**Memory Magic**

***All crops, MUST be paid for in person or by mail***

***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 9/10/21.
* 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 Shayla Bowling at sbowling@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 sbowling@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 Friday, September 10, 2021.

***Cost Information*:**

* Payment must be made, by mail or in person.
* Friday, September 17th is **$25** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is $25 with no reserved seating.
* Saturday, September 18th is **$25** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is $25 with no reserved seating.
* There is no extra charge for a seat reservation. Registration for Crop, before 9/10/21, 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 Shayla Bowling to place your reservation or for additional information.**

sbowling@oakridgetn.gov / **865-425-3450**