

Gidgegannup Agricultural Society (Inc)

78th Annual Show 26th October 2024

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 PAYMENT FINALISED by 23rd September 2024**

1. OVERVIEW

- 1.1 Documentation for Ground Space is available to view or download at:
<http://www.gidgegannup.info>
Go to GROUPS/AGRICULTURAL SOCIETY/GIDGE SHOW PAGE
Refer to: Application Form; How to Book Ground Space; Notes & Conditions; Schedule of Rates; Ground & Site Maps (4):
- 1.2 Questions may be directed to Chief Ground Steward: Email : groundspace@gidgeagsociety.com.au

2. COMPLETE THE APPLICATION FORM, OBTAIN OTHER DOCUMENTATION.

- 2.1 Email your application form together with scanned copies of the required licence and/or insurance details (Certificate of Currency is acceptable) to: groundspace@gidgeagsociety.com.au
- 2.2 Emailed forms are given preference to posted documents which can be addressed to: Ground Space, Gidgegannup Agricultural Society, P O Box 22, Gidgegannup WA 6083

3. APPLICATION FORM PROCESSING

- 3.1 Receipt of your Ground Space Application will be **acknowledged by email**.
- 3.2 Processing of your application will include verification of your completed application and receipt of the necessary insurance and licences etc. You will be notified by email of your allocated site and a detailed tax invoice.
- 3.3 **Payment** may be made by EFT to:
Bendigo Bank: BSB 633-108 Account No. 120250147 (REFERENCE with your INVOICE NUMBER).
Cheques are payable to: Gidgegannup Agricultural Society and posted to the above address.
All Invoices must be paid by the 23rd September 2024. Payment will be acknowledged by a receipt and notification of your site number. An Exhibitor and Vehicle Pass will be sent to you in October.