



2010 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
October 1-2, 2010

Policies and Procedures:

Friday, October 1

- Classes - 1:00 p.m. until 8:00 p.m.
- Vendor Fair – 9:00 a.m. until 6:00 p.m. (Vendors have option to remain open until later.)
- Crop Area 8:00 a.m.-11:30 p.m.
- Crop Party 7:00 p.m. until 11:30 p.m.

Saturday, October 2

- Classes – 9:00 a.m. until 8:00 p.m.
- Vendor Fair – 9:00 a.m. until 6:00 p.m. (Vendors have option to remain open until later.)
- Crop Area 8:00 a.m.-11:30 p.m.
- Crop Party 7:00 p.m. until 11:30 p.m.

Registration Deadline: Classroom space is limited. Applications will be accepted until all class time slots are full. Final deadline for participation is August 13, 2010.

Cancellations: Classes cannot be cancelled by an instructor after September 3, 2010. The **only** exception is if the class size does not meet a previously agreed upon minimum number of participants.

Class Scheduling: Class times will be scheduled at the discretion of event management. We will however, do our best to accommodate times that are most convenient for you.

Location: All classrooms are located at the Oak Ridge Civic Center in various meeting rooms around the building.

Make and Takes: Instructors are encouraged to volunteer to do make and takes in the crop area during the crop parties on both nights. If you are interested please let us know. Supplies will be provided.

Compensation: Applicants accepted as instructors for the Memory Magic Event will be required to sign a contract with the City of Oak Ridge. Instructors will be compensated at the rate of \$14.00 per paid participant.

Security & Liability: A security officer will be on-site each day throughout the event. The City of Oak Ridge will assume no responsibility or be held liable for theft or damage of equipment, personal property, or merchandise at any time during your participation in this event.

Parking: Free parking is available on site.

Photo Release: By participating in this event you give permission for any pictures taken of you and/or your products to be used in publicity for this and/or future events.

If you have further questions, feel free to contact Pat Sloan at (865) 425-3450 or e-mail memorymagic@corn.org

I have read the **policies and procedures** listed above and agree to abide by the rules set forth by the Oak Ridge Recreation and Parks Department.

Signed: _____ **Date:** _____