

FOBI Brief – Exhibitor Support

Activity Details	
Your role:	Exhibitor Support
Reporting to:	Team coordinator: Jaycee Jiang - 0435 159 298
Dates:	Friday, 14 August 2026 Saturday, 15 August 2026
Venue:	Princes Wharf No.1
Address:	Castray Esplanade, Hobart, 7000
Event Timings:	8.30am-3.00pm (Friday) 8.30am-6.00pm (Saturday)
Responsibilities:	- Assist exhibitors on their stall during busy periods or to cover (lunch/toilet) breaks - Assist exhibitors with morning setup and resetting/pack down of their exhibit - Assist visitors finding exhibits to suit their interest and/or age - Engage with visitors directing their involvement in activities - Monitor site queues and support smooth visitor flow throughout the venue. - Be aware of any OH&S risks and report as needed - Direct visitors to exits at the end of the session
Event Timings - Friday	
8.30am	Arrive at Princes Wharf No.1, sign in, and collect FOBI t-shirt
8.45am	Briefing with our Jaycee Jiang about the responsibilities and timeline of the day.
9.15am-10.45am	Schools Session 1

10.45am-11.00am	Quick break
11.00am-12.30pm	Schools Session 2
12.30pm-1.00pm	Lunch break
1.00pm-2.30pm	Schools Session 3
2.30pm-3.00pm	Assist resetting of the festival space for public day
3.00pm	Finish for the day – <i>sign out!</i>
Event Timings - Saturday	
8.30am	Arrive at Princes Wharf No.1, sign in, and collect FOBI t-shirt
9.00am-11.30am	Session 1
11.30am-2.00pm	Session 2
1.00pm	<i>Volunteers completing their shift at 1.00pm, proceed to <i>sign out!</i></i>
2.00pm-4.30pm	Session 3
4.30pm-6.00pm	Pack Down • Assisting our exhibitors with packing down their stalls and loading their cars • Assisting the core team with packing down university equipment (media walls, tablecloths and banners)
6.00pm	<i>Volunteers completing their shift at 6.00pm, proceed to <i>sign out!</i></i>