



18 – 20 October 2019
Science Centre Singapore
15 Science Centre Road

Important Dates	Time	Descriptions
17 th October 2019	2.00pm - 6.00pm	Maker Set up
18 th October 2019	8.00am - 9.30am 10.00am - 6.00pm	Maker Set up Maker Showcase
19 th October 2019	8.00am - 9.30am 10.00am - 6.00pm	Maker Set up Maker Showcase
20 th October 2019	8.00am - 9.30am 10.00am - 6.00pm 6.00pm - 8.30pm	Maker Set up Maker Showcase Tear down

*If you are only showcasing for two of the three days, please note the setup times and let us know if you need additional time for setup. We will try our best to accommodate.

Maker Manual

The Maker Manual is designed to help you navigate the logistics of Singapore Maker Extravaganza 2019, and most importantly, to help make your involvement in Singapore Maker Extravaganza 2019 a positive, memorable experience. The Singapore Maker Extravaganza 2019 Organising Team has outlined the rules and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make Singapore Maker Extravaganza 2019 a truly unique, educational, and extraordinary experience by abiding by these rules and regulations.

Please review the Maker Manual as it contains valuable information and offers you guidance as you begin to plan your participation.

We look forward to seeing you at the Singapore Maker Extravaganza 2019!

CONTACT INFORMATION – Singapore Maker Extravaganza 2019 Organising Team.

General enquiries: mf.singapore@gmail.com	
Octave Goh octave_goh@science.edu.sg	Tan Jyh Harn tan_jyh_harn@science.edu.sg

Please be sure to use the Maker checklist shown on the next page to plan your participation.

Maker Checklist

<input type="checkbox"/>	Read the Maker Manual to help plan your exhibit set up and learn what to expect at the Singapore Maker Extravaganza 2019.
<input type="checkbox"/>	Tell your friends and family that you will be at Singapore Maker Extravaganza 2019. Thanks for helping spread the word!
<input type="checkbox"/>	Design the 'look and feel' of your table or area at Singapore Maker Extravaganza 2019. Create the best way to demonstrate or showcase your project. Determine what props you will need to decorate your area - e.g. tablecloth, signage, etc. to share how you made it and enhance the attendee experience.
<input type="checkbox"/>	Think about how to keep your exhibit safe. No lockers will be provided. However, the exhibition area (Annex Hall) will be locked at the end of each event day.
<input type="checkbox"/>	How are you going to set things up? If your exhibit is larger than a table and two chairs, please think about your layout and provide a rendering, as it will help us find a good spot for your exhibit. Send layouts with your Maker number to mf.singapore@gmail.com if you have not already done so. The finalised booth layout will be sent out at the earliest possible opportunity.
<input type="checkbox"/>	Decide if you will need any signage to describe your exhibit or notify attendees of scheduled activities / performances. Determine how you will display it. You are permitted to bring pull-up banners and standees, but this must be positioned within your allocated booth slot(s).
<input type="checkbox"/>	Start a checklist of all items that you need to bring to Singapore Maker Extravaganza 2019. Think about who will help you set up and how to pack for easy load in. Please come to Singapore Maker Extravaganza 2019 prepared with all that you require for set up.
<input type="checkbox"/>	Determine who will help you with your exhibit on show days.
<input type="checkbox"/>	Parking for load-in/load-out will be at your own expense. We encourage you to take public transport to Singapore Maker Extravaganza 2019 whenever possible. Limited parking space is available at Science Centre Singapore. The nearest external parking lots are in JCube shopping mall.

Set Up & Showtime!

<input type="checkbox"/> Thursday, 17 th Oct 2019	Set up 2.00pm - 6.00pm This set up period is for those who wish to set up their booths earlier.
<input type="checkbox"/> Friday, 18 th Oct 2019	Set up 8.00am - 9.30am This is the main set up session. Maker Showcase 10.00am - 6.00pm Start of Singapore Maker Extravaganza 2019.
<input type="checkbox"/> Saturday, 19 th Oct 2019	Set up 8.00am - 9.30am Maker Showcase 10.00am - 6.00pm
<input type="checkbox"/> Sunday, 20 th Oct 2019	Set up 8.00am - 9.30am Maker Showcase 10.00am - 6.00pm Tear down 6.00pm - 8.30pm End of event and tear down.

- **EXHIBIT AND SET-UP DETAILS**

We will provide a table and two chairs within a 1.5m x 1.5m floor area as a **standard set-up per booth**. There will also be one electrical socket point. Please plan to bring anything else that you would like to have, such as extension cords, adaptors and any hardware or 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. In some cases, the Singapore Maker Extravaganza 2019 Organising Team will assist with some elements of your set-up as long as it has been agreed upon in advance. Please feel free to make signs for your exhibit that help the attendees understand what you are making!

So that we are in agreement as to what you will require for your exhibit, please review the following details:

Signage: You are free to use your own form of signages (pull-up banners, standees, easels) to indicate what your booth is doing. All signages must be contained within your allocated booth space, and cannot be set up along the aisles.

Internet Connectivity: Internet access is available through Wireless@SG. We encourage you to bring your own hotspot should your project require dedicated internet connection.

Electricity: One electric socket (13A) will be provided if you have requested for this in your application. Should you require power strips, we recommend that you bring your own.

Tables and Chairs: We will provide a table (1.2m x 0.6m), and two chairs if you have selected a standard set-up. We appreciate makers bringing any other equipment needed to support their exhibit. Please note that you will be responsible for any belongings or equipment displayed or stored at your booth area.

Safety Barricades: If the nature of your exhibit requires safety barricades or assistance to make it safe, please inform us so that we can make the proper arrangements.

Fire and Safety or Hazard issues: If your project can be considered hazardous or a concern for the Singapore Maker Extravaganza 2019 Safety Crew (especially fire safety), please be sure to notify us as soon as possible so that we can include these details in the Safety Plan. As part of the set-up process, we will need you to declare all hazardous materials that you have with you, as this will help in determining the best storage and overall safety concerns of such materials.

For non-standard setups, we will confirm your requirements with you via email.

- **SET-UP Period**

Set-Up Period Thursday, 17th October 2019

During the set-up days, proceed directly to the Singapore Maker Extravaganza 2019 venue and set up. A limited number of trolley carts will be available on-site for your use.

All set up and final touch-ups must be completed by 9.30am every morning.

Upon arrival at Singapore Maker Extravaganza 2019, do remember to collect your Maker Tag and your admission wristbands. This is to identify you as a Maker to the visitors to Singapore Maker Extravaganza 2019.

- **VOLUNTEER OPPORTUNITIES - GET INVOLVED!**

We welcome volunteer participation at the Singapore Maker Extravaganza 2019. Volunteers make a valuable contribution to the success of Singapore Maker Extravaganza 2019! Volunteers will receive a complimentary day pass to the Singapore Maker Extravaganza 2019 and an e-certificate. If you have friends who are able to volunteer, please click this [here](#), fill in the details and send.

- **PARKING**

Parking will be at your own expense for the duration of the Singapore Maker Extravaganza 2019, including load-in and tear-down. We recommend that you and your co-Makers take public transportation to the Singapore Maker Extravaganza 2019 venue. Details regarding parking for Singapore Maker Extravaganza 2019 will be given on a later date.

- **MAKER TAGS**

Each booth or workshop will be given up to 3 admission tickets to the Singapore Maker Extravaganza 2019. Admission is in the form of wristbands which have to be shown to the ushers at the gate to gain access to the event.

- **DURING THE EVENT**

Breaks: Each maker exhibit should be staffed at all times by you or a colleague. If you do not have an assistant and you need a short break, please notify the Singapore Maker Extravaganza 2019 Organising Team and we will do our best to assist you in finding someone to watch your exhibit. If you need to be away from your exhibit for an extended period of time, please notify the Singapore Maker Extravaganza 2019 Organising Team as well.

Electrical: Please make note of your power usage to insure you have what you need and will not trip the circuit breaker. Most consumer electronic devices have a little label on them that will tell you how many watts or amps they draw. In Singapore, the voltage used is 230V.

Cleaning Services: The cleaning crew will complete a clean sweep of the aisles at the start and end of each day. They will not enter your exhibit area to clean. Please consolidate garbage into larger bags when possible and leave them in the aisles for the cleaners to pick up.

- **CLEAN UP**

Please ask a Singapore Maker Extravaganza 2019 Organising Team member for assistance if you have a large load that needs to be carried by a vehicle or if you require bins at your exhibit. If you have 'free stuff' for giveaway, please identify it accordingly for those who can reuse it! We encourage you to use materials other than Styrofoam or packing peanuts for packaging, and recycle all materials as far as possible. Let's all work together to reduce Singapore Maker Extravaganza 2019's environmental footprint, by thinking about the products we use and how to best dispose of them!

- **WRAPPING UP**

Teardown: Teardown begins after 6.00pm on Sunday. All exhibits must be intact and open to the public until that time. Exhibits must be removed by 8.30pm on Sunday night.

If your exhibit requires more setup/teardown time, storage, or is cued for shipping off the grounds, please email mf.singapore@gmail.com to make alternative arrangements for setup/teardown.

Disposal: If you require extra trash bins at your exhibit, please let us know. We appreciate your exhibit area being cleared completely.

The Agreement

- **RULES AND REGULATIONS**

- No drilling of holes, attaching to, or painting of the floor, or any other defacement to floors or walls. When such damage occurs, the maker is solely responsible and is liable to the owner of the property so damaged.

- Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, or painted surface in any area inside the Singapore Maker Extravaganza 2019 venue or on the premise without advance permission.
- The Singapore Maker Extravaganza 2019 Organising Team reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operations, materials, safety, or any other reason.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all the laws of the Republic of Singapore.
- Do not endanger or harm any person, property, or the environment, including the parking lot, entrance ways, booth areas, and other areas used by Singapore Maker Extravaganza 2019 or its employees, contractors, agents, members, or guests.

- **FIRE AND SAFETY**

To provide a fun and safe environment for Makers and the many attendees, the Singapore Maker Extravaganza 2019 Organising Team requires that all Makers take safety into prime consideration in the design and running of their exhibits, workshops and talks. The Singapore Maker Extravaganza 2019 Organising Team reserves the right to make any final decision regarding the layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

- **Fire Hazard Notification & Special Permits:** As a maker, if you intend to display, operate, or use any of these items shown below, you must obtain prior approval from the Singapore Maker Extravaganza 2019 Organising Team.
 - Heat-producing or open-flame devices, candles, lamps, etc.
 - Electrical, mechanical, or chemical device deemed hazardous by the SCDF
 - Internal-combustion engines
 - Flammable liquids, compressed gases, or dangerous chemicals
- **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-electrical extension cords must be of heavy-duty three-wire construction. All mains power cords must be kept behind the display with nothing placed on top of any cords. All electrical wiring must conform to Singapore electrical safety regulations.
- **Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as paint, grout, mortar, tape compound, etc. cannot be poured down the drains. All building materials, supplies, etc. must be taken away after teardown.
- **Child Safety:** The Singapore Maker Extravaganza 2019 is a family event. We appreciate your assistance in keeping the environment safe for the children attending the event.
- **Emergency:** In the event of a medical emergency, please notify the Singapore Maker Extravaganza 2019 Organising Team or any Science Centre staff.
- **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.

- **Precautions:** Please take the following precautions to avoid theft and loss of items:
 - ✓ Do not leave any belongings, laptops and phones unattended at any time in your exhibit area.
 - ✓ Avoid leaving any small items of significant value in your booth overnight.
 - ✓ If possible, cover your display with a flameproof drop cloth.
 - ✓ Run wire or cable through as many items as possible and lock at night.
 - ✓ A solidly constructed, lockable trunk provides security and storage for small articles.
 - ✓ Report any suspicious person or theft in the building or on the grounds immediately to the Singapore Maker Extravaganza 2019 Organising Team.
 - ✓ If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

Singapore Maker Extravaganza 2019 and the Science Centre Singapore will not be held responsible for lost or damaged property at any time.

● **TERMS AND CONDITIONS OF PARTICIPATION**

All terms not specifically defined in these Terms and Conditions of Participation shall have the meanings as described to them on the signature page of the 'Maker Participation Agreement'.

RULES and LAWS: You agree to comply with all applicable laws, the Maker Manual, and any other requirements, and/or rules issued by us in connection with Singapore Maker Extravaganza 2019. You are responsible for obtaining any permissions required for your performance, distribution, or posting of copyrighted material; for obtaining any necessary licenses and permits; and for payment of all taxes (including sales and use taxes), license fees, or other charges applicable to your participation in Singapore Maker Extravaganza 2019. We may terminate this Agreement and/or your participation in Singapore Maker Extravaganza 2019 if you violate this Agreement, or the standards of conduct established by us or by the venue proprietor.

LIMITATIONS ON LIABILITY - INDEMNITY: You agree that we will not be liable in any way to you if we cancel Singapore Maker Extravaganza 2019. You waive any claim or potential claim against us if Singapore Maker Extravaganza 2019 is cancelled, and release us from any resulting or related liability, cost, expense, or damage. Neither you, nor we, our affiliates, or the venue proprietor (collectively, the "Event Providers") will be liable for lost profits or other indirect, incidental, consequential, or exemplary damages in connection with Singapore Maker Extravaganza 2019 and/or this Agreement, whether or not such Event Provider or you have been advised of the possibility of such damages or lost profits. No Event Provider shall be liable to you for any damage, loss, harm, or injury to your person, property, or business, or any of your visitors, officers, agents, or employees, resulting from theft, fire, earthquake, water, unavailability of facilities, any errors or omissions in Singapore Maker Extravaganza 2019 - related materials, insufficient participation, accident, or any other reason in connection with Singapore Maker Extravaganza 2019 or related activities (such as staging), except to the extent directly attributable to our wilful misconduct or gross negligence. You agree to indemnify, and hold harmless the Event Providers from and against any claim, cost, expense, loss, liability, or damage incurred as the result of any third-party claim based on (i) your construction or maintenance of an unsafe Exhibit, and/or (ii) your (or your agent's) negligence or wilful misconduct, and/or (iii) your material breach of this Agreement.

MISCELLANEOUS: This Agreement (including the Maker Manual and any accompanying Addendum) constitutes the final, complete, and exclusive agreement between you and us. This Agreement is made in consideration of the parties' mutual promises contained in it. This Agreement may only be modified by the parties' express written agreement, signed by both of them. You are an independent contractor and not our agent or employee. You are not permitted to assign or otherwise transfer your rights or obligations under this Agreement to anyone else. The Limitations on Liability section (above) of these Terms and Conditions of Participation, shall survive the termination or expiration of this Agreement.

**We very much appreciate your taking the time to read this manual and
we hope your participation in the Singapore Maker Extravaganza 2019 is a wonderful experience!**