



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

**ARTISTS SOCIETY OF CANBERRA**

FITTERS WORKSHOP, KINGSTON FORESHORE

20 -31 October 2022

## Roster information

1. Exhibitors at the ASOC 80<sup>th</sup> Spring 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 time slots. You will be assigned to two of them. 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) members who contribute to the general running of the Exhibition and Exhibition Project Team (EPT) Members are exempt. Please indicate in the box on the on-line entry form if you are a contributing 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
<b>SETUP</b> Thursday 20 Oct	<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 20 Oct	<ul style="list-style-type: none"> <li>• Check in framed artworks</li> <li>• Check in unframed artworks and cards</li> </ul>	11:00am – 2:00pm	
<b>Exhibition Curation</b> Thursday 20 Oct	<ul style="list-style-type: none"> <li>• Hang artworks</li> </ul>		2:00pm – 5:00pm
Friday 21 Oct	<ul style="list-style-type: none"> <li>• Judging (no volunteers required)</li> </ul>	morning	
Friday 21 Oct	<ul style="list-style-type: none"> <li>• Assist in preparing and running Opening Ceremony. There will be a range of activities such as arranging the area for</li> </ul>		2pm - 8pm

	<p>the official opening, setting up chairs, assisting with food and drink service</p> <ul style="list-style-type: none"> <li>• Opening Ceremony 7:00pm</li> </ul>		
Saturday 22 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Sunday 23 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Monday 24 Oct	EXHIBITION CLOSED		
Tuesday 25 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Wednesday 26 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Thursday 27 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Friday 28 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Saturday 29 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 5:30pm
Sunday 30 Oct	<ul style="list-style-type: none"> <li>• Sales table / Cards sales</li> <li>• Floor Warden</li> </ul>	9:40am – 1:40pm	1:30pm – 4:30pm
Sunday 30 Oct	<ul style="list-style-type: none"> <li>• Check out sold art works</li> </ul>		4.30pm – 5.30 pm
Sunday 30 Oct	<ul style="list-style-type: none"> <li>• Check out unsold artworks, cards and unframed art</li> </ul>		5.00pm – 6.00pm
Monday 31 Oct	<ul style="list-style-type: none"> <li>• Pack up and return items to ASOC studio</li> <li>• Collection of rented materials</li> <li>• Clean-up Fitters Workshop</li> </ul>	8:00am – 12:00 noon	