



2019 Ticket Sales Tender Specifications

General Information: The Gympie District Show Society Inc. (GDSS) is a non-profit community-based organisation, which organises the Gympie District Show. Last year over 38,000 people passed through our gates. This year marks our 131st Show and will be a 3-day event being held on Thursday 16th, Friday 17th and Saturday 18th May 2019.

REQUIREMENTS

Target

The contractor is required to provide personnel to manage the gates including the exchange of electronic tickets for armbands.

Minimum staffing numbers and hours are as per the Contract Schedule.

Contractor

- The contractor is to supply the GDSS with the name and mobile telephone number of their onsite person in charge.
- The contractor will ensure that all staff are provided with a copy of the Gympie Show Information Guide.
- The contractor will provide staff for the shopping centre ticket sales centres as per the contract schedule.
- The contractor will need to collect the equipment and floats required for shopping centre sales from the Show Office at approx. 9am each day.
- The contractor will be required to return all monies collected and the equipment used at the shopping centre sales to the Show Office by 7pm each night.
- The contractor will need to contact the Show Secretary to organise a meeting with your co-ordinator prior to the Show to advise arrangements for armbands, rules and regulations relating to entrance, etc.
- Ticket sales tasks and checks include:
 - All entrants must have an Eticket or be named on the Master Gate List.
 - Etickets are to be exchanged for the relevant armbands.
 - Season – Adult and Under 18
 - Daily – Adult and Under 18
 - Armbands to be secured to the patron's wrist.
 - Identity is to be checked if unsure of age.
 - This is intended to deter and assist with any possible attempt at underage drinking in bar areas.
 - Concessions
 - Queensland Pension Concession with:
 - Centrelink Pension Card
 - Centrelink Aged Pension Card
 - Centrelink Disability Card
 - Department of Veterans Affairs Health Cards
 - **Not** Health Care Cards

- **Not** Seniors Cards (National Seniors or Seniors Business Discount Card).
 - **Not** Student Concession Cards
- Free admission to Companion Card holders accompanying a Disability Card holder
- Season armbands to be checked every time a patron re-enters the grounds.
- Each gate leader will be required to check cash with security and sign off several times each day.
- All monies, money bags and armbands will be required to be returned to the Show Office (Treasury) at the end of each day.
- Any variations to the above including any associated costs will be negotiated with the Show Secretary.

Gympie District Show Society Inc.

The GDSS will undertake the following:

- GDSS volunteers will be available to assist at shopping centre ticket sales outlets.
- GDSS will provide all equipment and cash floats required for shopping centre ticket sales outlets.
- Cash floats, money bags and armbands will be distributed to each gate by security and Show personnel at 5AM every day during the Show.
- Security and Show personnel will do pickups for cash during the day at random times during the Show.
- GDSS will provide the contractors supervisor with a vehicle to move between gates during the Show.

CONTRACT SCHEDULE

The below are the minimum requirements for each gate / task

SHOPPING CENTRE TICKETS SALES

To provide training for personnel all staff must undertake at least 1 x 4-hour shift. Sales times at Goldfields and Central Shopping Centres will be as follows:

- 🚧 A minimum of 2 persons per shift per site will be required
 - 🚧 Wednesday 8th May – 10am to 6pm
 - 🚧 Thursday 9th May – 10am to 6pm
 - 🚧 Friday 10th May – 10am to 6pm
 - 🚧 Saturday 11th May – 10 am to 4pm
 - 🚧 Monday 13th May – 10am to 6pm
 - 🚧 Tuesday 14th May – 10am to 6pm
 - 🚧 Wednesday 15th May – 10am to 6pm

ROVING SALES - EXHIBITOR / COMPETITOR AREAS

To ensure that exhibitors and competitors that enter the grounds on Wednesday or before the Contractor will be required to rove the exhibitor / competitor areas and ensure all persons are appropriately ticketed.

- ✚ A minimum of 2 persons per shift to perform this task. (9am to 5pm)

GATE 1 (TOP GATE) ENTRANCE TO PAVILION

- ✚ 2 Persons per day.
 - ✚ THURSDAY 6.00am – 8.30pm
 - ✚ FRIDAY 6.00am – 8.30pm
 - ✚ SATURDAY 6.00am – 8.30pm

GATE 2 (PEDESTRIAN) BETWEEN POULTRY & BIRD PAVILIONS

- ✚ 2 Persons per day.
- ✚ Gate to be locked at 8.00pm after last shift.
 - ✚ THURSDAY 9.00am - 5.00pm
 - ✚ FRIDAY 8.00am - 8.00pm
 - May require more staff on Friday.
 - ✚ SATURDAY 8.00am - 8.00pm

GATE 4 (MAIN GATE)

- ✚ 6 Persons minimum per day.
 - ✚ THURSDAY 5.00am – 8.30pm
 - ✚ FRIDAY 5.00am – 8.30pm 6 persons
 - Preferably 9 persons during peak time.
 - ✚ SATURDAY 6.00am – 8.30pm 6 persons
 - Additional 3 person at lunchtime to assist.

GATE 5 (RAMSEY ROAD) TICKET BOX

- ✚ 4 persons per day.
 - ✚ FRIDAY 9.00am - 3.00pm

GATE 6 (RAMSEY ROAD) TICKET BOX – EXHIBITOR ENTRANCE

- ✚ 2 persons per day.
 - ✚ THURSDAY 5.00am - 8.00pm
 - ✚ FRIDAY 5.00am - 8.00pm
 - ✚ SATURDAY 6.00am - 8.00pm

TERMS and CONDITIONS

- ❖ Please refer to the attached Gympie Show Information Guide for the complete set of terms and conditions relating to this tender.
- ❖ The organisation cannot assign or subcontract the tender without the prior written consent of the GDSS.
- ❖ The tendered amount must be inclusive of GST
- ❖ Upon successful provision of the services being provided (as above) to the GDSS, the GDSS will pay the fee as tendered to the contractor.
- ❖ Payment of the fee by the GDSS will be made within 28 days of receipt of a complying tax invoice from the contractor.
- ❖ The contractor will provide the GDSS with a complying tax invoice by Friday the 31st May 2019

PASSES

- The following will apply to the successful contractor.
 - Electronic tickets will be issued as per the ticket roster to be completed by the contractor.
 - Electronic tickets can be exchanged for armbands upon entry via the show entrances from Thursday 16th May 2019.
 - Vehicle passes need to be discussed with the Show Secretary.

