

## 2011 CLIENT REGISTRATION FORM

### **2011 AG-QUIP FIELD DAYS**

#### **I NEED ACCOMMODATION FOR AG QUIP BUT EVERYTHING IS BOOKED OUT!**

Generally, accommodation in Gunnedah is BOOKED OUT from year to year over the Ag Quip Period. The Gunnedah Home Hosting Service may be the best option to secure accommodation for the Field Days.

#### **WHAT IS HOME HOSTING?**

Gunnedah Home Hosting programme is coordinated by the Gunnedah Visitor Information Centre to assist visitors and exhibitors to find accommodation during the busy Ag Quip period.

Home Hosting is a bed and light breakfast style accommodation service whereby clients are 'billeted' by local Gunnedah residents in their private homes. Clients are provided with a cozy bed, full linen and light breakfast (cereal, fruit, toast, tea /coffee/ juice) topped off with Country Hospitality!

#### **HOW CAN I REGISTER FOR HOME HOSTING?**

##### **Online Registration**

Click on the 'BOOK NOW' icon, complete and submit the online Client registration form. Your completed form will be sent to the Gunnedah Visitor Information for Processing.

Once received *Home Hosting* will process your request and issue you a Tax Invoice for immediate payment. **PLEASE NOTE** – HOME HOSTING CAN NOT ALLOCATE YOU ACCOMMODATION UNTIL FULL PAYMENT IS RECEIVED. Once payment is received, *Home Hosting* will allocate you accommodation and details of your HOST will be provided.

##### **Download PDF**

Please download the Client Registration PDF and FAX or MAIL your completed accommodation registration as quickly as possible. A prompt reply will increase your chances of securing a booking.

Completed PDF Registrations can be faxed to 02 6740 2237 or mailed to Gunnedah Home Hosting at PO Box 63, GUNNEDAH NSW 2380.

Once received *Home Hosting* will process your request and issue you a Tax Invoice for immediate payment. **PLEASE NOTE** – HOME HOSTING CAN NOT ALLOCATE YOU ACCOMMODATION UNTIL FULL PAYMENT IS RECEIVED. Once payment is received, *Home Hosting* will allocate you accommodation and details of your HOST will be provided.

#### **TARRIFF**

The tariff is \$88 (including GST) per person per night for bed and light continental breakfast with a minimum booking of two (2) nights stay.

## HOW CAN I PAY?

Home Hosting welcomes payment by cheque, direct deposit or by credit card.

Cheques can be posted to:

**Gunnedah Home Hosting**  
**Po Box 63**  
**GUNNEDAH NSW 2380**

Direct Deposit details will be provided on your Tax Invoice. When paying via Direct Deposit please ensure your Company Name is included as the Reference.

CANCELLATIONS: An \$88.00 fee applies to all cancellations up to C.O.B. Friday 05/08/2011. Cancellations received after that date will incur a fee of \$100.00 per booking and all bookings cancelled after C.O.B. Friday 12/08/2011 are NON REFUNDABLE. Please notify Gunnedah Home Hosting of all cancellations in writing via email [info@gunnedahhomehosting.com.au](mailto:info@gunnedahhomehosting.com.au) or via Fax (02) 6740 2237.

## WHO CAN I CONTACT IF I NEED HELP?

Gunnedah Home Hosting is coordinated by the friendly staff of the Gunnedah Visitor Information Centre. Contact Belinda, Leanne or Lisa on FREECALL 1800 KOALAS (1800 562 527) or email [info@gunnedahhomehosting.com.au](mailto:info@gunnedahhomehosting.com.au) for assistance.

## HOME HOSTING ISNT 'MY CUP OF TEA' – WHAT NOW?

Local motels, caravan parks, pub stay and self contained accommodation will now be booked out over the AG QUIP Field Days.

If you are after motel style accommodation, you will need to book accommodation in one of the towns surrounding Gunnedah, all of which are approximately one (1) hours drive. Please contact the relevant Visitor Information Centre for a listing of available accommodation:

|                       |                |
|-----------------------|----------------|
| Tamworth              | (02) 6767 5300 |
| Quirindi/ Willow Tree | (02) 6747 1226 |
| Coonabarabran         | (02) 6849 2141 |
| Narrabri              | (02) 6799 6760 |

## REGISTRATION DETAILS

If you require Home Hosting accommodation at Ag-Quip please complete your accommodation requirements in the spaces provided and return by fax or mail to:

GUNNEDAH VISITOR INFORMATION CENTRE

Fax: (02) 6740 2237 or Postal Address: PO Box 63, GUNNEDAH NSW 2380.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## NIGHTS AND NUMBER OF ROOM TYPE REQUIRED

Indicate in each section the number required. Special requirements, etc may be added in the Comments column.

|                         | Single Room | Twin Room | Double Room | No of Men | No of Women | Total Persons | Comments |
|-------------------------|-------------|-----------|-------------|-----------|-------------|---------------|----------|
| <b>Saturday (13/8)</b>  |             |           |             |           |             |               |          |
| <b>Sunday (14/8)</b>    |             |           |             |           |             |               |          |
| <b>Monday (15/8)</b>    |             |           |             |           |             |               |          |
| <b>Tuesday (16/8)</b>   |             |           |             |           |             |               |          |
| <b>Wednesday (17/8)</b> |             |           |             |           |             |               |          |
| <b>Thursday (18/8)</b>  |             |           |             |           |             |               |          |
| <b>Friday (19/8)</b>    |             |           |             |           |             |               |          |

## ADDITIONAL COMMENTS

\_\_\_\_\_

## PLEASE SIGN TO SECURE ACCOMMODATION

\_\_\_\_\_

(The person signing accepts responsibility for any outstanding account that is a result of the above booking.)

## ACCOMMODATION CHARGES & ACCOUNT PAYMENT PARTICULARS

\$88.00 (including GST) per person per night is the standard charge for bed & light continental breakfast with a MINIMUM booking of two (2) nights stay required. On receipt of your Registration Form, accommodation requirements will be processed and a Tax Invoice forwarded. Full payment of invoice is required to secure your booking.

*CANCELLATIONS: An \$88.00 fee applies to all cancellations up to C.O.B. Friday 05/08/2011. Cancellations received after that date will incur a fee of \$100.00 per booking and all bookings cancelled after C.O.B. Friday 12/08/2011 are NON REFUNDABLE. Please Notify Gunnedah Home Hosting of all cancellations in writing via email [info@gunnedahhomehosting.com.au](mailto:info@gunnedahhomehosting.com.au) or via Fax (02) 6740 2237.*

**PLEASE KEEP THIS FOR YOUR RECORDS**

**Gunnedah Home Hosting Process**

✓ *Tick as complete*

- Step 1: Complete *Home Hosting* Registration Form
- Step 2: Return *Home Hosting* Registration Form online or via Fax or Mail
- Step 3: Once received *Home Hosting* will process your request and issue you a Tax Invoice
- Step 4: Receive your Tax Invoice
- Step 5: Full payment of Tax Invoice required. (Cheque, & Direct deposit accepted)
- Step 6: Once payment is received *Home Hosting* will allocate you a 'Host'  
(NB You will not be allocated any accommodation until payment, in full, is received)
- Step 7: Receive your home stay accommodation map and 'Host' contact details
- Step 8: Make contact with your 'Host' to introduce yourself and discuss any meal requirements
- Step 9: Contact *Home Hosting* directly should you wish to vary your booking details