

GUIDE TO SUBMITTING ENTRIES FOR THE ASOC SPRING EXHIBITION 2026

You may enter up to six artworks for the judged exhibition. Two Miniatures count as one artwork. You may also submit up to 20 ready-to-frame artworks for the sales area, and up to 100 cards for the sales area.

The amount to pay for your entry will be calculated automatically and your online payment will be made as part of the entry process.

- Check that you are a **financial member** of ASOC. You must remain financial throughout the period of the Exhibition.
- Read the **Terms and Conditions of Entry**.
- Read the **Roster Information** and decide on the three different timeslots you wish to nominate for your rostered duty. You will be allocated two of these. If someone else is going to do the duty for you, you will need to supply their name and contact details. Members who are 85 years or older are exempt from duty. If you already have an allocated role in organising the Exhibition, make a note in the 'Specific Requirements' field.
- If you have **special requirements**, e.g., a seated task, you should enter early to ensure that a suitable role is available. Some time-slots do not offer seated tasks. The **Roster Information** document indicates which tasks are available at each time.
- Gather the information you need for each of the artworks you are entering into the Exhibition.
- Gather the information you need for any cards or ready-to frame artworks that you wish to submit for sale in the sales area (as distinct from the judged Exhibition).
- Know the title of your artwork and its price. Type correctly. The information that you enter will appear in the catalogue, on the wall label and in the sales system. It will not be possible to change the information that you supply once you have submitted your entry.
- Have your debit or credit card handy for payment.
- Have your own bank details handy – BSB, account number and account name. Entering these is optional. We ask for them to help us make payments to you for your prizes and sales at the Exhibition.
- Note that it is possible to select 'Save and Continue' if you need to leave your partly completed form. See details below.

FOR WORKS BEING ENTERED IN THE JUDGED EXHIBITION

You will need to supply the following information for each artwork.

- Entry Category
- Media used – this might be the same as the category, e.g., oils. Sometimes more than one medium is used for a work, e.g., ink and watercolour wash, graphite and charcoal,

pastel on watercolour underpainting. This information will appear on the wall-label for the work. Please list up to four main media used. Printmakers may briefly state the specific process used and the edition of the print.

- The overall height and width of each artwork, including the frame. Miniatures, as distinct from other small works, must meet the judging criteria for the category and the **unframed** perimeter of the work must not exceed 40 cm. Refer to the Terms and Conditions for details of what constitutes a Miniature.
- Price in whole dollars

IF YOU WISH TO ENTER ITEMS FOR THE SALES AREA, THEY MUST BE INCLUDED ON THE SAME ENTRY FORM AS YOUR EXHIBITION ENTRIES - SEE BELOW

TO SAVE AND COMPLETE YOUR ENTRY FORM LATER

You can save your partly completed form and return to it later. Use the **Save and Continue Later** button at the end of the form. A link to the saved form will appear. You will be able to send the link to your own email address. Then you just need to open your email and click on the link when you want to return to the form.

PAYING FOR YOUR ENTRY

Your entry fee will be calculated automatically and payment details must be entered on the form before you submit it. Payment is by credit or debit card only. All payments go to ASOC via the eWay secure credit/debit card gateway. We never see or retain details of your card.

SUBMITTING YOUR ENTRY AND RECEIVING ACKNOWLEDGMENT

After you complete the form, including your payment details, click **once** on the **Submit** button. **Do not click more than once**. You will receive an email confirming receipt of your entry and a copy of your entry information. If you do not see the email, first check your junk mail or spam. If you have still not received it, contact us via the Connect page of the website or at webmaster@asoc.net.au.

READ ON ONLY if you wish to submit ready-to-frame works and/or cards for the sales area.

READY-TO-FRAME WORKS FOR THE SALES AREA (as distinct from the judged Exhibition)

For **each of the works you are submitting for sale in the sales area**, have the following information to hand before you start on the entry form. Up to 20 works may be submitted.

- Title of work
- Medium used
- Price in whole dollars
- A unique code for each work consisting of your three initials and two digits, e.g., JAP01, JAP02 etc. These codes are used to keep track of sales.

CARDS FOR THE SALES AREA

You may submit up to 100 cards altogether. Only individual cards will be accepted – no packs.

Group your cards into **batches** according to their whole-dollar price, not according to size or subject matter. The minimum price is \$4.

Up to six batches may be submitted, i.e., up to six different price-points.

For **each batch**, you will be asked to give a unique code consisting of the three initials of your name and three digits e.g., MJB001, MJB002. These codes are used to keep track of sales.

See the ASOC website for information about presenting your artwork, about sales area items, and delivery and collection times.