



## 2024 EXPRESSION OF INTEREST MAIN GATE TICKET SALES

**Organisation Name:**

**Organisation ABN:**

**1<sup>st</sup> Contact Person:**

**Mobile:**

**2<sup>nd</sup> Contact Person:**

**Mobile:**

**Email Address:**

**Postal Address:**

### ABOUT THIS FORM

By completing and returning this form you are submitting an Expression of Interest to assist the Mount Isa Agricultural Show Society to facilitate the 2024 Mount Isa Show in exchange for a predetermined donation amount.

The Scope of your preferred activity is attached; if you have any questions, please contact the committee.

Please submit your completed form to [mountisashow@gmail.com](mailto:mountisashow@gmail.com) or PO Box 2145, Mount Isa QLD 4825 by **5 April 2024**. The committee will then take all received applications into consideration.

Applicants will be contacted, and the outcomes advised by 12<sup>th</sup> April 2024; successful applicants will then be invited to meet with the committee to formalise the agreements.

### QUESTION

If you are successful, how will the contribution from the Mount Isa Show Society assist your organisation?

### Public Liability Insurance

Copy of Policy Attached YES / NO

Your organisation must hold its own Public Liability Insurance with a minimum value of AU\$5,000,000; a copy of the current Certificate of Currency must be submitted with this Expression of Interest.

### EXPRESSION OF INTEREST CONFIRMATION

Your signature confirms that you have the authority on behalf of your organisation to submit this Expression of Interest; you have read the attached Scope of your preferred activity and, if successful, have the manpower to undertake the activity, have the required Public Liability Insurance, and are willing to undertake inductions and training, where required, prior to the 2024 Mount Isa Show.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

# MAIN GATE TICKET SALES

## EXPRESSION OF INTEREST – 2024 MOUNT ISA SHOW

3 <sup>rd</sup> – 11 <sup>th</sup> June	<p><b>Volunteer Roster</b></p> <ul style="list-style-type: none"> <li>▪ A roster system is to be used. A copy is to be submitted to the Committee along with a list of volunteers, at least ten (10) days prior to the event.</li> <li>▪ A maximum of 16 site access passes will be issued for the listed volunteers</li> <li>▪ It is suggested that the roster is allocated in staggered 4-hour intervals.</li> <li>▪ Each person carrying out this activity, aged 17+, must undertake a minimum shift of 4 hours.</li> </ul>
19 <sup>th</sup> & 20 <sup>th</sup> June	<p><b>Site Induction</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of two (2) representatives, one (1) being the Team Leader, must attend a site induction at Buchanan Park Events Complex.</li> <li>▪ Site access passes will be issued to the persons attending the induction to distribute to the volunteers, along with a volunteer attendance register; the volunteers will need to sign on and off as they complete their shifts.</li> </ul>
21 <sup>st</sup> & 22 <sup>nd</sup> June	<p><b>Main Gate Ticket Sales</b></p> <ul style="list-style-type: none"> <li>▪ At 8am, on both days, the first rostered volunteers must check in with the Gate Coordinator and a Float and Entry Wristbands, must be picked up from Treasury at the Secretary's Office. This may also include an EFTPOS machine for electronic transactions.</li> <li>▪ 2-4 persons are to man the Main-Gate, at all times, from 8am to 8pm, to collect Gate Entry fees and issue the appropriate wristbands.</li> <li>▪ It is requested that a record of all wristbands sold is kept.</li> <li>▪ Where patrons produce pre-paid entry receipts, they are to be directed to the Gate Coordinator who will issue the required access passes.</li> <li>▪ As cash money is accumulated throughout the day, deposits are to be made to Treasury, which will be receipted.</li> <li>▪ At 8pm, on both days, the Float is to be returned to Treasury with all items accounted for, along with the volunteer attendance register.</li> </ul>
Other Items	<p><b>The Committee</b></p> <ul style="list-style-type: none"> <li>▪ Will provide contact details to the Team Leader, for use over the Show weekend; or should any emergency arise.</li> <li>▪ Will endeavour to provide security measures to ensure the safety of all volunteers.</li> </ul> <p><b>The Organisation / Volunteers</b></p> <ul style="list-style-type: none"> <li>▪ Will abide by Occupational Health &amp; Safety Standards at all times and wear appropriate clothing, and PPE if required.</li> <li>▪ Will have appropriate insurance that indemnifies their volunteers and the Mount Isa Agricultural Show Society.</li> </ul> <p><b>Site Access</b></p> <ul style="list-style-type: none"> <li>▪ Persons who are issued Site Access Passes for volunteer purposes can access the Mount Isa Show, on Friday or Saturday of the show weekend, outside their rostered times.</li> <li>▪ If wristbands are lost or destroyed, they will not be replaced.</li> </ul> <p><b>Payment</b></p> <ul style="list-style-type: none"> <li>▪ An Invoice must be submitted to the Mount Isa Agricultural Show Society, within 7 days of the Show Weekend, clearly showing the name of the organisation, bank account details and the agreed contribution amount.</li> <li>▪ Payments will only be made by EFT.</li> </ul>