

**Maker & Exhibitor Information**

The Exhibitor/Maker Manual is designed to help you navigate the logistics of KIDfest, and most importantly, to help make your involvement in KIDfest a positive, memorable event. Together we can make KIDfest a truly unique, educational, safe, and extraordinary experience for all by adhering to the rules and regulations outlined in this manual.

The information below should give you a clear picture of what to expect on Sunday, September 24, 2017. Please read through this document carefully as it will answer most of your questions. We will be having a teleconference on Wednesday, September 16th at 7pm to answer any remaining questions. Feel free to join the call if you have questions that you want answered, but it is not required. Dial: 641-715-3272; code: 818614. We also encourage you to stop by the Silver Spring Civic building and have a look around. It is a public building and open most days.

The attached map is absolutely NOT to scale. It is meant only to give you an idea of the general location of your booth. Some changes may have to be made in our site plan on Sunday if we find that the booths aren’t fitting where we anticipate. Half of the booths are indoors and half are out. At this point we will not be accommodating requests to change location. If you turned your application in by the deadline, we accommodated all stated needs submitted in your original project application for “must be indoors/outdoors” and for “I need electrical for my project to run”. As always, we get more “prefer to be indoors requests” than we have spaces for, so we assign by need.

**UNLOADING is between 10:00am-12noon (indoors) and 9am-11:30am (outdoors).**

All booths are either on the Plaza or in the Civic Building. Parking is available in the Montgomery County garage across the street on Ellsworth Drive. If you are able, the best plan to unload is to park and carry your items across the street. There is also a street directly behind the building, Veterans Place, on which you can pull up and unload. No roads are closed for the KIDfest but meters on Veterans Place will be bagged for you to pull up and unload. If you use this street you need to quickly unload, move your car, and then set-up your booth. We will have volunteers on-site to help you unload and get to your booth. We will have a limited number of hand-carts/dollies, so bring one if you can. The building will be accessible through the double doors on the loading dock, back-door, and front entrance. You need to be in and completely set-up by noon. If no-one is at your space, we will reassign it.

Directions via Metro:

Take the red line to the Silver Spring Metro Station. After exiting on Wayne Avenue, walk three short blocks north to the intersection of Wayne and Fenton Street. Turn left and walk one block to the intersection with Ellsworth Drive.

Directions From 495:

Take 495 to Colesville Road South (Exit 30B). After approximately 1.5 miles turn left onto Cedar Avenue (it is Spring Street on the opposite side). Turn right onto Pershing Drive. To access the back of the building, turn right onto Veterans Place.

Parking:

The Town Center Parking Garage is available on Ellsworth Drive. This garage is accessible by Ellsworth Drive or Roeder Road. The Wayne Avenue Parking Garage is available from the alleyway off of Ellsworth Drive or Wayne Avenue. As it is a Sunday, no fee will be required to park at either garage. Do not park in the Whole Foods lot, you will be towed.

**Rain or Shine**

The event is rain or shine. We will begin the day outside, but if it begins to rain unceasingly, or we have lightning, we will all move inside. If it does not look like the storm will pass quickly, we will make a decision about moving indoors and someone will come around to tell you to move your belongings to a table indoors or under cover in the pavilion.

**In Your Booth**

Outdoor booths have a tent, 6’ table, and two chairs. Indoor booths have a 6’ table, 2 chairs, and 10’ of space. One table has a red cloth, but if you requested an extra table, bring a tablecloth. **Indoor spaces do not have a tent so you should bring an easel to display any signs.** Nothing can be affixed to the walls or floor. There will be a limited amount of extra tables or chairs on site. Our resources are limited, so please be conservative in your request.

**Checking In**

Go straight to your booth. You don’t need to check-in, we will come by your booth to make sure you are in attendance prior to the event. If you are not present by 11:30am, your booth will be reassigned. In your section, an Area Manager is available to answer any questions and assist you with your setup.

**Electricity**

Electricity is available on the Plaza and in the Building for those who indicated it was necessary it in your application. **Bring surge protectors, extension cords and mats to cover the extension cords to prevent tripping**. As much as possible, we placed electrical requests in booths backing to electricity so cords would not have to cross pedestrian paths. We will have back-up generators to support the electricity in the plaza. Unfortunately, the plaza has a very poorly designed electrical system. **You should absolutely come with all of your electronics pre-charged and only plug in when it is necessary.**

**Signage**

The festival is supplying a standard identifying maker sign for your booth. If you would like additional signage, please feel free to make it. **Your signage (and any display) may not interfere with the look of the festival, the site lines of your fellow exhibitors or impede the walkways. Signage displays are restricted to standard conference/free standing/ pull up vertical display banners (8’x3’); or horizontal banners of 8’x3’.**

**Internet Connectivity**

Wireless service will be provided in all areas of the festival. If your project could interfere with our wireless service, please let us know so we can accommodate you and your Festival neighbors. A hardwire connection will not be available.

**Festival Breakdown**

The Festival is open until 5pm and early breakdowns will not be permitted. Booth areas must be clean and free of trash by 6:30pm. PLEASE place your trash in trash receptacles at the end of the day and don’t leave your area a mess. For larger trash, there are dumpsters behind the building. Please separate your recycling and distribute that in a recycling container. Our goal is to be as green as possible!

**Promotion**

<http://kid-museum.org/kidfest/maker-information/>

This link will take you to a page with promo materials about the event, the Maker agreement that you must turn in, and the site map. **Please take some time today to promote the Festival to** your school list-serves, friends, neighbors, colleagues, etc. We have a great program lined up and we really want a large number of people to come out on a Sunday afternoon. There is also a short newsletter description, a flyer, photos, etc. **Post on facebook, send out a tweet using hashtag #kmKidfest, send an email, and put it on your website.** To accomplish a high turnout, we need your assistance with getting the word out. The official site for the KIDfest is **www. Kidfest.org**

**CONTACT INFORMATION - KIDfest Team**

The KIDfest is being organized by KID Museum. KID Museum is a new kind of museum, offering unique, interactive learning experiences to children and families in the Washington, D.C. region. Through hands-on science, technology, engineering, art and math, integrated with an exploration of world cultures and global citizenship, KID Museum is inspiring the next generation of innovators.

Museum’s prototype space is at Davis Library, Bethesda. www.kid-museum.org

If you have questions prior to our call, please email: Elizabeth Gallauresi, Event Coordinator at egallauresi@themodernmuse.com

**Maker Checklist**

Read this exhibitor manual to help plan your exhibit setup and learn what to expect at KIDfest.

Post on facebook, send a tweet using #KMkidfest, add web banners to your website and email to tell your friends and family that you will be at KIDfest. Head to <http://kid-museum.org/kidfest/maker-information/>  to find downloadable promotion. Thanks for helping spread the word!

Design the “look and feel” of your table or area at KIDfest. Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area – e.g. finished projects or components, tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.

Decide if you will need any additional signage (other than the standard sign we provide) to describe your exhibit or notify attendees of scheduled activities/performances. Make sure you determine how you will display it. The Festival is only supplying one standard sign, the rest is up to you.

Start a checklist of all items that you need to bring to the festival. Think about who will help you set up and how to pack for easy load in. Please come prepared with all that you require for setup.

Determine who will help you with your exhibit on show day. Crowds will be large and you will need assistance.

Don’t forget to return your Exhibitor agreement.

**Deadlines**

**TODAY** – Promote the Festival!

**September 20** – KIDfest Exhibitor Agreement emailed back

**Set Up & Showtime**

**Sunday, September 24** Set Up10:00 am-12noon (outdoors 9-11:30) Showtime 12:00 noon – 5:00 pm

**DURING THE EVENT**

**Area Managers**: Each area of KIDfest will have a designated Area Manager and someone will come around to check-in on your arrival day. Your Area Manager is available to answer any questions and assist you with your setup.

**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 Area Manager 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 Area Manager.

**Electrical:**During the event, if you have problems with your power, please report them immediately to your Area Manager.

**Refreshment:** Food vendor stands will be open during the show and we are surrounded by restaurants.

**Pets:** For the safety and well being of our four-legged friends, please leave your pets at home. There are loud noises, many moveable parts, fire elements, and large crowds, all of which do not create a safe environment for pets.

**Janitorial Services:** Will be on-site in case of a problem. Please clean-up after yourself as you exit the space.

**Security:** The building will have general security on-site. Don’t leave valuables unattended. If it is valuable, take it with you!

**Emergency:** In the event of a medical emergency, call 911 and notify your Area Manager, security personnel, or anyone with a radio or walkie-talkie.

**Evacuation:** Should the need to evacuate/arise, follow these instructions. Immediately stop any demonstrations or presentations.  Do not try to dismantle your exhibit. Even if you cannot see any obvious reason for the alarm calmly make your way to the nearest exit, encouraging others to follow you outside. Once outside, move away from the building and keep emergency access routes clear.  When the necessary authorities deem it safe to reenter the buildings/ facility, makers will be granted access prior to members of the public.

**RULES AND REGULATIONS -** As guests at the Silver Spring Civic Building and Montgomery County, we must abide by all regulations of a public facility. These are designated primarily to ensure public safety, and we thank you for your cooperation in complying with these rules and regulations.

**Building Regulations -** In accordance with restrictions imposed by the Silver Spring Civic Building, the following regulations must be adhered to:

* 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 building or on the premise without advance permission.
* Please do not insert stakes in the ground without specific permission, as it could be costly and dangerous. There may be wire underground that will be damaged.
* Management reserves the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of excessive signage, noise, method of operations, materials, safety, or any other reason.
* No food or beverage may be offered or displayed as part of exhibit, demonstration, presentation, or workshop. Food Makers need to comply with all Health Code Regulations and cannot serve samples unless arrangements have been made for permission to do so.
* No exits, firefighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
* Compliance with Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons. A Guide to the Disability Rights Laws can be found <http://www.usdoj.gov/crt/ada/cguide.pdf>
* 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 United States, the State of MD, as well as the ordinances of the Montgomery County and all rules and regulations of the Police and Fire Departments of the City of Montgomery County. Make no violation or breach of peace. Do not endanger or harm any person, property, or the environment, including all the Silver Spring Civic Building property and other areas used by KIDfest or its employees, contractors, agents, members, or guests.

**KIDFEST SAFETY**

To help us produce a fun and safe environment for makers and the many attendees, the members of our Safety Team will assist in monitoring our safety program throughout KIDfest. Please direct attendees to the nearest safety waiver stations or information booth to obtain a wristband.

**FIRE AND SAFETY *Note: The following are industry standard rules that require full 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 KIDfest Production Team via email:

* Heat-producing or open-flame devices, candles, lamps, etc.
* Electrical, mechanical, or chemical device deemed hazardous by the Fire Department
* Internal-combustion engines
* Flammable liquids, compressed gasses, or dangerous chemicals

The Montgomery County Fire Marshall 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.

**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-wire supply cords shall utilize “UL” ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction. All power cords must be kept behind the display with nothing placed on top of any cords.

**Electrical/Fireproofing:** The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame-proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at anytime.

**Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down the facility drains. All building materials, supplies, etc. must be taken away after teardown. The facility will not accept dumped building materials or electronic waste.

**Combustibles Kept Outside**: Additional supplies and inventory must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must be removed from the building and cannot be stored behind the back drapes or display wall. KIDfest Production Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed daily.

**Propane and Helium** will not be permitted without prior review and approval.

**Indoor Display Vehicles and Motorized Display Items:** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items must be inspected and approved before entering the exhibit building. Once located in the exhibit space, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.

**Child Safety:** KIDfest is a family event. We appreciate your assistance in keeping KIDfest a safe environment for the children attending the event. For safety purposes, we request that children under the age of 15 not be on KIDfest floor during setup or teardown hours.  During KIDfest, if your exhibit has hazardous materials or has elements of concern, please take the time to inform parents and children of safe practices for your exhibit.

**First Aid Facilities:** At the information booth. Call 911 in an emergency.

**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. Reasonable precautions will be taken to protect your property, but Montgomery County and KID Museum assumes no responsibility for any losses due to fire, theft, accident, or other causes. Your insurance company should be able to assist you with obtaining appropriate coverage.

**Precautions:** The potential of theft and disappearance can be greatly reduced if a few simple precautions are taken:

* Do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
* Avoid leaving any small items of significant value in your booth.
* Run wire or cable through as many items as possible.
* 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 KIDfest Organizers, and we will notify Security Officers and file an incident report, if applicable.
* Lock valuables in the trunk of your car, where they are not visible.

We will not be held responsible for lost or damaged property at any time. You are urged to maintain full insurance coverage for loss of your property.

***We very much appreciate your taking the time to read this manual.***

***We hope your participation in KIDfest is a wonderful experience.***