

# Memory Magic

**All crops, MUST be paid for in person or by mail**  
**CASH/CHECK ONLY.**

## **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 9/12/24.
- Seating reservations are INCLUDED with Crop Registration.
- All CROPS MUST be registered for PRIOR to making a reservation. No reservations will be made for unregistered participants.
- Reservations MUST be placed with [rmclain@oakridgetn.gov](mailto:rmclain@oakridgetn.gov)
- Reservations will be taken IN ORDER by EMAIL or in PERSON ONLY.
- This will be the process for ALL Seat Reservations:
  - AFTER you complete the registration process for your Crop send an email to Ryan at [rmclain@oakridgetn.gov](mailto:rmclain@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 Thursday, September 12, 2024.

## **Cost Information:**

- Payment must be made, by mail or in person. Cash or Check only.
- Friday, September 20<sup>th</sup> is **\$35** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is \$35 with no reserved seating.
- Saturday, September 21<sup>st</sup> is **\$35** for the no frills, crop and shop event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is \$35 with no reserved seating.
- There is no extra charge for a seat reservation. Registration for Crop, before 9/12/24, 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 Ryan to place your reservation or for additional information.

[rmclain@oakridgetn.gov](mailto:rmclain@oakridgetn.gov) / 865-425-3450

## Vendors:

- Vendors will receive one crop space for cropping and one crop space for one helper.
- Vendors will also receive a bag and one bag for one helper.
- Vendors spaces are first come first serve.
- Register @orrecparks.recdesk.com

**Reservations for vendors are not complete until confirmed.**

**Please contact Metilda for additional information.**

[mjackson@oakridgetn.gov](mailto:mjackson@oakridgetn.gov) / 865-425-3450

## Classes:

Do to many the questions about classes I have added some guidelines for you:

- You can charge for classes.
- **Payments for classes will go directly to class instructor.**
- The City of Oak Ridge staff *will not* take any payments for classes.
- Time slots will be available throughout the day to hold classes.
- Time slots are scheduled on a first come first serve basis.
- Although we will be happy to add some information to our emails the City of Oak Ridge will not be responsible for advertising your classes.
- There will be a sign-up sheet in the gym for classes.
- Make and Take items may be done in class or with **one or two people** at your vendor area.
- There will be no classes held in the crop areas.

**Reservations for classes are not complete until confirmed.**

**Please contact Metilda to place your class schedule or for additional information.**

[mjackson@oakridgetn.gov](mailto:mjackson@oakridgetn.gov) / 865-425-3450