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

Policies and Procedures:

Thursday, September 30th
- Set-up – 3:00 p.m. - 10:00 p.m.

Friday, October 1st
- 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)
- Crop Area 8:00 a.m.-11:30 p.m.
- Crop Party 7:00 p.m. until 11:30 p.m.

Saturday, October 2nd
- 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).
- Crop Area 8:00 a.m. until 11:30 p.m.
- Crop Party 7:00 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 September 10th 2010. **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, two chairs and one trashcan. The Vendor Fair 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 30 or 7-9AM on Friday, October 1st.

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, personal property, 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 participate, then this will mean that you will need to have someone available to cover your booth during that time. Vendors may charge for make and takes.

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:**_____

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Vendor Registration Form

Organization Name:_____
Contact Person:_____
Email Address:_____ Web Address:_____
Mailing Address:_____
City:_____ State:_____ Zip:_____
Business Phone:_____ Alternate Phone:_____

Would you like to have your information included on our Website? Yes ☐ No ☐
If yes, please check the applicable items below:

☐ Organization Name ☐ Contact Person ☐ Email Address
☐ Link to Website ☐ Business Phone ☐ Alternate Phone
☐ Fax ☐ Company Logo (Must supply in electronic format)

Each 10' X 10' booth space **only includes 2 chairs and one trash can. Tables are $10.00 each.**

I am requesting:

_____ 10' X 10' Booth Space ($100)
_____ 10' X 20' Booth Space ($175)
_____ Tables at $10.00 Each

I will need electricity: ☐ Yes ☐ No (Limited availability, please check yes or no)

☐ I will provide a make and take opportunity at my booth.
☐ I will provide a make and take opportunity at another location.
☐ I will be unable to provide a make and take opportunity.

Please make checks payable to: **City of Oak Ridge**

NO REFUNDS AFTER September 10th 2010

Special Requests: _____
_____
_____
_____

Return this form and the appropriate fee to:
City of Oak Ridge Recreation and Parks Department
Attn: Memory Magic Scrapbook Event
P.O. Box 1
Oak Ridge, TN 37831