## Details for 2019 Cincinnati Mini Maker Faire!

Hello 2019 Cincinnati Mini Maker Faire partners!

The weekend we have all been planning for is almost here. I hope you are all getting as excited as we are! Cincinnati Mini Maker Faire is going to be an extravaganza! To say we are thrilled may be an understatement, and we know that you are just as excited as us. Thank you for trusting us at Cincinnati Museum Center to be the place you choose share how you make. We are honored.

Now, of course, we still need to pull this event off. Here is a helpful list of last minute reminders to make sure all of us (including our guests) have the best experience possible at Cincinnati Mini Maker Faire:

* Load In and Parking:
  + I have attached directions to our South Dock to help you and/or your group find it easily.
  + Check in with the staff member with the clipboard when you arrive (we’ll be wearing red shirts).
  + The staff member will hand you your group’s parking pass.
    - You will receive **ONE parking pass per booth/group** for the South Dock parking. This will cover parking for the event date only. Carpooling is strongly encouraged.
    - Any additional cars must park in the parking lot in front of the Museum.
  + **All loading in and out must happen through our South Dock doors**. We will have staff and volunteers on hand to help you during this process.
    - We will have bins available to help you unload your projects, materials, and/or merchandise.
  + Load in is on the night of Friday April 12th, from 5:00 to 7:00 pm
    - Security will be watching over the vendor and community booths. However, please be aware the museum never fully closes, as there is an Amtrak train that arrives in the middle of the night.
    - We suggest covering your items with sheets and taking home the most expensive pieces, like laptops and fine jewelry. Please use your best judgement.
    - **You may also load in the morning of Saturday April 13th, from 7:00 to 9:30 am.**
    - Please be sure to bring any cords or cables that you might need for your booth. We have a very limited supply of extension cords, and will not be able to accommodate everyone.
    - At either of these load in times, you can turn in your signed contract for the event. This contract must be signed in order for you to participate. Please find the contract attached to this email.

* During the day:
  + **Booths**: Be open and engaging from 10-5 on Saturday.
  + I have also attached our code of conduct for you to read through. Please follow this code during the weekend.
  + As a reminder, the event is accessible to patrons and guests through the purchase of a Discovery Pass for the day, or the possession of a membership.
  + All electrical or audio visual cables must comply with safety standards and the Cincinnati Fire Code. Cables or cords are not permitted to be laid in areas where guests will be walking. All cables and cords must be in good condition. No frayed, ripped, exposed, or tapped together cables or cords are permitted.

* Load out:
  + Tear down is on Saturday after the event, from 5 to 7 pm, unless other arrangements have been made.
  + Bins and staff will once again be available to you if needed
  + You must have everything removed from the building no later than 7 pm.

* Staff:
  + If you need anything at any time, there will be staff members, as well as volunteers throughout all of the event spaces. All staff and volunteers will be wearing CMC branded, red polo shirts.

* Getting the word out

o Feel free to send your communities to our website:<https://cincinnati.makerfaire.com/>

o Also feel free to send them the link for our Cincinnati Mini Maker Faire event page on Facebook: <https://www.facebook.com/CincyMakerFaire/?fref=ts>

o Our hashtags are @cincymuseum and #cincymuseum if you want to live tweet, Instagram, Facebook, etc. leading up to or during the event.

* Reaching me directly
  + If at any time during load in, load out, or day of the event you need to reach me directly, you can email me atrblumer@cincymuseym.org, or contact me at my cell number, 740-739-2410.
  + I ask that you please be respectful and courteous, as this is my own personal cell number. Please use this with discretion.

We look forward to seeing you at the 2019 Cincinnati Mini Maker Faire! We cannot wait to see all the talent, passion, and creativity you each bring as we learn what it means to be a maker in the Greater Cincinnati area.

We hope this email has covered everything. Please be sure to either scan in your signed contract, or send to via email, or have it in hand during your load in process. If you have any specific questions or concerns, please do not hesitate to ask.

Sincerely,

**Rebecca Blumer**

Manager of Community Collaborations

Cincinnati Museum Center

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