



Denver Zoo Outreach
BOOTH PROGRAM POLICIES

Please Read!

- *Booth should be on the ground level.*
- *Booth should be indoors unless previous arrangements are made with Denver Zoo Outreach.*
- *Denver Zoo Outreach will arrive 15-30 minutes prior to a scheduled program to unload and set up.*
- *Please provide an unloading and parking area as close to the booth location as possible with access for a rolling cart.*
- *Please provide a large table for use at the booth (8' preferred).*
- *Please have a representative present to greet Zoo representatives at booth location.*
- *No food or drink is permitted at the booth.*
- *Booth may or may not include biofacts due to weather constraints.*

*****Please note that complimentary programs are not guaranteed; "Booth without Animals" presentations are dependent upon Volunteer participation. If Volunteers do not sign up to participate in your program at least 1 week prior to the program date, you will be contacted by Denver Zoo regarding a rescheduled date, or notice of cancellation. If you need to know Denver Zoo's commitment earlier than one week out, please relay this information to Jessica Glick, Outreach Logistics Specialist, as soon as possible (outreach@denverzoo.org).***

Cancellation and reschedule policy:

Cancellations and reschedules made within two weeks from the date of the scheduled program will result in a 50% fee of the total program costs. Reschedules will be accommodated to the best of our ability. Red apple scholarship funds do not apply to any cancellation fees.