/or you will curate your space with an association or a group of makers. Again, one table and two chairs are provided; power must be requested in advance. Pipe and drape and/or fencing/barricades are not provided; wall space is very limited.

### **Hall B: Dark Room**

Hall B will be dimmed to provide space for LED projects, multi-media installations, video, projections and other exhibits or performances that will be enhanced in a low light environment.

### **Halls A, C and D: Maker Exhibits, Workshops and Activity Areas**

#### Types of Makers

**Maker:** Individuals who demonstrate what they make and/or how it works, in an interactive environment. Non-commercial makers with a free booth may not advertise a business/brand or sell items or services without prior written approval.

**Commercial Maker:** Individuals who 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. The fee for a Commercial Maker booth must be paid no later than **August 30, 2019**. (Booth fees for Commercial Makers can be found on the Call for Makers Application: <https://milwaukee.makerfaire.com/call-for-makers/>) Commercial makers may not advertise or sell products/brands not directly related to their proposed exhibit without specific permission from Maker Faire Producers.

Commercial Makers are required to provide tax-related information (found on Wisconsin Form S-240) to Show Management no later than **August 30, 2019**. We will contact you about providing this information before the Faire. More information about Wisconsin temporary events can be found here: <https://www.revenue.wi.gov/Pages/HTML/temp sell.aspx> Commercial Makers are responsible for complying with all Wisconsin and local tax and business regulations.

**Maker with Sponsor Subsidy:** From time to time, some makers may receive financial or material support from a company. This support is welcomed; however, there are rules around this level of support. Please inform us of these arrangements by using “Sponsor Subsidy” in your subject line to [sponsors@makerfairemilwaukee.com](mailto:sponsors@makerfairemilwaukee.com) as full sponsor disclosure is required. Logos of commercial entities are not allowed unless they are approved by our sponsorship team by emailing [sponsors@makerfairemilwaukee.com](mailto:sponsors@makerfairemilwaukee.com) in advance of the event.

If you, your club and/or makerspace obtain approval and sponsor support, you will be able to offer one small sponsor appreciation sign with their logo, 4 inch x 6 inch maximum size, at your exhibit. You will not be able to offer any large brand recognition at Maker Faire Milwaukee or give away sponsor products or fliers without prior approval. If your sponsor would like to upgrade their sponsorship and obtain brand recognition at Maker Faire Milwaukee, please contact us before **September 6, 2019** and we will be happy to work with them to accommodate their support of the Maker Movement.

**Food Maker:** Individuals who show and demonstrate hand-made food products, in an interactive environment. Note: If you serve samples, they must be 2oz or less and you need to fill out a Health Permit Form (details below). *Sale of unpackaged products for consumption at the event is prohibited.* Packaged items may only be sold for later use.

**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. Samples 2 ounces or less can be given away. Prepared packaged foods (defined as food that is not consumed on-site and is prepared prior to consumption), can be sold.

**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.

**Health Permit:** There will be Health Department Guidelines to follow, and you are required to submit a Health Department Permit Application (that you have already sent to the health department) to Maker Faire Milwaukee Producers by **September 2, 2019**.

**Commercial Maker Violations:** Violations of any concessionaire, tax, or food sampling terms may result in a **\$500 fine** assessed by Show Management per violation in addition to any civil or criminal assessments made by governmental authorities. Violations shall be defined as noncompliance with the guidelines in this manual and/or failure to obtain applicable permits, included but not limited to State of Wisconsin Business and Tax permits, Health Department permits and any related permits required to operate concession or sampling operations in the State of Wisconsin, County of Milwaukee and City of Milwaukee.

## EXHIBIT AND SETUP DETAILS

**Exhibit Halls have arranged with the booth details you provided in your initial website application. 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 [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)**

**Booths:** One table and two chairs will be provided, unless an additional order has been requested in your application and confirmed by Maker Relations. (**Additional tables are available for rental at \$8 per table, and additional chairs are available at \$4 per chair.**) You are welcome to bring your own tables and chairs.) Please plan to bring anything else that you might need, such as extension cords/power strips, table cloths, 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 signs for your exhibit that help the attendees understand what you are making! It will be difficult to speak with every attendee and signage will help you direct visitors to basic information so you can focus on discussions about more advanced topics.

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

**Exhibitor Information For Visitors:** We will provide a sign for your exhibit area and a page on our website with the image you provided in your application. Each 11" x 17" booth sign optionally includes a short bio (about 150 words) if you submitted one, and a project description based on the project proposal you submitted on your Maker Faire Milwaukee Call for Makers Application.

**Internet Connectivity:** WiFi will be provided in selected areas of Expo Halls. If you requested WiFi as part of your exhibit we will provide you with the needed network information. If your project could interfere with our wireless service, please let us know by **August 30, 2019** so we

can accommodate you and your Faire neighbors. In most cases, a wired network connection will not be available.

**Electrical:** If you provided details of your power requirements, we will provide power at your exhibit area. 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. On-site, event day power requests cannot be guaranteed. Please let us know in advance what you need.

If your power needs are unusual, please contact Maker Relations at [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) for review and approval before **September 2, 2019**. Understanding your power usage is important. We need to ensure that you have what you need and that you will not create a problem for your fellow makers by tripping a circuit breaker. Most consumer electronic devices have a small 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 220 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 Maker Relations at [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

**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! **Safety and fire plans are due by September 2, 2019. If you have questions or need to discuss issues with us, put "Safety" in the subject line of your email to [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)**

**Water:** If your exhibit requires any form of water and you have not notified us in your original application, please email us with "Water" in the subject line to [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

**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 [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

**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 [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com)

**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. Safety Plans are due by **September 2, 2019**.

**Carts/Dollies:** Please bring your own cart/dolly (non-marking rubber tires ONLY) for easy load-in. The Wisconsin Center will not provide carts and steel or metal wheels will be prohibited.

**Drive in and Drop:** Vehicle traffic in the Exhibit Halls will be limited and by permission only. If you will need to drive in, please contact us at [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) for instructions.

**Loading Dock Procedures Freight Door Sizes:** Please refer to the Wisconsin Center facility guidelines for information.

**Vehicles That Are Exhibits:** If your vehicle is part of your exhibit (art car, energy demo, etc.) and will remain in the Expo Halls for the entire duration of Maker Faire please contact [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) This will allow us to alert you and our onsite security team about specific information regarding entrance and exit details, safety procedures and exhibit requirements for fluids.

**Complicated Exhibits:** Do you require additional setup time? Makers who need time outside the scheduled hours must make arrangements with the Maker Faire Production Team in advance. Please contact [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) for any assistance you may need by **September 2, 2019**.

## **THE NEW FAIRE VENUE**

**The 2019 Faire is at the Wisconsin Center in downtown Milwaukee.**

**The street address and public entrance is at [400 West Wisconsin Avenue](#).  
The Wisconsin Center loading dock address is [850 N. 6th Street](#).**

## **MAKER CHECK IN**

When you arrive to load-in please proceed to the Maker Relations Desk inside the dock doors to receive a packet of information at that time.

Assistants must sign Maker Participation Agreement:

<https://milwaukee.makerfaire.com/participation-agreement/> in advance in order to gain entry and you must obtain passes in advance for yourself and your team members.

## **AROUND TOWN, PUBLIC TRANSPORTATION and PARKING**

We will be providing information about special parking arrangements via email. Please familiarize yourself with the area surrounding the Wisconsin Center! Information about parking near the Wisconsin Center can be found [here](#). Visit the [Wisconsin Center site](#) for nearby lodging, public transportation and other visitor information.

## **DURING THE EVENT**



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

**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 Area Manager or the Maker Relations Desk, located by Hall D dock doors and we will do our best to assist you in finding a Maker Faire volunteer to watch your exhibit. If you need to be away from your exhibit for an extended period of time, please notify the Maker Relations Desk.

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

**Refreshments:** Because of an exclusive contract between the Wisconsin Center and Levy Restaurants, outside food or beverages are not permitted inside the facilities. Concession stands will be open during the show, therefore vendors, promoters, makers, or guests are not permitted to sell or give away food or beverage items beyond what is specified under “Food Makers” above. Levy Restaurants has the exclusive right to provide all food and beverages in the Wisconsin Center. Only approved Commercial Food Makers can offer samples under 2oz. or sell pre-packaged items intended for consumption off-site.

**Pets:** For the safety and well being of our four-legged friends, pets of any kind will not be permitted at Maker Faire Milwaukee. There are loud noises, many moveable parts, fire elements, and large crowds, all of which do not create a safe environment for pets. If an animal is part of your exhibit or a service animal, please contact [makers@makerfairemilwaukee.com](mailto:makers@makerfairemilwaukee.com) with details by **September 2, 2019** if you did not include them on your application.

**Recycling:** We will be collecting recyclables. Please break down cardboard into flat pieces for easy stacking and transporting. Ask a Maker Faire crew member for assistance if you have a large load that needs to be carried by a vehicle or if you require bins at your exhibit. If you have “free stuff” for giveaway, please identify it accordingly for those who can reuse it! We encourage you to use materials other than Styrofoam or packing peanuts for packaging. Let's all work together to reduce Maker Faire's environmental footprint by thinking about the products we use and how to best dispose of them.

**Security:** Maker Faire Milwaukee will maintain 24-hour roaming perimeter security Friday through Sunday. No security is foolproof. Do not leave valuables unattended. Maker Faire Milwaukee 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 Milwaukee crew member, Wisconsin Center security personnel, or anyone with a radio or walkie-talkie. They will contact the on-site EMT personnel, who have a direct line to the City of Milwaukee Fire Department and emergency services. 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 Milwaukee is a rain or shine event!

## **AT THE CONCLUSION OF THE FAIRE**

**Tear down:** Tear down begins **AFTER 5:00 pm** on Sunday. All exhibits should be intact and open to the public until that time. Exhibits must be removed by **10:00 pm on Sunday** night. If exhibits cannot be removed on Sunday, please make specific arrangements with Maker Relations before **September 2, 2019**. All remaining exhibits must be removed from the grounds by **9:00 am on Monday, September 16, 2019**. If any tables, chairs, or other equipment are damaged, please report it to a Maker Faire crew member.

**Load-Out:** Vehicles will not be allowed to line up at the Expo garage door until Wisconsin Center staff provides permission (**usually after 5:20 pm on Sunday**). Makers' vehicles will only be allowed to enter the loading dock area and facility with the approval from Wisconsin Center Security and Parking personnel and a Maker Faire crew member.

**Disposal:** Recycling, paper, bottles and glass, non-toxic waste, and 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. Any toxic, caustic, flammable, regulated, or similar materials must be removed with you and should not be disposed of in receptacles on the grounds.

## MAKER FAIRE RULES AND SAFETY

### Visitor Wristbands

We need your help to produce a fun and safe environment for makers and the many attendees. All individuals who would like to participate in any interactive activity at Maker Faire are asked to read and sign a waiver. They will be provided with a wrist band after completing a waiver. If your exhibit has an activity, please make certain that each attendee is wearing a waiver wristband prior to joining the activity. Please direct attendees to the nearest safety waiver stations or information booth to obtain a wristband.

### WISCONSIN CENTER RULES AND REGULATIONS

As licensees of the Wisconsin Center District, we must abide by all of the facility's regulations. Please make yourself familiar with the Wisconsin Center facility information provided: <http://wcd.org/wp-content/uploads/2019/06/EMSB-6.1-WC.pdf>

All Maker Fire and Safety Plans must be submitted to the Maker Faire Production Team by **September 2, 2019**. The City of Milwaukee Fire Department and the Wisconsin Center reserve 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. 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. Cords must be secured to prevent them from becoming a tripping hazard.

**Electrical/Fireproofing:** The fire department has strict regulations. 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. Propane and Helium will not be permitted without prior review and approval.

**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 (if provided.)

**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.

**Child Safety:** Maker Faire Milwaukee is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for children. For safety purposes, children under the age of 15 will not be permitted during setup or teardown hours, unless specific arrangements are made with the Production Team. 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 – and be sure to check that participants have completed waivers and are wearing wristbands.

**First Aid Facilities:** There will be first aid available for makers and attendees. Notify a Maker Faire Milwaukee crew member, security personnel, or anyone with a walkie-talkie or radio if you or someone around you requires assistance.

**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 Milwaukee assumes no responsibility for any losses due to fire, theft, accident, or other causes. Any insurance held by State Fair, Maker Faire, sponsors, or organizers generally do not cover the activities of exhibitors. 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.

- ✓ Cover your display with a flameproof drop cloth at night
- ✓ 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.
- ✓ Travel in pairs at night.
- ✓ If you are demonstrating a valuable piece of equipment, please do not leave it unattended and remove it from your booth each evening.

Maker Faire Milwaukee, its organizers, and the Wisconsin Center 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 attention to the information in this manual and your compliance with the guidelines and deadlines outlined.**

**We are grateful for your participation in this inspiring and educational event, and hope your time at Maker Faire Milwaukee is a wonderful experience.**

