

**There are 3 Ticketing Booths and 5 gates.
Do not over commit yourselves this is for 3 days.**

Gates Job 1 Southern Field Days – Ticket Booths

Ticketing Booths (3) – 3 Booths you can select one or more - \$25 per person per hour

- There are 3 ticket booths, 2 in the Gore car park and 1 in the Waimumu car park. Ticket booths are separated from the gates.
- 3 staff at a time required per Booth
- Booths have one eftpos window and one cash only window. (No cash out – this is available inside the field days)
- Staff will need to be competent in the use of eftpos machines and handling cash
- A float will be handed over each morning of the field days.
- Two committee members will collect takings 3 times throughout the day
- Need to be staffed from 8am until 3pm
- Ticket price is \$20

Take names of objectors and associated site (Collect admission fee, and office will deal with refunds).

Gates Job 2 Collecting Tickets – Managing Gates

You can select one or more gates - \$25 per person per hour

Gates (6):

- There are 5 entry gates, 4 from the Gore car park and 1 from the Waimumu Car park
- 1 Person per gate checking wrist bands and taking tickets will be needed from 7:30 – 8:30am. After 8:30am 2 people will be needed.
- Total staff needed at peak time (8:30am-2pm) 3 people.
- Gates open 9am – 5 pm (stop charging at 3pm).
- Huts will be set up by your gates to store clothing/food and to keep extra programmes dry.
- All people checking wrist bands and collecting tickets must wear a safety vest at all times.

Traffic Control:

- Traffic coming into the Gore car park will have signs pointing them in the direction of correct parking i.e. exhibitors, trucks buses, disabled and public.
- No Exhibitor vehicles are allowed into the site after 8:45am.
- Exhibitors arriving after 9:00am will be provided with motorbikes if available to carry any equipment to their site.

Admission Taking:

- **BLUE** wrist band – three day Exhibitors– do not stamp, do not collect
- **YELLOW** wrist band – three day public pass – do not stamp, do not collect
- **TICKETS** are 1 day pass collect all
- For people going out and returning stamp their hand – Stamp supplied

Unless falling in the Free category no wrist band, no ticket, no admission.

FREE Admission for:

- School aged children & younger. (School ages children must show ID).
- Tertiary & polytechnic students in organised groups.
- Teachers without a pass need to pay
- Disabled person.

- Visitors from career organizations travelling as a group.

Other:

Handout Field Days programmes at Gates (free of charge)

Stop charging at 3pm, continue passing out programmes until 4:00pm

Someone from the committee will relieve you at 4:00pm.

Do not let any exhibitor's vehicles on until 5:00pm

Any persons who wish to go back to their car during the day can have their hand stamped by you at the gate. A different stamp will be given out to you each day.

It is important to be on time to relieve others on duty.

It is your responsibility to provide meals/smokos and non-alcoholic drinks.

Equipment Needed:

- Stamps for hands (supplied)
- Cell phones
- Safety Vests
- Don't forget your lunch and a hot/cold drink

Gate Job 3 Car Parking Job Description

Don't over commit yourselves – you can select more or 1 paddock - \$25 per person per hour

Staff Required:

- Parking in Gore paddock 1 (exhibitors and Trucks/Buses/Trailers) 3 Minimum
- Parking in Gore paddock 2 (public/Disabled/exhibitors if they wish) 4 Minimum
- Parking in Waimumu paddocks 1 & 2 (Exhibitors/Public) 5 Minimum
- All staff are required from 8am until 1pm daily. By 1pm car parks are full
- Not appropriate for children to do.

Traffic Control:

Parking – Direct Public, Exhibitors, & Disabled to designated car park areas & park in rows as shown. Traffic coming into the Gore car park will have signs pointing them in the direction of correct parking i.e. exhibitors, trucks buses, disabled and public.

At gate five please ensure that big trucks are parked along the fence behind the loading ramp.

No Exhibitor vehicles are allowed into the site after 8:45am.

Exhibitors arriving after 8:45am will be provided with motorbikes if available to carry any equipment to their site.

Equipment Needed:

- Cell phones
- Flags
- Safety Vests
- 1-2 Four wheel Motorbikes
- Use of Motorbikes: Maximum speed 10km
- Wear Safety helmets
- Do not park in front of office
- Don't forget your lunch and a hot/cold drink

Southern Field Days Committee:

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