



Spring Exhibition 2024

ARTISTS SOCIETY OF CANBERRA

FITTERS WORKSHOP, KINGSTON

17 - 28 October 2024

Roster Information

1. Exhibitors at the ASOC Spring Exhibition 2024 are required to contribute to the operation of the exhibition through two rostered time slots or the equivalent service in organising the exhibition.
2. The information below is intended to assist exhibitors to choose suitable preferences 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 preferences. You will be assigned to two of them. Roster places will generally be allocated on a first-in basis. Note that the tasks in some of the time slots will require more physical exertion than others.
4. Exhibitors may ask a family member or friend to stand in for them. That person does not have to be an ASOC member. There is space on the on-line entry form where exhibitors can add the name and contact details of their stand-in.
5. Members of the Management Committee (MC) who make a significant contribution to the general running of the Exhibition and members of the Spring Exhibition Sub-committee are exempt.
6. Members aged 85-plus are ineligible for rostered duties due to insurance requirements. You need not arrange for someone to stand in for you.
7. If you have special requirements, such as needing a seated task, or a particular time because you are a Distant Member, please indicate this in the Specific Requirements box on the form.
8. You will be advised of the duties, days and times allocated to you.
9. Free parking will be available in the unsealed car park at the side of the Fitters Workshop, behind the Old Bus Depot Markets. Parking in this area may be limited on Sundays because of the Markets.

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Day	Tasks	Morning	Afternoon
THUR 17 OCT			
SET UP	<ul style="list-style-type: none"> • Deliver items from M16 Studio to Fitters Workshop • Accept delivery of rented materials at Fitters Workshop • Arrange sales tables • Set up card and unframed works area 	8:00 – 11:00am limited places	
CHECK IN EXHIBITION ITEMS	<ul style="list-style-type: none"> • Check in framed artworks • Check in cards and unframed artworks 	11:40am – 2:30pm	
EXHIBITION CURATION	<ul style="list-style-type: none"> • Hang artworks 		2:30 – 5:00pm
FRI 18 OCT	Judging Day - no rostered tasks		
SAT 19 OCT DAY	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50 – 3:00pm
SAT 19 OCT SPONSORS PREVIEW AND OPENING CEREMONY	<ul style="list-style-type: none"> • Set-up for Opening Events – e.g. furniture, PA system, refreshments etc. • Welcome sponsors and dignitaries • Serve food and drinks • Sales table / Cards and unframed sales • Assist with prizes and photography of prize winners and sponsors • Other tasks as required 	Evening 5:00 – 8:00pm	
		Morning	Afternoon
SUN 20 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm
MONDAY 21 OCT	Exhibition Closed		
TUE 22 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm
WED 23 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm
THUR 24 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm
FRI 25 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm
SAT 26 OCT	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 1:00pm	12:50pm – 4:00pm

Day	Tasks	Morning	Afternoon
SUN 27 OCT			
	<ul style="list-style-type: none"> • Sales table / Cards and unframed sales • Floor warden 	9:50am – 12:00 noon	11:50am – 3:00pm
	<ul style="list-style-type: none"> • Check out sold art works • Check out unsold artworks • Check out unsold cards and unframed 	After close of exhibition 3:15 – 6:00pm	
MON 28 OCT	<ul style="list-style-type: none"> • Pack up and return items to ASOC studio • Collection of rented materials • Clean-up Fitters Workshop 	8:00am – 12:00 noon limited places	