

FLX MAKER FEST

SPONSORED BY THE PHELPS LIBRARY AND
THE GREATER CANANDAIGUA CIVIC CENTER

JULY 15 2017

CALLING ALL STEM EDUCATORS
MAKERS AND VENDORS!

Join the Phelps Library and STEAM Lab Makerspace, along with
Barnes and Noble of Pittsford
Rochester Makerspace
Rochester Institute of Technology
CNY Drones
Pioneer Library System
Wayne FL BOCES
Rochester Regional Library Council
Finger Lakes Gem,
Mineral & Fossil Club
Seneca Waterways Council
and their STEM Trailer
Walworth Seely Library
Wood Library of Canandaigua
Macedon Public Library
Chemung County Library System
Springwater Woods
Wicked Moon Studios
and many more to come!

CONTACT US AT FLXMAKERFEST@GMAIL.COM FOR MORE INFORMATION

CALLING ALL STEM EDUCATORS, MAKERS AND VENDORS!



JULY 15 2017

This event is going to be something completely new for the Finger Lakes area... It is not a craft show nor an exhibition but something completely unique. The idea is that each Maker will share what they make or what they are passionate about, educating and teaching skills to the Maker Fest attendees. It's like a 17,000 square foot makerspace, or one giant, interactive, hands-on event! Ideally, we will have Maker/Vendors who will sell their items and, at the same time, they will have some sort of an interactive display so that attendees can learn something, whether it's how to fly a drone, hook a rug, burn a pattern into wood, or solder an electrical circuit. The sky really is the limit here!

Here's how it works: Any individual or organization who is willing to teach a skill (even if they are selling items) will receive free admission for two people, who must work at their booth. There is no registration fee.

There will also be a vendor-only section for those who do not wish to have an interactive booth. This space is extremely limited because the emphasis is on making and education in the areas of Science, technology, Engineering, Arts, & Math (STEAM). If vendors wish only to sell their items, there will be a \$50 registration fee, but again, this space will be very limited.

Please share this invitation with any makers and/or vendors you think may want to participate. All applications will be considered.

This event is July 15th, 2017, from 9am-5pm, held at the Greater Canandaigua Civic Center. Set up is the evening before (July 14th) from 4-6pm as well as 6am-8:30am the morning of the 15th. Each Maker/Vendor will be provided with a 6' table and two chairs, with access to electrical outlets upon request. Each Maker/Vendor will be allocated a 10' x 10' space. If what the Maker/Vendor has to offer is truly incredible and adds value to the event in the areas of STEAM, they will be awarded more space.

More information and the link for the Maker/Vendor Application can be found at <http://www.phelpslibrary.org/flxmakerfest>

We would love to have you at the FLX Maker Fest! Feel free to contact Leah Hamilton with any questions:

Leah Hamilton, Executive Director and FLX Maker Fest Organizer
Phelps Library and STEAM Lab Makerspace
8 Banta Street, Suite 200, Phelps, New York 14532
315.548.3120



FLX MAKER FEST

Maker / Vendor Application

Are you a:

- MAKER ONLY
- MAKER & VENDOR
- VENDOR ONLY

Project Name:

Company Name		
Full Name of Contact Person		
Address		
City	State	Zip
Area Code & Phone Number	Email Address	Website

What will you be making and/or selling?

Category (check all that apply): Science Technology Engineering Arts Math

Applicants are highly encouraged to offer a hands-on activity or interactive exhibit to engage and inspire our Maker Fest Attendees!

Type of Activity Planned: Sharing Knowledge Interactive, Hands-on Activity Creating a Project to Take Home

Detailed Description of Activity:

Please complete in one sentence:

Please send project photo to FLXMakerFest@gmail.com

Non-Profit Organization? Yes No Type:

Internet requirements: Not needed Wi-Fi would be nice I MUST HAVE WI-FI!!!

Noise Level: Normal (does not interfere with conversation) Amplified Repetitive/Potentially Annoying Loud

Any use of fire, flame, chemicals, or other dangerous tools or equipment? Yes No

Will you produce any waste, including trash, recyclables, donations, water, etc.? Yes No

Special requests or non-standard setup (not guaranteed, but it can't hurt to ask!)

Electric service required? Yes No

What equipment will require electricity?

Would you like to donate a gift basket or piece of artwork to the FLX MAKER FEST silent auction? Yes No

Agreement:

- The undersigned hereby agrees to set-up and operate a booth during the event hours at the FLX Maker Fest event on July 15, 2017
- No smoking will be allowed in the vendor booths.
- It is understood that your area shall be cleaned during event hours as required.
- FLX Maker Fest sponsors reserve the right to terminate the contract at any time if these policies are not adhered to.
- Agreements will be honored on a first come, first served basis.
- Under no circumstances will a vendor be allowed to set up operations unless we have a copy of their NYS Certificate of Authority to Collect Sales and Use Tax (if applicable), a current insurance certificate using the proper wording as previously stated, and a signed application agreement.

Signature:

Date:

Please return this signed application by June 16, 2017
along with copies of NYS Certificate of Authority to Collect Sales and Use Tax,
and a current Insurance Certificate to:

Leah Hamilton / FLX MAKER FEST

Phelps Library

8 Banta Street, Suite 200

Phelps, NY 14532

Phone: 315-548-3120

Email: FLXMakerFest@gmail.com

FLX MAKER FEST: Saturday, July 15, 2017

Times: 9am – 5pm

Location: Greater Canandaigua Civic Center, 250 North Bloomfield Road, Canandaigua, NY 14424

Contact: Leah Hamilton @ 315-548-3120 or email FLXMakerFest@gmail.com

Set-up Time: Friday, July 14 from 4-6pm and Saturday, July 15 starting at 6am

Booth Specs: 10' wide x 10' deep

What will be provided for you: 1 table and 2 chairs

Electric is available at no cost, however, all needs must be requested in advance. Electrical needs communicated during the event cannot be met. Acceptable items plugged in include cash register and lights. Anything that heats or cools needs prior approval.

Power/Utilities: Electrical services are at a premium and all needs must be communicated well in advance of your arrival via an order form. Vendors are expected to bring any power strips needed to accommodate their order.

Security: Security officers to be on patrol during event. However, this in no way implies responsibility on the part of the FLX MAKER FEST sponsors for lost/stolen items.

Worker Entry: Each vendor will receive two vendor credential badges per booth set up. These badges are for working staff only.

Permits: If vendor will be selling merchandise, vendor will need to provide us with a copy of your valid New York State Certificate of Authority to Collect Sales and Use Tax prominently displayed at your booth and on file with the FLX MAKER FEST sponsors by June 16, 2017.

If you are making any food products available to the public, you must comply with New York State Health Department regulations and be properly permitted.

Insurance: The VENDOR, its affiliated companies and subsidiaries shall secure and maintain during the period of this Agreement Comprehensive General Liability **Insurance including liquor liability, which shall be written on an "occurrence" basis, with a standard broad form endorsement** and/or excess umbrella liability with combined single limit of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) general aggregate.

On such policy, the VENDOR agrees to name as additional insured's Greater Canandaigua Civic Center, Inc., the Phelps Community Memorial Library, and FLX Maker Fest, their parents, subsidiaries, limited liability and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns and to provide a certificate of such coverage no later than June 16, 2017 **and the certificate must specifically state that it is "primary and non-contributory over any other insurance that may be available to an indemnified Party and contains a waiver of subrogation in favor of certificate holder."**

VENDOR hereby releases and forever discharges the FLX MAKER FEST sponsoring organizations, Greater Canandaigua Civic Center, Inc. and the Phelps Community Memorial Library, and their respective directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or (including **reasonable attorney's fees**) arising out of or in conjunction with **VENDOR'S application to or participation in or involvement** with the FLX MAKER FEST event.

VENDOR agrees that VENDOR shall assume full responsibility for injury to person or property of others, including employees, agents, patrons or other person, which **shall occur by reason of VENDOR'S involvement or participation in the FLX MAKER FEST event.**

VENDOR acknowledges and agrees that it is their understanding and agreement that the FLX MAKER FEST event and all sponsoring organizations, Greater Canandaigua Civic Center, Inc. and the Phelps Community Memorial Library, and their respective directors, officers, employees, agents and volunteers shall incur **no liability whatsoever to, or on account of VENDOR, or VENDOR'S employees or agents, arising out of VENDOR'S participation in or association with the FLX MAKER FEST event.** The FLX MAKER FEST event and all sponsoring organizations, Greater Canandaigua Civic Center, Inc. and the Phelps Community Memorial Library, and their respective directors, officers, employees, agents and volunteers will not be responsible for any injury sustained any vendors, workers or guests while within the exhibit space.

The VENDOR shall indemnify and hold harmless those listed above from and against any and all claims, liabilities or damages of whatever nature, including but not limited to, claims of bodily injury, death, personal injury, property damage, by whoever made, as well as the cost of litigation and attorneys' **fees arising from, based on or in any manner related to vendor's activities in connection with its involvement in or participation** with the FLX MAKER FEST event.