



ROME

**Maker Faire**

THE EUROPEAN EDITION

[www.makerfairerome.eu](http://www.makerfairerome.eu)

## Exhibitor Guide (for Makers and schools)

**Dear maker,**

This guide will help you to make your participation at **Maker Faire Rome 2019** a successful event. Please read this document carefully as it's part of the exhibitor's contract, and don't leave anything to the last minute to ensure you have everything you need.

We'll notify you any update to this guide. Please follow our website [www.makerfairerome.eu](http://www.makerfairerome.eu) and our social media ([Facebook](#) and [Twitter](#)).

**Maker Faire Rome 2019 wants to actively participate in the fight against climate change by adopting a carbon neutral approach.**

We decided to further enhance the strong link between technological innovation, circular economy and environmental protection. For this reason, we are actively working to make the Fair a big "Carbon Free" event, maximally committing ourselves to the maximum use of renewable energy and consumption material *tree free paper* and *plastic free* at the fair.

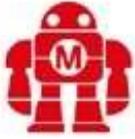
This is the first edition where we are committed to the Carbon Free and Plastic Free direction. We are aware that it's only the beginning, we want to improve and further develop the Maker Faire Rome green project also in future editions with the aim of becoming an Event of great environmental value as well as technological.

Please help us to make Maker Faire Rome 2019 becoming a Carbon Free event, through five simple actions:

- reduce the use of polyethylene containers and other fossil-derived plastic materials;
- favor the use of recycled R-PET plastics;
- make use as much as possible of recycled paper for your prints;
- make the separate waste collection correctly during your stay at the Fair;
- carry our virtuous message towards visitors.

The material used for the food & beverage administration during the event will be biodegradable and certified compostable, everyone is invited not to introduce plastic bottles at the fair.

Let's make the Maker Faire Rome a great sustainable event, in full Maker Spirit!



This guide includes three sections:

1. **General information**
2. **Information for makers exhibiting projects**
3. **Information for makers giving talks or teaching workshops**

*Maker Faire Rome: a place for innovators, coders, hackers, makers, researchers, futurists, financiers, businesses and anyone who has a story to tell about how the future could be.*

## 1. General information

### Contacts

If you have any questions or requests please write to the following e-mail address which is dedicated to maker exhibitors: [makers@makerfairerome.eu](mailto:makers@makerfairerome.eu)

Team managers:

- Sara Ranieri (Team coordinator for Innova Camera – exhibitor relations)
- Ursula Pala ( Press office: [press@makerfairerome.eu](mailto:press@makerfairerome.eu) )

Exhibition venue

Maker Faire Rome will take place at Fiera di Roma

Entrance: **Ingresso Est – East Entrance** Via Alexandre Gustave Eiffel

**Ingresso Nord – North Entrance** via Portuense 1645 – 1647

### By car

From the ring road (*Grande Raccordo Anulare* – G.R.A. – A90), take exit 30 towards Fiumicino and follow the signs for *Fiera Roma (Ingresso Est or Ingresso Nord)*. From downtown Rome, head south on *Via Cristoforo Colombo* or *Via del Mare*, following the signs for *Fiumicino Aeroporto*, then continue on the Rome-Fiumicino (A91) motorway and follow the signs for *Fiera di Roma*. If you are using a GPS, Fiera di Roma's address is: *Via Portuense 1645 – Rome*; coordinates: N 41.810252, E 12.324382.



### By public transportation

Downtown Rome is linked to *Fiera di Roma* via **regional rail line FL 1, in the direction of Fiumicino Aeroporto**. The Trenitalia ticket valid only for the FL 1, destination of *Fiera di Roma (Ingresso Nord)*, may be purchased at FS ticket booths, at the self-service kiosks situated in the stations, and at [www.trenitalia.com](http://www.trenitalia.com).

The Metrebus BIT – Integrated Time Ticket (valid for 100 minutes on bus, metro, and Rome internal railways after being stamped) and Metrebus passes entitle the bearer to use the FL 1 train to reach the *Fiera di Roma* stop. For details on tickets and fares: [www.atac.roma.it](http://www.atac.roma.it)

The railways stations on the FL 1 line that may be reached by metro are:

- *Roma Tuscolana* (*Ponte Lungo* stop on Metro line A);
- *Roma Tiburtina* (*Tiburtina* stop on Metro line B);
- *Roma Ostiense* (*Piramide* stop on Metro line B).

From the Termini railways station, take Metro Line B (direction *Laurentina*) and get off at the *Piramide* stop. From here, follow the signs for *Ostiense* station (located within the same railway hub, and linked by a covered passage) and take the FL 1 train in the direction of *Fiumicino Aeroporto*. Get off at the *Fiera di Roma* stop.

Be aware that direct train to *Fiumicino Aeroporto* from Termini station doesn't stop at *Fiera di Roma*.

### By taxi

The city of Rome is served by numerous taxi companies. Should you require the service's general switchboard, call 060609. Estimated travel time from the city centre (Termini Station): 50 minutes. For more information: [www.agenziamobilita.roma.it/en/](http://www.agenziamobilita.roma.it/en/)

### From Leonardo da Vinci Fiumicino Airport

Links with *Nuova Fiera di Roma* are by train, bus, and taxi. Rental car services are also available.

- **By train.** From the railway station inside Roma-Fiumicino Airport, take the FL 1 train in the direction of *Orte – Fara Sabina* and get off at the *Fiera di Roma* stop (5 minutes). Departs every 15 minutes on weekdays, and every 30 minutes on weekends and holidays.

Consult train schedules at [www.trenitalia.com](http://www.trenitalia.com)

- **Bus.** At terminal T1-T2, take the Cotral bus in the direction of *Eur Magliana* and get off at the *Nuova Fiera di Roma* stop. Consult Cotral times and schedules at [www.cotralspa.it](http://www.cotralspa.it)

- **Taxi.** Taxi service is available at the airport 24 hours a day. Estimated travel time: 15 minutes.

For more information: [www.adr.it/web/aeroporti-di-roma-en/-/pax-fco-tax](http://www.adr.it/web/aeroporti-di-roma-en/-/pax-fco-tax).

- **Car rental.** The airport is served by several car rental companies. Their offices are located in the pedestrian passageway linking the air terminal with levels B and C of the multi-level car park. For more information: [www.adr.it/web/aeroporti-di-roma-en/-/pax-fco-car-rental](http://www.adr.it/web/aeroporti-di-roma-en/-/pax-fco-car-rental)

- **Car and driver hire.** The car and driver hire service is available at Fiumicino Airport's Arrivals area; marked by the initials NCC, the vehicles are generally painted



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black or grey. The service applies variable rates depending on the destination, and must be requested in advance. For more information: [www.adr.it/pax-fco-noleggio-con-conducente](http://www.adr.it/pax-fco-noleggio-con-conducente)

### **From Ciampino Airport**

There is no direct public transportation link from Ciampino Airport to *Fiera di Roma*.

Taxi and car rental services are available.

At Ciampino Airport, you may take the **Atral bus** in the direction of *Anagnina* station (travel time: approximately 20 minutes; for schedules: [www.atral-lazio.com/en/ciampino/anagnina](http://www.atral-lazio.com/en/ciampino/anagnina)).

At the *Anagnina* stop, take **metro Line A** to the *Ponte Lungo* stop, follow the signs for the *Tuscolana* railways station (approximately 400 m by foot), and take the **FL 1 train** in the direction of *Fiumicino Aeroporto*. Get off at the *Fiera di Roma* stop.

Alternatively, take any of the bus links to *Roma Termini*, and continue on towards *Fiera di Roma*.

The stop is located in front of International Departures. For more information: [www.adr.it/web/aeroporti-di-roma-en/pax-cia-bus](http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-bus)

The railways station closest to Ciampino Airport is *Ciampino Città*, linked to the airport by **Cotral/Schiaffini buses** every 30 minutes. Average travel time is 5 minutes. A **light rail** links the Ciampino railway station with the Roma Termini station in about 15 minutes.

From Termini station, take **Metro Line B** (direction *Laurentina*) and get off at the *Piramide* stop. From there, reach the *Ostiense* railway station (located within the same railway hub) and take the **FL 1 train** in the direction of *Fiumicino Aeroporto*.

**Taxi.** Taxis to Rome are available in the plaza in front of the Ciampino airport. Some routes are subject to a flat rate.

For more information: [www.adr.it/web/aeroporti-di-roma-en/pax-cia-taxi](http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-taxi)

**Car rental.** The Ciampino airport is served by several car rental companies. Their offices are located at the Airport entrance, at *Via Mameli*, beside car park P8. A free shuttle service from/to the Departures Terminal is available. For more information: [www.adr.it/web/aeroporti-di-roma-en/pax-cia-car-rental](http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-car-rental)

**Car and driver hire.** Car and driver hires are available at Ciampino Airport arrivals, marked by the initials NCC; the vehicles are generally painted blue or grey. For more information: [www.adr.it/pax-cia-noleggio-con-conducente](http://www.adr.it/pax-cia-noleggio-con-conducente)

**For more information and facilitations** <https://2019.makerfairerome.eu/en/how-to-get-there/>



## Registration and access to the venue

Two types of access to the event are available:

- 1) Access for build-up/dismantling
- 2) Access during days of opening to the public

1) **Access for buildup (Thursday 17<sup>th</sup> October from 8.30 am to 7.30 pm) and dismantling (Sunday from 7.30 pm to 10.30 pm)**

For the access during the event days it is necessary to register the list of persons in advance on our Exhibitors Portal. This registration will be possible from a few weeks before the event and anyhow uniquely after acceptance of the contract. All persons wishing to access the Fair to preside over a booth or hold a workshop/talk, must be explicitly mentioned in the list, including the authors or promoters of the projects. Any person who is not in the list will not have the right to free access as an exhibitor.

For each registered participant will be issued a name badge (which will allow to visually distinguish the exhibitors from the public) and a service ticket that allows entry to the fair according to current legislation.

The badge and the ticket attached to it ARE STRICTLY NAMES AND PERSONAL, cannot be transferred to third parties, and must be shown at the fair in case of checks. Controls may be carried out at the entrances and inside the exhibition center.

Therefore, we please you to keep them carefully.

Furthermore, for each "exhibitor space" nr 1 car pass to be used for the internal parking on the public opening days as described in the "parking" chapter of this guide.

### **The accreditation for maker will be organised as following:**

To access during the days of setting up/dismantling, it is necessary to register the list of persons in advance on the [Exhibitors Portal](#). This registration will be available a few weeks before the Event and only after the acceptance of the contract. (Exhibitors with assigned space only areas or exhibitors who rely on external companies will be required to enter all the names directly on the exhibitors portal of Fiera di Roma.)

Each registered person will receive a badge valid both for setting up and for dismantling. Therefore, please pay attention not to lose the badge after the set up.

Note: see also the paragraph "Build up and dismantling" later in this Guide.

2) **Access during days of opening to the public (Friday 18th, Saturday 19nd and Sunday**



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20<sup>th</sup>)

To access during the Event days, it is necessary to register the list of persons in advance on the [Exhibitors Portal](#) all persons who wish to have access to the event, to preside over a booth or hold a workshop/talk, must be explicitly mentioned in the list, including the authors or promoters of the projects. Any person who is not in the list will not have the right to free access as an exhibitor.

Each registered person will receive:

- a bracelet to be worn during the whole time of the event;
- a service ticket combined with the bracelet, which must also be kept during the entire time of the event according to the SIAE rules;
- a name badge that will allow makers to be visually distinguished from the public (and to store the service ticket without losing it);

## Accreditation and badge collection

Thursday 17th October from h 8.30 to 10.30pm (day of setting up)

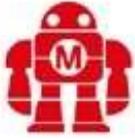
Accreditation will be located at the East Entrance connected with the North Entrance and with the railway station by a special shuttle, operating only on the 17th of October. For the accreditation it is necessary an identity document and with the project/talk/workshop ID.

## Friday 18th; Saturday 19th or Sunday 20th October

For speakers and makers not involved in the build-up of their stand and that will meet their colleagues on Friday morning 18th, Saturday 19th and Sunday 20th, the Accreditation office for Makers will be available both at the East entrance and at the North entrance.

From 7.30 am on Friday and from 9:00 am on Saturday and Sunday.

It is necessary to go to the accreditation desk with an identity document and with the project/talk/workshop id.



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## PARKING

### Set-up and dismantling

During the set-up (Thursday 17th) and dismantling (Sunday 20th after 19:30) **all persons registered in the exhibitors portal will be allowed to enter with their vehicles from the "Cargo Est" entrance exhibiting their name badge collected at the accreditation desk.** Internal parkings are limited, therefore **it's necessary to move the vehicles to the external parking after unloading, to facilitate other exhibitors.** The external parking located at the east entrance uniquely for the day of Thursday 17th non-public open day is free and exhibitors can freely use it.

### Public opening days

On public opening days a limited number of parking places are available inside the exhibition district, with access from "Cargo Est". To each exhibition space will be assigned upon accreditation n. 1 car pass. **Attention: the parking is available UNTIL COMPLETION OF AVAILABLE PLACES regardless of the possession of the car pass:** we therefore invite you to use it only for loading and unloading, then moving outside the perimeter of the fair where there are numerous free and paid parking lots (accessible both from North entrance from the East entrance); the cost of paid parking is € 5.00.

**Attention: any cars parked in the fairgrounds after the evening closing time could be removed**



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## Program & Schedule

### Thursday Oct 17th:

- 8:30 am – 7:30 pm: build-up**

### Friday Oct 18th:

- 9:00 am – 1:00 pm: reserved to schools**
- 2:00 pm – 7:00 pm: open to the public**

### Saturday Oct 19th:

- 10:00 am - 7:00 pm: open to the public**

### Sunday Oct 20th:

- 10:00 am - 7:00 pm: open to the public**
- 7:30 pm – 10:30 pm: dismantling**

We ask you to **keep your booths attended from 30 minutes before public opening and until the closing time.**



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## Wi-Fi

A powerful Wi-Fi service will be dedicated to exhibitors and speakers. In order to use it, a password will be sent via e-mail before the event begins.

In case you need a Wi-Fi access with no authentication, we can enable access from individual devices according to their MAC addresses. Please send the MAC addresses you need to enable to [makers@makerfairerome.eu](mailto:makers@makerfairerome.eu) no later than **two days before** the show.

Please understand that because of the large data traffic, as well as the radio frequency interferences caused by electronic projects and devices, the Wi-Fi service is not easy to implement. It may thus suffer from minor interruptions, which our technicians will promptly solve. If your project needs an Internet link, we recommend, just like in any similar event, to prepare an off-line version such as a local server or even a simple screenshot. Please note that even mobile phone Internet might not work correctly because of the density of people.

Custom access points and personal hot spots are the main cause of problems with the Wi-Fi service. **In order to avoid problems with the Wi-Fi service we ask that no personal Wi-Fi networks are activated. In case we remind that this is a violation of the contract.**

## Weather

Average temperatures in Rome in the Maker Faire days are 11°C min to 22°C max (53-71°F). In case of rain, the show will go on!



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## Logo guidelines

By using the official logo of the event, you will tell everybody that you will be showing off your products at **Maker Faire Rome - The European Edition!**



You can use it to communicate your participation in the event:

- on your website
- on your social channels

**You cannot use the logo in any document for a commercial use as, for example, products catalogues or prices lists.**

The logo must go with a short text indicating your participation at the event (Ex. "we will be at" "Come and see us at the Maker Faire Rome"). The Logo should be linked to the site of the event ([www.makerfairerome.eu](http://www.makerfairerome.eu)). Always position the logo for maximum impact and give it plenty of room to "breathe". This will help to ensure our logo's visibility and clarity.

You can download the artworks on our website at the following links:

- English: <https://2019.makerfairerome.eu/en/promote-2/>
- Italian: <https://2019.makerfairerome.eu/it/promuovi-2/>

On Twitter, you can use the **#MFR19** hashtag and follow our account [@MakerFaireRome](https://twitter.com/MakerFaireRome). Our Facebook page is at <https://www.facebook.com/MakerFaireRome>



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**Regarding the logo, please do not alter the marks in any way so you cannot:**

- Change the scale and proportions of the elements within the logo;
- Change the colors of the logo;
- Change the format;
- Cut and use parts of the logo;
- Use any part of the marks as part of another word;
- Redesign, redraw, animate, modify, distort, or alter the proportions of the marks;
- Surround the marks with—or place in the foreground over—a pattern or design;
- Rotate or render the marks three-dimensionally;
- Add words, images, or any other new elements to the marks;
- Replace the approved typeface with any other typeface;
- Enclose the marks in a shape or combine it with other design elements or effects;
- Modify the size or position relationship of any element within the marks;
- Add additional copy to the marks;
- The logo should live only on white background
- Use the logo on advertising materials (E.g. flyers with promotional price list).

**Warning: Innova Camera, as specified in the participation contract should formally approve any use of the logo that is not described in this document.** If you have any doubts, please contact our communication office: [comunicazione@innovacamera.it](mailto:comunicazione@innovacamera.it)



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## 2. Information for makers exhibiting projects

### Build-up and dismantling

**Build-up** of the maker stands will take place on **Thursday Oct 17th from 8.30 a.m. to 7.30 p.m.** All the materials packaging and any extra waste should be removed at the end of the build-up. When disposing of packaging and waste we ask you to pay as much attention as possible to sustainability. Separate materials properly, reuse and recycle what you can.

**Dismantling** All materials, packaging and waste must be removed from the venue and dismantling operations must be completed by that time. It is strictly forbidden to start dismantling the stands and remove exhibits and displays before these terms. During dismantling, each exhibitor is responsible for the goods inside the stand. For security reasons, exhibitors are advised to remove all portable and valuable items as soon as possible after the show closes and not to leave their stand unattended until all such items are cleared.

We will provide carts/dollies for moving equipment to your location. There are a relevant but limited number of carts; please return the carts and dollies immediately after you are finished, so other Makers may use them. An ID is required for cart/dollies.

### Types of spaces

According to the requirements of each project, we assign different types of spaces. These are the types:

- shell scheme booth – 8 (4x2) square meters
- two or more adjacent shell scheme booths
- space-only indoor area
- space-only outdoor area
- roaming project

### **Please check your contract for your space type.**

Booth position and its number will be notified to each maker few days before the Event. They will be also published in the website.

Please note that the organizer does not provide any adaptor, transformer or extension cord, so please bring them with you in case you need. During the event, if you have any problem with your power, please report it immediately to our team.



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## Shell scheme booth

The shell scheme booth available from Maker Faire Rome is **8 m<sup>2</sup>** and have the format of **4 x 2m**. Each stall is characterized by:

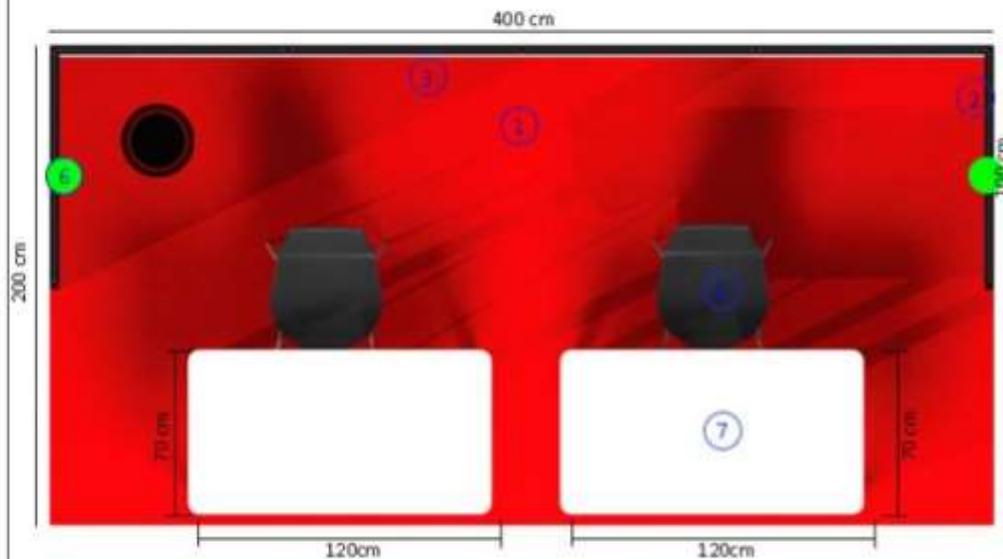
- a white background partially covered by the Maker Faire graphics;
- an upper band that shows the name of the exhibitor and of the project;
- lighting;
- electrical connection (see contract for power);
- tables and chairs (see contract for the number).

The organization **does not provide any additional equipment**, which may be brought by each exhibitor.

The **tables** measure 120 x 67 x 70cm, and can withstand a maximum load of 40kg. In case of need it is possible to add one table leg to resist a larger weight but not more than 70kg.

It is possible to hang objects to the structure of the stall as long as the total weight does not exceed 3kg for the background crossbeam and 3kg for the lateral crossbeams (that are in common with your neighbor).

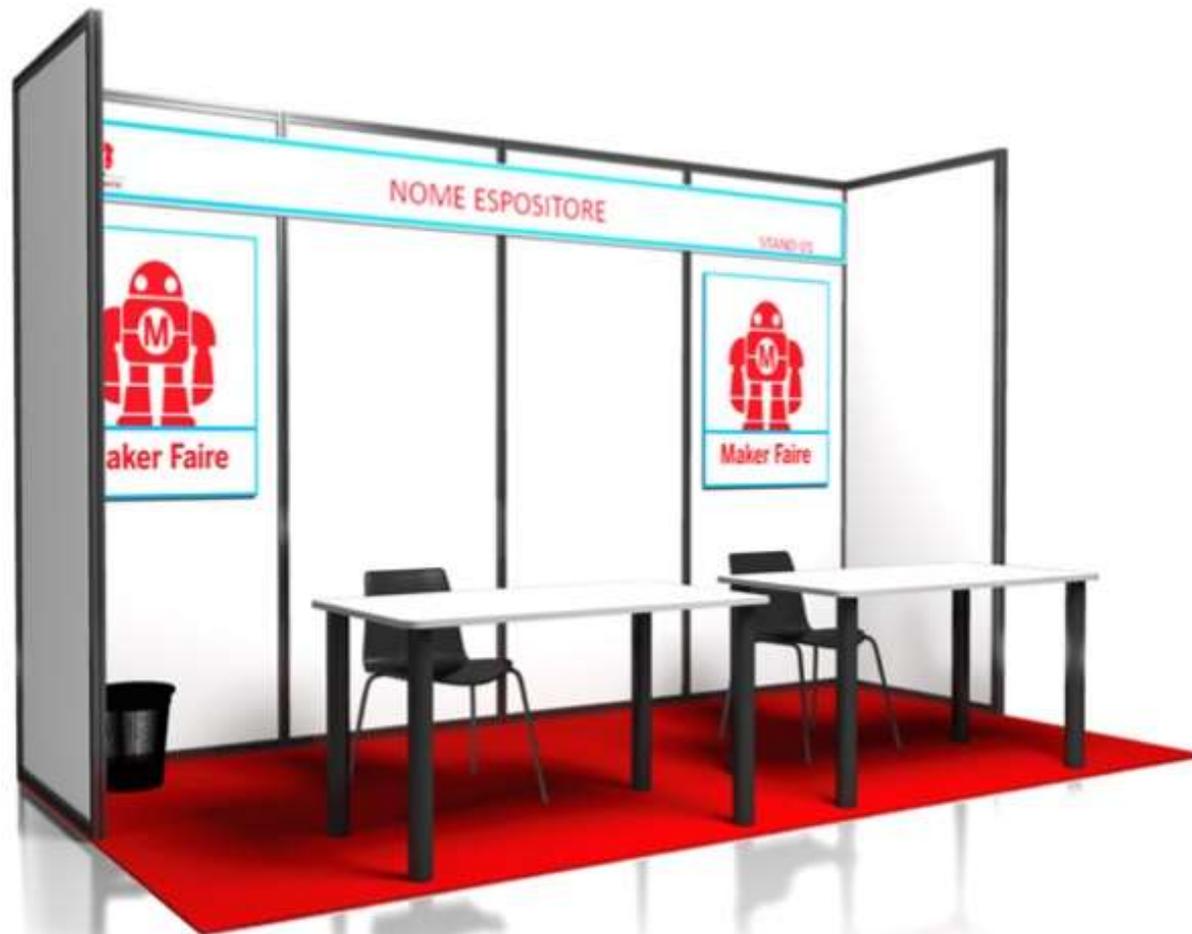
The hooking can be made using the hooks, red indicated, on the rendering. The hooks have a distance of 1 meter. The Hanging can be done with paper tape, twine, chains, or hooks (plastic or rubber coated). **The chains are not provided by the organizer.** Please provide yourself to the chains you need. **It is forbidden to hang graphics with spikes, double-stick tape or glue. It is forbidden to modify, dismantle, ruin, drill the stand, floorings and roofing.**

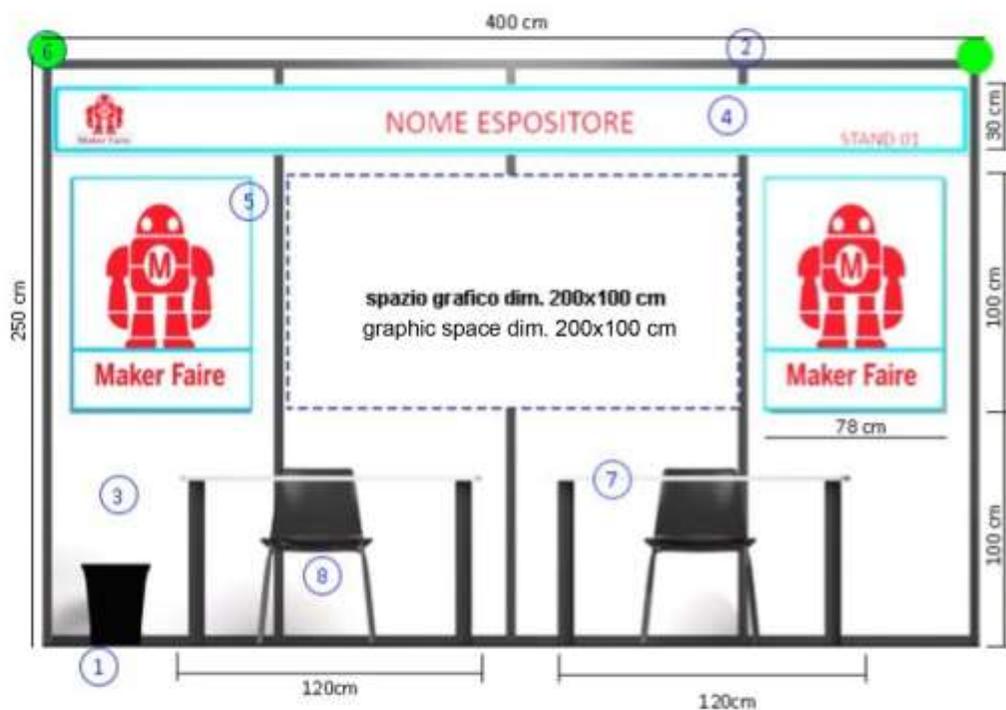


**LEGENDA:**

- 1 **Pavimentazione in moquette**  
Moquette flooring
- 2 **Struttura modulare in alluminio**  
Modular brushed aluminium structure  
**satinato colore grigio scuro**  
dark grey coloured
- 3 **Pannelli in stratificato di colore**  
White laminated plywood panels  
**bianco per tamponatura pareti**  
white, for partition walls
- 4 **Fascia in forex h 30cm appesa alla**  
30 cm high forex band, with  
**struttura con identificaz. espositore**  
exhibitor's identification name
- 5 **Pannello in forex con grafica**  
Forex panel with Maker Faire  
**maker faire, dim. 78x100 cm**  
graphic design, dim. 78x100 cm
- 6 **2 faretti da 100 w cadauno**  
2 spotlights, 100w each
- 7 **tavolo di cm 120x67x70 (h) circa**  
table 120x67x70 (h) approx.  
**in laminato bianco/blu e gambe nere**  
white/blu laminated and black legs
- 8 **2 sedie di cm 58x58x80 (h) con**  
2 chairs 58x58x80(h) cm with  
**telaio metallico e seduta in plastica**  
metal frame and plastic single-piece  
**monoscocca di colore grigio**  
seat, grey







**LEGENDA:**

- ① **Pavimentazione in moquette**  
Moquette flooring
- ② **Struttura modulare in alluminio**  
Modular brushed aluminium structure  
**satinato colore grigio scuro**  
dark grey coloured
- ③ **Pannelli in stratificato di colore**  
White laminated plywood panels  
**bianco per tamponatura pareti**  
white, for partition walls
- ④ **Fascia in forex h 30cm appesa alla**  
30 cm high forex band, with  
**struttura con identificaz. espositore**  
exhibitor's identification name
- ⑤ **Pannello in forex con grafica**  
Forex panel with Maker Faire  
**maker faire, dim. 78x100 cm**  
graphic design, dim. 78x100 cm
- ⑥ **2 faretti da 100 w cadauno**  
2 spotlights, 100w each
- ⑦ **tavolo di cm 120x67x70 (h) circa**  
table 120x67x70 (h) approx.  
**in laminato bianco/blu e gambe nere**  
white/blu laminated and black legs
- ⑧ **2 sedie di cm 58x58x80 (h) con**  
2 chairs 58x58x80(h) cm with  
**telaio metallico e seduta in plastica**  
metal frame and plastic single-piece  
**monoscocca di colore grigio**  
seat, grey





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## Illustrative materials.

Do not underestimate the importance of **explaining your project** with posters, drawings and other illustrative materials. It will save you the trouble of always repeating the same explanations and will capture the attention of the more shy visitors or those who are in a hurry, making it easier for them to stop and ask you questions. However, do not overdo with details: be **clear and concise**.

You can place your illustrative materials on the table or attach them with **masking tape** to the walls of the stall (provided they are removable without leaving a trace). The organization will provide you with summary information plaques based on the information that you have entered in our database; we advise you to put them close to the projects so that they are also included in the photographs that visitors will take.

If you are thinking to produce materials ad hoc for MFR19 please consider to prefer eco-friendly materials.

We ask that you do not cover the Maker Faire graphics (it is to your advantage that they are visible, as they testify in all photos your participation in a unique event like Maker Faire Rome).

## Space-only areas (indoor/outdoor)

If you were assigned a space-only area instead of a shell scheme booth, please submit plans, with the indication of special requests to the technical team by e-mailing [f.anibaldi@fieraroma.it](mailto:f.anibaldi@fieraroma.it)

The plans are subject to approval and have to be in line with the Technical Regulations of Fiera di Roma ("Technical regulations on the fair grounds"), [http://www.fieraroma.it/espositori\\_regolamento.php?l=eng](http://www.fieraroma.it/espositori_regolamento.php?l=eng).

**The deadline for submission of technical plans is 25<sup>th</sup> of September.**

## Electrical materials

All shell scheme booth, are equipped with electric connection by means of **universal multi socket power strip** (including the **Schuko** coupling) with electric power as per contract and voltage 220V 50Hz. The organization does not provide any transformers, adapters or extensions.

In case of electrical problems during the event, we ask you to immediately notify our staff.

## Warehouse

Except for special agreements, we don't provide makers with a warehouse service.



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[www.makerfairerome.eu](http://www.makerfairerome.eu)

## Shipping

In order to have couriers ship goods to you at the venue, you should ask for authorization by contacting [storage@makerfairerome.eu](mailto:storage@makerfairerome.eu). Please write the project ID clearly on the package(s).

Delivery is possible from 9am on Thursday 17th October and for the duration of the event.

To avoid any misunderstandings please make sure that packaging is adequate to contents. Shipping companies sometimes are not very careful of your goods and we do our best but in the hurrying of the setup days is often impossible to check the integrity of your parcels, so we cannot assume any responsibilities about it.

**We require the exhibitor to attend the shipping personally.** Except for special agreements written in the contract, warehouse services are not provided so the exhibitor will need to take the shipped goods and move them to their booth.

The organizer is not responsible for the custody of such material.

## Selling at Maker Faire

It is possible to sell goods either **at the booth**. If an exhibitor wants to **sell at his booth**, if the seller has a VAT number they are required to emit a valid fiscal receipt; otherwise they will need to subscribe a contract attachment declaring to be a non-professional seller.

Sale or promotion of third party products is not allowed. Exhibitors are only allowed to sell their own products.

## Selling or giving food

For health reasons exhibitors are not allowed to sell or give food to visitors without an explicit, written authorization from the Maker Faire organizers.

If you will be given permission, we remind you that inside the exhibition area we will try not to use polythene containers or other plastic materials related to water / drinks, crockery, cutlery, containers or food in general.

## Safety and emergency

In order to help us to produce an entertaining and safe environment for makers and many attendees, please be aware and committed with safety regulations, signage, staff indications and, above all, common sense. If your project/exhibition/demo can be considered hazardous or a concern for the Faire (especially for fire safety) please be sure to notify to us in order to draw the possible best safety specific plan.



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Fire Hazard notification and special permits: if you intend to display, operate or use any of the items listed you must obtain a prior approval by the Maker Faire team: heat producing or open-flame devices, candles, lamps, etc.; electrical, mechanical or chemical devices deemed to be hazardous or toxic; internal-combustion engines; flammable liquids, compressed gases or dangerous chemicals.

All materials may be inspected and/or tested by the Fire and Safety Service at any time. Please note that all gangways must be kept clear and safety requirements must be respected at all times throughout the build-up, dismantling and exhibition. All Exhibitors and contractors on site are responsible for keeping the gangways clear and safety requirements and equipment respected. Please ensure your contractors are aware of the emergency gangways and about safety requirements and equipment.

You will be responsible of any consequences of not complying the safety regulations.

Children safety: Maker Faire is also a family event. We appreciate the cooperation of everybody in keeping Maker Faire Rome safe for the children attending the event. **Children under 14 y.o. are not allowed to be inside the venue during build up and dismantling hours.**

If your exhibit/demo has hazardous machinery, materials or any elements of concern, please take the time to inform parents and children of safe practices for your exhibit.

These emergency services are provided:

- Safety and fire service
- Medical service

FOR ANY EMERGENCY REASONS (such as fires, toxics spreading, electric shocks, unwell, etc.) PLEASE CONTACT IMMEDIATELY A MEMBER OF STAFF: they know what must be done.

## Garbage

At the Fair site is held on the separate collection of waste. Please be sure to use the correct garbage bin.

After dismantling, all bulky materials and waste must be removed from the stand and taken to the bins or to the dedicated areas.

## Custody and surveillance

**The custody and surveillance of the stands are responsibility of the Exhibitors for the entire opening hours of the Exhibition**, both during the build-up and dismantling. It is therefore recommended to exhibitors to display objects that can be easily removed and to be present at the booth for the duration of the opening hours.



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**During the closure hours**, a perimeter surveillance service is provided. It is recommended, like in any trade show, to remove any valuable item (like laptops). You might also want to bring lockable boxes for collecting small items.

## Venue regulation

It's important to respect the buildings and its premises.

A few regulations for helping this common commitment:

- No drilling of holes, attaching to, or painting of the floor, or any other defacement to floors and walls. When such a damage should occur the exhibitor is the sole responsible for damage;
- 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 building or on the premises without advance permission;
- It is forbidden to insert stakes in the ground as it could be dangerous and damaging: there may be wires or lines underground;
- Management reserves the right to restrict exhibits, demos, displays, presentations or workshops that become objectionable because of noise, methods of operations, materials, safety or any other safety and common sense respect reasons;
- No food or beverage may be offered or displayed as part of exhibit, demo, presentation, or workshop unless specific arrangements have been made with the Organizer;
- Take care not to occupy the aisles and space among the booths;
- Every participant shall abide and comply with the Italian Laws and City regulations.

Please view Technical Regulations of Fiera di Roma ("Technical regulations on the fair grounds"), [http://www.fieraroma.it/espositori\\_regolamento.php?l=eng](http://www.fieraroma.it/espositori_regolamento.php?l=eng).

## Other suggestions

Maker Faire is an **interactive event**. Visitors want to **touch and understand**. Please enable them to interact with your project. If you show a finished product, it could be fair to bring an open version of it as well, which shows how it's made and what steps you followed. Bring **prototypes, errors, incomplete versions**: they will be very useful for



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sharing your work with the inquiring visitors of Maker Faire.

If your project is an improvement over something else, bring the original object as well in order to show **before and after**.

Bring many **business cards or use digital ones**.

Get to know your “**booth neighbors**”. They could watch during any brief staffing gaps.

If your exhibit breaks mid-faire, do not worry: make sure you have all the tools you need for repairing it, and **make the repair a show**, sharing the process with the public.

Visitors will ask: «*are you selling this?* » or «*how much does it cost?* » more often than you thought. Think about a price and consider accepting orders or even selling at Maker Faire (**see the paragraph about Selling**).

Maker Faire is a large dynamic event, which everybody contributes to animate. In case of problems, especially at build-up time, our team will be there for helping you: please cooperate with us. With a smile and the positive mood of the Maker Faire, we will solve any problem together.



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### 3. Information for makers giving talks or teaching workshops

Talks and workshops will take place in rooms or areas with:

Talk: **1 PC**, a **microphone** and a **video projector** (or a monitor) with **VGA cable**. We don't provide any adaptor for other video plugs, so bring yours.

Workshop: **1 Monitor VGA 42"**

**Except when agreed with our team, there will be no reservation procedure: people will flow into the room freely until it's full.**

#### Language

English is the official language of Maker Faire. Make sure everybody can understand you. A service of translation assistance can be provided (paying and under previous booking).

#### Schedule and punctuality

The hours written in the contract and in the public calendar define the total duration of your slot, including the time for speakers switching and technical preparation.

Please cooperate with us for keeping the maximum punctuality of the program, and let the speaker who follows you to start in time.

If you have a one-hour slot, we recommend using 40 minutes for your speech, 15 for questions and leaving 5 for room switching.

If you have a 30 minutes slot, we recommend using 15 minutes for your speech, 10 for questions and leaving 5 for room switching.

#### Selling workshop kits

All workshops must be free for participants: it is not possible to ask them for an additional fee since they already paid an entrance ticket.

However, if your workshop includes usage of consumables or people are allowed to bring the result away, you can sell the materials as a kit at the beginning of the workshop. Please get in touch with our team for getting the authorization for this.

**If your activity has a limited number of people who can participate, please consider the possibility to allow other people to enter the room and attend passively.**



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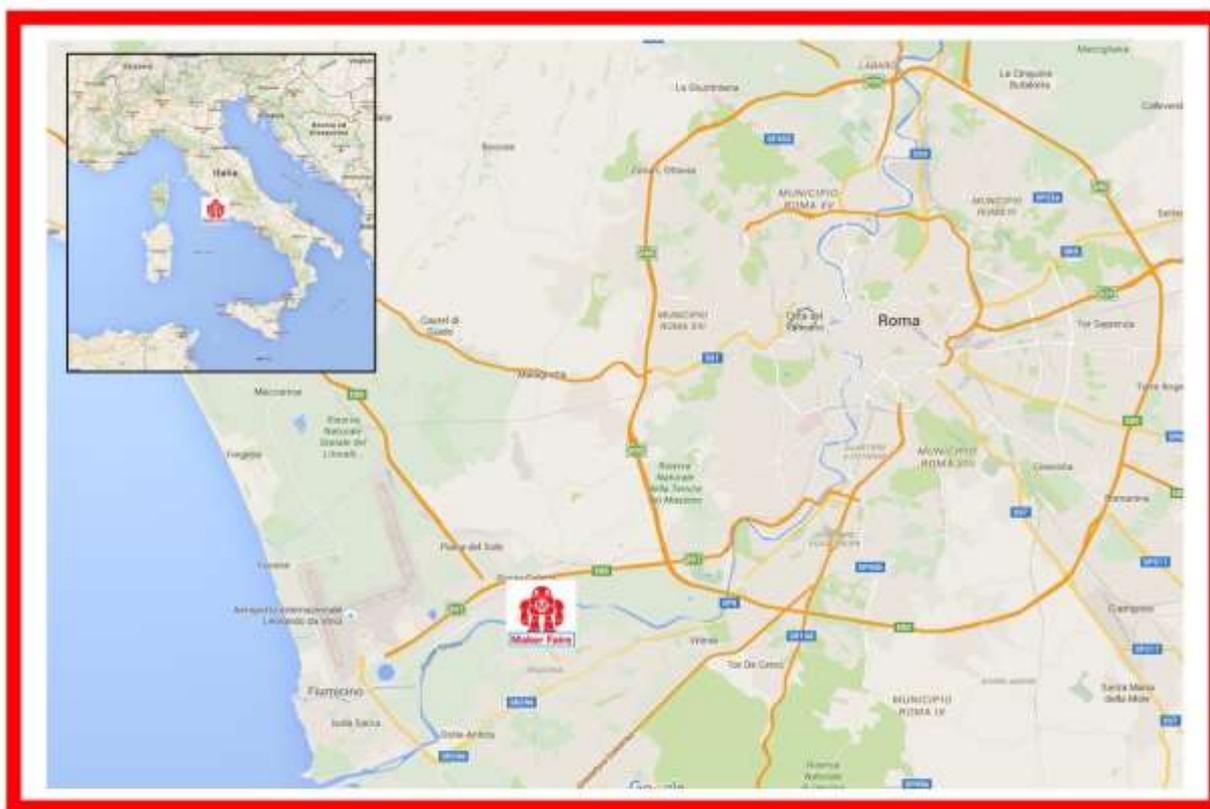
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## IMPORTANT

For anything not specified in this guide, please refer to the contacts (see “exhibition team”) and to the web site: [www.makerfairerome.eu](http://www.makerfairerome.eu)

## Welcome to Maker Faire Rome 2019!



<https://goo.gl/maps/hJ1UGsVbiRmtRcjy>

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