



Author Pavilion – Important Information

Please read the following information carefully. These are the expectations we have for Pavilion authors and the support provided by the Festival. When you click the link at the end of this email, you will have the opportunity to select your preferred day, time and location, as well as pay the \$35 Author Pavilion registration fee. Should you have any questions about the Author Pavilion, please email Pavilion@TucsonFestivalofBooks.org.

Author Pavilion Registration:

- Registration for the Author Pavilion is done via the Festival website portal (when you indicate you have read and accept the following, you will be allowed to enter the registration portal).
- Three Author Pavilion tents are located on the UA Mall with one tent dedicated to children's literature. All Pavilions are in high-traffic areas of the Festival; the Children's Pavilion is located near the Children's Area.
- There is a \$35 non-refundable fee to register for a space in a Pavilion tent.
- Pavilion spaces are confirmed on a first-come, first-served basis through the registration process; *we anticipate that all Pavilions will fill quickly.*
- Each author is able to select one day, one 2 1/4 hour time slot, and one location during the registration process.
- Due to the high interest in Author Pavilion spaces, authors may only participate in one time slot during the two-day Festival.
- The Tucson Festival of Books accepts all major credit cards for payment of registration fees; *Please Note - checks are not accepted for payment of Author Pavilion registration fees.*
- Paid registration fees for the Author Pavilion are non-refundable.

Author Pavilion Details:

- Up to 10 authors share space in the Pavilion during each 2 1/4 hour time slot.
- Each author is allotted a space equal to one-half of an eight-foot table and two chairs.
- A small table-top display of your book(s) may be used.
- You are responsible for determining the number of books you bring to the Festival and for transporting the books to and from your Pavilion.
- The Festival provides water and light snacks during your time in the Pavilion.
- *Please Note - electricity is not available for individual displays in the Author Pavilion tents.*

Sales Transactions in the Author Pavilion:

- Tucson Festival of Books will be the holder of the business license for 2015 Author Pavilion participants.
 - Individual business licenses will not be required for sales within the 2015 Author Pavilions.
- It is the responsibility of the seller to pay tax on all sales that occur in the Author Pavilions.
- Sales tax (2%) resulting from Pavilion sales will be collected by Festival staff at the end of your Pavilion time slot.
- *Please Note - only cash or checks will be accepted for payment of sales tax; Festival staff will not be able to make change, so please plan ahead.*

Promotion of Author Pavilion:

- Your name will appear on the Festival author listing (website, mobile apps) with the date and time you will appear and the location you have chosen. *Please Note - it may take several hours for our systems to update.*
- Your name will also appear in the *Arizona Daily Star* guide distributed the Sunday prior to the Festival weekend, along with the date, time and location you have chosen.
- *We highly recommend that you use social media and other social networks to promote your participation in the Tucson Festival of Books.*

Author Pavilion Registration Confirmation:

- When registration and payment are complete, you will receive an immediate automated response on the website, plus we will send an electronic receipt via the email address we have on file for you.
- Should you need to make any changes to your registration, please communicate directly with Pavilion@TucsonFestivalofBooks.org
- Changes are not guaranteed, so please register carefully for the Author Pavilion.

Additional Information for Authors:

- Please access TucsonFestivalofBooks.org regularly – information is added often between now and Festival weekend – many questions can be answered by visiting the website!
- A site map that locates the various Pavilion locations will be posted on the website by February 2015...if you need directions while on campus, volunteers wearing brightly colored t-shirts will be happy to direct you to the nearest information booth to help you find your way.
- If you are joining us from outside of Tucson, a list of hotels with special rates for Festival participants is available on our website (available by late December).
- The three Author Pavilions are located in tents on the UA Mall – weather during Festival weekend varies from cold and rainy to over 80 degrees so prepare wisely!
- Parking information will be provided to all Pavilion registrants in early March.

OTHER FAQ's:

- **I signed up to sign and sell books at the Author Pavilion. How do I confirm my time?**

You will receive an email confirmation, and the Author Pavilion schedule will be posted on the Tucson Festival of Books website: tucsonfestivalofbooks.org.

- **Where do I check in at the Festival?**

Go directly to the Author Pavilion to which you are assigned. Information Booths throughout the Festival can also direct you to your Author Pavilion tent. Author Pavilion tents are marked with a blue ribbon on the top of the tent. A map of the Festival is posted on the Festival website.

- **When may I check-in at my Author Pavilion?**

You may check-in at your Author Pavilion 10 to 15 minutes prior to the beginning of your Pavilion time slot. Set-up will begin at the close of the Ten-Minute Tent Talks. We encourage you to support your fellow authors by attending the Tent Talks.

- **Ten-Minute Tent Talks - New for 2015**

To enhance the Author Pavilion experience we are introducing Ten-Minute Tent Talks. A Tent Talk is an opportunity for authors to informally present their book to a small, intimate audience. Talks take place within the Author Pavilion and are limited to 10-minutes, including Questions and Answers. Authors are randomly selected among those expressing interest in giving a Talk. Selection and notification occurs in February.

- **How can I find out which authors will be in the Author Pavilion with me?**

A complete list of authors who will be in the Author Pavilion will be printed in the Arizona Daily Star's Festival Guide, available the first weekend in March. You can also visit the Festival's website for a complete listing of the weekend's events.

- **Do I keep the money from my book sales in the Author Pavilion?**

You will collect and keep the money from the sale of your books. The Tucson Festival of Books will hold the Tucson City Business License for Pavilion Authors. An Author Pavilion volunteer will collect sales tax (2%) for any sales that take place in the Author Pavilion. The Festival will report these sales and forward the collected sales tax to the City of Tucson at the close of the Festival.

Please Note: *Authors selling books outside of the Author Pavilion MUST purchase their own City Business License and report any income from those sales.*

- **How many copies do you think I should have available?**

The quantity you bring is up to you. We hope to have at least 130,000 visitors at the Festival this year with over 400 authors participating in the Festival. Many exhibitors will also be selling books.

- **Can I make a donation from the sales of my books?**

There is no requirement for you to donate a percentage of your sales. You may choose to make a tax-deductible donation to the Festival through the website.

- **How do I get to the University of Arizona?**

This link will take you to travel directions posted on the UA's website: www.arizona.edu/home/travel.php

- **Do you have any information about parking for the Festival?**

Parking instructions for Pavilion Authors will be emailed to you prior to the Festival weekend. General parking in the University of Arizona garages (except the 2nd Street garage) and surface level parking lots is free; no passes are required. Check the Festival website prior to the Festival for a map of the Festival showing parking and other venues.

- **Will I be able to get something to eat there?**

Water and snacks will be provided free of charge to authors participating in the Author Pavilions. Several food vendors will have booths at the Festival. We invite you to enjoy the many exhibits, food offerings and activities.

- **Who do I call if I have questions or concerns?**

If you have questions or concerns in the weeks prior to the Festival please email: pavilion@tucsonfestivalofbooks.org.