

SECRET CITY FESTIVAL 2008 EXHIBITOR REGISTRATION

June 20 & 21, 2008

****This form must be returned by May 30, 2008****

ORGANIZATION/
BUSINESS: _____

CONTACT PERSON: _____

ADDRESS _____

City State Zip

PHONE: _____

(alternate)

E-MAIL: _____

Detailed description of exhibit:

A 10x10 tent with sides is available for rental. Rental tents will be set up for you on Thursday, June 19. If you are providing your own canopy, it must not be larger than 10X10 (NO stakes allowed).

NO REFUNDS AFTER MAY 30

This is a two-day event and Exhibitors are expected to attend both days of the Festival. If you or your organization plan to attend only one day of the festival please check the appropriate box below. **Booth location preference will be given to exhibitors on site both days.**

Friday Only

Exhibit times: 11:00 AM-6:00 PM

Saturday Only

Exhibit times: 10:00 AM-6:00 PM

Vehicles will be allowed in the Festival area only during the following times:

Thursday, June 19

Set up 3 PM – 7 PM

Friday, June 20

Set up by 10:00 AM

Saturday, June 21

Set up by 9:30 AM

FEE SCHEDULE

(Note: Fee covers both days. Make checks payable to SECRET CITY FESTIVAL. **No rain date.**)

1. \$20 Nonprofit (display or recruitment only)

2. 35 Nonprofit (fund raising)

3. 60 Commercial (display or advertising only)

4. 85 Commercial sales

\$110 **Additional** 10 X 10 tent with sides (will be set up for you on Thursday)

20 **Additional** electric (one 110 outlet per booth—limited availability. Extension cords **not** provided)

TOTAL\$ _____

→ A security guard will be on the premises overnight Thursday and Friday nights. However, this is only a precautionary measure and the Secret City Festival will not be held liable for theft or damage. Canopies and belongings left overnight are at your own risk.

I have read the policies and procedures information and will abide by the rules set forth by the Secret City Festival Committee. I understand that as an exhibitor, I am expected to participate on the days I have selected above.

_____(Signature) _____(Date)

Return form and fees to: Secret City Festival - Attn: Pat Sloan
P.O. Box 1
Oak Ridge, TN 37831-0001 Phone: 865-425-3450

SECRET CITY FESTIVAL 2008 EXHIBITOR INFORMATION & GUIDELINES

EXHIBIT TIME: Friday, June 20 11:00 AM to 6:00 PM (Set up by 10:00 AM)
Saturday, June 21 10:00 AM to 6:00 PM (Set up by 9:30 AM)

BOOTHS, CANOPIES, TABLES may be set up Thursday 3-7 PM, Friday 8-10 AM and Saturday 8-9:30 AM

REGISTRATION DEADLINE - Registration form and fee must be **received** by May 30, 2008. No late entries will be accepted. Booth space is limited and will be assigned on a first-come, first-served basis.

REFUND POLICY - An exhibitor who cancels his/her registration will receive a full refund if the cancellation notice is received by May 30, 2008. **No refunds will be given after that date.**

SPACE/ASSIGNMENT - The Secret City Festival Committee will make space assignments. Exhibitors will be given a 10 ft. x 10 ft. area with one 8 ft. table and two chairs. **Displays larger than 10 ft. x 10 ft. will NOT be allowed.** Structures/canopies must fit within allotted space. A canopy, if applicable, must be free standing. No stakes may be used. Booth decorations should be compatible with the theme of the event. The Secret City Festival's theme is *From the Forties to the Future.*

UNLOADING – 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 Lot. NO vehicles may access the site during exhibit hours. Please make arrangements to hand cart supplies in. This is a pedestrian area only during exhibit time.

ELECTRICAL APPLIANCES/HOOKUP – A limited number of 110 electrical outlets are available on request. The fee is \$20; limit of one electrical outlet per booth space. Exhibitors must provide their own electric cord and are responsible for any booth lighting they may deem necessary.

INCLEMENT WEATHER - NO RAIN DATE - THIS IS AN OUTDOOR EVENT

NO FOOD SERVICE - Exhibitors in this category may NOT sell or give away ready-to-eat food or drinks. If you are selling ready-to-eat food or arts or crafts, you belong in a different category. Exception: you may give away bottled water if you coordinate this effort in advance.

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.

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

→ **A security guard will be on the premises overnight Thursday and Friday nights. However, this is only a precautionary measure and the Secret City Festival will not be held liable for theft or damage. Canopies and belongings left overnight are at your own risk.**

~~~~~

***The mission of the Secret City Festival is to become a premier event in East Tennessee while fostering pride and involvement in the Oak Ridge community by showcasing its diversity through cultural events and activities for people of all ages. The festival promotes the history of the city and unites its World War II heritage with the technological advancements that are ongoing within the City of Oak Ridge.***