



HOW TO BOOK GROUND SPACE

This guide is to assist your understanding of the process used to book ground space.

Applications must be **SUBMITTED** before 14th September and **FINALISED** by 30th September 2017

1. OVERVIEW

Documentation for Ground Space is available to view or download at:

<https://www.gidgegannup.info>

Go to **GROUPS/AGRICULTURAL SOCIETY/GIDGE SHOW PAGE**

Documents are : **Application Form**; **How to Book Ground Space**; **Notes & Conditions**;
Schedule of Rates; **Ground & Site Maps (4)**;

Questions may be directed to Chief Ground Steward: **Email to : groundspace@gidgeagsociety.com.au**
or : **Phone : (08) 9574 6088**

2. COMPLETE THE APPLICATION FORM /OTHER DOCUMENTATION

Complete the signed Application Forms, together with copies of the required licence and/or insurance details (Certificate of Currency is acceptable).

These may be Emailed to: groundspace@gidgeagsociety.com.au

or

Posted to: Ground Space, Gidgegannup Agricultural Society, P O Box 22, Gidgegannup WA 6083

3. APPLICATION FORM PROCESSING

Receipt of Ground Space Application will be acknowledged by email.

Processing of Application will include:

Check Application Form and receipt of necessary Documentation (Insurance/Licences etc.)

Confirmation and Allocation of Site with a detailed Tax Invoice sent by email.

Payment may be made by EFT to:

Bendigo Bank: BSB 633-108 Account No. 120250147 (**REFERENCE with your INVOICE NUMBER**)

Invoices paid before the 1st August 2016 will receive a 10% Early Bird Discount.

All Invoices must be paid by the 30th September 2016 so that the appropriate Receipt, Site Map, Exhibitor & Vehicle Passes can be sent to you before the Show Date.

By Cheque Payable to:

Gidgegannup Agricultural Society (as per postal address above)

4. ENTRY and BOOKING INFORMATION

The Society will send applicant's entry information and final conformation after 1st October 2017

Applicants are reminded the Gidgegannup Show is organised & run by volunteers for the benefit of the Community. The impossible can be accommodated, but miracles take longer