



2024 Tucson Festival of Books/Science City Agreement

Requirements: applicable to all types of involvement: Neighborhood Participants, Open Houses, Tours, Exhibitions and / or Demonstrations

- Provide an interactive educational activity, tour, demonstration, or display
- Provide formal signage identifying your organization (banner, poster, etc.)
- Staff/volunteer(s) must wear shirt, vest or name tag that identifies your organization during event
- Must have a literary display of one or more books and a reading list that relates to your booth activity or organization
- Attend Science City logistics meetings as scheduled

Requirements: applicable to all Neighborhood Participants

- Required to participate both days - Saturday, March 9 & Sunday, March 10, 9:30am-5:30pm
- Provide a professional presentation (tablecloth, name tags, quality materials/equipment)
- Staff your table(s) at all times
- No sales may be conducted from your table; no food may be served to festival goers
- If you have a banner to be hung above your table, please contact the TFOB Sign Managers at signsmanagement@tucsonfestivalofbooks.org
- Science City will provide each participant one 6' table and two chairs (additional equipment may be requested via application process)
- Electricity (120V or 240V) must be requested in advance via application process

Requirements: applicable to all Open Houses, Tours, Exhibitions and / or Demonstrations

- Required to participate during Festival hours 9:30am-5:30pm (preferred Open House/Tour hours are between 10am -5pm)
- Provide a professional presentation of your open house /tour
- Contact Luis Rocha in Facilities Management (FM) - 520-621-1599 - upon application submission to obtain a quote for required services and to submit a KFS#.

(FM services are required and vary based on your usage and A/V needs. All costs associated with FM services are the responsibility of the department/unit. Applications will not be reviewed and approved until after the submission deadline of December 6, 2023, and contact with FM is confirmed.)