



## 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 **14<sup>th</sup> September** and **FINALISED** by **30<sup>th</sup> September 2019**

### 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](mailto:groundspace@gidgeagsociety.com.au)**  
or : **Phone : 0413804992**

### 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](mailto: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 1<sup>st</sup> August 2016 will receive a 10% Early Bird Discount.

All Invoices must be paid by the 30<sup>th</sup> September 2019 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 1<sup>st</sup> October 2019

**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**