

**SECRET CITY FESTIVAL REGISTRATION
ARTS AND CRAFTS SHOW
JUNE 20 & 21, 2008**

Name: _____

Address: _____

_____ City State Zip

Phone: _____ Alternate Number: _____

Fax Number: _____ E-mail: _____

TYPE OF ARTS/CRAFTS. Please send pictures and be specific.

FEE SCHEDULE

(Make checks payable to SECRET CITY FESTIVAL.)

- \$75 Registration Fee
- \$10 **Booths are located under a large circus-type tent**
Table & 2 chairs. Additional tables are \$10 each. Quantity: _____

TOTAL ENCLOSED\$ _____ Must be received by May 30, 2008

SET UP TIME PREFERENCE:

- Thursday, June 19 – 3 PM to 7 PM ()
- Friday, June 20 – set-up completed by 10:00 AM ()

I have read the attached information and guidelines sheet and will abide by the rules set forth by the Secret City Festival Committee.

Signed: _____ Date: _____

Vehicle Make: _____ Model: _____ Tag #: _____

Please make checks payable to the Secret City Festival. NO refunds after May 30!

**Return this form and total fee to:
Secret City Festival, Arts and Crafts
P.O. Box 1
Oak Ridge, TN 37831-0001**



SECRET CITY FESTIVAL ARTS AND CRAFTS INFORMATION AND GUIDELINES

Exhibit Times:

Friday, June 20 11 AM to 6 PM (set-up by 10:00 AM)
Saturday, June 21 10 AM to 6 PM

Registration: The booth fee is \$75. Booth size is 10' x 10'. Deadline to register is May 30, 2008. Space is limited and will be assigned on a first-come, first-served basis. **No applications will be accepted and no refunds will be given after May 30.**

Location: All booths are located outside in the east parking lot of the Civic Center (next to the Library) **under a large circus-type tent.** Another Juried Arts & Crafts Show will be taking place in the Gym during the Festival. Contact the Oak Ridge Art Center, 482-1441, if you are interested.

Weather: NO rain date. The show will go on, rain or shine!

Equipment: Tables are not provided. Tables will be available for rental on a limited basis and **must be prearranged.** Cost is \$10 for a table and 2 chairs. Additional tables are \$10 each. Electricity is not available.

Security: Security will be on site Thursday and Friday nights. However, this is only a precautionary measure and the Secret City Festival Committee will not be held liable for theft or damage.

Liability: The Arts and Crafts Committee, the Secret City Festival Committee, the City of Oak Ridge and sponsors will assume no responsibility for theft or damage of equipment or merchandise during your participation in this event. Please do not leave your booth unattended. Vendors are responsible for compliance with all appropriate city and state ordinances/statutes.

Unloading: You will be assigned a set-up time based on your indicated preference. A pass specific to your vehicle will be sent to you with your confirmation. You must have this pass to access the Civic Center parking lot. Your vehicle must be moved immediately after unloading. ***Vehicles will not be allowed to access the festival site until takedown no earlier than 6:00 PM Saturday.***

Parking: Parking areas are designated and a map and directions will accompany your confirmation. There will be NO on-site parking of personal vehicles at the Civic Center during the festival and NO parking will be allowed on the grass surrounding the Civic Center parking lots. NO vehicles may access the site during exhibit hours.

WASTE/RECYCLING: Vendors are encouraged to minimize and conscientiously dispose of waste at the festival. Please use recyclable materials whenever possible. Recycling containers will be on-site at the festival.

Non-Craft Items: Non-craft items (i.e. coins, watches) are not to be sold by artists or crafters. Demonstrations of arts and crafts, however, ARE encouraged. No food or drink items may be sold.

Website: www.secretcityfestival.com **Information Hotline:** (865) 425-3610

Contacts: Pat Sloan, (865) 425-3443, psloan@cortn.org
Jane Gibson, (865) 425-3450, jgibson@cortn.org