

Tsukuba Mini Maker Faire 2020 Exhibitor Application Guidelines

[Event Summary]

Name: Tsukuba Mini Maker Faire 2020

Date: Saturday, February 15-16, 2020

Location: Tsukuba Capio(Takezono 1-10-1,Tsukuba,Ibaraki, Japan)

Organizer: Tsukuba Mini Maker Faire Executive Committee (TMMF Executive Committee)

Please fill out the required items and apply from the entry form below. Unless otherwise instructed by the Executive Committee, application by other means is not possible. If you send it to the entry form, you will automatically receive a copy of the information you entered, but this does not guarantee that you can exhibit. Please note that depending on the content and conditions, the organizer may refuse to exhibit.

<http://bit.ly/TMMF2020-EntryEn>

[Application period] **October 9 (Wed)-November 17 (Sun) 23:59**

The deadline for application is from Wednesday, October 9, 2019 to Sunday, November 17, 23:59 [Japan Standard Time]. If the deadline is not met, entries will not be accepted.

Depending on the space of the venue, the reception may be closed before the deadline. Please apply as soon as possible. In the case of a large number of applications, there may be cases of selection. In this case, we will contact you about the availability of the exhibition in early December.

[Exhibition contents]

The TMMF Executive Committee has the following contents and conditions for application: "Promotion of DIY by individuals and sharing of results" "Products and services that support DIY by individuals" "Providing information for individuals who carry out DIY" Make sure that it is in accordance with the purpose of Maker Faire.

Depending on the content and conditions of the application, the executive committee may not be able to approve the exhibition or may consult. If the number of applications exceeds the available space, the executive committee will select them. When selecting, it is assumed that the necessary items to be heard on the entry form have been entered properly.

Even after the exhibition is approved, the exhibition may be canceled if there is a significant difference from the application.

[Exhibitor information]

Exhibitors must submit information such as exhibitor name, exhibition title, exhibit contents, website URL, contact e-mail address, representative's name, address, and telephone number in the entry form. There is. The exhibitor information will be appropriately managed by the TMMF Executive Committee. In addition, it will also be provided to related parties such as US Make Community, LLC.

For details, see the privacy policy below.

https://tmmf.jp/2020/wp-content/uploads/sites/6/2019/10/TMMF_PP.pdf

[Exhibition Booths / Exhibition Fee]

[Exhibits that do not sell products (individuals, communities, and educational institutions)]

Exhibit category: Maker

Exhibition fee: Free

[When selling goods in booths (individuals, communities, and educational institutions)]

Exhibit category: Commercial Maker

Exhibition fee: 5,500 yen (including tax) per booth

[Company exhibition (if the company name appears. Product sales possible)]

Exhibit category: Company exhibition

Exhibition fee: 55,000 yen (including tax) per booth

Payment methods will be announced after the exhibition is confirmed. For exhibitions that involve exhibition costs, after the approval of the exhibition, you will be required to pay the expenses using the method determined by the set deadline. Once paid, the exhibition fee will not be refunded. However, unless the exhibitor is found to be inappropriate for this event after payment.

* In principle, one booth consists of one long desk (length 1800 x width 450 x height 700). For each additional long desk, 7,700 yen (tax included) is required. For details, please contact us (makers@tmmf.jp). We will contact you within one week for details. **If you are exhibiting in the Maker category, you cannot add a desk. Please change the exhibition category if necessary.**

*Two chairs per booth are prepared as standard. Up to 4 chairs can be added (up to 6 chairs only when hands-on (booth workshop) is held).

- Desktops and chairs cannot be added after the application is complete.
- Even if desks and chairs are reduced (not used), the cost will not be reduced.

[Sales in the exhibition space]

Tsukuba Mini Maker Faire welcomes the sales of self-made kits and gadgets by exhibitors. When selling, entry as Commercial Maker / Company category. (Cannot be sold in the Maker category). Exhibitors should fully check the safety of items for sale. In addition, the

organizers are not responsible for any troubles between exhibitors and participants regarding trading. Please note.

[Other important matters]

· Exhibition

- Please be sure to exhibit for two days.
- Please contact us in advance if you need space other than long desks for demonstrations and exhibitions. We will correspond as much as possible.
- Details regarding the exhibition will be announced in the Exhibitor Manual that will be sent after the exhibition is confirmed.

▪ About the power supply

- The power capacity that can be used will be adjusted for the reason of the venue. For exhibitions that consume a lot of power or require a special power supply, you may be asked to consult or make adjustments or charge for actual costs.

▪ About network

- Please note that we will not provide a network for exhibitors due to the circumstances of the venue. For works that require a network connection, each exhibitor must secure a means of connection, or exhibit offline. Please note that radio waves may be crowded on the day.

▪ Ensuring safety

- Exhibitors must comply with safety guidelines set separately. Exhibitors must follow if the operation staff gives instructions. If you do not follow this, the exhibition may be canceled even during the event.

▪ Prepared items and equipment

- We do not lend or provide equipment or consumables related to the exhibition (such as monitors, projectors, power cables, consumables, etc.). Exhibitors are also requested to prepare extension cords for the power supply.

▪ About loading and unloading

- In addition to hand-holding, we are planning to carry it in and out by a courier. Carrying in and out of your own car is only possible if you apply in advance. Cars cannot be parked in the parking lot attached to the venue. Please use nearby pay parking.
- Details will be announced in the Exhibitor Manual.

▪ The exclusion of anti-social forces

The executive committee will respond in accordance with the Tsukuba City Gangster Exclusion Ordinance. Exhibitors shall not be gangs, gang members, gang members, etc. as stipulated in Article 2 of the Ordinance.

https://www1.g-reiki.net/tsukuba/reiki_honbun/e019RG00000943.html

- If the exhibitor violates this, the exhibit will be canceled even after the exhibitor is approved.

- **Anti-harassment policy**

- Tsukuba Mini Maker Faire aims to create an event that everyone can enjoy with peace of mind. All participants, including exhibitors, must comply with the following anti-harassment policy.

https://tmmf.jp/2020/wp-content/uploads/sites/6/2019/10/TMMF_AHP.pdf

- **About responsibility for damage**

- The organizer will not be liable for any injuries or damages caused by the exhibition for any reason.

[Contact Information]

If you have any questions, please contact the TMMF Executive Committee (makers@tmmf.jp). We will endeavor to meet your request as much as possible.

We would like to receive applications from many of you and make the Mini Maker Faire unique to Tsukuba. We look forward to your application.