



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 after six)
- 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 after six)
- 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@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:** _____