



EXHIBITOR HANDBOOK

Updated September 2, 2025

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Welcome

Thank you for your interest in exhibiting at the Tucson Festival of Books. This community event, held since 2009, typically receives over 100,000 visitors– from Tucson and beyond– during the Festival weekend. The Festival is free to the public. We are a registered non-profit organization running on the energy and good will of hundreds of volunteers. Since 2009, TFOB has raised over \$2.36 million for local literacy organizations. Exhibitors are a critical part of an event that stimulates love of reading and literacy. We look forward to working with you.

Please read this manual carefully, even if you have been an Exhibitor with the Festival in prior years, as some deadlines, requirements and guidelines may have changed. By applying and agreeing to be an Exhibitor, you are governed by all terms and conditions herein.

Quick reference: 2026 Dates and Deadlines

- Location: University of Arizona
- Festival dates: Saturday and Sunday, March 14-15, 2026. Posted hours: 9:30-5:30. Exhibitors must staff booths continuously both days from 9:30 a.m.-5:30 p.m.
- Load in: Friday, March 13, 2026 and Saturday March 14, 2026 by appointment scheduled during registration. Exhibitors who do not schedule will be assigned a Saturday morning appointment.
- Load out: Sunday, March 15 after 5:30 p.m.
- Registration deadline: November 24, 2025. Late applications subject to availability.
- Indie Author registration deadline: September 30, 2025
- Food and Beverage registration deadline: October 4, 2025
- Payment in full deadline: November 24, 2025
- Cancellation deadline: In writing, no later than January 15, 2026. Any cancellations received after January 15, 2026 will be assessed a 50% administration fee. **Please note failure to provide a certificate of liability insurance as requested by January 15, 2026 counts as cancelling your appearance as this certificate is required.**
- Sign changes after November 24, 2025: \$50 fee; no changes after February 28, 2026.

This Handbook

- This Handbook is a contract between the Tucson Festival of Books. LLC (TFOB) and participating Exhibitors. Please read it in its entirety.
- All Exhibitors agree to abide by all deadlines, terms, conditions and guidelines stated in this Handbook and subsequent email communication from Tucson Festival of Books representatives.

Contact Us

- Most questions you will have can be answered by this Handbook. If you need assistance: Exhibitors Committee Volunteers: Katie Desiato, Heather Grieshaber, Linda Heisley and Jim Berghs exhibitors@tucsonfestivalofbooks.org
- Tucson Festival of Books Americorps volunteers are available M-F 9:00-4:00 (520) 621-0302 or help@tucsonfestivalofbooks.org

Agreement between Tucson Festival of Books, LLC (TFOB) and Exhibitor

1. In order to rent a booth and exhibit at the 2026 Tucson Festival of Books (the Event), you must either sell books, book related products or promote a literacy, literary or educational orientation program. Sponsors are exempt from these criteria. The TFOB reserves the right to allow or refuse participation by any company or organization at its sole and absolute discretion.
2. Exhibitors may distribute printed advertising, samples and souvenirs and may perform music, have costumed characters and display artwork only from within the Exhibitors' own booth; provided that all distributed, performed or displayed materials ("Exhibitor Material") shall be subject to the approval of TFOB, in its sole and absolute discretion. In addition, Exhibitor shall be solely responsible for obtaining (and warrants to the TFOB that it has obtained) all necessary licenses and permissions to distribute, perform or display any Exhibitor Material which is protected by copyright, trademark, publicity or misappropriation laws, or any other intellectual property or other laws.
3. The Exhibitor Committee shown in this contract are authorized to make all decisions regarding exhibiting and to execute this Agreement on behalf of the Exhibitor.
4. Exhibitors hereby grant to TFOB, or its designees, non-exclusive permission to use its (and its agents') voice, image and likeness in any photographic, digital or audio recording in any manner and in all media, in perpetuity.
5. Exhibitor shall, and does hereby, indemnify, defend and hold harmless TFOB, and the Event sponsors and their employees, representatives and agents of each from claims, liabilities, costs and charges (including attorneys' fees and costs) for injury, loss or damage to property or persons (including death) arising out of Exhibitor's activities in connection with the Event, or any breach of representation, warranty or covenant in this contract.
6. TFOB, Event sponsors and their employees, representatives and agents of each shall not be liable for any claims, liabilities, costs and charges (including attorneys' fees and costs) arising out of any injury, loss or damage to the person or property of Exhibitor, its employees, representatives or agents, except to the extent arising out of the sole negligence of TFOB or event sponsors.
7. Exhibitor shall provide and maintain in effect workers' compensation and employee liability (if applicable) and comprehensive general liability insurance containing a waiver of subrogation in favor of TFOB in such amounts acceptable to the TFOB. Evidence of such insurance shall be provided to TFOB promptly upon request. **Exhibitors will be required to provide proof of comprehensive liability insurance meeting Festival requirements as a part of the application process. Exhibitors who do not provide the requested certificate of liability insurance will lose their reservation and experience the refund penalty as noted in this handbook and the Exhibitor online application**
8. Exhibitor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Exhibitor's participation in the Event. Exhibitor shall indemnify, defend and hold the TFOB harmless for any taxes (including fees and penalties, if any) required to be paid by the TFOB in connection with Exhibitor's activities under this contract. Exhibitor shall provide the TFOB with all requested documentation to evidence Exhibitor compliance with tax laws and rules.

9. If for any reason the Event is canceled or rescheduled, Exhibitor's sole remedy shall be the recovery of the fees paid pursuant to this contract (on a pro-rata basis if only a portion of the Event is canceled).
10. Under no circumstances shall the TFOB be liable for consequential, indirect, special or punitive damages or profits of any kind in connection with its activities or omissions under this contract regardless of whether such damages were foreseeable.
11. Failure to adhere to any deadlines set forth in this agreement may result in forfeiture of related benefits. Exhibitor may not assign this contract or trade, sell, share or otherwise transfer the advertising or vending rights granted herein. TFOB expressly prohibits Exhibitors from charging a third party any fee to display and/or sell products belonging to the third party. This Agreement shall become void and of no further force or effect in case of such an assignment.
12. Waiver of any term of this contract or failure of the TFOB to terminate this contract on account of any breach by Exhibitor shall not be deemed a waiver of the TFOB's rights to subsequently enforce any term or to terminate this contract by reason of any subsequent breach of Exhibitor.
13. This contract, together with any exhibits or attachments and the rules and regulations of TFOB, constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes all prior statements or agreements, both written and oral. Exhibitor agrees that no representations of any kind have been made to Exhibitor by TFOB or by any of its agents and that no understanding has been made or agreement entered into other than as set forth herein.
14. This contract shall be governed by the laws of the State of Arizona. This contract shall be deemed to be entered into and performed in the County of Pima, where the principal office of the TFOB is located, and such County shall be the forum of any legal action relating to this contract.
15. The parties agree that all claims and disputes arising from or related to this contract shall be subject to mediation and any matters not settled by mediation will be subject to binding arbitration. Unless the parties agree upon a mediator or an arbitrator within 20 days of notice from a party, the mediator and/or arbitrator shall be chosen by the Chief Civil Judge in the Superior Court in and for the County of Pima. The parties shall share equally in the cost for mediation and arbitration. The prevailing party shall be awarded reasonable attorneys' fees, costs of arbitration and any expert witness fees and costs.
16. All appropriate fees must be paid in full by the deadline provided in the Exhibitors Manual and in subsequent email communication.
17. Exhibitors may not relocate themselves. Location assignments by the Festival are final.
18. Communication with the TFOB Exhibitor Committee shall be addressed via email to exhibitors@tucsonfestivalofbooks.org.

**Applications received after the deadline will be considered on a case-by-case basis subject to availability.*

Exhibitor Options and Pricing

	Registration
Interior 10' x 10' booth	
Non-Profit / 501(c)3 Rate	\$700
For-Profit Rate	\$850
Corner 10' x 10' booth	
Non-Profit / 501(c)3 Rate	\$875
For-Profit Rate	\$1,025
110v Electricity	\$165

All major credit cards accepted except for P-cards. Please contact the Exhibitor Committee at exhibitors@tucsonfestivalofbooks.org for assistance.

Cancellation Policy

If this Agreement is canceled by Exhibitor for any reason whatsoever, a 50% administrative fee shall be paid by the Exhibitor. All cancellations initiated by Exhibitors must be in writing and emailed to exhibitors@tucsonfestivalofbooks.org.

Failure to provide a certificate of liability insurance naming the Tucson Festival of Books as Additional Insured for the dates March 13-15, 2026 by January 15, 2026 will be considered as an intended cancellation of this agreement.

Refunds due will be made to the original form of payment. Please allow 30 days for a refund to be processed, depending on your payment provider. No refunds given after January 15, 2026.

While at this time there are no COVID-19 restrictions in force applicable to our event, the Tucson Festival of Books is subject to and will adhere to COVID-19 or other rules and requirements of the Pima County Health Department and the University of Arizona in force at the time of the Festival, which may include masking and social distancing. By agreeing to participate at the 2026 Tucson Festival of Books, you agree to comply with those provisions

TFOB Exhibitor Detailed Information and Instructions

This Exhibitor Handbook provided to each Exhibitor is considered part of the binding contract between the Exhibitor and TFOB. Once you have paid, your booth will be reserved and you will be obligated to follow these practices and policies. Please read in its entirety.

For Festival dates and times, visit <https://tucsonfestivalofbooks.org/> or see our [Quick Reference: Dates and Deadlines](#) section on page 2 of this Handbook.

Eventualities

In case the facilities shall be destroyed by fire, or the elements, or by any cause, or in case any other circumstances make it impossible for Festival Management to permit the contracted space to be occupied by the Exhibitor, this agreement will terminate. The Exhibitor agrees to waive any claim for damages or compensation except the pro rata return of the amount paid for the Exhibitor space.

Insurance Requirements:

University of Arizona departments and student organizations officially registered with ASUA are exempt from these insurance requirements. Federal agencies legally prohibited from carrying commercial liability insurance are also exempt. When completing your application, please provide your full UA department or organization name in the contact information as well as in the Exemption field when completing the required Certificate of Insurance form.

For all other Exhibitors, a certificate of insurance satisfying the following minimum requirements will be required as a part of your application. We encourage you to submit this along with your payment to ensure your full participation in the Festival. If your insurance renews after the payment deadline, you will have until January 15, 2026 to provide a certificate from a current policy. As noted in our refund policies, failure to submit this documentation will result in cancellation of your application and you will experience a penalty of 50% after January 15, 2026.

a. Commercial General Liability:

The limits shall be no less than:

\$1,000,000 Each Occurrence Limit

\$1,000,000 Personal Advertising Injury Limit

\$2,000,000 General Aggregate Limit

\$2,000,000 Products/Completed Operation Aggregate Limit

Tucson Festival of Books to be Additional Insured. Waiver of subrogation to be included in favor of Tucson Festival of Books. If you will bring animals to your Exhibit, the certificate must state that incidents involving animals are included.

b. Commercial Auto Coverage:

If a commercial automobile is part of your exhibit, you must provide proof of insurance of Auto Liability limits of not less than \$1,000,000 each accident, combined Bodily Injury and Property Damage Liability insurance including owned autos, hired or non-owned autos.

Tucson Festival of Books to be Additional Insured. Waiver of subrogation to be included in favor of Tucson Festival of Books.

- c. Please note: For Exhibitors who will have employees on site, state statutes regarding Worker's Compensation apply to your participation.

Planning in Advance: Types of Material Acceptable for Sale

- Exhibitors are permitted to primarily sell books and book related merchandise appropriate for a family-oriented audience. The Tucson Festival of Books reserves the right to deem certain materials to be inappropriate for sale and/or display.
- Selling food and beverage requires an additional registration with the Food Committee. Apply [here](#).
- Face painting, and temporary tattooing are not permitted due to health concerns.

Licenses, Taxes & Permits

If you will be selling any type of merchandise from your booth, all current privilege (sales) taxes for the City of Tucson MUST be filed with the [Arizona Department of Revenue](#) using the city region code TU.

Drayage

Drayage services are available by the vendors below. These are independent companies not associated with the Tucson Festival of Books. Please contact them directly to learn of the services they provide.

Klutch Moving Company

Contact: Iako

Phone: 650-360-9132

Email: iako@klutchmovingcompany.com

UPS Store

Contact: Vivek

Phone: 984-977-0309

This vendor is not able to accept pallets.

TradeshowQuotes.com

Contact: Zach Freeman

Phone: 310-507-4801 (call/tex)

Email: zach.tradeshowquotes.com

Staffing Requirements

- Published hours of the Festival are 9:30 a.m. to 5:30 p.m.
- Exhibitors must have their booths staffed continuously during the following hours:
 - Saturday 9:00 a.m. - 5:30 p.m.
 - Sunday 9:00 a.m. - 5:30 p.m.

Please note, the Festival will be held rain or shine. Exhibitors are expected to remain with their booths.

Booth Package for Exhibitors

- Regular/Interior Booths include:
 - One 10'x10' canopy – 100 square feet of exhibit space with two vinyl sides and one back wall.
 - One 6' table and two folding chairs per interior booth.
- Corner Booths include:
 - One 10'x10' canopy – 100 square feet of exhibit space with one vinyl side and one back wall.
 - Two 6' tables and four folding chairs per corner booth are supplied.



- Each registration includes:
 - Your booth will be listed on-line on the Tucson Festival of Books webpage and in the printed list included the TFOB Guide published by the Arizona Daily Star the Sunday prior to the Festival.
 - One parking pass per 10x10 booth (good for both days of the Festival).

Telecommunications, Internet or ISDN Services

- No phone lines are available for booths. All Exhibitors and vendors are encouraged to bring cell phones for communication and processing of credit cards.
- UA Guest WiFi service is available without charge in the UA Mall area, **however there is no guarantee of connectivity**. Please refer to the [UA IT for campus guests](#) website for details.

Booth signage

- Signs will be provided by the Tucson Festival of Books.
- Exhibitors will be provided with booth banner(s) with Exhibitor name as requested upon registration. Exhibitors requesting a change to their booth signage between December – February will have an additional charge of \$50.00 per sign.
- Only official Festival booth signage may be displayed on the exterior of exhibitor booths and may not be covered.

Booth Assignment & Placement

- TFOB assigns booths/snack spaces at its sole discretion. Assignments will be sent on or before February 15.
- TFOB works to place booths in safe locations within a limited space while maintaining a high-quality guest experience. The Festival does not guarantee any Exhibitor will be assigned a specific space.
- Exhibitors may not relocate themselves. **Once assignments are made, they are final.**

Booth Listings

- The descriptive information that you provide when you register is posted on-line on the Festival website and via mobile apps.
- Your name and booth number will also be listed in the TFOB Guide published by the Arizona Daily Star in a special section on the Sunday preceding the Festival. A limited number of copies of the special section or a portion of that section may be available at the Festival.

Arriving at the Festival (Load-In Appointment) and Parking

- Load-in will take place on Friday and on Saturday before the Festival opens. Exhibitors may request a specific load-in time during the registration process.
- The Exhibitor Committee strongly recommends choosing a Friday load-in time. Any Exhibitors who do not choose a load-in time during registration will be assigned a Saturday morning load-in time.
- Load-in assignments will be emailed to Exhibitors on or before February 15. No Exhibitor vehicles will be permitted on the mall after 9:00 a.m. on Saturday or Sunday.
- Exhibitor vehicles arriving after 8:45 a.m. on festival dates will not be permitted to enter the Mall.

Keep in mind:

- You may bring only one vehicle through the vehicle entrance for load-in. You should select a vehicle with sufficient capacity to complete your load-in in one trip.
- You will have up to 45 minutes to load in. The Festival will not provide volunteers or staff to help move product or equipment.

- To ensure all exhibitors have the opportunity to load in, the 45 minute time limit will be strictly enforced.
- Exhibitors unloading at a time or zone other than the one to which you have been assigned or leaving your vehicle in the load-in zone beyond the allowed time risk having their vehicle ticketed and/or towed.
- Speed Limit on UA Campus is a maximum of 20 mph.
- While you are on the UA Mall, please drive with caution. During load-in and load-out, please drive 5 mph as many pedestrians will be walking through the area.

Exhibitor Parking

- When you arrive at your Friday load-in appointment, A Festival Traffic Coordinator will greet you.
- You will receive your load-in zone placard/Exhibitor Parking Pass. You will then be directed to the load-in zone nearest to your booth.
- Your placard/parking pass must be clearly displayed on your dashboard while your vehicle is temporarily parked in your assigned load-in zone during your load-in time period, during load-out, and in the parking area.
- Specific details related to parking will be provided via the load-in email instructions.
- Please safeguard your parking pass in order to be admitted to the load-in zone and Exhibitor parking areas on each day of the Festival. Lost parking passes will not be replaced.
- Additional parking information for Festival guests will be available in the FAQ page on the Festival [website](#).

Setting Up Your Booth Decor

- Each Exhibitor booth measures 10' x 10 x 10 (nominal), with vinyl side- and back-walls. Exhibitor decor must stay within the confines of the assigned booth(s).
- Exhibitors may not bring their own booths or canopies.
- Exhibitors may only hang, mount or attach light-weight items from the metal frame tubing within the booth. Exhibitors may be asked to take down any items deemed too heavy or are hung on a different surface of the booth.
- Exhibitors may furnish their booths with their own tables, storage shelves, etc., if all items conform to the guidelines herein. Tables and other furniture may be placed anywhere in an exhibitor's booth but must stay within the dimensions of the booth to ensure set-up does not pose a safety hazard.
- Per University of Arizona Risk Management, no A-frames, propped up boards, pop-up signs, balloons, or feather flags (or signage by another name) may be used, unless they can fit completely within the confines of your booth. Exhibitors may be asked to remove any decorations that extend outside of their booth space or on the exterior of their booth.

- Additional tables, chairs, and linens may be rented prior to the festival through Arizona Party Rental (APR). APR will have limited equipment available for rent on the day of the festival. Phone: (520)327-6678, Fax: (520) 327-7073 info@arizonapartyrental.net or www.arizonapartyrental.net

Exhibitors are Expected to Bring:

- Parking/loading zone placards(will be provided Friday at load-in appointment).
- Equipment to decorate the interior, other than what's provided in your standard booth package.
- Books and related merchandise.
- Boxes and sealing tape for moving, storing and shipping books and merchandise.
- Tarps to cover merchandise overnight
- Sufficient funds (cash and coins) and items to handle purchase payments.
- Hand trucks or wagons if you wish to remove merchandise from your booth overnight.
- A copy of your [Transaction Privilege \(TPT\) License](#).

Exhibitors are Advised to Bring:

- Extra clothes to dress in layers (the morning can be chilly and then the day typically gets warmer).
- Sun block, sunglasses and hats if you think you might need them.
- Inexpensive plastic tarps, especially to cover any merchandise and the openings to your booth overnight.

Maintaining and Programming Your Booth During the Festival

- Exhibitor Relations: Exhibitor Committee Volunteers wearing brightly colored Festival T-shirts or yellow vests will monitor your area and work to solve any problems in a timely manner.
- Festival Management and Volunteers will ensure cleanliness of aisles and common areas, but each Exhibitor is responsible for keeping their booth space clean and in good order.
- Exhibitors are solely responsible for safe storage and operation of product and equipment.

All Items Must Stay Within Your Booth:

- All tables, chairs and display items, staff and costumed characters must stay within your food vending booth.
- No item of your booth can extend beyond the point at which your tent ends. If any of your materials are positioned outside of your booth you will be asked to move them.

Sound Level

- No amplified sound in or around your booth is permitted. Festival Management reserves the right to determine at what point sound constitutes interference with other Festival Venues and/or Food Vendors.

Observe all Campus Use policies:

- The UA Fire Department requires that all materials used in your booth are flame-retardant. No open flames, heaters, candles, incense burners or similar paraphernalia will be permitted inside food vendor booths. Exhibitors must contact the [Exhibitor Committee](#) if you intend on having a helium tank in your booth.
- As of August 25, 2014, the University of Arizona is a tobacco-free campus. No smoking is allowed.
- The University of Arizona is a weapon-free campus.

Distribution of Literature

- Distribution of literature, samples, business cards or any type of giveaway items must be done from within your booth space only.
- Exhibitors are not allowed to wander through the Festival to solicit visitors, sell products or promote activities.
- Instead, please utilize social media and other forms of publicity in advance of the Festival.

Please follow and tag us!

Website: www.tucsonfestivalofbooks.org

Instagram: <https://www.instagram.com/tucsonfestivalofbooks>

X: <https://x.com/tfob>

Facebook: <https://www.facebook.com/tucsonfestivalofbooks>

Author Signings

- With TFOB approval, Exhibitors may arrange for authors to sign books in their booth. An email will be sent in January with instructions on scheduling book signings.
- All signing requests must be made in writing to exhibitors@tucsonfestivalofbooks.org.
- You are not authorized to confirm a signing with an author or promote a signing in your booth to the public until your request has been approved in writing by Tucson Festival of Books. Approved signings will be listed on the Tucson Festival of Books website with your Exhibitor listing and printed in the TFOB Guide published by the Arizona Daily Star.
- If you are inviting an author who is presenting at the Festival, please note Festival programming and book signings take priority over all other activities.
- Exhibitors must be prepared to appropriately staff their signing lines and to follow the directions of the Exhibitor and Safety volunteers in managing crowds.
- The Exhibitor Committee reserves the right to decline any author signings and to shut down or relocate an author signing taking place in an Exhibitor booth.
- The Indie Authors registration deadline is listed in the [Quick Reference](#) section of this Handbook.

Costumed Characters

- All costumed character events/appearances must be approved by Festival staff. Exhibitors must obtain approval from the Exhibitor Committee at least one week prior to the Festival. All requests must be made in writing to [Exhibitors Committee](#).
- On Saturday morning, there is a parade of costumed characters. Please contact Yadhia Acevedo at yahia@arizona.edu. if you are interested in participating. After the parade, costumed characters are required to stay within the exhibitor booth space.

In Case of Emergency During the Festival

With over 100,000 guests, it is possible Exhibitors will be witness to or called upon by guests to address an emerging issue. Here is some guidance about what to do in the most common situations where guests may require your help.

Lost & Found – Children, Elders and Vulnerable Individuals

- A lost child, elder, or vulnerable person who has become separated from their parent or guardian is a critical situation at the Festival due to the size and number of attendees. If a lost person is found at your booth, please ask that person to stay at your booth.
- Ask the person's name.
- Stay with the child and send someone to report the situation to: \
 - The closest Festival Information Booth (indicated by red balloons)
 - The First Aid Tent Any Security Volunteer (yellow vest)
 - Any Festival volunteer in the Festival t-shirt or personnel with a walkie-talkie
 - Uniformed police officer
- The person you send will need to know your booth name and number, your booth location in the Festival. It is helpful if you can identify the nearest University building.
- Please provide the child's name, age, description of their clothing and other helpful identifying information. If the person is non-verbal or speaks a language other than your own, provide what information you can.
- DO NOT allow the person to leave your booth or protection, even if a child's parents return, until the proper authorities have arrived at your booth, verified identities, and canceled the notification.

Medical Emergencies

The Tucson Festival of Books has a complement of onsite emergency medical personnel.

- If an emergency medical situation arises near your booth, you can contact the appropriate personnel through the following:
 - The closest Festival Information Booth
 - The First Aid Tent
 - Any Security Volunteer

- Any Festival volunteer and staff with a walkie-talkie
- You will need to provide your name, the injured person's exact location (booth name, booth number, location) and the medical condition.

Minor Injuries

The Festival has First Aid Stations located at the East and West end of the mall area. Please consult the Festival map for the exact locations. If the injury is non-life-threatening and the patient can safely walk, they should be directed to a First Aid Station for care and treatment.

- The First Aid Station can dispense items such as aspirin or other pain relievers, and administer first aid for cuts, scrapes, exhaustion, etc.
- All Emergency Medical Personnel for the Festival are dispatched from the First Aid Station, so if you cannot locate a medical technician, you may visit the First Aid Station for help.

Saturday Night Booth Preparation and Security

- Seal any trash in a trash bag and place the bag directly in front of your booth.
- Break down any boxes you may want to have recycled.
- There will be some ground moisture on Saturday night; please take the appropriate precautions to move product from the floor of your booth.
- Please be aware that water may drip down from the top of the interior of the booth. It is suggested that you put up some sort of tarp over the front of your booth or over your product and equipment from the elements and as a security precaution.
- Vehicle access to load-in areas is not allowed on Saturday evening. Please be advised that there will be no overnight storage service provided by the Festival.
- Anything removed from booths on Saturday evening will need to be carried by the exhibitor to their parked vehicle or arranged pickup.
- Gates will be open for vehicle traffic on Sunday from 7:00 am – 8:45 am for restocking.
- Please have your parking pass displayed in your car.

Things to Know About Security

- The Festival will provide security throughout the Festival and overnight on Saturday evening.
- No other guards or exhibitor staff will be allowed on the Festival grounds overnight.
- Security staff assigned to zones will roam the grounds in shifts beginning at 5:00 p.m. but will not be stationed at one particular booth.
- Police and the University facilities team are alert for any calls.
- Exhibitors leave materials in their booths at their own risk. If you are concerned about the safety of your equipment or product, you are encouraged to remove such items from the booth.

Leaving the Festival (Load-Out Sunday after 5:30pm)

Festival Security will authorize load-out to commence following the Festival's 5:30pm close.
EXHIBITORS MUST REMAIN OPEN UNTIL 5:00PM ON SUNDAY - NO EARLY BREAKDOWN.

- Please note: Media or other official vehicles like the CSPAN / Book TV or other vehicle may depart the mall at approximately 4:00pm on Sunday; this does not indicate that the Festival is closed.
- Sessions end at 5:00 p.m. each day; however, visitors continue to visit exhibits through 5:30 p.m. Failure to remain open through 5:30 p.m. may result in not being invited to participate in future Festivals.
- All exhibitors must maintain their booth intact and staffed until Sunday Festival closing at 5:30pm.

How to Load Out:

- You will enter at the same UA Mall access point you accessed for Load-In. You may bring ONLY ONE VEHICLE – SHOW YOUR LOAD-IN PLACARD AT ACCESS ENTRY POINT.
- Select a vehicle with sufficient capacity to complete your load-out in one trip.
- Exhibitors must have all product and equipment consolidated and ready to be loaded before driving their vehicles to the loading area.
- Vehicles will not be allowed access to a loading zone until authorization is given by a security volunteer to permit motor vehicle traffic in the restricted areas.

Remember:

- Please remove everything from your booth that you brought to the Festival.
- Place all bagged trash in front of the booth for pickup at 5:30pm on Sunday evening.
- Please break down any boxes you want to have recycled and place along curbs.
- Exhibitors who fail to remove all product and materials from their booth(s) will be charged a \$100 clean-up fee per 10'x10' space.
- The Festival will remove all tables, banners, and other equipment provided for the booth after Exhibitors depart.
- Exhibitors will be charged for equipment provided by the Festival that is missing from their booth(s) at the end of the Festival.

Cancellation Policy

If this Agreement is canceled by Exhibitor for any reason whatsoever, a 50% cancellation penalty shall be paid by the Exhibitor. All cancellations must be emailed to us in writing. See the [Quick Reference](#) section at the beginning of this guide for dates and contact information.

Questions?

Because all of our committee chairs are volunteers, we respectfully ask that Exhibitors utilize our email communication system to direct questions. We are highly responsive and will respond in a

timely fashion. You can find our contact information in the [Quick Reference](#) section at the beginning of this guide.

Thank you for your interest in the Tucson Festival of Books and for reading this guide fully. We look forward to having a great experience together and will keep you apprised of your application status.

Tucson Festival of Books General Information

We encourage you to visit www.tucsonfestivalofbooks.org to become familiar with the authors, exhibitors, programs and community involvement. By participating, you become part of a community of thousands working together.

If you are booking overnight accommodations, please check the [Festival Hotel Partners page](#) to discover discounts available from hotel and motels. Please mention that you are participating in the Tucson Festival of Books.

Festival Parking: In addition to your Exhibitor parking pass, keep in mind there is free and paid parking available around the University of Arizona for use by the general public during the Festival of Books. The Second Street Garage is not available to Exhibitors or the public during the Festival. See the [FAQs](#) for details.

Dining & Food Services: In addition to the Festival Food Courts open on the UA Mall – south of the Student Union and west of Science City, UA restaurants and concession stands will be open both days (Saturday and Sunday) during Festival hours. Major concession stands are located in the [Student Union Memorial Center](#) near the University of Arizona Campus Store.

Accessibility: For information about parking, interpreters, assistive devices, or other disability services, please visit our [Disability Access Information page](#).

Time Zone Information: Arizona observes Mountain Standard Time throughout the year. There is no daylight savings time change during the festival.

Lost & Found - Items: Items should be taken to the closest Information Booth. Items will be transported to the Student Union Information Desk (520-621-7755) periodically and secured until they are picked up. On Monday all unclaimed items are transferred to the UA Police Department.

Service Animals and Pets: Service Animals are welcome. The Tucson Festival of Books can be crowded and intimidating for non-service animals. Any animal exhibiting aggressive or inappropriate behavior will be asked to leave campus.

- Tucson in March can be very hot. Pet owners should make sure they have plenty of water and have shoes/foot protection for pets if the temperature is high.
- Do not ever leave your pet in a vehicle.