

Maker Faire Tokyo 2016
Maker Application Guidebook

Saturday August 6 - Sunday August 7

Tokyo Big Sight
West Exhibition Hall 2

O'Reilly Japan, Inc.

2016.03.24



Event Schedule

Event	Maker Faire Tokyo 2016
Schedule	<p>Saturday, August 6, 2016, 12:00 a.m.-7:00 p.m. (JST) Sunday, August 7, 2016, 10:00 a.m.-6:00 p.m. (JST) *Hours may change.</p> <p>Set-Up Day: Friday, August 5, 2016 - evening (JST) Saturday, August 6, 2016 – morning (JST) *Hours to be announced later in the manual.</p> <p>Maker's Evening Party: Saturday, August 6, 2016 – evening (JST)</p>
Event Venue	<p>Tokyo Big Sight West Hall 2 3-11-1 Ariake, Koto-ku, Tokyo, Japan 135-0063</p>
Admission for Visitors (Single Day Tickets)	<p>Ticketing Services : Adult 1,000 JPY / Youth (Ages 18 & under) 500 JPY At the Entrance (August 6 & 7, 2016) : Adult 1,500 JPY / Youth (Ages 18 & under) 700 JPY *Pre-school Children: Free. *Valid for entry on either Saturday or Sunday. Weekend Passes (2-day) are not provided. *Makers & Sponsors will get a limited number of tags depends on your category or program. Please check the manual before buying tickets.</p>
Organizer	O'Reilly Japan, Inc.
Official Accounts & Tags	<p>Website: http://makezine.jp/event/mft2016/ Twitter: @make_jp Facebook: Make: Japan https://www.facebook.com/MakeJapan Instagram: @make_jp YouTube: MakeJapan https://www.youtube.com/user/MakeJapan</p>

Maker Faire Tokyo showcases the amazing work of all kinds and ages of makers—anyone who is embracing the do-it-yourself (or do-it-together) spirit and wants to share their accomplishments with an appreciative audience.

We fortunately have received applications more than double the exhibit spaces. Please note that not all applications will be accepted. Once you apply for the maker exhibit entry, we will contact you to tell whether you win an exhibit ticket by the end of May 2016.

Applications Close – May 9, 2016, 1:00 p.m. (JST)

How to Exhibit

An 2-day exhibit to show-off your project(s), how you made them, and inspire people to make (includes Individuals, Groups, Non-Profits and Businesses)

- **1 table (180cm×60cm) & 2 chairs** *If your project requires larger spaces, submit a request on the Maker Application Form. Extra table rental fee might be invoiced additionally.
- **2 - 4 Maker Tags (passes): Free** (Extra cost ¥1,000/pass. *Tax included)

Maker (Non-Profit): Free

These are the individuals or groups who are demonstrating a skill or craft, showing a finished piece of work and explaining it, and/or teaching a skill or leading a hands-on activity.

Commercial Maker: Fee is ¥21,600 (Tax included)

These are the individuals or groups who would like to sell products or have charged workshops along with demonstrating what they make at their maker exhibit.

Company: Fee is ¥108,000 (Tax included)

These are the businesses that want to demonstrate what they make and/or how it works, in an interactive environment.

Sponsor: See & Apply at Sponsorship Opportunities <http://makezine.jp/event/mft2016/en/>

When applying, you are required to provide a project photo. Please have these ready before you start your application. Immediately after submitting your application, you will be sent a confirmation letter with your Exhibit Name. If you have not received this letter, contact makers@makejapan.org.

Internet Connectivity

- If your booth activities rely on Internet connectivity, it is essential that you order the necessary services. A public or rental Wi-Fi network (you need to register or order in advance) might be unreliable for sustained booth activities due to high traffic and interference.
- Those who conduct the presentations and workshops should bring the proper preparations without any Internet connectivity in case of unstable network condition.

Electrical Services

- One electric outlet on each space is available.
- Please bring your own voltage converters.

Exhibit

- Basically the space is empty except rental tables, chairs, and an electrical outlet. Please bring the necessary items and equipment by yourself.
- Please note that fabric items (flag, curtain, tablecloth, carpet), plywood for display and other similar goods must be fireproofed due to the law in Tokyo.
- No exits, firefighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Please take all of your trash and disposal items home when you leave.

Safety & Prohibited Issues

- All exhibits and dangerous materials you are going to bring must be submitted through this Makers Application Form and/or Final Registration. Describe all possible safety issues. Non-Registered dangerous materials must be removed from the exhibiting spaces.
- **Exhibiting with fire (any size of flame) and/or bringing fuel (liquid, gas, ex. hydrogen) on site are prohibited by Japanese law.**
- The Fire Department will inspect your exhibit during set-up (August 5 evening or August 6 morning) according to the Final Registration you submit. Organizer will notice you the inspection schedule later, if you are required to be present during the inspection. Makers and sponsors must be at their space and ready to exhibit when the Fire Department arrives. Non-Registered dangerous materials must be removed from the exhibiting spaces.

Dangerous materials or projects requiring permit list

1. Lithium-ion battery, Lithium polymer battery
 2. Heating tool such as soldering tool
 3. 3D printer (with inflammable materials such as resin, alcohol and so on)
 4. Laser equipment such as laser cutter
 5. CNC
 6. Flying project such as drone, model airplane, balloon
 7. Huge project taller than 3m
 8. Projects containing food
 9. Project which needs high voltage
 10. Chemicals
 11. Project which uses frequencies
 12. Other dangerous materials or tools
- Giving away, selling, or sampling food/beverage (packaged or unpackaged) at Maker Faire Tokyo 2016 is not allowed.
 - Management 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.

Note

- Applicants of the Commercial Makers and Companies are also reviewed.
- Please hand carry your project and luggage to/from the Faire site during Set-Up and Tear-Down hours.

Terms & Conditions of Participation

- You agree to comply with all applicable laws, including Radio Act in Japan, the Maker Application Guidebook, and any other requirements, and/or rules & regulations issued by us in connection with Maker Faire Tokyo. 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 Maker Faire Tokyo. We may terminate this Agreement and/or your participation in Maker Faire Tokyo if you violate this Agreement, or the standards of conduct established by us or by the venue proprietor.
- O'Reilly Japan, Inc. is not responsible for and shall not be liable to you for any damage, loss, harm, injury or death 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 Maker Faire-related materials, insufficient participation, accident, or any other reason in connection with Maker Faire Tokyo or related activities (such as staging), except to the extent directly attributable to our willful misconduct or gross negligence.
- You and your Exhibit may appear in recordings of Maker Faire Tokyo and related promotional or documentary materials. Your rights are waived to any images and/or recordings you may appear in while at Maker Faire Tokyo and any/all related promotional or documentary materials.
- "Make:" and "Maker Faire" are registered trademark of Maker Media Inc..

HOW TO Apply & Contact

Make:

Makers Schedule

Deadlines

1. Deadline to submit on **Maker Application Form**. **May 9, 2016, 1:00 p.m. (JST)**
2. After reviewing all applicants, we will email you to **confirm your application**. **May 31, 2016**
Please note that not all applications will be accepted because the exhibit spaces are limited.

----- Accepted Makers -----

3. **The Commercial Makers and Companies** will be invoiced for the full amount of **the Exhibit Fee** and **optional cost** (extra Tags, Tables, and so on/ Yen). These Fees are non-refundable in any circumstances. **Payment June 9, 2016**

Bank transaction charges are not included in this amount. **All transaction charges are to be borne by the applicant, OUR**. Otherwise, we will invoice you all bank transaction charges for each payment after the event. Please note that the application will be completed after our receipt of your Exhibit Fee and optional cost. Otherwise, the exhibit acceptance will be cancelled.

4. Deadline to submit **Final Registration** (dangerous materials). **Mid June, 2016**
5. **Maker Manual** will be emailed. **Late June, 2016**
6. **Maker Tags (Passes)** will be delivered. **Late June, 2016**
Maker Tags (Passes) are required to enter the faire place even during the set-up and the teardown (pre-school children : free) . You can buy extra tags on-site (Cash Only).
7. **Set-Up Day** **Aug 5-Aug 6, 2016**
8. **Event Day** **August 6-7, 2016**

Note: Please plan your stay early! Most of the accommodations in Tokyo may be full up because of the reservations by visitors in their summer vacation. For more information, visit the Tokyo Big Sight Website (<http://www.bigsight.jp/english/>).

Thank you for your interest in participating in Maker Faire Tokyo 2016. We are looking forward to seeing you in Tokyo!

Maker Faire Tokyo Maker Team Contact : makers@makejapan.org