

# The Defiance County Agricultural Society, Inc.

P.O. Box 184  
Hicksville, OH 43526

## Job Description/Requirements for Ticket Sales and Collection at Gates

This bid is for the 2017 Defiance County Fair, August 19 – 26, 2017

**Hours of service are 7 am to 9 pm Saturday August 19, 2017 through Saturday August 26, 2017.**

There are a total of 6 gates needing staffed for each shift

- Gate 1 - Drive through gate (near Secretary's office)
- Gate 2 – Parking Lot (near Secretary's office)
- Gate 3 – Parking Lot (near race horse barn)
- Gate 4 – Campground entrance
- Gate 5 – Walk In/Drive In gate (at Maple and Hicks Streets)
- Gate 6 – Walk In Gate (corner of Main and Hicks Streets)

At the beginning of each shift the supervisor of the ticket sellers will pick up and sign out change and tickets in the Secretary's office.

At the end of each shift, supervisors will return money and tickets to the office and remain there until their money boxes are balanced.

***Money shortages will be deducted from the end payment to sellers***

***Supervisors MUST attend a planning meeting before the fair.***

All ticket sellers must be a minimum of 21 years of age or older. Failure to follow this will result in a deduction from the end payment.

Shift schedule	7 am – 11 am	11 am – 3 pm
	3 pm – 6 pm	6 pm – 9 pm

**Your bid proposal must include your proof of insurance, references or work experience/history and plan of operation for this position**

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

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Bid Proposal \$ \_\_\_\_\_**

*The Defiance County Agricultural Society reserves the right to refuse any or all bids*

*Mail bids to Defiance County Agricultural Society, P.O. Box 184, Hicksville, OH 43526*

**Sealed Bids due April 7, 2017**

**Bids will be opened and read April 11, 2017**

**Decision on bids will be made at the Director's Meeting**