



1. What is the schedule for sponsors on Thursday, Friday and Saturday?

Thursday, October 19

- 8am-5pm Unload and set up exhibit booth and demonstrations

NOTE: All set up must be finished by 5pm. If you are running late, please call Doug Arthur (513-378-2172) or Matt Young (608-215-0844)

Friday, October 20

- 7am-9am Exhibit booth set up
- 8am Registration opens for students
- 8:50am Opening Ceremonies for students in Crouse Hall
- 9:15am-12:25pm 3 sessions – students at the Exhibit Hall, at competitions, and in breakout sessions throughout the Civic Center
- 12:25pm-2:00pm BREAK

(12:40pm-1:45pm Lunch & Award Ceremony for students in Crouse Hall. Sponsors can watch Award Ceremonies via simulcast in the Exhibit Hall)

- 2pm College Student-Employer “Meet & Greet”
- 5pm “Meet & Greet” ends *(Exhibit Booths stay up for Saturday)*

Saturday, October 21

- 7am Doors open for Exhibitor set up
- 8am Registration opens for job seekers
- 9am Exhibit Hall doors open
- 12pm Saturday Job Fair ends
- 12pm-2pm Exhibit booth tear-down
- 5pm Final removal from the Civic Center

2. Does my staff attending Friday and/or Saturday need to register for MakerFest? If yes, how?

Yes, each person attending needs to register online. If they haven't registered in advance, they can register at the door. Online registration is at <http://makerfest.linklima.com>.

When registering, pick **“Sponsor”** if you are booth staff, and nothing else. Pick **“Volunteer”** if you are helping in other ways, like registration or security or event management, perhaps including booth duty.



3. When can I set up my booth?

The Exhibit Hall will be open to exhibitors on Thursday, October 19, from 8am to 5pm (must exit) and on Friday, October 20, from 7am to 9am.

All set up on Thursday must be finished by 5pm. If you are running late, please call Doug Arthur (513-378-2172) or Matt Young (608-215-0844)

4. Where should I unload my booth materials?

The main front door of the Civic Center facing Main Street will be used for most supplies and equipment. If you have a particularly large item to unload (bigger than 5' x 5' x 5'), we will provide you with access to the loading dock door off of Elizabeth Street. Let us know if you need this service.

5. Where is my booth located?

Booths of Bronze-, Silver-, Gold-, and Platinum-level sponsor exhibit booths are located in the Main Exhibit Hall. Table Exhibitor-level sponsor exhibit tables are located outside the Crouse lobby. College/university exhibit tables and demo spaces are located in the College/University Zone in the Crouse Hall lobby outside the main doors to Crouse Performance Hall. A layout diagram will be provided at the door.

6. How large is my booth and what size tables will I be provided?

Platinum-level and Gold-level exhibit booths are 24 ft x 6 ft with two 8-ft and one 6-ft table. Silver-level exhibit booths are 16 ft x 6 ft, with one 8-ft and one 6-ft table. Bronze-level exhibit booths are 10 ft x 6 ft, with one 8-ft table. Table Exhibitors have one 6-ft table. College/university exhibitors have one 8-ft table plus addition demonstration space if requested.

7. What is provided with my tables?

Each booth has an 8-ft high back and two sides (3-ft high for Platinum, Gold, and Silver booths, 8-ft high for Bronze booths). Tables will be covered with a black tablecloth that can be removed if the exhibitor brings their own tablecloth. Each exhibit booth will have two chairs. Booths have access to one power strip (solo or shared). Wireless internet is provided throughout the Exhibit Hall and outside areas.



8. What should I plan on bringing with me for my booth?

You should bring:

- A company name/logo banner if you have one (10 feet wide x 3 or 4 feet high is ideal)
- A popup display if you use one
- A custom company tablecloth if you use one (8 ft table) (although we are providing black tablecloth and skirting for each table)
- Laptop and monitor if you are showing a video
- Laptop if you are taking online applications in your booth (NOTE: you may choose to send applicants to the OhioMeansJobs booth to complete their applications)
- Business cards for your booth participants
- Brochures that you may want to give out
- Special gifts/trinkets that you may want to give out (logo-decorated pens, coffee cups, Frisbees, etc.)
- A candy dish and hard candies, if you like including this in your booth
- A power strip and extension cord

9. What time should my booth be staffed on Friday?

Your booth should be “open for business” on Friday nominally from 9am to 12:30pm, and from 2pm to 5pm.

10. Will there be lunch available on Friday?

Complimentary “box lunch” (turkey, ham, or veggie wrap) will be provided to you and your employees staffing your booth. The Civic Center will be selling snacks at their concession booth.

11. What time should my booth be staffed on Saturday?

Your booth should be “open for business” on Saturday from 9am to 12noon.

12. Will there be food provided on Saturday?

Complimentary breakfast (breakfast sandwich, coffee, orange juice) will be provided to all sponsors, volunteers, and guests.



13. Do I have to staff my exhibit booth on both Friday and Saturday?

Yes, it is critical that each employer staff their booth for the expected attendees on Friday (9-12:20, 2-5) and Saturday (9-12). You are expected to leave your booth intact overnight on Friday. We will be providing 24-hour security to ensure your equipment and supplies are safe overnight.

14. Can I volunteer to help in other ways (besides staffing my booth)?

There are plenty of ways you can help us by volunteering to do other jobs. We need people to help with information booths, security monitors, event management, set up, and tear down. When you register online at <http://makerfest.linklima.com>, select “**Volunteer**” instead of “**Sponsor**” and tell us when you are available to help. We will be in touch with you to give you assignments that fit your available times.

15. When can I tear down my booth?

You should plan on tearing down your booth promptly at 12noon on Saturday, and have everything removed from the Civic Center by no later than 5pm on Saturday.

16. How do I get my additional questions answered?

Call or email Doug Arthur, MakerFest Event Director, at doug.arthur@transformconsulting.us, 513-378-2172, or Tracy Hollar, MakerFest Event Administrator, at hollart@aedg.org, 419-230-5649.