



2026

ENTERTAINER HANDBOOK

Welcome

Thank you for your interest in entertaining 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. Entertainers 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 Entertainer with the Festival in prior years, as some deadlines, requirements and guidelines may have changed. By applying and agreeing to be an Entertainer, 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.
- **Application deadline:** October 31, 2025
- **Notifications:** Applicants selected to perform at the Festival will be notified around December 1 (December 21 for Children's Stage). All other applicants will be put on a wait list in case of cancellations.

This Handbook

- This Handbook is a contract between the Tucson Festival of Books, LLC (TFOB) and participating Entertainers. Please read it in its entirety.
- All Entertainers 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:

- Entertainment Committee members: David Nix / Jeb Schoonover / Matt Rolland
- Entertainment@tucsonfestivalofbooks.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 Entertainer

By confirming its agreement to perform at the Festival, Entertainer agrees:

1. Entertainer hereby grants 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.
2. Entertainer 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 Entertainer's activities in connection with the Event, or any breach of representation, warranty or covenant in this contract.
3. 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 Entertainer, its employees, representatives or agents, except to the extent arising out of the sole negligence of TFOB or event sponsors.

4. Entertainer shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Entertainer's participation in the Event. Entertainer 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 Entertainer's activities under this contract. Entertainer shall provide the TFOB with all requested documentation to evidence Entertainer's compliance with tax laws and rules.
5. 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.
6. Failure to adhere to any deadlines set forth in this agreement may result in cancellation of scheduled performances and forfeiture of related benefits.
7. Waiver of any term of this contract or failure of the TFOB to terminate this contract on account of any breach by Entertainer 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 by Entertainer.
8. 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. Entertainer agrees that no representations of any kind have been made to Entertainer 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.

9. 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.

10. 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. Communication with the TFOB Entertainer Committee shall be addressed via email to Entertainment@tucsonfestivalofbooks.org.

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

COVID-19 Precautions:

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, Entertainer agrees to comply with those provisions.

TFOB Entertainer Detailed Information and Instructions

This Entertainer Handbook provided to each Entertainer is considered part of the binding contract between the Entertainer 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 Entertainer's performance as scheduled, this agreement will terminate.

Planning in Advance: Merchandise Sales

Subject to the provisions below regarding **Licenses, Taxes & Permits**, during their performance, Entertainers are permitted to sell CDs, recordings, and 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.

Licenses, Taxes & Permits

If you will be selling any type of merchandise, you are responsible for all sales taxes

and any applicable event registration requirements. **The City of Tucson and State of Arizona revenue departments monitor events at the Festival for compliance.** Further information may be found at the [Arizona Department of Revenue web site](#).

Venue Assignment & Placement

While the entertainment application solicits preferred day and time, TFOB assigns Entertainers to venues and time slots at its sole discretion. Entertainers may not reschedule or relocate themselves. **If you are unable to perform at your assigned time, please contact the Entertainment Committee immediately.**

Entertainer Listings

The descriptive information that you provide when you apply may be posted on-line on the Festival website and via mobile apps.

Your act's name and performance place/time 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.

Arrival and Set-Up

Festival weekend is hectic and crowded! Please allow for severe traffic congestion to be sure you arrive in time, and severe pedestrian congestion between your drop-off point and the venue. The goal should be to get to your performance venue

at least 30 minutes before your starting hour to assure that you can get set up and start on time.

TFOB will send you separate communications with details about (1) your venue, (2) your drop-off point, (3) getting to your venue, (4) set-up at the venue, and (5) load-out after your performance.

You will also receive a parking permit and a map showing your drop-off point, route to performance venue, and assigned parking lot.

TFOB will provide wheeled hand carts at your drop-off points to help move equipment to performance venues. Please return these carts to the drop-off point - **NOT YOUR PARKING LOT** - after your performance.

Please note that Festival sponsor Instrumental Music Center will providing a drum kit and bass amp at the **Main Entertainment Stage**.

If you need additional help with equipment, please let us know ***immediately*** so we can arrange for a motorized flat-bed vehicle to help. The deadline to request motorized flat-bed assistance is **Friday, February 20**. Acts that require a flat-bed vehicle will have to arrive at least ***one hour*** before your scheduled performance time.

You may not leave your vehicle unattended at a drop-off point. That means

you **must** have a driver who can take your vehicle to the parking area as soon as you have unloaded your equipment and meet you back at the drop-off point to load back up after your performance.

There will be a Festival volunteer at the venue who will direct your set-up. (This individual will also signal you when it is time to end your performance.)

Entertainer Parking

Entertainers will be permitted to use one of the central campus lots for a two-hour window on your day of performance. You will need to move your car when your permit time expires.

A few days before the Festival we will send you a separate email with a permit and parking map showing your drop-off point, performance venue and parking lot. **Be sure to print your permit and bring it with you** -- you will need to show it to the attendant to enter the lot.

These lots will also be used by other Festival participants, so we cannot guarantee that the entertainer spaces will be vacant during your scheduled performance time. General public parking will be available for \$10 in UA garages (other than the 2nd Street Garage, which is reserved for Festival authors) and for free on most UA surface lots. We can only provide ONE parking permit per act -- additional members of your ensemble must use the general public parking facilities.

Sound Systems

The University of Arizona will provide a sound system that includes sound board, amp, speakers, and wired mics on stands. Particulars of your venue's sound system and stage setup will be sent separately.

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The University will station a sound technician at the venue to control sound volume so the entertainers don't overwhelm nearby activities.

For acts that want to play music from thumb drives, phones, laptops or tablets, the University can provide USB-C and Lightning adapters to plug into the sound system. Please let us know by **Friday, February 20**, specifically what kind of source you will be using so we can have the proper adapters at the venue.

If you have other specific equipment requests, submit your request by **Friday, February 20**, and we will let you know whether the University is able to provide it. (Except as stated in this letter, the University does not provide instruments, instrument cord, monitors, music stands, or band equipment.)

Set-Up, Performance and Tear-Down

Entertainers are scheduled at one hour intervals (40 minutes of performance time), starting at the top of the hour. (Performer at the Tucson Folk Festival Songwriter Stage are schedule at 30 minute intervals; buskers, strolling musicians and lunchtime performers at the Volunteers and Friends Dining Plaza will be schedule for

longer windows.)

Please show courtesy to audiences and your fellow performers:

- Arrive at the venue at least 30 minutes before your scheduled starting hour, to be ready to set up as soon as the preceding act can get their equipment offstage. Acts involving complex setup should arrive earlier, and do as much assembly as possible before taking the stage.
- Finish your performance and quickly remove your equipment so you don't cut into the next performer's time.

If you haven't finished your performance by 40 minutes after the hour, the Festival volunteer stage manager will signal you to wrap it up.

When you have removed your equipment from the stage, you may use the hand carts to take it back to your drop-off point. **Do not take any hand carts to the parking lot -- they will be needed by a later act.**

Tips/Merchandise

Entertainers are permitted to set out tip jars and solicit donations during their performance. If you plan to offer CDs or other merchandise, please see provisions above regarding **Licenses, Taxes & Permits**

UALERT

We strongly recommend Festival participants to sign up for UAlert, the University of Arizona system for text notifications of emergency situations on campus. Sign up at <https://cirt.arizona.edu/sign-ualert>

IN CASE OF EMERGENCY DURING THE FESTIVAL

With over 100,000 guests, it is possible Entertainers 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 venue, please ask that person to stay there.
- 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 venue or 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 location, even if a child's parents return, until the proper authorities have arrived, 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 near your venue, 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.

Questions?

Because all of our committee chairs are volunteers, we respectfully ask that Entertainers 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, Entertainers, programs and community involvement. By participating, you become part of a community of thousands working together.

Festival Parking: In addition to your Entertainer 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 Entertainers 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 entertaining 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>

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

Newsletter: <https://tucsonfestivalofbooks.substack.com/>