



MINI MAKER MADNESS



2015 Maker Manual

Presented By:



Saturday, October 10th • Meridian Mall • www.MinMakerMadness.com



2015 Maker Manual

About



Dear Maker,

We are excited for your interest in Mini Maker Madness. This will be a one day family friendly maker event on Saturday, October 10th at the Meridian Mall.

Mini Maker Madness will be setup as an expo throughout the common areas of the mall. The expo will feature local, regional and national "makers" showcasing their inventions through 3D Printing, Robotics, Tinkering and Crafting. Several of our makers will be offer STEM (science, technology, engineering and math) based activities for children.

Makers are welcome to exhibit at no charge. If you would like to sell your product or others during Mini Maker Madness, there is just a small fee of \$100 for commercial makers.

The maker manual is designed to help you navigate Mini Maker Madness and to help create a great event. The Mini Maker Madness team and Meridian Mall have outlined some important details to make the event safe and enjoyable for both you and our guests. We are looking forward to providing a family friendly event full of inventing, imagination, creativity and making.

Please review the maker manual in its entirety as it contains valuable information to help you plan your participation in Mini Maker Madness.

Thank you for your time and dedication, we look forward to seeing you at Mini Maker Madness.

Please be sure to use the Maker checklist on the following page.

Contacts:

The Mini Maker
1982 W. Grand River Ave.
Suite 321
Okemos, MI 48864

Chris Allen
T: 517-388-1488
E: chris@theminimaker.com

Melissa Allen
T: 517-285-5254
E: melissa@theminimaker.com

**General inquiries
or requests can be
emailed to [Contact@
MiniMakerMadness.com](mailto:Contact@MiniMakerMadness.com)**



Maker Checklist

- Submit Mini Maker Application (Page #)
- Submit booth fee (only applicable to commercial makers)
- Read the maker manual to help plan your table setup
- Promote your participation on your social media networks
- Add a web banner to your website and email signature. Web banners, logos, ect. can be found at minimakermadness.com/logos
- Plan out the look of your table for Mini Maker Madness. Create the best way to showcase your invention or demonstrate your product
- Determine how you plan to set up. Decide what additional items may be needed to create your space – i.e. tablecloth, table skirt, supplies, additional signage. If your exhibit is larger than a table and two chairs, please contact our team via email at Maker@MiniMakerMadness.com to make accommodations.
- Create a fire/safety plan. Due to the nature of this event and mall restrictions, we cannot allow exhibits that smoke, have a fire element, or explode.
- Gather your team to help with the setup/tear down of your exhibit, and to help staff your exhibit during show hours.
- Accommodations: We have set up room blocks with area hotels for our out-of-town exhibitors. Please reference the hotels list on page # for hotel contacts, rates, and room block cut-off dates



2015 Maker Manual

Mini Maker Madness at a Glance

Set up and Maker Check-in:

Friday October 9th	9:00pm – 12:00am
Saturday October 10th	7:00am – 9:30am

Prior to your arrival you will receive an email from the Mini Maker Madness team with a map detailing your assigned booth number, load in entrance and a map of the facility.

Event Hours:

Saturday October 10th **10:00am – 5:00pm**

We recommend that you set-up on Friday night. On Saturday please plan your time accordingly to factor heavy traffic and busy loading docks. All exhibits must to set up by 9:30am on Saturday.

Event and Exhibit Overview

Mini Maker Madness is not designed as a trade show or conference. The purpose of Mini Maker Madness is to provide families with kid friendly activities introducing them to 3D Printing, Invention, Creation, Building and Making.

Mini Maker Madness will take place in the main corridors of the Meridian Mall. Your exhibit space will be identified as your assigned area and will have the freedom to make your booth as creative as possible. The exhibit spaces are provided a standard 8' table and two chairs. Should you need a larger space, please identify your space needs on the maker application.

Types of Makers

Maker: Individuals or groups demonstrating what they make and/or how it works in an interactive format or providing a STEM based activity for kids to participate in.

Commercial Maker: Individuals or groups demonstrating what they make and/or how it works in an interactive format with the opportunity to sell their product. The Commercial Maker fee is \$100 and is due with your maker application.

Food Maker: Individuals or groups demonstrating food products that they make i.e. cooking with kids. Note: If you serve samples, only 2oz or less can be given away.



2015 Maker Manual

Commercial Food Makers will not be permitted to exhibit at Mini Maker Madness.

Types of Exhibits

Standard: 8x10 area with a furnished with an 8' table and two chairs to show what you make.

Activity Area: Hands-on, fun, interactive area that encourages and fosters kid participation. Showcasing how to make, learn, craft or do. Your activity should be primarily STEM education based.

Maker Groups: A grouping of makers collaborating to organize a larger exhibit or activity.

Roaming/Interactive Performance Exhibits: Makers may engage with attendees and enable them to interact in a fun way. These exhibits should involve a collaborative building process. You will be provided an exhibit table space to serve as home base.

Shipping

If you need to ship elements of your exhibit in advance and can guarantee delivery via FedEx or UPS anytime Monday, October 5th and Friday, October 9th, please direct your delivery with detailed shipping label to:

**The Mini Maker
Attn: Mini Maker Madness
Maker Name & Phone Number
1982 W. Grand River Ave. #321
Okemos, MI 48864**

Tracking Number: Please forward the tracking number to Maker@MiniMakerMadness.com. Please include your name and contact information in the email. You are welcome to call and verify delivery, however, The Mini Maker team will not be responsible to track packages.

Return Shipments: Please make appropriate arraignments for Saturday night load out. The Mini Maker team is not responsible for items left onsite at 9pm on Saturday, October 10th. We recommend that you bring preprinted return label and packaging tape with you to the venue, if you plan to ship materials from the event. Please schedule UPS or FedEx pickup for Monday morning. The Mini Maker will provide a staging area for return shipments.



2015 Maker Manual

Venue Load-In and Parking

Prior to your arrival for set up, you will receive an email with your assigned load in dock and a facility map. To provide the best foot traffic flow, please adhere to assigned load-in dock. Hand trucks, carts and dollies are not permitted through Meridian Mall public doors. Only hand carried items are permitted through these doors.

Maker Parking: Once you have completed load-in a Mini Maker team member will direct you to the appropriate maker parking area. The Meridian Mall is a public facility and designated maker parking is on a first come, first serve basis and not guaranteed.

Carts/Dollies: There will be a limited number of handcarts or dollies available on first come, first serve basis. If available we encourage you to bring your own.

Forklift: There will **NOT** be a forklift or operator available during load in/out for Mini Maker Madness.

Exhibit Set-up and Details

As previously stated, you will be provided with a plain 8' table and two chairs in your booth space. Should you need power or internet access, please be sure to indicate this on your maker application. Please plan to bring anything else with you to the venue, such as extension cords, power strips, tools, hardware or other supplies needed for your exhibit.

Power: Please indicate the details of your power requirements on the maker application. We will do our best to accommodate. If we are unable to accommodate your request, we will notify you in advance. Makers will need to furnish their own power strips and extension cords. On-site power requests cannot be guaranteed.

Water: We are unable to provide a water source for Mini Maker Madness.

Radio Frequency: Due to the use of walkie talkies by Meridian Mall Security, The Mini Maker team and others, we need to know in advance if you plan to use radio frequencies and what frequency to coordinate placement during the event.



2015 Maker Manual

Fire Safety/Hazardous Materials: If your exhibit can be considered hazardous or a fire concern, please be sure to indicate this on the maker application. We must include these details in our event safety plan. As part of the set up process we will need you to declare all hazardous materials to help determine the best storage and over all safety of the event.

Exhibit details and website listings will be compiled based upon the information provided on the maker application. If anything changes with your logistical setup please notify us as soon as possible. Please email Maker@MiniMakerMadness.com.

During The Event

Breaks: Each exhibit should be staffed at all during the hours of the show. If you do not have proper staffing and need a short break, please notify a volunteer. We will do our best to offer a volunteer to man your booth during a short break.

Smoking: Please adhere to Meridian Mall's smoking rules. Smoking is only permitted in designated areas outside of the mall. Please dispose of cigarette butts in the provided ashtrays.

Maker Lounge: A lounge and refreshments has been graciously provided by one of our sponsors. The lounge will be located in the rear of **We Love Kids n Dogs** in the main corridor of the mall. The provided refreshments are meant to serve a light snack or beverage; it is not intended to be a meal.

Alcohol: Alcohol of any kind is not permitted inside the Meridian Mall.

Pets: For the safety of our guests and exhibitors please leave your pets at home. If you are traveling from out-of-town and unable to leave your pet, please email us at Maker@MiniMakerMadness.com and we can provide a list of recommended doggie day cares or kennels.

Volunteers: We encourage you to spread the word about volunteering at Mini Maker Madness. We hope to have volunteers available to assist as needed. If you know anyone interested in volunteering they can sign up on our website at MiniMakerMadness.com or my emailing volunteer@minimakermadness.com.

Security: There will be 24-hour roaming security provided by Meridian Mall from Friday



2015 Maker Manual

evening till the close of the event Saturday.

Emergency: In the event of a medical emergency please call 911 AND contact Meridian Mall Security or a Volunteer with a walkie talkie to alert event staff to anticipate and expedite the arrival of medial assistance.

Wrapping Up

The event hours are 10am – 5pm. We ask for your commitment to Mini Maker Madness and if you or your group are not able to display your exhibit for the duration of the show, we ask you to please reconsider participation or find additional staff.

In order to provide an enjoyable and consistent experience for all of our attending guests, you will not be permitted to begin tearing down until after 5pm.

After 5pm you will be allowed to move your vehicle towards your assigned loading dock to load-out. Vehicles will not be allowed to line up in the loading docks and are not permitted to park in fire lanes or outside public use doors.

As with setup; hand trucks, carts or dollies are not permitted through Meridian Mall public doors. You MUST use your assigned loading dock entrance and exit. Only hand carried items are allowed through public use doors.

Tips for Out-of-Town Exhibitors

Weather: The average temperature in October is upper 50's. Please pack accordingly.

Although unlikely, should severe weather occur, the entire event is indoor and safe. If necessary, Meridian Mall security will direct you to the nearest tornado shelter.

Hotel Accommodations: We have set up room blocks with two hotels in the area for our out-of-town exhibitors. Each room block is starting Friday, October 9th thru Sunday, October 11th. Please contact the hotel directly to book your room and mention The Mini Maker room group. Please observe the room group cut off dates to get our group discount, each hotel is different.



2015 **Maker Manual**

Residence Inn by Marriott

\$139.00 Plus Tax

Cut off Date

Opening September 2015

2841 Hannah Boulevard

East Lansing, MI 48823

Phone: 517-657-2875

Whether you're with us for a few days, a few weeks, or a few months, at Residence Inn by Marriott® - East Lansing, your daily routine matters. Located steps away from Michigan State University and venues such as the Breslin Student Event Center, Wharton Center for Performing Arts, and Spartan Stadium. You'll thrive with the conveniences of our spacious studio, one- and two-bedroom suites with separate living, sleeping area and fully equipped kitchens. Complimentary grocery delivery service to fill your refrigerator and a well-stocked market to satisfy cravings. Complimentary hot breakfast to start mornings off right and evening social hours provided Monday-Wednesday to end the day well. Utilize our on-site fitness center and indoor swimming pool for strengthening your body and soul. Relax and unwind when you want and stay focused and productive when needed.

Holiday Inn Express & Suites

\$109.00 Plus Tax

Cut off Date: 9/25/15

2209 University Park Drive

Okemos, MI 48864

Phone: 517-349-8700

Surrounded by many attractions, businesses and various dining locations our hotel is ideal for both business and leisure travelers. We are located off of I-96, with close proximity to Lansing Capital City Airport, Amtrak and Greyhound bus stations. MSU is less than ten minutes away providing easy access to several large attractions. Broadway lovers will flock to the Wharton Center. The MSU Pavilion is practically around the corner for visitors interested in livestock and agricultural education. Sports enthusiasts love the nearness of The Breslin Center, Munn Ice Arena and Spartan Stadium. The campus is abundant with family friendly activities like a visit to the butterfly house, MSU Museum, Broad Art Museum, Abrams Planetarium or MSU Dairy Store. Several gardens are located on the campus providing the perfect spot to take a walk. Parents visiting their students at MSU will appreciate the close proximity to the campus and the comfortable and relaxed atmosphere of our hotel.



2015 **Maker Manual**

Website and Social Media Promotion

You can let the world know you are participating in Mini Maker Madness. We have website banners, images and logos available for download on our website. Just visit www.MinMakerMadness.com/logos.

Like us on Facebook: facebook.com/TheMiniMaker
Follow Us on Twitter & Instagram: @TheMiniMaker
Event Hashtag: #MiniMakerMadness

Other Details

Child Safety: Mini Maker Madness is a family event, designed to introduce kids to 3D Printing, Tinkering, Making and Building. We appreciate your assistance in creating a safe and interactive environment for the children attending. If your exhibit has hazardous materials please take the time to inform and educate the children and parents. If you encounter a lost child please contact Meridian Mall security or a volunteer immediately to assist.

Insurance: It is your responsibility to ensure the safety and security of our exhibit and it's components. Reasonable precautions will be made to protect the event and property, but the Meridian Mall, The Mini Maker or Mini Maker Madness assumes no responsibility for any losses to fire, theft, accident or other causes. Your insurance company should be able to assist you with obtaining appropriate coverage.

The potential for theft and disappearance can be greatly reduced by following the following simple precautions:

- Do not leave purses, laptops, cell phones or other easily portable items unattended.
- Avoid leaving small items of high value in your space overnight.
- Lock or secure as many items as possible overnight.
- If you see any suspicious activity please report it to Meridian Mall security immediately.

Mini Maker Madness and the Meridian Mall will not be held responsible for lost or damaged property at any time. You are encouraged to maintain full insurance for the loss of your property.

Thank you for taking the time to read this manual and we are excited to have you participate in Mini Maker Madness.



2015 Maker Application

Thank you for partnering with us and becoming a maker. Your support of this event is greatly appreciated. **Please complete this form and email to maker@minimakermadness.com**

Maker Information

Organization Name

Contact Name

Address

City

State

Zip

Phone Number

Email

Type of Maker

Maker

Food Maker

Commercial \$100

Additional Info

Power Needed

Internet Needed

Hazardous Materials Used

Can Provide STEM Activity

Description of Project/Booth Setup



Meridian Mall | Okemos MI
www.TheMiniMaker.com
517-233-1524