SCIENCE CITY PARTICIPANT HANDBOOK

Updated September 8, 2026

Welcome

Thank you for your interest in participating in Science City 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 $2.75 million for local literacy organizations. Science City is a critical part of an event that stimulates love of reading and literacy. We look forward to working with you.

Please read this handbook carefully, even if you have been a Science City participant with the Festival in prior years, as some deadlines, requirements and guidelines may have changed. By applying and agreeing to be a Science City participant – in a neighborhood or by offering an open house, tours, educational activities or demonstrations – you are governed by all terms and conditions herein.

Quick reference: 2027 Festival Dates and Deadlines

- **Location:** University of Arizona
- **Festival dates:** Saturday and Sunday, March 13-14, 2027. Posted hours: 9:30-5:30.
- Participants must participate continuously on both days from 9:30 am to 5:30 pm
- **Booth set up**: Friday, March 12 between 8:00 am and 12:00 pm; Saturday before 8:00 am.
- **Booth breakdown**: Sunday, March 14 after 5:30 pm.
- **Application deadline**: November 24, 2026,
- **Notification of acceptance:** December 2026
- **Cancellation deadline**: January 10, 2027
- **Mandatory participant orientation meeting:** February 2027

This Handbook

- This Handbook is a formal agreement between the Tucson Festival of Books, LLC (TFOB) and Science City neighborhood participants and open house and tour hosts. Please read it in its entirety.
- All participants 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:

- Science City Co-Chairs: Cara Graham and Alec Sharp sciencecity@tucsonfestivalofbook.org
- Tucson Festival of Books Americorps volunteers are available M-F 9:00-4:00 (520) 621-0302 or help@tucsonfestivalofbooks.org

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Agreement between Tucson Festival of Books, LLC (TFOB) and Science City Participant

1. In order to be a Science City participant at the Tucson Festival of Books (the Event) you must first apply for consideration, meeting all deadlines identified on the TFOB website. Science City participants will be notified of their status and must meet registration and other deadlines outlined in email communication. The TFOB reserves the right to allow or refuse participation by any company or organization at its sole and absolute discretion.

2. Science City participants "Participant" may distribute printed advertising and souvenirs only from within the booth, provided that all distributed, performed or displayed materials "Participant materials" shall be subject to the approval of TFOB, in its sole and absolute discretion. In addition, Science City Participants 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 Material which is protected by copyright, trademark, publicity or misappropriation laws, or any other intellectual property or other laws.

3. The Participant Contacts shown in this agreement are authorized to make all decisions regarding participation and to execute this Agreement on behalf of the Participant.

4. Participant hereby grants to the 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. Participant shall, and does hereby, indemnify, defend and hold harmless the 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 Participant's activities in connection with the Event or any breach of any representation, warranty or covenant in this contract.

6. The 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 Science City Participant employees, representatives or agents, except to the extent arising out of the sole negligence of the TFOB or Event sponsors.

7. Participant 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 the TFOB in such amounts acceptable to the TFOB. Evidence of such insurance shall be provided to the TFOB promptly upon its request.

8. No sales may be conducted during your participation in Science City. No food or beverage may be provided to festival goers.

9. If for any reason the Event is canceled or rescheduled, Participant's sole remedy shall be the recovery of any fees paid pursuant to this contract (on a pro-rata basis if only a portion of the Event is canceled). Currently Science City Participants do not incur any fees.

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. Participant may not assign this contract or trade, sell, share or otherwise transfer the rights granted herein. 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 Participant 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 Participant.

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. Participant agrees that no representations of any kind have been made to Participant by the 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 established in the Participant Handbook and subsequent email communication. Currently Science City Participants do not incur any fees.

17. Participant booth locations or scheduled special activities and events are assigned by the TFOB Science City Committee. Participants may not relocate themselves. Locations assigned by the Festival are final.

18. Communication with the TFOB Science City Committee shall be addressed via email to sciencecity@tucsonfestivalofbooks.org

19. In the event of a cancellation, we appreciate notification by January 10 of the festival year so that we can invite another participant to join. Failure to adhere to this request may impact your future participation in TFOB.

20. 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 Tucson Festival of Books, you agree to comply with those provisions.

TFOB 2027 INSURANCE REQUIREMENTS

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 University of Arizona department or organization name in the contact information as well as in the Exemption field when completing the required Certificate of Insurance form.

All other organizations must meet these insurance requirements.

Prior to participation, Exhibitors, On-Site Vendors, and Science City Participants will provide a certificate of insurance to Tucson Festival of Books valid March 12-14, 2027 to satisfy the following minimum requirements:

a) Proof of General Liability insurance:
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 are bringing animals as a pre-approved aspect of your exhibit, the certificate must state that incidents involving animals are included. The request to include animals in your exhibit will not be approved without proof of coverage.

b) If you will bring a vehicle on premises as part of your Exhibit you must also provide proof of Commercial Auto Coverage:

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. NOTE: If you do not own the commercial vehicle you may list Hired & Non-Owned Auto only.

c) Workers' Compensation:
Statutory state coverage required. You are not required to provide us proof of coverage but you must carry worker's compensation coverage if obligated to do so by law. Our worker's compensation coverage will not extend to employees of your organization.

TFOB Science City Participant Detailed Information and Instructions

This Science City Participant Handbook provided to each participant is considered part of the agreement between the Participant and TFOB. 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 Participant, this agreement will terminate. The Participant agrees to waive any claim for damages or compensation except the pro rata return of the amount paid for participation. Science City participants currently incur no fees for participation.

Staffing Requirements

Published hours of the Festival are 9:30 am to 5:30 pm.

Science City Participants must have their booths staffed continuously during the following hours:

Saturday 9:30 am - 5:30 pm
Sunday 9:30 am - 5:30 pm

Please be ready to engage with festival goers by 9:30 am both days and remain open to the public until 5:30 pm both days. Load-out will begin after the UA Mall is clear of pedestrian traffic per Science City Load-Out information (page 10).

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

Science City Equipment Provided

Each Participant will be provided:

1. Up to two (2) 8-foot tables and two chairs per table.
2. Hanging of an approved banner, supplied according to Science City's directions, over the table.
3. Participant will be listed on the TFOB webpage and in the printed Science City Authors and Activities section of the TFOB Guide published by the Arizona Daily Star the Sunday prior to the Festival.

4. Two loading zone placards/parking passes. Passes allow representatives access to Science City on the UA Mall for pre-festival load-in, parking during the festival, and post-festival load-out.

Telecommunications, Internet or ISDN Services

No phone lines are available in Science City. Participants are encouraged to bring cell phones for communication.

UA Guest WiFi service is available without charge in the UA Mall area and throughout campus buildings, however there is no guarantee of connectivity. Please refer to the UA IT for campus guests website for details.

Booth Banner

Banners must be provided in advance according to the Science City team's directions, to be hung and removed only by Festival staff. All banners and signage must comply with Festival guidelines.

- Recommended banner size is 6 ft wide by 3 ft high; additional sizes will be considered.
- Banners must have grommets at all four corners; wind slits are recommended.
- Standing retractable banners are not permitted for safety and accessibility reasons.

All signage must be professionally produced. No handwritten signage is allowed.

Assignment & Placement

TFOB assigns spaces to participants at its sole discretion. You will be informed of your assignment when your application is approved.

TFOB works to place booths in safe locations within a limited space while maintaining a high quality guest experience.

- Participants may not relocate themselves. Location assignments by the Festival are final.

Guide Listings

The descriptive information you provide when you apply is posted online on the Festival website, via TFOB mobile apps, and in the Arizona Daily Star Festival Guide.

- Please carefully review your information to minimize changes and corrections. All updates must be submitted by January 10 of the Event year to ensure correct information is included in the guide.

Arriving at the Festival and Parking

Load-in is available for Science City on Friday between 8:00 am and 12:00 pm. Any additional load-in on Saturday or Sunday morning will need to occur prior to 8:00 am.

- Each Participant is allotted two (2) loading zone placards/parking passes to facilitate load-in and load-out.
- Placards allow access to the Science City grounds during approved load-in and load-out times. Placards also allow for parking in the designated area of the UA Mall during the Event.
- Placards will be distributed by the TFOB Science City Committee two weeks prior to the Event.

Speed Limit on UA Campus is a maximum of 20 mph.

- While you are on the UA Mall, please drive with caution. During the festival, please drive 5 mph as many pedestrians will be walking through the area.

Participant Parking

- Each Participant is allotted two (2) loading zone placards that double as parking passes. Placards allow access to the Science City grounds during approved load-in and load-out times. Placards also allow for parking in the designated area of the UA Mall during the Event.
- Participant staff and volunteers should follow the parking guidelines for Festival guests.
- Additional parking information for Festival guests will be available in the FAQ page on the Festival website.

Setting Up Your Booth Decor

- Participants may not bring their own tables, chairs, drapes, or canopies.
- Display items are limited to table-top displays. Items may not be affixed to the tent poles or canopy.
- No items may extend beyond the dimensions of the booth. Any items that do so will be removed.
- No A-frames, stations or propped-up boards will be allowed in front of the booth due to safety concerns and congestion.
- No whips or flags are allowed to be mounted or attached to the booth or displayed outside of the booth.

Moving Product & Equipment

Science City Participants are responsible for moving their display items and equipment to and from the booth during approved load-in and load-out times. The TFOB does not provide moving equipment or personnel.

What to Bring
The following items will be your responsibility.

Participants are Expected to Bring:
- Loading zone placards/parking passes, provided by the TFOB Science City Committee
- Table covers for each requested table, up to two (2) 8-foot tables
- Any decor consistent with Participant's branding
- Quality materials, name tags, and all equipment needed to provide a professional presentation
- Participants must wear a shirt, vest or name tag identifying their organization throughout the event

Participants are Advised to Bring:
- Extra clothes to dress in layers (the morning can be chilly and then the day typically gets warmer)
- Water bottle(s); water fill stations are available at the Event
- Sun block, sunglasses and hats if you think you might need them
- Tarps or table covers to protect any items left overnight

Maintaining and Programming Your Booth During the Festival

Festival Relations: 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 Participant is responsible for keeping their space clean and in good order.

Participants are solely responsible for safe storage and operation of materials and equipment.

All Items Must Stay Within Your Booth Space:
- All tables, chairs and display items must stay within your assigned space.
- No item of your booth can extend beyond the point at which the tent ends. If any of your materials are positioned outside of your booth or assigned space, you will be asked to move them.

Sound Level:
- No amplified sound in or around the booth is permitted. Festival Management reserves the right to determine at what point sound constitutes interference with other Festival Venues.

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 Science City booths. Helium tanks require prior approval.
- 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.
- Participants 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

Audio-visual needs

Science City Participants offering an open house and/or tour that requires audio visual support must contact University of Arizona Facilities Management to obtain a quote for required services and submit a University of Arizona KFS# to cover related costs. All costs will be the responsibility of the Participant.

Contact: Luis Rocha with Facilities Management (520) 621-1599

In Case of Emergency During the Festival

With over 100,000 guests, it is possible Participants 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 person 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 person'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 in or near your booth, you can contact the appropriate personnel through the following:
    - The closest Festival InformationBooth
    - The First Aid Tent
    - Any Security Volunteer (yellow vest)
    - 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 UA 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 materials 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 materials and equipment to protect from the elements and as a security precaution.
- Participants may have vehicle access to Science City loading areas on Saturday after 5:30 pm to remove equipment. Equipment may be returned to the booth Sunday morning before 8:00 am. Be prepared to show the loading zone placard/parking pass to access the UA Mall with your vehicle. Please be advised that there will be no overnight storage service provided by the Festival.

Things to Know About Security:

- The Festival will provide security throughout the Festival and overnight on Friday and Saturday evening.
- No other guards or staff will be allowed on the Festival grounds overnight.
- Our security staff will roam the grounds but will not be stationed at one particular booth.
- Participants 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 (Sunday after 5:30 pm)

Festival Security will authorize break down to commence following the Festival's 5:30 pm close. Participants must staff their space until 5:30 pm on Sunday, no early breakdown. Preferred hours for tours and open houses are 10:00 am until 5:00 pm.

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

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 AND TRAILER – SHOW YOUR LOADING ZONE PLACARD AT ACCESS ENTRY POINT.
- Select a vehicle with sufficient capacity to complete your load-out in one trip.
- Participants must have all materials and equipment consolidated and ready to be loaded before driving their vehicles to the loading area. Begin consolidation after 5:30 pm Sunday.

- 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.
- Festival employees will remove your banner. Arrange for banner pickup with the Science City Committee.
- Place all bagged trash along the curbs for pickup after 5:30 pm on Sunday.
- Please break down any boxes you want to have recycled and place along curbs.
- The Festival will remove all tables, chairs, ground cover, and other equipment provided for the booth after Participants depart.

Cancellations Policy

Please let us know if your plans to participate in the Festival change so we can ensure a great experience for everyone. Late cancellations or failure to show up for your Science City activities may impact your organization's future participation in the Event. See the Quick Reference section at the beginning of this guide for contact information.

Questions?

Because all of our committee chairs are volunteers, we respectfully ask that Participants 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.

Lodging: If you are booking overnight accommodations, please check the Festival Hotel Partners page to discover discounts available from hotels and motels. Please mention that you are participating in the Tucson Festival of Books.

Festival Parking: In addition to your loading zone placard/parking pass, keep in mind there is free and paid parking available around the University of Arizona for use by the general public and volunteers during the Festival of Books. The Second Street Garage is not available to Science City Participants 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 – vendors are located south of the Student Union and vendors are located in 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.

Tucson Festival of Books Social Media:

Website: www.tucsonfestivalofbooks.org
Instagram: https://www.instagram.com/tucsonfestivalofbooks
X: https://x.com/tfob
Facebook: https://www.facebook.com/tucsonfestivalofbooks