



Entry booths ticket selling

To sell entry ticket to the public, hand out event program and place armbands on paying patrons.

Saturday 5th August 2023

Carpark Ticket booth - 2 windows 10:00am - 6:30pm + 1 outside directing patrons as needed (to be discussed)

***There will need to be one contact person who is in charge of this tender and all the operations during the event. This person will communicate with the show general manager and the treasurer before, during and after the event.**

***One volunteer should be rostered to assist outside the car park booth to assist patrons in line, hand out the event program and ensure that all armbands are on 18+ patrons prior to them entering the event.**

***There must be at least 2 people present in the booth at all times. All volunteers need to be inducted in the process and their workplace prior to commencing work, we would suggest that all volunteers arrive on site 15min before their rostered shift starts.**

***Procedures regarding floats and changes will be provided to the contact person prior to the show and a meeting will be arranged for the nominated contact person to meet our committee and discuss further details regarding the overall operations of our gates.**

***This year we are introducing online gate ticket sales. iPads will be provided to scan purchased tickets. This new process can be discussed prior to your tender being submitted.**

