



# 80<sup>th</sup> Exhibition 2022

## ARTISTS SOCIETY OF CANBERRA

FITTERS WORKSHOP, KINGSTON FORESHORE

25 February - 4 March 2022

### Roster information

1. Exhibitors at the ASOC 80<sup>th</sup> Exhibition are required to contribute to the operation of the exhibition through two rostered time slots or the equivalent service in organizing the exhibition.
2. The information below is intended to assist exhibitors choose suitable time slots to enter in their **on-line entry form**. The roster can only be completed on-line, paper copies will not be accepted.
3. Please nominate three slots. Roster places will be allocated on a first-in basis.
4. Exhibitors may ask a family member or friend to stand in for them. There is a box on the on-line entry form where exhibitors can add the name and contact details of their stand-in.
5. Note: Management Committee (MC) and 80<sup>th</sup> Exhibition Project Team (EPT) members are exempt, as they are contributing to the running of the exhibition in other ways. Please indicate in the box on the on-line entry form if you are an MC or EPT member.
6. If you have special requirements, such as you require a seated task, please indicate this in the Special Requirements field on the on-line entry form.
7. Priority will be given to staffing the sales tables. You will be advised of the duties, days and time slots allocated to you.

Day	Tasks	Morning	Afternoon	Evening
<b>SETUP</b> Thursday 24 Feb	<ul style="list-style-type: none"> <li>• Deliver items from M16 Studio to Fitters Workshop</li> <li>• Accept delivery of rented materials at Fitters Workshop</li> <li>• Arrange sales tables</li> <li>• Set up card and unframed works area</li> </ul>	8:00am – 11:00am		
<b>Check-In Artworks</b> Thursday 24 Feb	<ul style="list-style-type: none"> <li>• Check in framed artworks</li> <li>• Check in unframed artworks and cards</li> </ul>	10:45am – 2:00pm		
<b>Exhibition Curation</b> Thursday 24 Feb	<ul style="list-style-type: none"> <li>• Hang artworks</li> </ul>		2:00pm – 5:00pm	
Friday 25 Feb	<ul style="list-style-type: none"> <li>• Judging (no volunteers required)</li> </ul>	morning		

Day	Tasks	Morning	Afternoon	Evening
<b>Official Opening</b> Friday 25 Feb	<ul style="list-style-type: none"> <li>Assist in preparing and running the Opening ceremony. There will be a range of activities such as arranging the area for the official opening, setting up chairs, assisting with food and drink service</li> <li><b>Opening Ceremony 7:00pm</b></li> </ul>		3:00pm – 6:00pm	6:00pm-8:30pm
Friday 25 Feb	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>			5:50pm to 9:00pm
Saturday 26 Feb	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm	
Sunday 27 Feb	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm	
Monday 28 Feb	EXHIBITION CLOSED			
Tuesday 1 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm	
Wednesday 2 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm	
Thursday 3 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm	
Friday 4 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Sales table / Cards sales</li> <li>Floor Warden</li> </ul>	9:40am – 1:10pm	1:00pm – 4:40pm	4:30pm – 8:10pm
Saturday 5 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Check out sold art works</li> <li>Check out unsold artworks, cards and unframed art</li> </ul>	8:45am – 11:30am		
Saturday 5 Mar	<ul style="list-style-type: none"> <li>Welcome &amp; sign in (COVID registration)</li> <li>Pack up and return items to ASOC studio</li> <li>Collection of rented materials</li> <li>Clean-up Fitters Workshop</li> </ul>	11:30am – 3:30pm		