

Maker Faire Tokyo 2023

Maker Application Guidebook

Saturday October 14 - Sunday October 15

TOKYO BIG SIGHT

O'Reilly Japan, Inc.

2023.05.11



ABOUT Maker Faire Tokyo 2023

Event Schedule

Event Maker Faire Tokyo 2023

Schedule Saturday, October 14, 2023, 12:00 p.m.-6:00 p.m. (JST)

Sunday, October 15, 2023, 10:00 a.m.-5:00 p.m. (JST)

*Hours may change.

Set-Up Day: Friday, October 13, 2023 – evening (JST)

Saturday, October 14, 2023 – morning (JST)

*Hours to be announced later in the manual.

Event Venue TOKYO BIG SIGHT West Hall 4

3-11-1 Ariake, Koto-ku, Tokyo, Japan 135-0063

Admission for Visitors

Ticketing Services :

(Single Day Tickets)

Adult 1,000 JPY / Youth (Ages 18 & under) 500 JPY

At the Entrance (October 14 & 15, 2023) :

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.

Organizer

O'Reilly Japan, Inc.

Official Accounts & Tags

Website: <https://makezine.jp/event/mft2023/>

Twitter: @make_jp https://twitter.com/make_jp

Facebook: Make: Japan <https://www.facebook.com/MakeJapan>

Instagram: @make_jp https://www.instagram.com/make_jp/

YouTube: MakeJapan <https://www.youtube.com/user/MakeJapan>

PROGRAM Call For Makers

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 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 July 6, 2023.**

Applications Close – **June 8, 2023, 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)

Type	Maker	Education (Young Maker, Educational Institutions)	Company
Eligible Person	Individual or group exhibitors	Students or Educational Institutions (This type covers elementary schools, junior high schools, high schools, technical colleges, universities, graduate schools, and vocational schools.)	Exhibit under the name of a company (Company name, product or service name included in exhibitor name or exhibit information)
Application Requirements	Do not include company name or product/service names in the exhibitor name or exhibit information. If included, please apply under Company.	Please be sure to include the official school name of at least one school in the " 1-1. Maker's Name" or "1-13. Maker Bio". Exhibitor Profile" section of the application form. (If it is difficult to specify the name of the school, such as an elementary school exhibitor, please contact us.)	Booth size: 2,100*4,200mm or less (If you need more space than that, consider a sponsorship plan.)
Payment method	Bank transfer		
Selling artworks at the venue	Possible		
Selection of Exhibitors	Selection will be made if there are too many applications. (If you wish to ensure your exhibit, please apply as a sponsor.)		

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.

Type	Maker		Education		Company	
			(Young Maker, Educational Institution)			
Space	2,100*2,100mm	2,100*4,200mm	2,100*2,100mm	2,100*4,200mm	2,100*2,100mm	2,100*4,200mm
Equipment	1 table	2 tables	1 table	2 tables	1 table	2 tables
	4 chairs	8 chairs	4 chairs	8 chairs	4 chairs	8 chairs
Maker Tags	4 tags	8 tags	4 tags	8 tags	4 tags	8 tags
Fee	14,000JPY	30,000JPY	7,000JPY	16,000JPY	127,000JPY	256,000JPY
Electrical Service	1plug,100v,500w 6,000JPY					
Internet Service	Not provided.					

※Please notify us on the day of the event of any unneeded equipment. No refunds will be made for such requests.

※The price includes tax.

※No wall in the booth.

Presentation and Outdoor demonstration

- Optional activities (Presentation and Outdoor demonstration) are limited and your request will be considered. You will receive a confirmation email about optional activities. Translation service is not provided at the Stage and Outdoor area. If your optional activity is approved, please be ready to host your session in Japanese.
- No electricity available at Outdoor demonstration.

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

- We will provide the power supply capacity you requested at the time of registration. There is only one power outlet near each table, so please be sure to bring your own "power strip" (no drum reels).
- You cannot use more than the power supply capacity you have applied for. No changes will be accepted after registration.
- 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 Japanese law.
- No exits, fire fighting 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, etc) on site are prohibited by Japanese law.

List of items requiring application

1. Poisonous and Deleterious Substances
 2. Project which needs high voltage
 3. Huge project taller than 2.4m
 4. CNC
 5. Flying project such as drone, model airplane, balloon
 6. Projects containing food
 7. Ceiling structure such as dome, tent
 8. Project which uses frequencies
 9. Project which uses liquids such as water
 10. Living animals and fishes
 11. Other dangerous materials or tools
 12. Works using hydrogen
 13. Alcohol for hand sanitizer with an alcohol weight concentration of over 60%: Alcohol for hand sanitizer with an alcohol weight concentration of over 60% is subject to hazardous materials application to the fire department and fire inspections. If you bring hand sanitizer with a weight concentration of more than 60%, you must meet all of the following requirements. Please be careful.
 - Stored in a container of 500ml or less
 - The volume and ingredients are listed on the container
 - "Refilling" is prohibited in the venue.
- At Maker Faire Tokyo 2023, giving away, selling, or sampling food/beverage (packaged or unpackaged) without organizer's permission 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 Companies are also reviewed.
- We do not accept delivery of your artwork or equipment by vehicles, international courier, international mail.

Prohibited items to be brought in venue

- For safety reasons, the following items are prohibited.
 1. Lithium-ion battery, Lithium polymer battery
 2. Heating tool such as soldering tool
 3. Laser equipment such as laser cutter
 4. Gasoline, light oil, other flammable liquids
 5. Flux cleaner
 6. Gunpowder, explosive
 7. 3D printer (with inflammable materials such as resin, alcohol and so on)
etc.

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 Make Community.

HOW TO Apply & Contact

Makers Schedule

1. Deadline to submit on Maker Application Form.
2. After reviewing all applicants, we will email you to confirm your application. Please note that not all applications will be accepted because the exhibit spaces are limited.

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

3. Exhibitors will be invoiced for the full amount of the Exhibit Fee and optional cost (extra Spaces and so on/JPY). These Fees are non-refundable in any circumstances.

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**.
5. Maker Manual will be emailed.
6. Maker Tags (Passes) will be given at the Information counter of Maker Faire Tokyo. Maker Tags (Passes) are required to enter the faire place even during the set-up and the teardown (pre-school children : free) . You can also buy extra tags at Information counter of MFTokyo (Cash Only).
7. Set-Up Day
8. Event Day

Deadlines

June 8, 2023, 1:00 p.m. (JST)

July 6, 2023

Payment

July 12, 2023

July 24, 2023

September 11, 2023

October 13-14, 2023

October 13-14, 2023

October 14-15, 2023

Note: 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 2023. We are looking forward to seeing you in Tokyo!

Prevention of Infection

This guideline will be revised as necessary based on the future situation of COVID-19 and the guideline of the government, Tokyo Prefecture, etc. We have prepared this in accordance with the policies of the Japan Exhibition Association.

A-1 Basic Policy

We will take measures to prevent the spread of infection by avoiding to make closed spaces, crowded places, close-contact settings. Please note these measures may be added or changed.

A-2 Measures to be taken by Exhibitors (Maker) and Sponsors

- In the case of touching works, products or conducting workshops, disinfect the works, products and equipment etc., as well as the Maker's and participants' hands.
- If you have a fever or feel sick, refrain from coming to the event.
- Do not bring alcoholic beverages into the venue.

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