



2020 Makers Handbook



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Important Information and Timelines

This handbook will give you the information you need to prepare for the Maker Faire Edmonton and to operate your indoor maker space.

If you have been chosen to be a Maker at the Maker Faire Edmonton this handbook applies.

Contact us:

Contact Information		
Courier/In-Person: Northlands 2693 Broadmoor Boulevard, Suite 132, Sherwood Park, Alberta, Canada T8H 0G1	Mailing P.O. Box 1480 Edmonton, Alberta, Canada T5J 2N5	Email: info@edmontonmakerfaire.ca

Hours of Operation

Location	Event Dates	Move-In Times
Hall C, Edmonton EXPO Centre 11 am to 9 pm daily	Friday July 17 Saturday July 18 Sunday July 19	Thursday, July 16, 10 am – 6 pm Friday, July 17, 8 am – 10 am

*please note if you choose to move in on Friday morning you MUST have your booth fully set-up and ready to go by 10 am and all garbage and materials cleared out of the aisles.



Important Dates

March 9th	Online application opens.
May 30th	Application closes at 11:59 p.m. MST. Late applications will be automatically placed on the wait list and only reviewed if additional space becomes available.
June 17th	Final acceptances will be sent out with next steps.
June 30th	Commercial Maker balances in full are due.
June 30th	Certificate of Insurance due.
July 16th	Indoor move-in begins- move in will be from 10:00 am-6:00 pm. There will be time the morning off as well if these hours do not work for you. (see below)
July 17th 8:00 am-10:00 am	Indoor move-in continues from 8:00 am-10:00 am. You will be required to be set up by 10:30 at the latest. Doors open to the public at 11 am.
July 19th	Move out begins at 9:15pm for all makers

All dates are subject to change by Northlands



Maker Information

- a. **Legal Business Name:** This is the name of the person or entity that will enter into the license agreement with Northlands, if selected. If your company is not a legally registered company, please use your personal name.
- b. **Operating Name:** This is the name that you do business as and that appears on your maker space.
- c. **Contact Information:** Let us know how to best reach you. Please provide the contact person, phone number, fax number, email address and website (if applicable). We will communicate with you at these addresses and mainly through email.
- d. **GST Registration Number:** If you are a GST registrant, please indicate your valid and current GST registration number.
- e. Upon the approval of this application by Edmonton Mini Maker Faire, at its sole discretion, the applicant is hereby bound to the obligations contained in this application, as well as the obligations contained in the handbook and the terms and conditions attached hereto.

Insurance Requirements

Maker Faire Edmonton and Northlands number one priority is safety! Appropriate insurance is required to ensure the protection of all parties involved.

Licensees must have in force a minimum of:

- Commercial General Liability (CGL) insurance with limits of not less than two million dollars (\$2,000,000.00) per occurrence, covering liabilities for bodily injury, personal injury, death and property damage including products and completed operations liability. Northlands may, in its sole discretion, request that you have in force CGL in excess of \$2,000,000, ranging from \$5,000,000, \$10,000,000 or other depending on the risk of your operations. This insurance shall name "Edmonton Northlands" and the "City of Edmonton" as additional insureds.
- Standard automobile insurance providing third party liability coverage for bodily injury and property damage insurance for limits of at least two million dollars (\$2,000,000.00), inclusive and in respect of any one claim for the injury to, or death of, one or more persons or damage to, or destruction of, property.



- Any other form of insurance which Northlands may reasonably require from time to time in the form, for the amount, and for the insurance risk against which, a prudent party under similar circumstances would insure.

Your insurance coverage requirements will be indicated in your application and the terms & conditions. The insurance coverage described above is Northlands general insurance coverage requirement only and is subject to the insurance requirements outlined in your application and the terms & conditions.

You must provide to Northlands a certificate of insurance confirming that the required insurance coverage is in place **on or before June 30**. If you do not comply with the insurance requirements, you will not be permitted to move-in.

If you do not already have the required insurance coverage, you can contact the following insurers who are familiar with our operations and may be of some assistance:

- Insight Insurance
Rob Spanach
Phone: 780.455.3412 extension 206



Maker Booth Space Aesthetics and Requirements

We require that you:

- Display your exhibit in a professional manner and in good structural condition.
- Maintain the products presentable, clean and free of damage.
- Have professionally created and clear signage (**hand-written signs will not be permitted**).
- Prominently display signs showing the products and the price of the products (Commercial Makers ONLY)
- Be respectful of the other Makers by not encroaching on their space or blocking their sightlines.
- Keep your space clean and free from packing boxes and papers. Northlands will ensure that the aisles are kept clean.
- Always keep the booth active and staffed during the hours of operation.
- Have staff/volunteers that are alert and that always maintain a professional appearance and attitude with guests.

Accreditation & Parking

Three-day option:

With your application you will receive one **(1) General 3 Day Parking Pass** and **two (2) Accreditation 2 day passes** per booth purchased.

The complimentary parking pass will provide makers access to park at the Edmonton EXPO Centre, however, parking is not guaranteed and will be provided on a first come first serve basis.

Accreditation Pass

If you are selected to be a Maker at the Maker Faire, each of your staff/volunteers must have a valid, nontransferable, Accreditation Pass for each day that he or she is operating your maker space. Staff/volunteers with a valid Accreditation Pass may enter the K-Days grounds prior to the K-Days gates opening and must leave when K-Days closes each day.

- You may choose to purchase additional 1-Day Accreditation Pass (\$12 per pass).

Power

You will receive 800 watts of complimentary power for every booth purchased.

Display and Show Services

You will receive the following per booth purchased:

- One 8' skirted table
- Two folding chairs



Maker Faire Edmonton Social Media Channels

Let us help promote you!

If you haven't joined our social media channels already what are you waiting for?

Instagram @yegmakerfaire

Facebook Maker Faire Edmonton

Twitter @makeryeg

If you have anything you would like us to share through our network, email us at info@edmontonmakerfaire.ca. We hope that you can help share our posts too!

Accommodations

Looking for a place to stay during the Maker Faire Edmonton? Please visit the Edmonton Destination Marketing hotels website.

- www.edmh.ca