**Cincinnati Mini Maker Faire 2018: Emailed Instructions for Participants**

Hello Everyone!

We are so excited to have you participate in Cincinnati Mini Maker Faire 2018 at the historic Hamilton County Fairgrounds! Below are a few helpful instructions on load-in, run of show, load-out and everything in between!

**Waivers**

Attached to this email is a waiver of liability that we ask all Cincinnati Mini Maker Faire participants to sign. Please read, print, sign and return this document to the Cincinnati Mini Maker Faire Team (Arynn and Kristen) at your earliest convenience, or you can bring it with you when you load-in for CMMF 2018.

**Load-in**

Load-in for CMMF Makers and Vendors will begin on Friday, September 14th, 2018, from 5 p.m. to 9 p.m. (we will be locking down the buildings and grounds at 9 p.m.) We will resume load-in the following morning, Saturday, September 15th, 2018, from 8:00 a.m. to 10:00 a.m. We highly recommend that you load in your displays on Friday evening, especially if you have a large set-up. We will have security on site overnight, as well as lock down of all of the buildings to ensure safety of displays.

**We will have a check-in table as soon as you enter the upper area of the fairgrounds via the 7700 Vine Street Entrance.** **Please check-in, turn in any liability waivers or checks (if you’re a vendor) at this time.**

If you choose to load-in on Saturday morning, please note that your display must be ready to go by 10:15 a.m. and that all vehicles must be parked in the lower parking lot at this time. We will not be allowing vehicles to stay in the main Maker Faire area this year (unless part of a display). We will also be doing any final needs and safety check of all booths prior to the start of the event at 11 a.m. so we are all prepared for visitors.

If you are a Maker that is only able to join us on Sunday, October 8th, 2017. You may load-in from 8 a.m. to 10:15 a.m. and your display must be ready to go at this time, as well as your vehicle parked in the lower parking lot.

**Parking**

Everyone will park in the lower lot at the Hamilton County Fairgrounds. **We ask that all Makers, Vendors, and performers park in the grass and not on the paved area.** We would like to save the paved spots for event guests**.** If you have a vehicle that has special parking needs, please let us know ahead of time. In addition, you will not be able to drive your car to the upper area of the fairgrounds past 10:15am each day. At 5pm each day, you will be able to drive your car from the lower lot to the upper area if needed.

**Run of Show**

Cincinnati Mini Maker Faire is on September 15th and 16th, 2018, and runs from 11 a.m. to 5 p.m. each day. At the end of the evening on Saturday, September 15th, we ask that you unplug all equipment and make sure that all of your belongings are secured within your provided space. We will be locking down all of the buildings that evening and will be proving on site security overnight to ensure the safety of displays.

If you are a Maker that is only able to join us for the festivities on Saturday, October 15th, please load-out immediately after the faire has closed on Saturday. We will need you to be completely loaded out by 6:15 p.m. on Saturday, October 15th, 2018.

**Load-Out**

Load-out will commence as soon as Cincinnati Mini Maker Faire concludes at 5 p.m. on Sunday, September 16th, 2018. Please feel free to move your vehicle from the lower parking lot to the top area of the fairgrounds to get your displays and belongings moved out. Our staff will be on premises until all Makers and Vendors have completely loaded-out of the fairgrounds.

**Helpful Reminders:**

* Share this event on Facebook (<https://www.facebook.com/events/1965649467098952/>), Twitter, Instagram, or where ever you think people need to know about Cincinnati Mini Maker Faire 2018 (<http://cincinnati.makerfaire.com/>). This isn’t just promoting the event, but promoting you, too! You can even pick up paper collateral at The Manufactory (12055 Mosteller Rd, Cincinnati, OH 45241) if you’re interested in getting posters.
* Have hands-on activities, projects, or takeaways at your maker booth. Visitors come to Cincinnati Mini Maker Faire to learn, explore, and above all, MAKE. Visitors love interactive and immersive experiences.
* Due to limitations at the event site, **we are unable to provide Wifi**. However, there are Mifi rental opportunities at many of your local public libraries which can provide you with your own Wifi hotspot during the event.
* If you are a vendor (someone who sells something they make), people love to see you working on what you make. When you’re not with a customer, have something to work on. This can help attract people to your booth and ask you about your process. Many vendors see higher numbers in sales when using this approach.
* If your project is not/cannot be hands-on; make it eye-catching. Give visitors something truly stunning.
* Be prepared to talk to people of all ages. Our visitors at Cincinnati Mini Maker Faire range in many ages, but all of them are interested in what they are seeing. No budding-maker is too young or too old!
* As a participant in Cincinnati Mini Maker Faire 2018, you are not only representing yourself/organization, but also Cincinnati Museum Center and MAKE Media. Please keep this in mind when interacting with the public.

Please feel free to contact Arynn or Kristen if you have any questions or concerns and they will be glad to assist you. Thank you in advance for your participation in Cincinnati Mini Maker Faire 2018 and we’re excited to see everyone!

Sincerely,

The Cincinnati Mini Maker Faire Team

Kristen Woods ([kwoods@cincymuseum.org](mailto:kwoods@cincymuseum.org)) and Arynn McCandless ([amccandless@cincymuseum.org](mailto:amccandless@cincymuseum.org))

Kristen’s Office Phone: 513-768-6262 Arynn’s Office Phone: 513-768-6259

Kristen’s Cell: 513-417-2999 Arynn’s Cell: 513-390-8420

(Please call cell phones only in case of immediate needs and emergencies)