



2006 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
September 29 – 30, 2006

Policies and Procedures:

Thursday, September 28

- Set-up – 3:00 p.m. to 10:00 p.m.

Friday, September 29

- Classes - 9:00 a.m. until 8:00 p.m.
- Vendor Faire – 9:00 a.m. until 6:00 p.m. & 7:00-10:00 p.m.
- Crop Party 6:00 p.m. until 11:30 p.m.

Saturday, September 30

- Classes – 9:00 a.m. until 8:00 p.m.
- Vendor Faire – 9:00 a.m. until 6:00 p.m. & 7:00-10:00 p.m.
- Crop Party 6:00 p.m. until 11:30 p.m.

Registration Deadline: Booth space is limited. Applications will be accepted on a first come basis. Deadline for participation is August 31, 2006. No refunds will be made after this date.

Registration Fee: Booths fees will be as follows: \$100.00 for 10'x10' space or \$175.00 for 10'x20' space.

Location: All booths are located indoors and include pipe and drape. The Vendor Faire will be set up in the gymnasium at the Oak Ridge Civic Center. Vendors will be able to set up from 3-10PM on Thursday, September 28 or 7-9AM on Friday, September 29.

Electricity: Electrical outlet availability is limited. Vendors must provide their own extension cords.

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 or merchandise at any time during your participation in this event.

Parking: Free parking is available on site.

Non-Scrapbooking Items: In order to present a quality show, vendors must sell only items that are scrapbook related.

Make and Takes: Vendors are encouraged to provide Make and Take opportunities for participants. There will be space set aside in the crop area during the day for this purpose. If you are interested please check on your application. Note: This will mean that you will need to have someone available to cover your booth during that time.

Prize Drawings: Vendors are asked to donate one or more items for prize drawings throughout the event.

Sales Tax: Sales tax must be collected on items sold at the event. More information on the Tennessee state sales tax regulations and procedures please visit the Tennessee Department of Revenue at <http://www.tennessee.gov/revenue/>

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@cortn.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:** _____