



MAKER MANUAL

EINDHOVEN, 12TH OF SEPTEMBER 2022

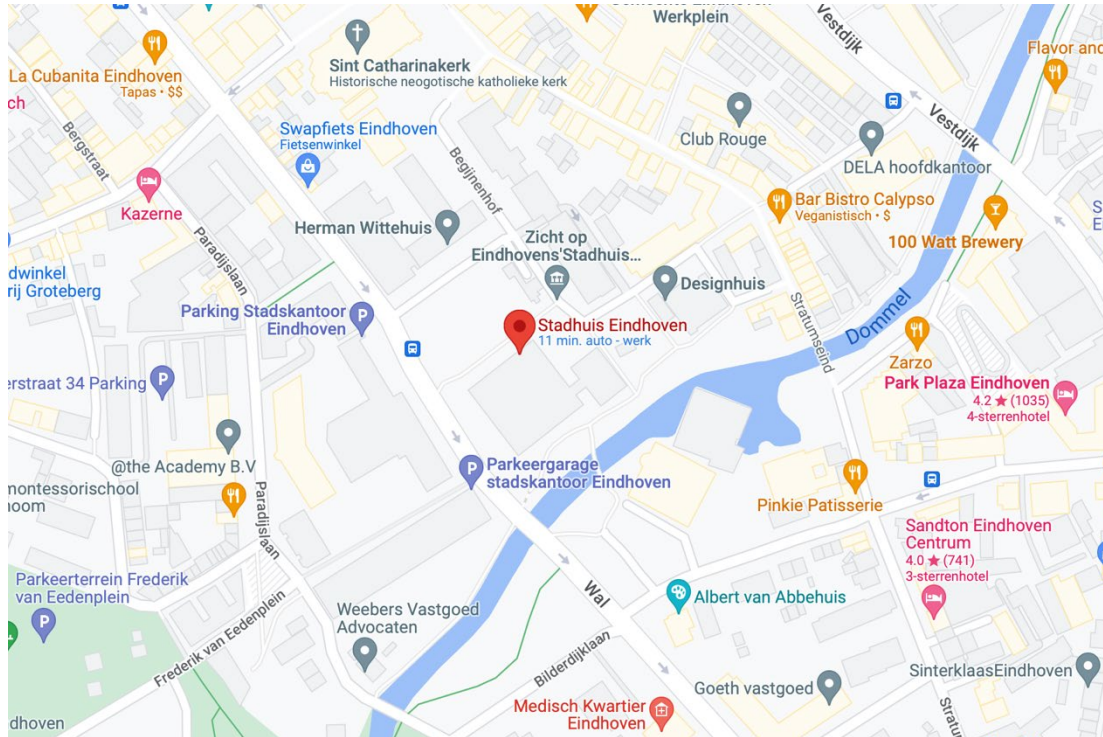
Dear Maker,

First of all, we would like to thank you for your participation in the Eindhoven Maker Faire 2022. We are proud to present an interesting and diverse program of Makers varying from robotics to recycling and arts.

This manual will hopefully answer any practical questions you may have concerning your participation and also, we must provide some important information regarding the do's and don'ts during the festival which we hope you will agree to and follow. If you have any questions, please don't hesitate to ask Advait Bryers about it, he's head of production and can be reached at production@eindhovenmakerfaire.nl.

WHERE & WHEN TO ARRIVE

The location of the EMF2022 is **Stadhuis & Stadhuisplein, 5611 EM Eindhoven**. See the map here: [EMF2022 Google Maps](#)



Production will be present from 8:00 AM on the 22nd until 26th of September.

The Thursday & Friday will be setup days. **Makers are welcome on Friday 23rd from 12:00 onwards.**

On Saturday and Sunday the Maker Faire will be open to the public from 10AM till 6PM.

Before the start of the Maker Faire on Saturday you can enter the building between 8AM and 10AM to finish setting up your stand. All the Makers must be ready for the public at 10AM sharp!

To let the building process go as smooth as possible and to minimise bottlenecks & chaos we will use time slots for everyone. The goal is to spread the arrival of the makers so we won't have a clogged up entrance. In **attachment 1** you can see at what time you are welcome to start building. In this document you will also find your booth number, you can search on **Maker IDNumber** or **Project Title**.

Your booth number consists of the letter O/W/N/S for the general location (Oost/West/Noord/Stadhuis) and a number for the specific booth on the map.

Attachment 2 is the map of the Stadhuis & Stadhuisplein where you can find your exact location. We have tried to keep your preferences in mind, but we can't promise that everything will be completely as you wish since we are limited by our location and the number of participants. Having said that, if there is a problem with your location or you need extra time to build your stand please contact Advait.

If you have any questions about your location please e-mail Advait production@eindhovenmakerfaire.nl.

On Friday you can arrive with your car, bus or trailer at the Stadhuisplein. Depending on your location in the Maker Faire you'll have a certain place where you can load and unload your equipment. Crew members will be present by the street entrance to guide you to a parking location and where to enter the site.

Traffic controllers will also be present. It is very important for the safety of everyone and also to minimise bottlenecks that you follow their instructions.

Unless your vehicle is part of your stand or you have our specific permission, it is not possible to drive your car or trailer inside the event grounds. You will have to park in the location we specify and bring your equipment to your stand. Please be quick about unloading your car, bring your stuff to your stand then you can park the car and return to start building your booth. We do have a few pallet wagons available to use to help you with heavy objects.

LOADING & UNLOADING

Very Important: For all parking directions you will be crossing pedestrian footpaths and/or cycle paths. Please be very careful. It is your responsibility and remember- Dutch cyclists can go very fast, there may be scooters or E-bikes on the cycle paths going at high speed – BE CAREFUL!

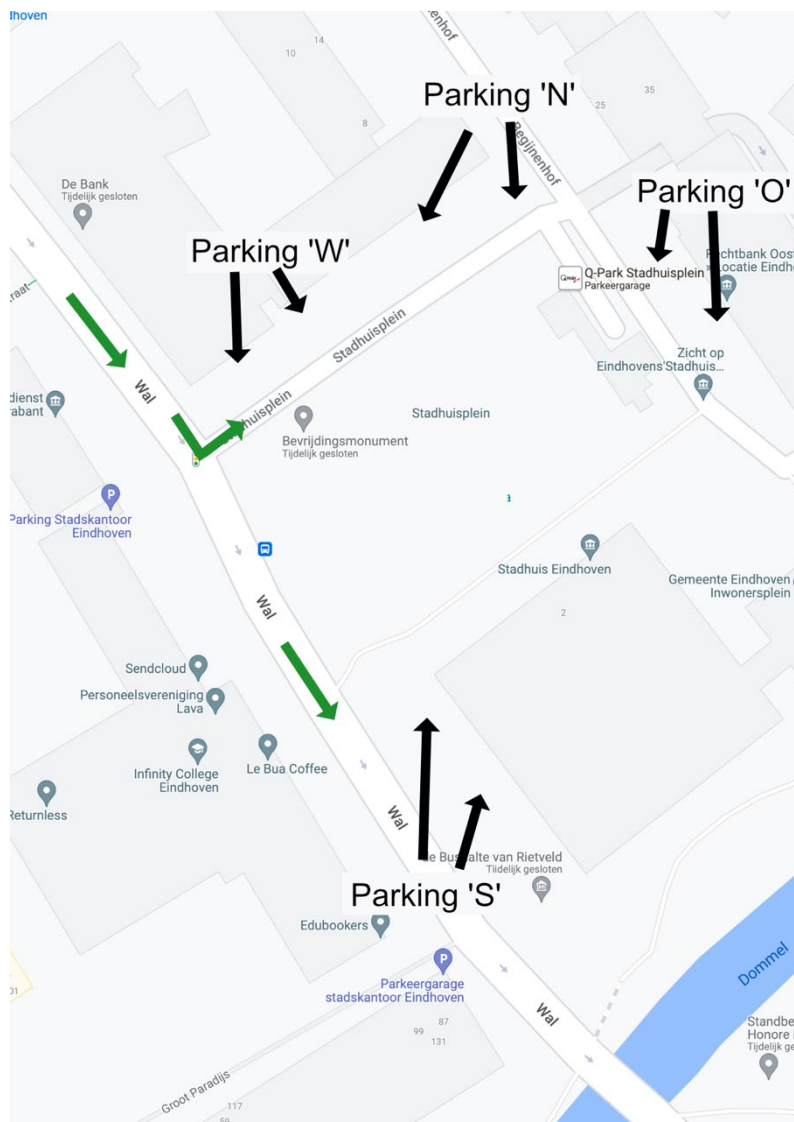
Stadhuisplein Noord: Enter the street called 'Stadhuisplein', the event fence will be on your right. Park on the left side close to the building site and not blocking traffic in the street. On the corner is an open part of the fence where you can enter the Maker Faire site. Please be quick with unloading and bringing everything in since there is limited space.

Stadhuisplein Oost: Enter the street called 'Stadhuisplein', the event fence will be on your right. Drive to the end but do not (unless you want to) drive down to the underground parking. Instead go straight on over the footpath and park on the street before you close to the building, and not blocking the street. On the corner is an open part of the fence where you can enter the Maker Faire site. Please be quick with unloading and bringing everything in since there is limited space.

Stadhuisplein West: Enter the street called 'Stadhuisplein', the event fence will be on your right. Park on the left side close to the building site and not blocking traffic in the street. On the corner is an open part of the fence where you can enter the Maker Faire site. Please be quick with unloading and bringing everything in since there is limited space.

Stadhuis: It will be possible for you to park for a very short time beside Stadhuis on the main street (called 'Wal'). Please be quick with unloading and bringing everything in since there is limited space.

(see below for a simple map)



The Maker Faire ends on Sunday, September 29 at 6 p.m.

Only after this time can the breaking down of your stand begin!

We ask this to ensure that even our last visitors can attend a full program. If there is a particular reason why you are unable to comply with this agreement, please contact Advait to make other arrangements. If Sunday evening doesn't work for you, we also have the option on Monday, but please contact Advait to discuss this with him.

PARKING

There is a parking garage directly under Stadhuisplein (€3,08 per hour, max €22 a day) and several others close by including one on the other side of the street (€2,- per hour, max €9,- a day [parking stadskantoor](#)). Parking costs are not refundable and unfortunately there is no space to leave your trailers on the Stadhuisplein during the weekend.

A good place to park trailers and bigger vans etc or just for free is the area around Kanaaldijk which is free parking on the street and 10mins walking distance from the Maker Faire.

For other parking possibilities in Eindhoven look at this site: <https://www.prettigparkeren.nl>

ENTRANCE FOR MAKERS

On Saturday and Sunday Makers need to pass through the main entrance to receive their badges & wristbands and ask questions if they have any. If there will be more makers arriving during the day to help out at your booth, please let them go to the main entrance so they can pick them up there. If you have a lot of people helping out please contact Advait so he can arrange for enough wristbands.

If you lose your wristband or have other questions please come to the Maker desk and let us know.

BOOTH

As discussed in the sections above you can find your booth location in attachment 1 & 2. In attachment 3 you can find examples of the booth themselves. We have made a layout and decided what & who goes where, and we have tried our best to facilitate all of your requests. In doing so we have strived to give every Maker a nice space to interact with the audience and to make room for workshop tables and other objects.

The majority of Makers will have market booths. These are stable with metal sides, a good waterproof cover that extends far over the table on both front & back sides and a solid wooden table which is good for display and also for workshop use. You are welcome to attach anything to this construction to make your booth come alive. The tabletops are made of rough wood so we recommend you use a cloth over your stand but we ask you to only use black cloth. Please do not scratch, drill, draw or in any way damage these tabletops.

At every stand we will have two chairs ready for you.

We are also providing extra tables, chairs & benches for your activities according to your requests. So those who asked (need) will have tables & extra chairs or benches next to or close to your booth.

OPEN STANDS

Some Makers have asked for space where they will build their own stands. Again, we have done our best to listen to your wishes and place you accordingly. If requested we have provided tables, chairs or benches and you will find these ready for you to arrange in your space as you would like.

ELECTRICITY & LIGHT

We have provided every stand with a power socket, but we would like to ask you to bring any additional extension cords yourself since we cannot provide every stand with the correct amount. The connections are shared so each stand has a maximum of 900W of electricity available. If you have special power requests and you haven't had contact with Advait yet, please do so. There is general lighting in the halls but if you want to

add some extra light you are welcome to do so. Maker Faire does not provide extra lamps, beamers, screens or other technical material. please arrange for this yourselves.

INTERNET & WIFI

We have a private wi-fi network for makers. We'll let you know the login details when you collect your wristbands & badges.

SAFETY & SECURITY

Besides the organizing crew we also have a First Aid Team inside the festival, traffic controllers outside by the public entrance and a large team of volunteers doing all manner of different tasks during the Faire. At the main entrance to Stadhuis there will also be security guards.

Both Stadhuis and the festival grounds outside on Stadhuisplein will be closed at night and security will be present all night. We strongly recommend taking the smaller, valuable items out of your booth at night and keep them with you.

In participating in the Eindhoven Maker Faire you are agreeing to being insured and responsible for your own material. If a Maker damages or harms materials or another person, the Maker is responsible for the consequences in any way. The Eindhoven Maker Faire is in no way responsible the actions of their participants or guests.

We have a First Aid team who will be walking around and have a First Aid Office behind the main entrance to the right. If something happens please check and see if you can spot a First Aid person or a security guard, they can take action. If you don't see either of those, please ask one of our volunteers (identifiable by the T-shirt they will be wearing) they will know what to do. These team members are in contact with each other using portophones so if you need help or to report an incident of any kind you can go to any of these people and they can come into contact with the others.

WORKSHOPS & PRESENTATIONS

During the EMF2022 there will be workshops and presentations. The planning and arrangement will be sent to those concerned separately. The schedule will be on the site and facebook so the public can pick and choose. If you have further questions about this please contact René Paré at directie@eindhovenmakerfaire.nl

SUSTAINABILITY & WASTE

A theme that we as an organisation are exploring this year is how to be more durable as a festival. We want you to think about this as well. How can your product be more sustainability or how could you make your audience more aware of this theme. We would like to ask all the participants in the Maker Faire to be aware of

your waste this edition and what you could do to minimize this. We ask all makers to take their own waste away from the faire and to leave nothing behind on your stand after the Faire.

FOOD & DRINKS

In the center of Stadhuisplein we will have a small foodcourt with 4 different foodtrucks that we have specially selected.

- BakBlik will be serving delicious savoury food. (Vegan kebabs, Dhal, Falafels & Salad.
- Pofferdory serve the famous Dutch Mini-Panakes called poffertjes.
- Bakkie Sleur make the best coffee & tea
- There will also be a bar with a small range of quality craft beers & soft drinks.

We will not provide the makers with a lunch. We will provide filter coffee & tea.

You can bring your own food but please keep your booth neat. The use of water heaters or private coffeemakers is not allowed since that might cause power problems.

COMMUNICATION

The more the merrier! so we want to ask you to interact with you audience and make them excited to come to the Eindhoven Maker Faire. So share your work and our posts in your social media channels to promote our Eindhoven Maker Faire and your presence there. All the projects have been added to the website so you can link it to your message. If you need logo's or want to make a change to the texts or images on our website, please contact Manon Willems at communication@eindhovenmakerfaire.nl

When you're using Twitter, Instagram or Facebook please use the following tags to get connected.

Website: <http://eindhovenmakerfaire.nl>

Hashtag: #EMF2022

Instagram: @eindhovenmakerfaire

Facebook: www.facebook.com/eindhovenmakerfaire

Facebook event: [Facebook EMF2022 Event](#)

MAKERS DINNER

In closing we would like to invite you to the **Makers Dinner** on Saturday the 24th of September at 6.30 P.M. The dinner will be held outside on Stadhuisplein. This dinner is held in honor of the makers, the sponsors and the volunteers. A chance for you to meet other makers, get new ideas for future plans or sponsorship and inspire each other.

Send an e-mail to production@eindhovenmakerfaire.nl to register or unsubscribe for the Makers Dinner.

We would appreciate it if you could do that before September 23 so we know how many of you we can welcome.

We wish you an incredibly fun and innovative Eindhoven Maker Faire 2022!

Kind regards,

Rene Pare (director)

Antoinette Klaver (manager)

Advait Bryers (head of production)

Manon Willems (head of communication)

attachment 1 Maker & Booth list

attachment 2 Map of Stadhuisplein & Stadhuis

attachment 3 Example of booth design