Maker Manual 2024
Maker Days Eindhoven

Dear Maker,

First of all, we would like to thank you for your participation in the Maker Days 2024.
We are proud to present an interesting and diverse program of Makers varying from robotics to recycling and arts.

This manual will hopefully answer any practical questions you may have concerning your participation and also, we provide some important information regarding the do's and don'ts during the festival.

If you have any questions, please don't hesitate to ask Advait Bryers about it, he's head of production and can be reached at
productie@makerdays.nl

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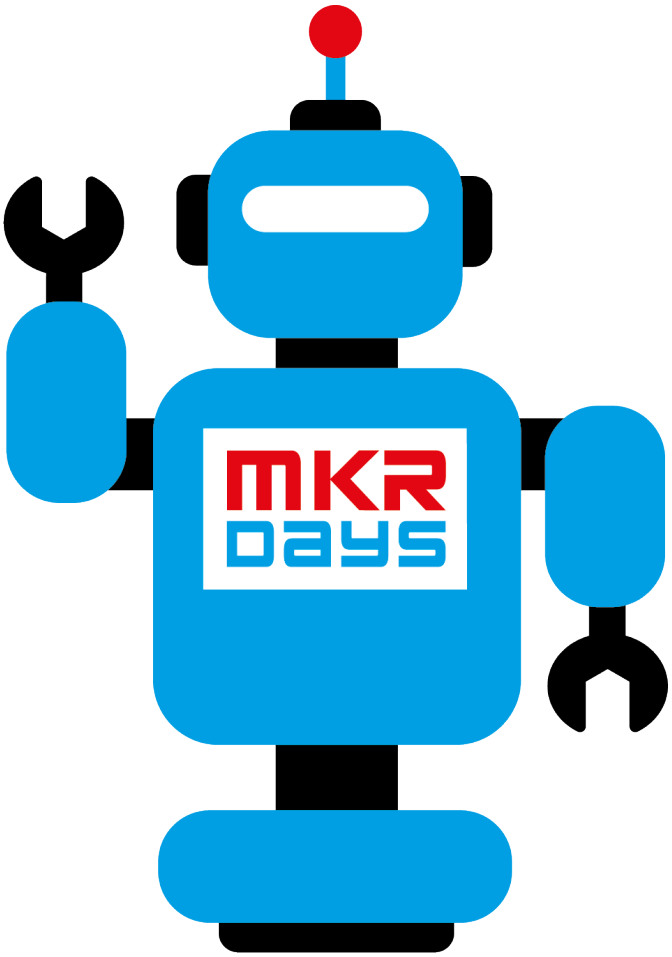
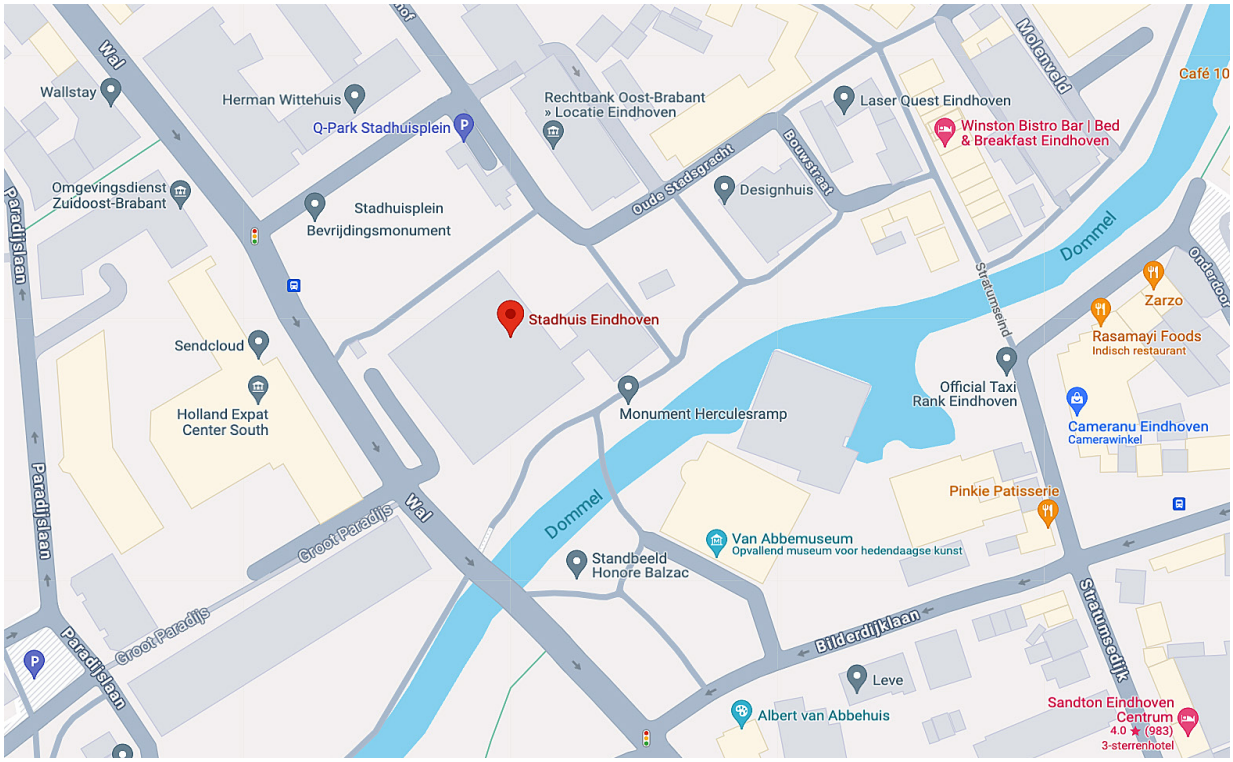


When & Where

The location of the Maker Days Eindhoven 2024 is Stadhuis & Stadhuisplein, 5611 EM Eindhoven.
See the map here **https://maps.app.goo.gl/i7XYR2imbanTkTdR9**

Due to renovation works the front entrance to Stadhuis will be closed for several months, including during the Maker Days. We will therefore be using the side entrance. This will be clearly signposted and easily accessible from Stadhuisplein for Makers and public.



Production will be present from 8:00AM on the 11th until 6:00PM on 16th of September. Wednesday, Thursday & Friday will be setup days. Makers are welcome on Friday 13th from 12:00AM onwards.
On Saturday and Sunday, the Maker Days will be open to the public from 10AM till 6PM.

Important

Before the start of the Maker Days on Saturday you can enter the building between 8AM and 10AM to finish setting up your stand. All the Makers must be ready for the public at 10AM sharp!

To Do

Please let us know when you want to set up your stand via **productie@makerdays.nl**
The possibilities are
Friday 13th of September, from 12.00PM - 20.00PM
Saturday 14th of September, from 8.00AM - 9.55AM (be ready at 10.00AM!)

We will do our best to keep your preferences in mind, but we can't promise that everything will be completely as you wish since we are limited by our location and the number of participants.

On Friday you can arrive with your car, bus or trailer at the Stadhuisplein. Depending on your location in the Maker Days you'll have a certain place where you can load and unload your equipment.

Unless your vehicle is part of your stand or you have our specific permission, it is **not possible to drive your car or trailer inside the event grounds**. You will have to park in the location we specify and bring your equipment to your stand. Please be quick about unloading your car, bring your stuff to your stand then you can park the car and return to start building your booth.
We have a few pallet wagons available to use to help you with heavy objects.

Parking

There is a parking garage directly under Stadhuisplein (€4,- per hour, €23,- a day) and several others close by including one on the other side of the street (€3,60 per hour, €24,- per day **parking stadskantoor**).
We recommend this site to find the best parking places
https://www.prettigparkeren.nl/kaart/#!Eindhoven/Stadhuisplein
Parking costs are not refundable and unfortunately there is no space to leave your trailers on the Stadhuisplein during the weekend.

Loading & unloading

Very Important
For all parking directions you will be crossing pedestrian footpaths and/or cycle paths. Please be very careful. It is your responsibility and remember- Dutch cyclists can go very fast, there may be scooters or E-bikes on the cycle paths going at high speed – Be careful!

The Maker Days ends on Sunday the 15th of September at 6PM.
Only after this time can the breaking down of your booth begin!
We ask this to ensure that even our last visitors will have a full program to attend. If there is a special reason why you cannot keep this agreement, contact Advait about it to make other arrangements. If Sunday night will not work for you, we also have the possibility to break on Monday but please contact Advait **productie@makerdays.nl** to discuss this with him.

Entrance for Makers

When you arrive on Friday both Advait and our production assistant, Jivan will be there to answer any questions. They will hand out the Maker wristbands for you and your team.

On Saturday and Sunday only the main entrance will be open. There will be a counter for Makers/press/VIP's. If there will be more makers arriving during the day to help out at your booth, please let them go to this desk so they can pick up a wristband. If you have a lot of people helping out, please contact Advait so he can arrange for enough wristbands.

If you lose your wristband or have other questions, please come to the MakerDesk and let us know.

Booth & open stands

We are working on a layout and deciding who & what goes where. We are doing our best to facilitate all of your requests. In doing so we are striving to give every Maker a nice space to interact with the audience and to make room for workshop tables and other objects.

The majority of Makers will be inside halls and we will provide tables & chairs. Some makers will have market stands. At every stand we will have two chairs ready for you.

We are also providing extra tables, chairs and benches for your activities according to your requests. Mail to **productie@makerdays.nl** so those who asked (need) will have extra tables and chairs or benches.

Some Makers have asked for space where they will build their own stands. Again, we are doing our best to listen and place you according to your wishes. If requested we will provide tables, chairs or benches and you will find these ready for you to arrange in your space as you would like.

Electricity & light

We will provide every stand with a power socket, but we would like to ask you to bring any additional extension cords yourself. The connections are shared so each stand has a maximum of 900W of electricity available. If you have special power requests and you haven't put it in your booking or had contact with Advait yet, please do so.

There is general lighting in the halls but if you want to add some extra light you are welcome to do so. Maker Days does not provide extra lamps, beamers, screens or other technical material. Please arrange for this yourselves.

Internet & wifi

Most people now have access to (almost) unlimited mobile data using their phones or hotspot devices. Because of this our wifi network was hardly used the last years.

Therefore we will not be arranging a wifi network this year. There is good free wifi in both Stadhuis and outside although this is a public network.

Safety & Security

Besides the organising crew we also have a First Aid Team inside the festival, official security guards and a large team of volunteers doing all manner of different tasks during the Maker Days.

Both Stadhuis and the festival grounds outside on Stadhuisplein will be closed at night and security will be present all night. We strongly recommend taking the smaller, valuable items out of your booth at night and keep them with you.

In participating in the Maker Days, you are agreeing to being insured and responsible for your own material. If a Maker damages or harms materials or another person, the Maker is responsible for the consequences in any way. The Maker Days is in no way responsible the actions of their participants or guests.

We have a First Aid team who will be walking around and have a First Aid Office behind the main entrance of Stadhuis. If something happens please check and see if you can spot a First Aid person or a security guard, they can take action. If you don't see either of those, please ask one of our volunteers (identifiable by the T-shirt they will be wearing).
These team members are in contact with each other using portophones so if you need help or to report an incident of any kind you can go to any of these people and they can come into contact with the others.

Workshops & presentations

During the Maker Days Eindhoven 2024 there will be workshops and presentations.
The planning and arrangement will be sent to those concerned separately. The schedule will be on the site, so the public can pick and choose. If you have further questions about this please contact René Paré at **directie@makerdays.nl**

Sustainability & waste

We would like you to think about these issues. How can your product be more sustainability or how could you make your audience more aware of this theme. We would like to ask all the participants in the Maker Days to be aware of your waste this edition and what you could do to minimise this.

We ask all makers to take their own waste away from the faire and to leave nothing behind on your stand after the Faire.

Food & drinks

In the center of Stadhuisplein we will have a small foodcourt with 4 different foodtrucks that we have specially selected.

- BakBlik will be serving delicious savoury food (vegan kebabs, Dhal, Falafels and Salad)
- PofferNoes serve the famous Dutch Mini-Panakes called poffertjes
- Arjen Catering make the best coffee and tea
- There is a bar with a small range of quality craft beers and soft drinks

Makers provide their own lunch. We do provide filter coffee and tea.
You can bring your own food but please keep your booth neat. The use of water heaters or private coffeemakers is not allowed since that might cause power problems.

Communication

The more the merrier! so we want to ask you to interact with you audience and make them excited to come to the Maker Days. So share your work and our posts in your social media channels to promote our Maker Days and your presence there.

All the projects will be added to the website so you can link it to your message. If you need logo's or want to make a change to the texts or images on our website, check the Marketing and communications page for logos and promotional images.

When you're using Twitter, Instagram or Facebook please use the following tags to get connected.

Website	**https://makerdays.nl**
Hashtag	**#MKR2024**
Instagram	**@makerdayseindhoven**
Facebook	**https://www.facebook.com/makerdayseindhoven**
Facebook event	**https://www.facebook.com/share/wG5QEgumZJKijV14/**

Makers Dinner

In closing we would like to invite you the the Makers Dinner on Saturday the 15th of September after we close to the public at 6PM. The dinner will be held outside on Stadhuisplein. This dinner is held in honour of the makers, the sponsors and the volunteers. A chance for you to meet other makers, get new ideas for future plans or sponsorship and inspire each other.

We wish you an incredibly fun and innovative Maker Days 2024!

Kind regards,

René Paré	director
Antoinette Klawer	business leadership
Advait Bryers	production
Christa van den Broek	communication