

Memory Magic Simply Scrapping Vendor Registration

Thursday, September 19th

- Set-up – 3:00 p.m. - 10:00 p.m.

Friday, September 20th

- Vendor Fair-9:00 a.m. until 9:00 p.m.
(Vendors have option to remain open till 10:00pm)
- Crop area 8:00 a.m. 10:00 p.m.

Saturday, September 21th

- 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 10:00pm)
- Crop Area 8:00 a.m. until 10:00 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 6th, 2019. **No refunds will be made after this date.** Registration includes 2 crop seats. (Contact ctaylor@oakridgetn.gov after paid and after registration opens on INSERT 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 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 19th or 7-9AM on Friday, September 20th.

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

Liability: 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.

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 Cameron Taylor at ctaylor@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: _____

2019 Memory Magic Simply Scrapping September 20th – September 21st, 2019 Vendor Registration Form

Organization Name: _____

Contact Person: _____ Assistant: _____

Email Address: _____ Web Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Alternate Phone: _____

****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)

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

*****NO REFUNDS AFTER September 6th 2019*****

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/Jennifer Bohanan
P.O. Box 1
Oak Ridge, TN 37831**