

Monash



Maker Manual

School Groups / University Groups / Community Groups

Prepared by:

Monash Tech School

Level 1, 29 Ancora Imparo Way, Clayton, VIC, 3800

03 9902 9977

Version Authored: 12 September 2022

Version: 1.0

0.1	Styled on the 2019 MMMF Manual
0.2	Content Update and Agreement Updated
0.3	Woodside Level 1 Incorporated
0.4	Links updated
1.0	Release Updated

Table of Contents

Purpose	4
Contacts and Information Nights	5
Phone	5
Lead Organisers	5
Maker Faire Team Contacts	5
Information Sessions	5
Maker Checklist	6
Deadlines	6
Date, Bump In, Showtime, Bump Out, Maker Afterparty	6
Event Details	7
Weather Policy	7
Maker Parking	7
Attendee Parking & Transport	7
Preparing for the Monash Maker Faire	8
Exhibit Areas	8
Types of Makers	10
Exhibit and Setup Details	11
Social Media and Web Banner	12
Exhibit Design Template & Materials	13
Check-in List	14
Food Handling Certificate	15
Emergency Contact	15
Risk Assessment	15
Site Rules	15
Building Amendments	15
Insurance	16
Breaks	16
First Aid	16
Lanyards	16
Child Safety U15 - Activity Restrictions	16
Demonstrations Timetable	16
For Community and University Makers	17
Uniform	17
Safety Wear	17
For School Groups	18
Student Supervision and Dress Code	18
Permission Slip Templates (Teacher, Event Details)	18
Description / Educative Purpose	18
Venue/Location	18
Additional Details	19
Dress Code	20
Transport	20
Exhibit Risk Assessment Template (Appendix A)	21
Maker Agreement (Appendix B)	25



Purpose

This **Maker Manual** is designed to help you navigate the logistics of the Monash Maker Faire and, most importantly, to help make your involvement in the Maker Faire a positive, memorable experience.

The Monash Maker Faire Production Team has outlined the rules and regulations to make the show safe and enjoyable for both you and the public. We ask you to help us make the Monash Maker Faire a truly unique, educational, and extraordinary experience.

Please review this Maker Manual, as it contains valuable information and offers guidance as you begin to plan your participation.

This manual contains a copy of the *Maker Participation Agreement*. Once your application is approved, your submission of the *Maker Participation Agreement* will confirm that you have read this manual, agree to our terms and that we can count on your participation.

We look forward to seeing you at the Monash Maker Faire!

Contacts and Information Nights

Phone

Monash Tech School
03 9902 9977

Lead Organisers

Project Lead

Neil Carmona-Vickery
neil.carmona-vickery@monashtechschoo.vic.edu.au

Event Manager

Rachel Burree
rachel.burree@monashtechschoo.vic.edu.au

Project Sponsor

Paula Brennan
paula.brennan@monash.vic.gov.au

Maker Faire Team Contacts

Sponsors Coordinator

Judith Graham
judith.graham@monashtechschoo.vic.edu.au

School Makers

Jennifer Palisse
jennifer.palisse@monashtechschoo.vic.edu.au

Community Makers

Tegan Owen
tegan.owen@monashtechschoo.vic.edu.au

Volunteers Coordinator

Justin Mitchell
justin.mitchell@monashtechschoo.vic.edu.au

University Teams

Scott Wordley
scott.wordley@monash.edu

University Facilities

Brad Bartlett
brad.bartlett@monash.edu

Entrepreneurship Coordinator

Lloyd Gordon
lloyd.gordon@monash.edu

Media and Press Coordinator

Jemima Nash
jemima.nash@monashtechschoo.vic.edu.au

Information Sessions

- ❑ **Maker Faire Online Information Session #1 - University Groups, Community, Schools**
 - ❑ Tuesday, 30 August 2022 5:45pm - 6:30pm - Eventbrite - <http://mymts.tech/makerinfo>
- ❑ **Maker Faire Online Information Session #2 - University Groups, Community, Schools**
 - ❑ Tuesday, 27 September 2022 5:45pm - 6:30pm - <http://mymts.tech/makerinfo>
- ❑ **Maker Faire Online Information Session #3 - University Groups, Community, Schools**
 - ❑ Tuesday, 11 October 2022 5:45pm - 6:30pm - <http://mymts.tech/makerinfo>

Maker Checklist

- ☐ Read this **Maker Manual** to help plan your exhibit set-up and learn what to expect at Maker Faire.
- ☐ Add **web banners** to your website and email signature to tell your friends and family that you will be at Maker Faire. Obtain the graphics here: <http://mymts.tech/makerbanners>
- ☐ Design the “**look and feel**” of **your table** or area at Maker Faire. Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area - e.g. tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.
- ☐ Think about how to keep your exhibit safe. Every exhibit needs to complete a **Risk Assessment**. If your exhibit has any fire or safety issues, please provide your Area Team Leader (see the previous page) on the Production Team with a copy.
- ☐ How are you going to set things up? Think about **your layout** and provide a diagram using the provided template, as it will help us find a good spot for your exhibit. If you require power, please indicate with “**X**” where you would like the power pulled to on your drawing.
- ☐ We ask that you **provide signage** (your own banners) to describe your exhibit or notify attendees of scheduled activities or demonstrations. Determine how you will display it.
- ☐ Start a checklist of all the items you need to bring to Maker Faire. Think about who will help you set up and how to pack for an easy load-in. Please come to Maker Faire prepared with all that you require for set up.
- ☐ Determine who will help you with your exhibit on show days. You will need to submit team member names, including your own, on the **Maker Check-in List**.
- ☐ Are you carpooling to Maker Faire? Parking in the free parking area? Plan for the time it will take to get back to your exhibit from the Makers Parking lot.
- ☐ Check monash.makerfaire.com for updates on parking and traffic recommendations.

Deadlines

- ☐ **Call for Makers (DUE: Friday 14th October 2022)**
 - ☐ Complete Expression of Interest Form - linked from the website.
- ☐ **Application for your Exhibit (DUE: Sunday 23th October 2022)**
 - ☐ Submit Maker / Assistant Check-in List indicating names for Maker check-in
 - ☐ Submit Exhibit Setup Details, Power Requirements, Testing and Tagging confirmation
 - ☐ Submit Risk Assessment, Fire Safety Plan, and Food Safety Certificate (if applicable)
- ☐ **Application Approval (DUE: 2 weeks after date of Application Approval)**
 - ☐ ACCEPT the Maker Participation Agreement (Sample in Appendix B)

Date, Bump In, Showtime, Bump Out, Maker Afterparty

- ☐ **Date** **Sunday 4th December 2022**
- ☐ **Bump In** 7:00am - 9:30am
- ☐ **Showtime** 10:00am - 4:00pm
- ☐ **Bump Out** 4:00pm - 5:00pm
- ☐ **Afterparty** 5:00pm - 6:00pm

Event Details

The Monash Maker Faire will be held on **December 4, 2022**. The Faire will open to the public at 10am and close at 4pm. The Faire will be held on the Monash University campus in Clayton, with displays arranged within the designated maker areas.

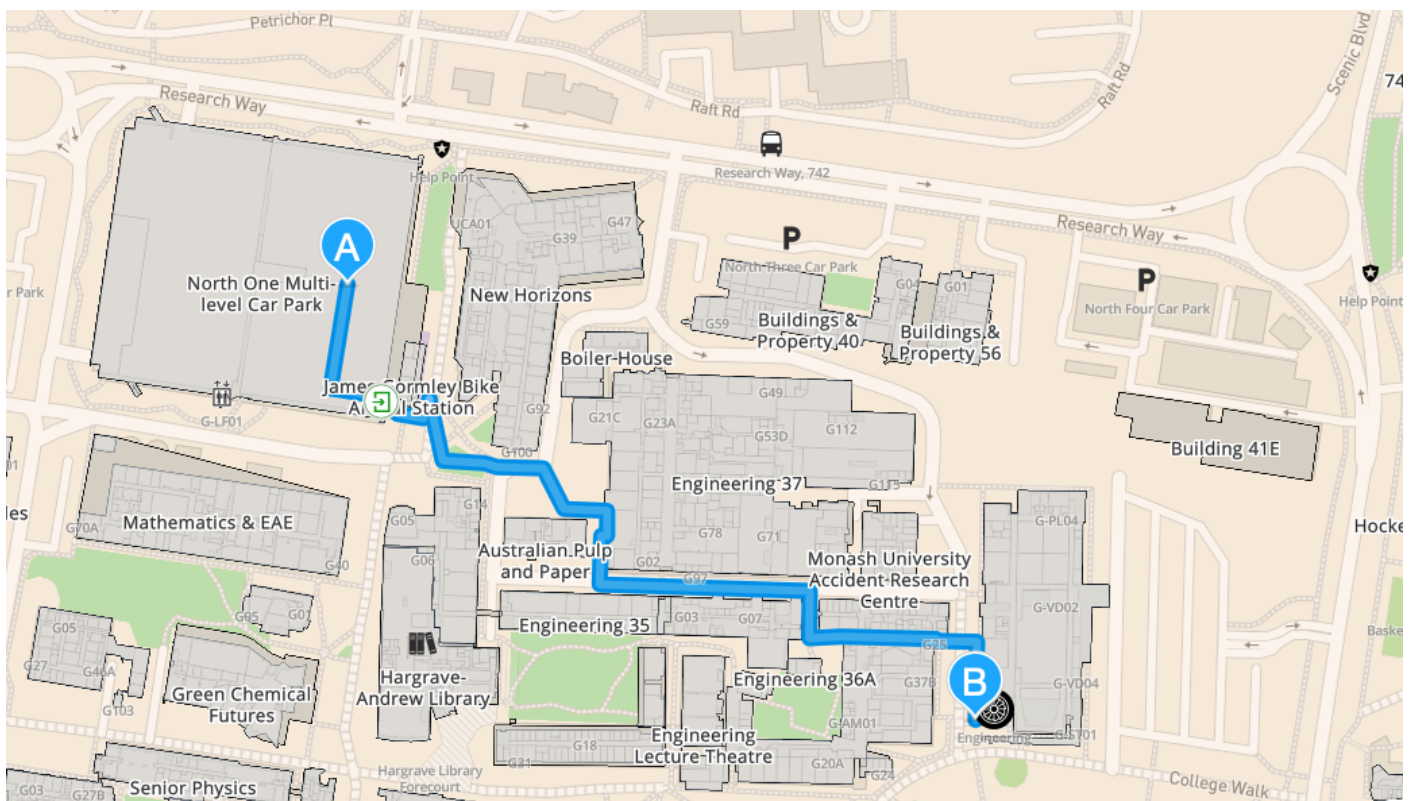
Weather Policy

The event date is at the start of Summer, and as such mild to warm weather around the mid-20s should be expected. Rain is unlikely, but if it does rain, the event will proceed, given the majority of the maker areas are indoors. If you have requested an outdoor area, and this has been arranged with the organisers, please make sure you have a plan for all types of weather, including heat, wind, and rain.

Maker Parking

Parking at the Monash University Clayton campus is free on Sundays. **Makers are designated the N1 Multi-Level carpark (Point A) - 7 min walk from the Woodside Building for Technology and Design (Point B).**

Drop-off zones will be advised prior to the event.



Attendee Parking & Transport

Attendees are assigned the underground and above-ground parking on **Ancora Imparo Way**. Those travelling by public transport can take a bus to the **Monash University Bus Loop**.

Preparing for the Monash Maker Faire

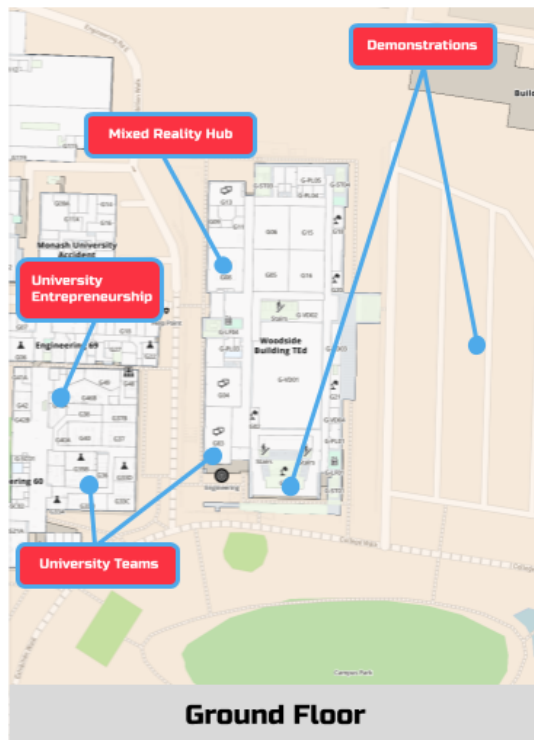
Monash Faire is designed to be a fun, interactive maze of demonstrations, exhibits, workshops, and displays. To accommodate the diversity of projects, different types of exhibit areas are provided, and we encourage makers to create their own look and feel.

Exhibit Areas

Community Zone - (Level 1 Woodside Building for Technology and Design): Community Makers will exhibit indoors. These spaces will have access to power if you have advised us that you need it. This area will be individually assigned by zones/areas based on the dimensions specified and agreed by exhibitors and Monash Maker Faire.

University Zone - (Monash Makerspace, Mixed Reality Hub): University Teams will exhibit inside the Monash Makerspace and Mixed Reality Hub, and other Monash University Makers will be accommodated in the Community Zone.

Schools Zone - (Lower Ground Floor Woodside Building for Technology and Design): School Makers will exhibit within the large Auditorium on the Lower Ground Floor of the Woodside Building for Technology and Design. There are 44 Tables available.



Types of Makers

Maker: Individuals demonstrate what they make and/or how it works in an interactive environment.

Maker Groups: We ask that you select one Curator to curate and coordinate your group exhibit(s). Curators must submit the **Maker/Assistant Check-in List** detailing who is involved with the exhibit.

Commercial Maker: Individuals who need to demonstrate a product that they make and/or show how it works, in an interactive environment with the opportunity to sell products. This also includes Makers who bring a pre-made product to exhibit and sell. The exhibiting of commercial makers is subject to an agreement with Monash Maker Faire organisers, and an exhibitor fee may need to be paid.

Maker with Sponsor Subsidy: From time to time, some makers may receive financial or material support from a company. This support is welcomed; however, there are rules around this level of support. Before you ask to receive sponsorship funds or materials for your maker exhibit, please inform us of your intent by emailing ecodev@monash.vic.gov.au as full sponsor disclosure is required.

Types of Exhibits

Standard: A single area within an allocated space to show what you make. Exhibits should strive to be hands-on, fun, interactive, and encourage audience participation to learn how to make, do, or learn.

Demonstration Workshop: During a short show-and-tell session, makers demonstrate (and teach) particular skills, techniques, or processes, explaining materials and tools and stepping through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated. Demonstrations will be done in your exhibit area.

Interactive Performance: Engage and entertain the attendees, and enable them to interact in a fun way. Performances can be musical or theatrical, but they can also involve a collaborative building process. Performances are performed at your exhibit location.

Roaming Exhibits: If you have an exhibit that will roam throughout the fairgrounds during the show, please let us know, and we will provide a location for your use as a home base for non-roaming activities. If your exhibit needs access to an outlet to be charged, ask us about the charging station locations.

Attraction: A wonderful, unusual thing that doesn't fit into any of the categories above.

Exhibit and Setup Details

Please plan to bring anything that you would like to have, such as extension cords/power strips and any hardware or supplies that will help you display your project. We assume that you will supply any equipment or supplies you need to make your project functional. In some cases, the Maker Faire Production Team will assist with some elements of your set-up, as long as it has been agreed upon in advance. Please feel free to make signs for your exhibit to help attendees understand what you are making!

So that we are in agreement as to what you will require for your exhibit, please review the following details:

Signage: Each Maker exhibit is responsible for providing their own signage. We suggest signs such as pull-up banners, A-Frames, or table signs. Please let us know if you would like assistance with signage, and we can recommend signage types and suppliers.

Web Profile: Each Maker will feature in a profile on the Maker Faire website. Each profile includes a short bio, image, and project description based on the project proposal you submitted.

Internet Connectivity: Wireless service will be provided in selected areas of the faire. In most cases, a hardwire connection will not be available.

Electricity: If you provide details of your power requirements, we will make certain you have power available at your exhibit area. **Power requirements must be submitted on your application form.** Please bring your own surge protectors and/or power strips for power distribution at your exhibit. On-site power requests cannot be guaranteed. Any excessive power will require approval.

Testing and tagging of electrical equipment: All electrical equipment must be tested and tagged by a registered professional before it can be used in your exhibit. We ask that this is arranged prior to the day of the Maker Faire.

Tables and Chairs: Furniture may be limited. We will try our best to accommodate your furniture requests. We will let you know if you need to bring something specific.

Safety Barricades: If the nature of your exhibit requires safety barricades or assistance to make it safe, please bring this to our attention so we can make the proper arrangements. In addition, we ask if you have barricades available please let us know.

Water: If your exhibit requires any form of water, please let us know, so we place you near a water source. Access to large amounts of water may not be able to be accommodated.

Radio Frequency: Due to the nature of the event, we need to know if you plan to use radio frequencies and if so, what frequency and/or frequencies, and the amount of power you are using so we can coordinate placement and usage. Please ensure these details are outlined on your Application Form.

Fire and Safety or Hazard issues: If your project can be considered hazardous or a concern for the Maker Faire Safety Crew (especially fire safety), please be sure to include all details on your Application Form so that we can include these details in the overall Safety Plan. As part of the application process, we will need you to declare all hazardous materials you have with you, as this will help determine the best storage and overall safety concerns of such materials. Fire Safety Plans and Hazard issues are required as part of your Risk Assessment.

Social Media and Web Banner

Be sure to follow the Monash Maker Faire Social Media accounts:

Twitter - @MonashMF

Facebook - @MonashMakerFaire

Instagram - @MonashMakerFaire

Add Monash Maker Faire Web banners to your website and email signature to tell your friends and family that you will be at the Maker Faire. Banners can be downloaded at <http://mymts.tech/makerbanners>.

Exhibit Design Template & Materials

Please sketch how you plan to arrange your exhibit in your zone. Draw your plan from a top-down view. Also, please provide a list of materials you will use. Indicate on the diagram with an “X” where you would like the power drawn to and the dimensions of your required space (the default space is 3m x 3m. This needs to be submitted with your Application Form.



Check-in List

Please provide a list of all the people that will be exhibiting/staffing your booth. If you are a school group, please list all students and staff who will be involved. All people exhibiting must have a valid Working with Children's Check, and please provide each person's WWCC number with their full name. This information is to be submitted as part of your Application Form.

First Name	Last Name	Phone	Email	Working with Children's Check Number

All Makers and those assisting with Maker exhibits must have a valid Working with Children's Check.

Only a Volunteer's Working with Children's Check is required. It is free of charge.

For more information on how to apply for a Working With Children's Check, please see:

<https://www.workingwithchildren.vic.gov.au>

Food Handling Certificate

If you are selling food as part of your exhibit, you must register via Streatrader, which is the state-wide registration system for temporary and mobile food premises. It can be accessed by visiting the following link: <https://streatrader.health.vic.gov.au/>

To assist you in your application, please refer to the 'How to Use' tab on the home screen of the Streatrader webpage. Once completed, your application will be electronically lodged with Monash City Council for approval by an Environmental Health Officer.

Further information on food safety can be found by visiting the Department of Health and Human Services webpage (www.health.vic.gov.au/public-health/food-safety) or by contacting Monash City Council's Public Health Unit on 9518 3555.

Further information about Monash University regulations will be provided closer to the event for those who are selling food as part of the exhibit.

Emergency Contact

If an emergency situation occurs on the day, Monash University Security will be on site. Your emergency contact for the day of the faire is:

Neil Carmona-Vickery

Mobile: 0421 613 730

Risk Assessment

Please complete the following Risk Assessment template for your exhibit (Appendix A).

[Download a Template to use here.](#)

Site Rules

Exhibitors are expected to abide by Monash University's expectations while exhibiting on campus. These expectations can be found here: <https://www.monash.edu/contractors/monash-expectations>.

In particular, exhibitors should read the following sections:

- ☐ Safety Expectations
- ☐ Reporting
- ☐ Behavioural Expectations
- ☐ Maps
- ☐ Equipment Responsibilities

Building Amendments

As the Monash Maker Faire is a temporary exhibit, it will not be possible for any amendments to be made to buildings for the sake of exhibiting.

Insurance

Although organisers hold suitable insurances for this event, all exhibitors should ensure that they have their own liabilities covered. A Certificate of Currency for Public and/or Products Liability Insurance may be required from commercial or any high-risk community makers. This will be discussed as part of your application.

Breaks

Please arrange a schedule for your exhibition, considering each person's allocated break times.

First Aid

A St John's First Aid vehicle will be onsite for the event.

Lanyards

Exhibitors will be provided with a lanyard detailing their name, company/group, and exhibit.

Child Safety U15 - Activity Restrictions

If your exhibit contains any aspects that may be dangerous to attendees younger than 15, you may need to provide details of that, and restrict their access to the booth.

Demonstrations Timetable

If your exhibit involves demonstrations at set times, please provide or display a timetable of your demonstrations that will take place on the day to attendees. Demonstrations should be as frequent as you can manage.

For Community and University Makers

The following sections only need to be completed by Community Makers. All others, please skip to the next section.

Uniform

If you are part of a group or club and wish to indicate which club or group your team is representing, you may like to coordinate to wear a uniform of sorts, such as matching t-shirts. Exhibitor lanyards will be provided.

Safety Wear

Information regarding necessary safety wear (such as fluorescent vests) for possibly hazardous exhibits will be communicated as soon as it is available.

For School Groups

The following sections only need to be completed by school groups. For all others, please skip to the next section.

Student Supervision and Dress Code

Two supervising teachers are recommended for school groups.

The school's supervising teachers can specify if they would prefer school uniforms to be worn on the day.

Permission Slip Templates (Teacher, Event Details)

The following information is for teachers to include in the Excursion / Event Planning pack sent home to parents. As the school is a new DET initiative, we advise that you include the following for parent information.

Where circumstances require, schools are encouraged to add and edit particulars relating to their planned exhibit at the Monash Maker Faire:

Description / Educative Purpose

An on-site experience at Monash University as organised by Monash Tech School that includes attendance and exhibition at the Monash Maker Faire. Students will display their work at the faire, and in the creation and presentation of this work will acquire a fresh understanding of science, technology, engineering and mathematics (STEM).

Monash Tech School (www.monashtechschoo.vic.edu.au) is hosted by Monash University and is one of Victoria's 10 Tech Schools catering for students aged 13-18. It is funded by the Victorian Government. The School seeks to work with high-tech industries such as those involved in space technologies, renewable energy, and cellular agriculture.

The Monash Maker Faire is a joint event organised by Monash Tech School and the City of Monash, with hosting support from Monash University. It brings together local Makers, businesses, and community groups to exhibit their works in a celebration of creativity, craftsmanship, and technology. The Monash Maker Faire will be held at the Monash University campus in Clayton. Exhibits and attractions will be located inside the Woodside Building for Technology and Design, the Monash Makerspace, Monash Generator, and Smart Manufacturing Hub buildings.

As one of Monash Tech School's key partners, we will be participating in the inaugural Monash Maker Faire.

Monash Tech School Number: 03 9902 9977

Emergency Number: (Please provide the supervisory teacher's mobile number.)

Venue/Location

Woodside Building for Technology and Design, 20 Exhibition Walk, Clayton, VIC 3168

Additional Details

1) FOOD ARRANGEMENTS

The Monash Maker Faire will include food vendors on campus from which students will be able to purchase food on the day or bring their own food. We encourage students to bring a water bottle.

2) BRING DAY-PACK

Due to space restrictions, a light day-pack/small satchel containing essentials is all that is required.

3) RULES OF CONDUCT

To ensure a happy experience for everyone, students are expected to behave according to school rules and respect others and their property.

In particular:

- No student is permitted to use equipment without technician/teacher permission and supervision.
- Students must be appropriately dressed for all activities.
- The space is to be cared for (includes no littering, damage to property or theft of resources).
- Students are to follow the directions of teachers, facilitators and technicians.

Serious misbehaviour may result in the student being sent home.

4) PERSONAL AND MEDICAL INFORMATION

To aid in the management and safety of students participating in the program, the student's First Name, Surname, and Medical Concerns should be available to the accompanying teachers.

5) STUDENT ILLNESS

Please understand that in the event the teacher-in-charge or staff member of Monash Tech School determines it necessary for a child to be sent home early due to illness, any cost associated with their return will be the responsibility of the parent.

6) CONSENT FOR EMERGENCY TRANSPORTATION

In the event of an emergency, by providing consent to this excursion, you consent for your child to be transported in an ambulance.

7) SAFETY PROCEDURES

Due to the nature of the activities, the following procedures will be implemented - along with other strategies - to manage potential risks in the program.

- Equipment demonstration and supervised use of all electronic equipment

A risk management plan for this program has been developed by staff and is available for parents to review on request.

8) STUDENT ACCIDENT INSURANCE

Monash Tech School or the Department of Education and Training does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

9) CANCELLATION OR ALTERATION

Monash Tech School or your child's School may need to cancel or alter the Monash Maker Faire Exhibit arrangements at short notice, due to circumstances beyond the control of either Schools. While the staff will try to minimise inconvenience, these may be unavoidable.

10) CHILD SAFE

Monash Tech School staff are Department of Education and Training employees. They and other staff have completed a *Working with Children Check*.

Dress Code

Casual dress is suitable for the Monash Maker Faire. **Closed-toe shoes** are necessary.

Transport

Parents can drop-off students from 9:30am - 10:00am.

Parents can pick-up students from 4:15pm - 5:00pm.

Exhibit Risk Assessment Template (Appendix A)

[Download a Template to use here](#)

No matter the nature or size of your exhibit, it will have risks. It is your responsibility as the exhibit holder to identify and manage these risks.

Exhibitors can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

Why does an exhibit need to manage risks?

Exhibitor stalls and activities are considered to be places of work and there are industry acts, regulation standards and guidelines that organisers should be including their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down by Worksafe for non-compliance.

And of course, no one wants to see anyone hurt or have a bad experience at the Monash Maker Faire. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided. For further information on Risk Assessments, please refer to the City of Monash Event Planning Guide.

What is a Risk Assessment?

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

How to do a Risk Assessment?

FIND IT

List all of the hazards or possible situations associated with the exhibit activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Use experts or experienced people to advise you on your risk assessment.

ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the exhibit to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

LIKELIHOOD DEFINITIONS	
A high likelihood	<ul style="list-style-type: none"> It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring
A significant likelihood	<ul style="list-style-type: none"> Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur
A moderate likelihood	<ul style="list-style-type: none"> Incidents or hazards have occurred infrequently in the past
A low likelihood	<ul style="list-style-type: none"> Very few known incidents of occurrence Has not occurred yet, but it could occur sometime
A negligible likelihood	<ul style="list-style-type: none"> No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstances

CONSEQUENCE DEFINITIONS	
Catastrophic	<ul style="list-style-type: none"> Multiple of single death Costs to Event of up to \$5 million International and National Media outrage
Major	<ul style="list-style-type: none"> Serious health impacts on multiple or single persons or permanent disability. Costs to Event between \$2.5 – \$5 million National media outrage
Moderate	<ul style="list-style-type: none"> More than 10 days rehabilitation required for injured persons Costs to Event between \$200,000 and \$2.5 million Local media and community concern
Low	<ul style="list-style-type: none"> Injury to person resulting in lost time and claims Costs to Event between \$50,000 and \$200,000 Minor isolated concerns raised by stakeholders, customers
Negligible	<ul style="list-style-type: none"> Persons requiring first aid Costs to Event up to \$50,000 Minimum impact to reputation

How to control hazards.

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HIERARCHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

EXAMPLE RISK ASSESSMENT

The information provided in this example template document provides you with hazards and controls that are typical of an event.

Solutions to reduce or remove the risks have also been provided. Each event is different and poses their own 'special' risks so it is important that the event organiser thinks outside the list of examples provided in this document and considers what the 'other' risks may be that are unique to your event.

RISK ASSESSMENT TEMPLATE			
Name of Exhibit:		Risk Management Team:	
Date of Event: 4 December 2022		Area Supervisor: Bump in and Bump out	
Location of Event: Woodside Building for Technology and Design, Monash University Clayton		Site Supervisor:	
Hazards	Risk rank	Control / Actions	Responsibility

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

Maker Agreement (Appendix B)

This Agreement sets out that:

The **City of Monash** and **Monash Tech School** agree to the participation of the Maker in the **Monash Maker Faire 2022** (the 'Faire').



The **Maker** (details below) agrees to participate in accordance with this Agreement.

The Faire

Bump In	The Faire	Bump Out	Afterparty
7:00am - 9:30am	10:00am - 4:00pm	4:00pm - 5:00pm	5:00pm - 6:00pm

Full Name			
Address			
State		Postcode	
Social Media		Phone	
Website			
Email			

The Rules



You agree to comply with the **Maker Manual**, all applicable laws, and any other rules issued in connection with the Faire. We will let you know of any rules or requirement changes before or on the day of the Faire.



Exhibit Name

"Exhibit" means the display, demonstration or other activities and materials that you provide or present in the space or work area assigned to you at the Faire.

You are responsible for obtaining any permissions required for your Exhibit. This can include but is not limited to obtaining any licences and permits, paying taxes or license fees or other charges.

Audio-Visual Recordings



- You agree and acknowledge that you and your Exhibit maybe recorded and appear in audio-visual recordings of the Faire (either by us and/or our licensees).
- You consent to the making and use of these recordings by us and/or our licensees for any purpose.
- You grant us, and our licensees, the right to use, in connection with the promotion and production of the Maker Faire, your name, likeness, any trade mark and/or logo.



Limitations on Liability - Indemnity

You agree that:

- the City of Monash and the Monash Tech School will not be liable in any way if we cancel the Faire.
- if the Faire is cancelled to waive any claim or potential claim against us and release us from any resulting or related liability, cost or damage.
- neither the City of Monash, Monash Tech School or Monash University (the "Event Providers") will be liable for lost profits or other indirect, incidental, consequential, or exemplary damages in connection with the Faire and/or this Agreement.
- no Event Provider shall be liable for any damage, loss, harm, injury or death to your person, property, or business, or any of your visitors, officers, agents, or employees, resulting from theft, fire, earthquake, water, unavailability of facilities, any errors or omissions in Faire-related materials, insufficient participation, accident, or any other reason in connection with the Faire or related activities, except to the extent directly attributable to our wilful misconduct or gross negligence.
- You indemnify, and hold harmless the Event Providers from and against any claim, cost, expense, loss, liability, or damage incurred as the result of any third-party claim based on (i) your construction or maintenance of an unsafe Exhibit, and/or (ii) your negligence or wilful misconduct, and/or (iii) your material breach of this Agreement.

Miscellaneous



- This Agreement, Maker Manual and any Appendix constitute the final and complete agreement superseding all prior agreements, representations, promises and/or understandings, and can only be modified by the parties' written agreement.
- You are an independent contractor, not our agent or employee.
- This Agreement is to be governed by and construed in accordance with the laws of the State of Victoria.
- You are not permitted to assign or transfer your rights or obligations under this Agreement to anyone else.
- We may terminate this Agreement and/or your participation in the Faire if you violate this Agreement, or the standards of conduct established by us or by the venue proprietor, Monash University.



By signing, you confirm that you have **read and understood** this Agreement and agree that compliance with this Agreement is a condition of participation in the Monash Maker Faire.

Print Name:

Signature:



Take a photo of the signed Agreement and send it to monashmakerfaire@gmail.com