

Emerald Show Society

Ticket Booths

Sell entry ticket to the public, scan pre purchased tickets, put armbands on patrons wanting to leave and return to the show in the same day and hand out pre purchased ride tickets.

Tuesday 3rd June 2025

Carpark booth -3 windows 8.00am – 8:30pm

Front gate booths – one windows 12:00pm – 8:30pm, 3 windows 2:30pm – 8:30pm

Back gate booth 8:00am -8:30pm (one person)

Pre purchased ride tickets -8am-3pm (one person) 3pm- 7.30pm (two people)

Wednesday 4th June 2025

Carpark booth -3 windows 8.00am – 3:00pm

Front gate booths – one windows 8:00am – 8:30pm, 3 windows 11:00am – 3:00pm

Back gate booth 8:00am -3:00pm (one person)

Pre purchased ride tickets - 8am- 12pm (two people)

INFORMATION

- 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 hand out the event program and place armbands on patrons that wish to leave and return on the same day. During busy times (Tuesday afternoon/evening and Wednesday morning) two volunteers may be required and possibly an extra volunteer at the back gate booth.
- The car park booth can become very busy and congested, during these busy periods a volunteer may need to stand outside the booth and assist patrons to identify which line is pre -paid and which one is to purchase tickets.
- All volunteers need to be inducted in the process of the workplace prior to commencing work, we would suggest that all volunteers arrive on site 15min before their rostered shift starts.
- Procedures regarding floats and square 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 if required.
- Tickets can be pre purchased online or at the gate. No cash sales at the gate. The use of mobile phones to scan and process online purchased tickets will be required. This process can be discussed prior to your tender being submitted.
- All rostered volunteers are to have the ticket booth information emailed to them before their shifts. This information will be sent on acceptance of the tender.

Please submit your tender and any questions to:

Yvonne O'Neill

admin@emeraldshow.org.au

0448 824 333

