

Memory Magic Event Reservation Packet

**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 9/9/19.
- Seating reservations are INCLUDED with 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 Robert Lawler at plawler@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 plawler@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.
- The LAST CHANCE to complete a reservation & make payment will be @ 5pm on Monday, September 9, 2019.

Cost Information:

- Payment must be made, at the time of registration.
- Friday, September 20th is **\$20** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is \$20 with no reserved seating.
- Saturday, September 21st is **\$20** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is \$20 with no reserved seating.
- There is no extra charge for a seat reservation. Registration for Crop, before 9/6/19, includes your seat reservation. Priority given to 2-day registrations.

Reservations are not complete until confirmed.

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

Please contact Robert Lawler to place your reservation or for additional information.

plawler@oakridgetn.gov / 865-425-3450