

MakerFest 2018

Exhibitor Manual

STSP AI_ROBOT Empowers Your Great Dreams



October 27-28th ,

Kuang-Fu Campus in National Cheng Kung University

Adviser : Ministry of Science and Technology

Sponsor : Southern Taiwan Science Park Administration

Organizer: National Cheng Kung University

Undertaking Organizer : Maker Factory

I 、 Introduction

1. About Maker Festival

MakerFest is a large-scale show-sharing event that brings technology enthusiasts, creators and inventors all together. In order to convey the spirit of "We are Maker" we hope attendees can interact and share the products through the skills competition, presentation, forum and on-site DIY. This year, we also add a decorated float parade into the exhibition to encourage all Makers who have enthusiasm, interest, and ideas to cultivate their ability, achieve the goal of spreading Maker spirit.

As the leader of Southern Taiwan, national Cheng Kung university will take the lead in calling all the resources of the surrounding colleges and universities. From the role of promoter in academic and educational area, this event is expected to combine the cultural characteristic of Tainan city and the creativities from local Makers. We aim to promote our own maker carnival with local features. This year's event, in conjunction with the "STSP AI_ROBOT" project which is promoted by Southern Taiwan Science Park Administration, we plan to use robots as exhibition's core concept to call for different kinds of robots, and through this project to convey the robot education and promote the network of smart robots in Southern Taiwan.

2. Organizer

- Adviser : Ministry of Science and Technology
- Sponsor : Southern Taiwan Science Park Administration
- Organizer: National Cheng Kung University
- Undertaking Organizer : Maker Factory

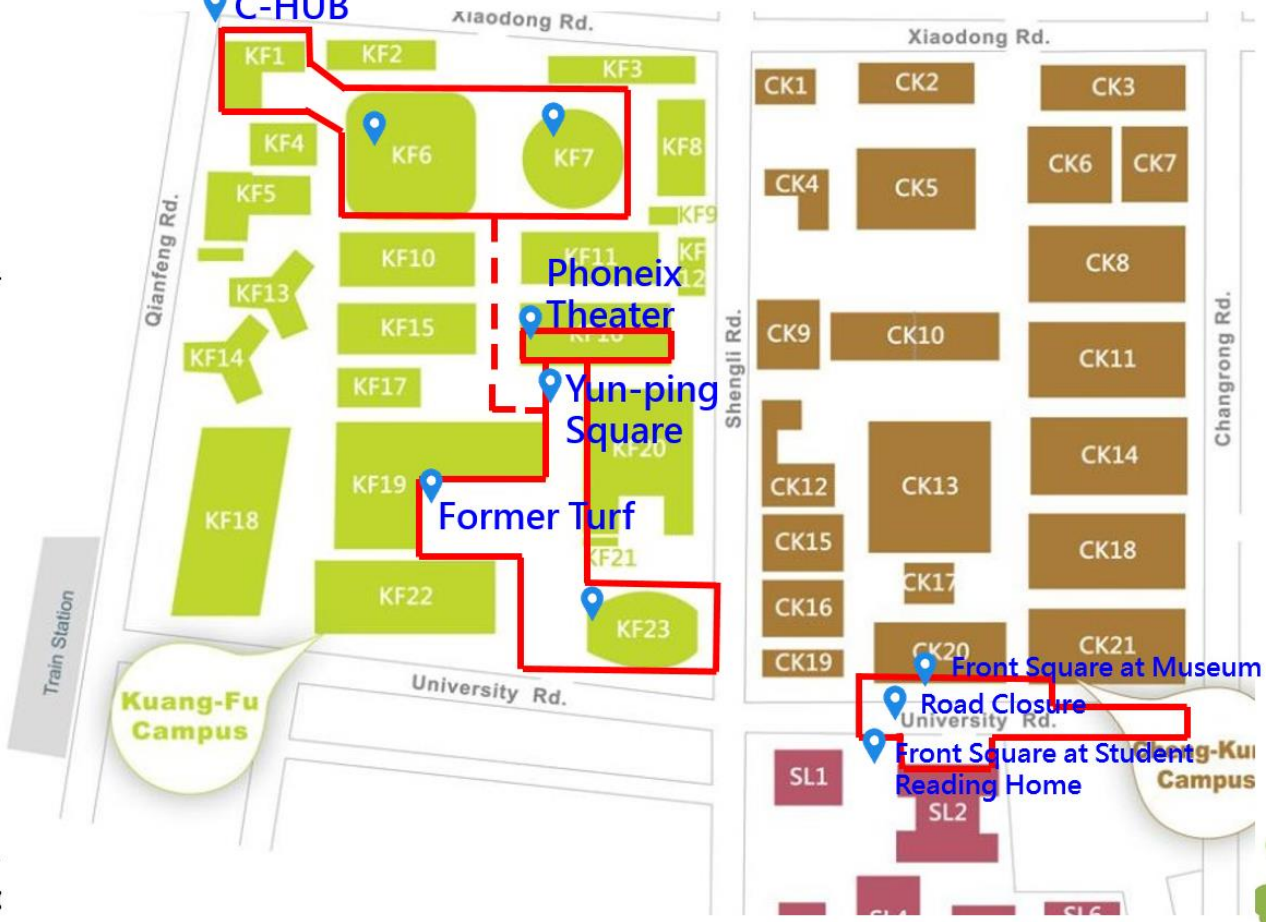
3. Exhibition Time

- Move-in: 15:00-20:00 on October 26th, 2018 (Friday)
- Exhibition time: 11:00-17:00 on October 27th (Saturday) and 10 : 00~16 : 00 on October 28th (Sunday), 2018. Exhibitors may enter the venue at 8:00
- Move-out: 16:00-18:00 on October 28th, 2018 (Sunday)

4. Event Venue (No.1, Daxue Rd., East District, Tainan City, 701) (in planning)

- Zhong Zheng Hall and surroundings in Kuang-Fu Campus

● C-HUB



National Cheng Kung University Campus Map



- | | | |
|---|--|---|
| <p>01 Aeronautical & Astronautical Eng. Dept.
SL1 Alumni Association Center
KF1 Architecture Dept.
02 Center for Micro/Nano Science & Technology
CK14 Chemistry Dept.
TzC2 Chemical Eng. Dept.
KF7 Chinese Lit. Dept.
CK8 Civil Eng. Dept.
ChKuo2 College of Bioscience & Biotech.
TzC7 College of Eng. & Computer Science
KF20 College of Management
ChKuo1 College of Medicine
KF1 College of Planning & Design
CK12 College of Sciences
LH55 College of Social Sciences
KF3 College of Liberal Arts
CK18 Computer Science & Info. Eng. Dept.
CK13 Earth Sciences Dept.
TzC3 Electrical Eng. Dept.
CK21 Eng. Science Dept.
CK6 Environmental Eng. Dept.
CK17 Ge-Chi Hall
CK11 Geomatics Dept.
KF11 History Dept.
CK3 Hydraulics & Ocean Eng. Dept.
KF10 Industrial Design Dept.
KF5 Institute of Art Studies
CK2 Life Sciences Dept.
CK11 Materials Science & Eng. Dept.
CK10 Mathematics Dept.
TzC6 Mechanical Eng. Dept.
LH13 Medicine & Nursing Dept.
LH13 Mental Health Center
CK1 Natl. Center for Theoretical Sciences
ChKuo1 Nursing Dept.
ChKuo3 Occupational Therapy Dept.
ChKuo3 Physical Therapy Dept.
CK16 Physics Bldg. No.2
CK13 Physics Dept.
LH14 R&D Foundation
CK14 Resources Eng. Dept.
TzC7 Systems & Naval Mechatronic Eng. Dept.
KF4 Taiwanese Lit. Dept.
ChKuo2 University Center for Bioscience & Biotech.
KF2 Urban Planning Dept.</p> | <p>KF5 Architecture Research Bldg.
TzC4 Chi Mei Building
CK7 Geotechnical Eng. Bldg.
KF3 Hsiu-Chi Building
CK12 Info. Tech. Bldg.
TzC5 Instrumentation Equipments Bldg.
CK5 Main Library
ChKuo2 Medical Lab. Science & Biotech. Bldg.
CK19 Multi-Purpose Bldg.
CK12 Physics & Chemistry Bldg.
LH14 Public Health Bldg.
02 Science & Tech. Bldg.
SL2 Students' Reading Hall
LH52 The Uni President Health Research Building
KF15 Wei-Nong Building
ChKuo1 NCKU Hospital
LH17 NCKU Hospital Bldg., No.2
KF17 Military Training Office
KF16 Yun-Ping Administration Bldg.
KF19 Art Center
ChKuo1 Cheng-Hsing Auditorium
KF19 Cheng-Kung Auditorium
CK13 Ge-Chi Auditorium
KF9 History Archives
KF19 International Conference Hall
LH16 Magic School of Green Technology
KF19 Student Activity Center I
SL8 Student Activity Center II
KF6 Banyan Garden
KF8 Cheng Kung Lake
CK20 NGKU Museum
KF16 Phoenix Theater
KF12 Small West Gate
SL1 Zenda Suites</p> | <p>KF23 Chung Cheng Gym
KF23 Kuang-Fu Sports Court
KF18 Kuang-Fu Sports Field
SL3 Swimming Pool
TzC1 Tzu-Chiang Sports Field
03 Aeronautical & Astronautical Eng. Dormitory
CY4 Ching-Yeh Student Dorm No.1
CY3 Ching-Yeh Student Dorm No.2
CY2 Ching-Yeh Student Dorm No.3
CK4 Guest House
KF14 Kuang-Fu Student Dorm No.1
KF13 Kuang-Fu Student Dorm No.2
CY5 Medical Doctor Dormitory
05 Scholar Dormitory
SL9 Sheng-Li Student Dorm No.1
SL7 Sheng-Li Student Dorm No.2
SL5 Sheng-Li Student Dorm No.3
SL5 Sheng-Li Student Dorm No.5
SL4 Sheng-Li Student Dorm No.6
SL10 Sheng-Li Student Dorm No.8
SL11 Sheng-Li Student Dorm No.9
04 Single Faculty Housing
CY1 Single Faculty Housing
CK9 Hsin Yuan
CK20 Mail Room
KF21 Post Office</p> |
|---|--|---|

- Centers & Dept.
- Buildings
- Hospital
- Administrations
- Auditorium
- Scenic Spots
- Sports
- Dorms & Lodgings
- Others

II 、 Exhibition Contents

- Contents about AI and ROBOT
- Self-made objects (type not limited)
- Tools, materials and parts for making objects
- Services used to make objects (software, internet services, etc.)
- Activities to encourage DIY
- Performances and exhibits

※Works that have the spirit of Maker and can be shared with the public will be given priority.

※Please understand that some applications will not be approved due to considerations for exhibits to serve the purpose of Maker Festival.

※This is a two day event; exhibitors only available for one day will not be accepted.

III 、 Registration Date

From June 20th, 2018 to August 20th, 2018.

IV 、 Application Procedures

1. Please fill out the exhibitors application form on the activity website (<http://makerfest.cc>).
2. The exhibitor qualification confirmation letter will be sent to the exhibitor before September 20th. Exhibitors that did not receive the confirmation letter should inquire with judyhsin@mail.ncku.edu.tw.
3. After receiving the confirmation letter, exhibitors must pay the exhibition fee and security deposit before September 30th.
4. The exhibitor ID and exhibition packet (receipt for exhibition fee, floor plan, and schedule) will be mailed to the address of the exhibitor's contact person two weeks before the event.

V 、 Exhibitor Qualifications and Fees

Type of Exhibit	Two-day Exhibits (Including Outdoor Exhibits)				Activities (*1)	
	Maker	organization / School / foundation	Commercial Maker(*2)	Enterprise	Maker sharing / AI, Robot forum (*3)	DIY Workshop (*4)
Security Deposit	NT\$2,000				None	
Venue Fee	Free	NT\$2,000/ Unit	NT\$5,000/ Unit	NT\$10,000/ Unit	Free	
Cleaning fee	NT\$200					
Additional rental	① Table : NT\$300 per table ② Chair : NT\$50 per chair ③ participatingcard : NT\$100 元 per unit				None	
Product Sales (*5)	No	Yes	Yes	Yes	No	Only material packs can be sold

- *1 : Registration for activities and exhibits are separate. Registration for an activity only is allowed, but contents must be approved by the organizer.
- *2 : A commercial maker is an individual that intends to sell product at the exhibition. Companies and businesses do not fall under this category.
- *3 : The time unit for a Maker sharing stage/speech area activity is 30 minutes(20 minutes for the activity and 10 minutes for preparation). The time unit for a AI, Robot forum stage/speech area activity is 60 minutes(40 minutes for the activity and 20 minutes for preparation) , additionally , performances shall be arranged by the organizer.
- *4 : The time unit for a DIY workshop activity is 60 minutes(40 minutes for the activity and 20 minutes for preparation); if multiple time units are needed, it should be specified on the application form, additionally , performances shall be arranged by the organizer.
- *5 : Please issue a uniform-invoice or receipt in accordance with the law. The exhibitor is liable for all legal responsibility in the event not issuing a uniform-invoice or receipt results in a dispute or penalty.
- The standard equipment per booth :
1. booth size (2*2 m)
 2. long table dimensions(180*60 cm)
 3. three chairs
 4. two socket(110V) (If there are some special requests for electricity, please inform the organizer.)

- Note 1 : The venue is divided into an indoor area, outdoor area and featured exhibition area. Please select an area during registration for the organizer to make arrangements.
- Note 2 : Each booth is advised to have at most one long table due to the booth size (2*2 m). (Long table dimensions: 180*60 cm) (Booth size will be adjusted based on the actual situation at the venue)
- Note 3 : Each booth is advised to have at most three chairs due to the booth size (2*2 m).(Booth size will be adjusted based on the actual situation at the venue)
- Note 4 : Participate as a Maker applies for up to 1 booth per person.

VI 、 Floor Plan

Area	Description
Indoor Exhibition	A basic booth is 2*2 m and can be used for display, demo and sharing with visitors
Outdoor Exhibition	A basic booth with tent is 2*2 m and can be used for display, demo and sharing with visitors
Maker Sharing	The Maker Sharing is for description, introduction and display of works or activities within 20 minutes. Exhibitors may use a notebook (provided by the exhibitor) and projector. The organizer retains the right to approve applications due to the limited quota.
AI, Robot forum	Organize international AI and Robot forum and invite internationally renowned speakers to 40 minutes per unit. The projector and projection screen can be used (provided by the exhibitor). The organizer retains the right to approve applications due to the limited quota.
DIY workshop	For holding workshops with 10~20 participants in a dedicated area. Please fill in the details in the column “About the Workshop.” The location, projector, screen, and power will be provided by the organizer. The exhibitor is responsible for promotion, participant invitation, and fee collection. The organizer retains the right to approve applications due to the limited quota.
stage competition	If you want to hold a competition, please contact the organizer directly. The organizer retains the right to approve applications due to the limited quota.
Other Exhibition	Large-scale display works (such as robots, multi-axis rotorcraft), special features (floating cars and integrated parade) or technology art are handled by project. If you want to participate, please contact the organizer directly.

VII 、 Booth Assignment

- The organizer will assign all booths for this exhibition.

VIII 、 Payment Method

- After receiving the confirmation letter, exhibitors must pay the exhibition fee and security deposit before September 30th.
- The exhibition fee and security deposit shall be transferred.
- Payment details:
Account name : Academia-Industry Consortium for Southern Taiwan Science Park
Bank : Mega International Commercial Bank East Tainan Branch (Bank Code: 017)
Account No : 065-09-01956-5
- After completing the transfer, please mail the information to rita@aicsp.org.tw for confirmation, so that your registration is not delayed
- The organizer will issue an invoice for the exhibition fee and cleaning fee to the exhibitor within one month after payment is made

IX 、 Exhibitor ID

- Exhibitors are required to wear their ID when entering and exiting the venue. Exhibitors may apply for at most 3 IDs for each booth free of charge, and NT\$100 will be collected for each additional ID. The IDs will be mailed to the address of the exhibitor's contact person along with the exhibition packet (Applications for additional IDs, tables and chairs will not be accepted after September 30th, 2018)

X 、 Notices

- The event will be extended for two days. If the participants are not fully participating, the deposit will not be refunded.
- The guarantee deposit will be returned to the participating teams on the second day (October 28th) at 2 pm.
- Approval from the organizer is required before using hazardous objects, e.g. high voltage devices and lasers, or displaying pharmaceuticals and food products.
- Any use of fire is prohibited in the venue.
- Exhibitors must issue a uniform-invoice or receipt for all sales in the venue.

- The organizer shall not be liable for any dispute arising from exhibitors' sales to visitors.
- Personal information of exhibitors collected in the application documents will only be used for contact during this event and related subsequent events.

XI 、 In the event there are matters not covered by these regulations, the organizer may revise these regulations at any time

XII 、 Contact person

Hsin Yun-Chen / judyhsin@mail.ncku.edu.tw / Tel:(06)2757575 ext. 31306