

We will once again be offering seating reservations for the Crop Area.

**All crops, MUST be paid for through the online system
PRIOR to making any seating reservations.**

Basic Information:

- Reservations are made by the “seat” - a “seat” consists of ONE 4ft. space (half a table).
- Seats will be assigned and cannot be changed once the deadline passes on 9/15/17.
- Seating reservations are SEPERATE from Crop Registration.
- All CROPS MUST be registered for online PRIOR to making a reservation. No reservations will be made for unregistered participants.
- Reservations MUST be placed with Cameron Taylor at ctaylor@oakridgetn.gov
- Reservations will be taken IN ORDER by EMAIL ONLY
- This will be the process for ALL Seat Reservations:
 - AFTER you complete the registration process for your Crop send an email to ctaylor@oakridgetn.gov with the following information:
 - SUBJECT: Memory Magic Seat Reservation Request
 - In the body of the email:
 - Name & Phone Number
 - Your preferred seat (Table Letter & Seat Number – ex. A3)
 - Names & preferred seat for anyone else in your group
 - Seat Reservation Requests will be processed in the order in which they are received
 - I will reply with either a confirmation or a suggestion if your requested seat is taken.
 - Once your request is confirmed you will have 5 business days to make payment.
- The LAST CHANCE to complete a reservation & make payment will be @ 5pm on Monday, September 15, 2017.

Cost Information:

- Each seat reservation is **\$5 PER DAY (\$10 weekend)** ... this is SEPERATE from Crop Fees Seats will be filled on a first-come, first-serve basis based on receipt of email.
- Payment is to be made thru the Civic Center front desk by cash/check WITHIN 5 BUSINESS DAYS of your confirmation; cards cannot be taken for seat reservations.
Reservations are not complete until confirmed AND payment is received.

Seating reservations taken on a first-come, first-serve basis.

There are a limited number of seats available for reservation, so get it done early!

Please contact Cameron Taylor to place your reservation or for additional information.

ctaylor@oakridgetn.gov / 865-425-3450