

# 2016 Memory Magic Scrapbook Event

## Vendor Registration

### Thursday, September 24th

- Set-up – 3:00 p.m. - 10:00 p.m.

### Friday, September 25th

- Vendor Fair-9:00 a.m. until 9:00 p.m.  
(Vendors have option to remain open till 11:30)
- Crop Area 8:00 a.m.-11:30 p.m.

### Saturday, September 26th

- Vendor Fair – 9:00 a.m. until 7:00 p.m.  
(Vendors have option to remain open until 9pm, but ALL ITEMS MUST BE REMOVED from booth by 10:30pm)
- Crop Area 8:00 a.m. until 11:00 p.m.

**Registration Deadline:** Booth space is limited. Applications will be accepted on a first come basis until spaces are full. Deadline for participation is Friday, September 9<sup>th</sup>, 2015. **No refunds will be made after this date.**

**Registration Fee:** Booth 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 and two chairs. The Vendor area will be setup in the gymnasium at the Oak Ridge Civic Center. Vendors will be able to set up from 3-10 p.m. on Thursday, September 30 or 7-9AM on Friday, October 1.

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

**Security & Liability:** A security officer will be on-site Friday & Saturday evenings from 4pm to midnight. The building is equipped with an alarm system. 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. 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/>

**Business License:** All vendors MUST have a copy of their business license at their booth during event.

**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 Amanda Pope at (865) 425-3450 or e-mail [apope@oakridgetn.gov](mailto:apope@oakridgetn.gov)

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: \_\_\_\_\_

*2016 Memory Magic Scrapbook Event  
Oak Ridge Recreation and Parks Department  
September 30 - Oct 1, 2016  
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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Organization Name | <input type="checkbox"/> Contact Person                                  | <input type="checkbox"/> Email Address   |
| <input type="checkbox"/> Link to Website   | <input type="checkbox"/> Business Phone                                  | <input type="checkbox"/> Alternate Phone |
| <input type="checkbox"/> Fax               | <input type="checkbox"/> Company Logo (Must supply in electronic format) |  |

**\*\*Each booth space only includes 2 chairs and one trash receptacle. 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 9<sup>th</sup> 2016\*\*\***

Special Requests:

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**Return both pages of this form and the appropriate fee to:**

City of Oak Ridge Recreation and Parks Department  
Attn: Memory Magic Scrapbook Event/Amanda Pope  
P.O. Box 1  
Oak Ridge, TN 37831