

New Hampshire MAKER FEST



at the Children's Museum of New Hampshire
Dover, NH www.childrens-museum.org

What will I get to do?

Share what you know



Eat great food!



Learn something new!

Have FUN!

Welcome to the Manual!

We're excited you are here.

If you are reading this you are either:

Curious and want to know more about the [NH Maker Fest](#)

Amazing cause you signed up to be a Maker at the next NH Maker Fest

Possibly bored and have some free time to kill reading manuals

Any of these scenarios are acceptable!

If you are a Maker, then after reading this fun manual you MUST:

SIGN AND RETURN THE PARTICIPATION AGREEMENT

**Signing confirms that you've read the manual, agreed to our terms,
and that we can count on your participation on Saturday, June 3, 2023.**

What's Inside...

Page

1	THE BASICS: <i>Who? The organizers</i>
2	THE BASICS: <i>Who? The Makers</i>
3	THE BASICS: <i>What? When? Where? Why? How?</i>
4	THE DETAILS: <i>Important Dates & Exhibits Info</i>
5	THE DETAILS: <i>Exhibits - What we provide vs. What you provide</i>
6	THE DETAILS: <i>Exhibits - Important details</i>
7	THE DETAILS: <i>Exhibits - Before the Fest</i>
8	THE DETAILS: <i>Exhibits - Day of the Fest</i>
9-10	SAFETY
11	CHECKLIST & WHAT'S NEW THIS YEAR

THE BASICS

WHO THE ORGANIZERS

Maker Fest Production Team: aka Children's Museum of NH staff*

The Children's Museum of New Hampshire, a 501(c)(3) non-profit located on the shores of the Cocheco River in downtown Dover, NH has organized and hosted the NH Maker Fest, formerly the Dover Mini Maker Faire since 2012.

CONTACTS



This is **Neva Cole**, CMNH Communications Director and Online Chaos Coordinator!

Here she is holding a project she is proud of.

Why do I care who Neva is?

Because Neva is the one doing most of the communication for Maker Fest and all the promoting, so the more she knows about you, the better!

When is it ok to contact Neva?

When you have questions, want to share a photo, project description or details, or bio to help promote your participation.

nhmakerfest@childrens-museum.org 603.742.2002



This is **Jane Bard**, CMNH President and Decision-Maker Extraordinaire!

Here she is teaching about the Science of Sound.

Why do I care who Jane is?

Jane knows this Fest better than anyone! She will be able to trouble shoot and plan the best set-up to make your participation a success!

When is it ok to contact Jane?

When you have a very specific logistical question about the Fest.

jbard@childrens-museum.org 603.742.2002

***While all CMNH staff are involved in the Fest to some extent, Jane and Neva can answer your questions the best. Please do not reach out to the children's museum in general with your Maker Fest questions.**

THE BASICS

WHO THE MAKERS

Participating Makers might be:

- ★ Makers who have built robots
- ★ Tinkerers who have invented something new
- ★ Authors sharing a love of literacy
- ★ Artists who have crafted unique objects
- ★ Homesteaders and engineers who can build anything
- ★ Coffee brewers serving it up hot or cold
- ★ Entertainers with music in their souls
- ★ Educators and community leaders who want to share opportunities
- ★ Bakers selling delicious in every color
- ★ Kids with big dreams
- ★ Technology geeks sharing a love of new innovations

UNDERSTANDING THE LINGO

Makers, you will fall into one of these two categories:

Maker:

Individuals who demonstrate what they make and/or how it works, in an interactive way, and do not charge people any kind of fee during Maker Fest.

Example: A balloon artist who creates balloon sculptures and demonstrates her process and allows people to try it themselves.

Maker Group:

A group of individual Makers working on the same or similar project and who want to exhibit together in one space, and do not charge people any kind of fee to participate in any interactive activities during the Fest. One “Curator” must be assigned as your group’s point person to communicate with the Fest Production Team.

Example: A group of engineers who spend their spare time building working robots of all shapes and sizes and invite people to ask questions about the process.

Makers and Maker Groups can also be one of the following three kinds of Makers:

Commercial Makers:

Individual Makers or a Maker Group who pay a [\\$50 Fest fee](#) for the opportunity to demonstrate and **sell** a product that they make.

Example: A poet who has a book of her poetry for sale, but also invites people to make poetry of their own with an interactive activity.

Food Makers:

Individual Makers or a Maker Group who share their food products or 2oz samples of their food for **free**. Food Makers should always display a list of ingredients.

Example: A bread baker offers samples of different kinds of bread and demonstrates how to bake bread.

Commercial Food Makers:

Individual Makers or a Maker Group who pay a [\\$50 Fest fee](#) for the opportunity to **sell** prepared packaged foods, defined as food that is **not** consumed on-site and prepared prior to consumption.

Example: A cake artist sells intricately decorated cakes for people to take home to eat after the Fest, while also letting people decorate their own mini cupcake.

You’ll notice that no matter the category, we encourage you to offer some kind of HANDS-ON, INTERACTIVE component to your exhibit. That’s an essential part of Maker Fest.

THE BASICS

WHAT *THE ELEVATOR PITCH*

The NH Maker Fest, created and hosted by the Children's Museum of New Hampshire in Dover, is a gathering of fascinating, curious people who enjoy learning and who love sharing what they can do. The Makers, who might be engineers, artists, scientists, chefs or anything in between, present what they've created. Fest visitors can spend the day discovering new things from the Makers either through hands-on activities, workshops, presentations, or performances.

WHEN **Saturday, June 3, 2023, 10am-3pm**

See more important dates and times in the "Timeline" section of this manual.

WHERE **The Fest takes over the entire 2 floors of the [Children's Museum of New Hampshire](#) at 6 Washington Street, Dover, NH 03820.**

Which means, most of the hands-on exhibits ARE NOT available for exploring as on a normal day at the museum.

The Fest also extends into upper Henry Law Park, the Stage (for special performances), and Lower Henry Law Park. See more details about the layout of the Fest in the "Layout" section of this manual.

WHY **Because it fits perfectly with the mission of the Children's Museum of New Hampshire which is to **actively engage families in hands-on discovery!** We want to inspire the next generation of innovators and creative thinkers. So why not gather together local innovators and creatives to show off what they can do and inspire us all?!**

HOW **Lots of duct tape. Just kidding...kind of! Read on and we'll show you how we do it...with **lots of help from you!****

THE DETAILS

Planning for the BIG DAY!

When you filled out your application, you already gave us your preferences about whether you want to be inside or outside, if you need electricity or wifi, etc. This is important info for us to have because at some point we will sit down and decide who will go where and what we have to do to help you prepare.

IMPORTANT DATES

Upon Receipt	ACCEPT the New Hampshire Maker Fest Participation Agreement and return form via email to: nhmakerfest@childrens-museum.org .
Friday, May 12	Commercial Maker fee payment due
Monday, May 15	Fire Safety Plans due
Monday, May 15	Submit Maker/Assistant names for you and your assistants to: nhmakerfest@childrens-museum.org for Maker check-in
Saturday, June 3, 8-9:30am	Set-up
Saturday, June 3, 10am-3pm	SHOWTIME!
Saturday, June 3, 3-4:30pm	Breakdown

EXHIBITS

The Fest 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. 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!

We will assign you space in one or a combination of the following:

Outdoor Exhibit Area: If you require an outdoor space, your exhibit space will be located in the outdoor park around the Children's Museum of NH and will vary in size depending on your requirements. We have a variety of spaces in grassy areas and on pavement. Most of these spaces will have access to power, **however you must advise us if you need it.** Some spaces will have shade, while others will not. If you have an outdoor exhibit, we recommend that you bring a tent if you have access to one.

Indoor Exhibit Area: Some of the maker exhibits will be located in the Children's Museum of NH exhibits. The spaces will be subdivided into table top exhibits of approximately 10x10 feet, (or a 10x20 area if you have requested a double booth) unless you have stipulated that you need a larger area and/or you will curate your space with an association or a group of makers.

THE DETAILS

EXHIBITS

Once you know if you are inside or outside, there are some options to think about:

WHICH IS RIGHT FOR YOU?

Standard: A single area with a table, two chairs and a small amount of space to show what you Make.

Activity Area: Hands on, fun, interactive area that encourages audience participation to - learn how to make, do or learn - how to make what you are teaching.

Demonstration Workshop: During a short show-and-tell session, makers demo (and teach) particular skills, techniques, or processes, explaining materials and tools and stepping through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated. Demonstrations will be done in your exhibit area.

Maker Groups: A group of makers collaborate to curate a larger exhibit with several exhibitors.

Interactive Performance: Performers engage and entertain attendees, and enable them to interact in a fun way. May be tied to the stage or roving through the Fest as a kind of street theatre. Performances can be musical or theatrical, but they can also involve a collaborative building process.

Roaming Attraction/Exhibit: If you have an exhibit that will roam throughout the Fest during the show, please let us know and we will provide a location for your use as a home base for non-roaming activities. If your exhibit needs access to an outlet to be charged, ask us about charging locations.

THIS IS WHAT WE WILL PROVIDE:

- ★ **Two chairs**
- ★ **One sign with your Maker/Organization name.**
- ★ **Carts/Dollies for setup (limited number to share with all Makers)**
- ★ **Two complimentary entry wristbands to the Fest which we will provide on check-in.** (*Entry into the Fest this year is by a suggested \$5/person donation.*)
- ★ **Access to our staff & volunteers who will be available to answer your questions, assist with breaks, etc.**
- ★ **Inclusion of your exhibit and project description on our website, as well as promotion of your participation in the Fest on our social media channels.** (*We will use the information you provide in your application for these descriptions so please be as detailed as possible*)

THIS IS WHAT YOU NEED TO PROVIDE:

Table(s) *We have a limited number of tables available and will not provide any unless you specifically request it on your application. We can only provide one table if requested.*

A pop-up tent if you are outside and need/want shade

Extension cords/power strips

ANY and ALL hardware and supplies that will help you display your project (*We assume that you will supply any equipment or supplies you need to make your project functional*)

At least one person to staff your exhibit at all times.

Signs to help Fest visitors understand what you are making

THE DETAILS

EXHIBITS

**WHEN DECIDING WHAT TO BRING WITH YOU,
HERE ARE SOME IMPORTANT THINGS TO KEEP IN MIND:**

Internet Connectivity: Public wireless service is available in selected areas of the Fest including the Children's Museum and adjacent outdoor park. If your project could interfere with this wireless service, [please let us know](#) so we can accomodate you and your Fest neighbors. In most cases, **a hardwire connection will NOT be available.**

Electricity: When you apply to be a Maker, you need to provide details of your power requirements. On-site power requests cannot be guaranteed. [Any excessive power will require pre-approval.](#) If you are outdoors and would like your own dedicated power source, you are welcome to bring a small generator. Please make not of your power usage to insure you have what you need and you will not create a problem for your fellow makers by tripping a 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 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.

Water: If your exhibit requires any form of water, please [let us know](#) so we place you near a water source.

Radio Frequency: Due to the nature of the Fest, [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.

Door Sizes: [Please let us know](#) if your exhibit has any components that cannot fit through a standard-sized doorway.

Vehicles That are Exhibits: Requires pre-approval and special set-up. Please [contact Jane Bard](#).

Complicated Exhibits: Additional set-up time requires pre-approval. [Contact Jane Bard](#).

Shipping: Shipping materials to us requires pre-approval. Please [contact Jane Bard](#). Must be delivered between May 29-June 2. Shipping label must include: NH Maker Fest c/o The Children's Museum of NH, 6 Washington St, Dover, NH 03820. Include your Maker name, project name and phone number.

Return Shipping: We will not be held responsible for any items left at the site after 5pm on June 4. Bring packing tape and shipping labels if you plan to ship materials home after the Fest. We will happily hold packages that are ***labeled with pre-paid postage*** for UPS and FedEx pick up for Monday morning.

Safety Barricades: If the nature of your exhibit requires safety barricades, caution tape or assistance to make it safe, please bring this to our attention so we can make the proper arrangements.

Fire and Safety or Hazard issues: If your project can be considered hazardous or a concern for the Fest staff, a Fire Safety Plan is required. You need to declare all hazardous materials that you will bring, as this will help in determining the best storage and overall safety concerns of such materials. [Fire Safety Plans are due by May 15.](#) ***See more details about Safety requirements in the "Safety" section.***

Your individual exhibit details have been compiled from your initial application. If anything has CHANGED with your logistical requirements, please contact Jane Bard at jbard@childrens-museum.org for assistance.

EXHIBITS continued

WHEN DECIDING WHAT TO BRING WITH YOU, HERE ARE SOME IMPORTANT THINGS TO KEEP IN MIND:

Refreshment: Concession stands and Food Trucks will be open during the Fest. We will have water available to all registered Makers during the Fest.

Weather: This is a rain or shine event, so please bring sunscreen, tents, umbrellas and things to hold down any materials that might blow away in a wind.

non-toxic waste, and general trash receptacles will be available. If you require extra trash bins at your exhibit [please let us know](#).

Security: The Children's Museum is not responsible for any Maker booths left unattended.

Trash: Recycling, paper, bottles, and glass,

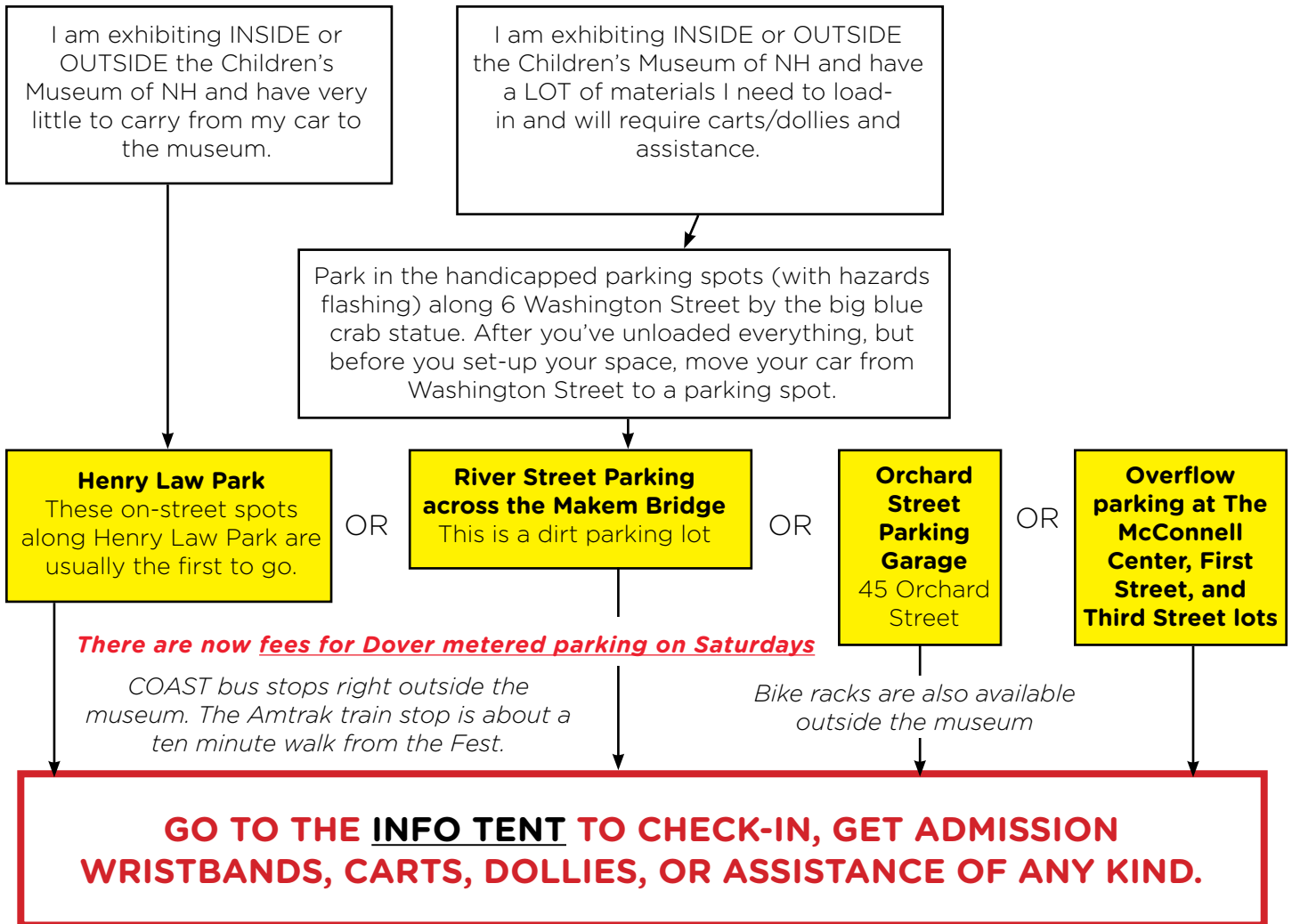
***Your individual exhibit details have been compiled from your initial application.
If anything has CHANGED with your logistical requirements, please contact
Jane Bard at jbard@childrens-museum.org for assistance.***

DAY OF the Fest

LOAD-IN & SETUP: Saturday, June 3, 8-9:30am

Please keep in mind traffic and **parking** when planning when to arrive for the Fest.

Use the following flow chart to help you figure out the best place for you and your team to park and unload the morning of the Fest.



NH MAKER FEST: Saturday, June 3, 10am-3pm

You will be given a map and schedule of the Fest at check-in, if not before.

Your wristbands will give you in/out access all day.

BREAKDOWN: Saturday, June 3, 3-4:30pm

If you need to move your car closer to the museum or your outside exhibit, please wait to do so until AFTER 3pm. Come to the info tent if you need to utilize any dollies or carts to load your materials back into your vehicles. Please remember that we have a limited number of carts and dollies that all Makers must share amongst themselves.

Vehicles will NOT be allowed near the museum's loading dock off of Henry Law Ave until 3:15pm. Please do not move barricades yourself, but ask for assistance from staff or volunteers.

THE DETAILS

SAFETY

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 listed below, you must obtain prior approval from the [Maker Fest Team](#)

[Maker Fest 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
- ★ Dangerous chemicals

*****Propane and Helium will not be permitted without [prior review and approval](#).***

All [Maker Safety Plans](#) need to be submitted to the Fest Team by May 16th. *The Dover Fire Marshall reserves the right to make any final decision regarding the exhibit layouts and floor plans and has the authority to close down any exhibit not in compliance.*

Compliance with 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 here](#).

Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.

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-prong plug 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.***

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 Fest Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed throughout the day.

Indoor Display Vehicles and Motorized Display Items: Fuel level must not exceed one 14-gallon 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.

SAFETY

The following are industry standard rules that require full compliance

Child Safety: Maker Fest 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 13 not be on the Fest floor during set-up or teardown hours unless that child is a registered Maker. During NH Maker Fest, 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, please notify a member of the Fest Team, Museum personnel, or anyone with a NH Maker Fest radio. If someone dials 911 from a cell phone, the above procedure still needs to be followed. Please report all incidents to the NH Maker Fest Check-in table.

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 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, or equipment of significant value in your booth overnight if you are setting up on Friday evening.

The NH Maker Fest hosts 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.

THE DETAILS

CHECKLIST

- ❑ **Read the Manual:** Help plan your exhibit, set up, and learn what to expect at New Hampshire Maker Fest. [Be sure to sign the Maker Participation agreement](#) and [email it back to us!](#)
- ❑ **Spread the Word:** Follow us on social media ([Facebook](#), [Twitter](#), [Instagram](#)), like & share [event posts](#), display [event posters](#) at other events, tell your friends and family that you will be at New Hampshire Maker Fest.
- ❑ **Put Important Dates in your Calendar:** Help us keep things on schedule! Don't miss an important date (page 4)
- ❑ **Make a Plan for your Exhibit:** Take all the details laid out in this manual into consideration and plan what you will need to bring with you, create, or buy for your own exhibit space.
- ❑ **Be Safe:** Think about how to keep your exhibit safe. If your exhibit has any fire or safety issues, please provide the Production Team with a [Fire Safety or General Safety Plan](#).

THIS YEAR

Entry into this year's Fest is by a suggested \$5/person donation!

We will share any new health and safety protocols with Makers and participants prior to the date of the Fest.

Participating Makers can submit online content either in addition to or instead of attending the Fest in person. These videos, photos, blogs, etc. will be shared on the museum's website and social media in the weeks leading up to the Fest and exclusive content will be available online for 2 weeks after!

We look forward to working with you and will see you soon!