



# A SHOWCASE OF ARTISTRY AND CRAFTSMANSHIP

OCTOBER 15-17, 2021 & DECEMBER 10-12, 2021 • CHANTILLY, VIRGINIA

## Artisan Services Manual

### FESTIVAL SCHEDULE

(Hours are subject to change. Should a change occur, all artisans will be notified in writing.)

#### MOVE-IN

Thursday, December 9                      9:00 AM – 7:00 PM

**ALL BOOTHS MUST BE SET BY 7:00 PM ON THURSDAY, DECEMBER 9, 2021.** After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the Festival. **If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Show Management at 571-445-6416.**

#### FESTIVAL HOURS

Friday, December 10	10:00 AM – 5:00 PM
Saturday, December 11	10:00 AM – 5:00 PM
Sunday, December 12	10:00 AM – 4:00 PM

All booths must be staffed by the Artist during Festival hours. Booth sitters are available for breaks. Artists may access the Dulles Expo Center starting at 8AM on Friday and Saturday, and 8:30AM on Sunday.

#### MOVE OUT

Sunday, December 12                      4:00 PM – 9:00 PM

NOTE: With respect and safety to fellow artisans, no display may be dismantled or packing started before 4:00 PM on Sunday, December 12. Any artist who dismantles early will not be accepted at future Capital Art & Craft Festivals. All trash and leftover items must be removed prior to leaving.

### Service Order Forms

HALE is the official contractor for furnishing rentals and material handling. Artist can order furnishings through Hale [here](#). Please send an email to [csr@haleexpo.com](mailto:csr@haleexpo.com) with the show name, company name and an email address that you would like a link to be sent to. Hale Customer Service Department will send a username and password to the online ordering

Electricity is NOT included with your booth. Electric and internet can be ordered through Dulles Expo Center. Orders may be placed [here](#). Forelectrical and internet questions – Khyrsta Sink; [ksink@dullesexpo.com](mailto:ksink@dullesexpo.com), 703-766-



## Shipping Information

Shipments to the Dulles Expo Center should arrive Wednesday, December 8 or Thursday, December 9, 2021.

Dulles Expo Center  
Attn: Hale Northeastern  
Artisan Name and Booth #  
Capital Art & Craft Festival  
4320 Chantilly Shopping Center  
Chantilly, VA 20151

Directions can be found [here](#).

**THE DULLES EXPO CENTER DOES NOT HAVE THE CAPACITY TO RECEIVE AND STORE EXHIBIT MATERIALS PRIOR TO THE PUBLISHED MOVE-IN HOURS. IF YOUR MATERIALS ARE RECEIVED PRIOR TO THE SCHEDULED MOVE-IN TIME, YOUR PACKAGE MAY BE TURNED AWAY.**

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## Festival Rules

Please familiarize yourself with the Festival and Dulles Expo Center rules so you are compliant.

[Capital Art & Craft Festival Rules](#)

[Dulles Expo Center Rules](#)

**New for 2021 Winter Capital Art & Craft Festival:** By order of the Fire Marshal, canopies or other types of roofing is not permitted in the Dulles Expo Center. Frames may be used just the top can't be used.

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## Registration

Each Artist will receive a total of 4 name badges per booth. If more than four (4) staff will be working with your booth, please contact [capitalcraftfairs@spargoinc.com](mailto:capitalcraftfairs@spargoinc.com). Each badge will include Name, Company Name, City and State. Deadline to register you and your booth staff will be Friday December 3, 2021. To register you and your booth staff use: [ARTIST/VENDOR REGISTRATION FORM](#)

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## Lodging

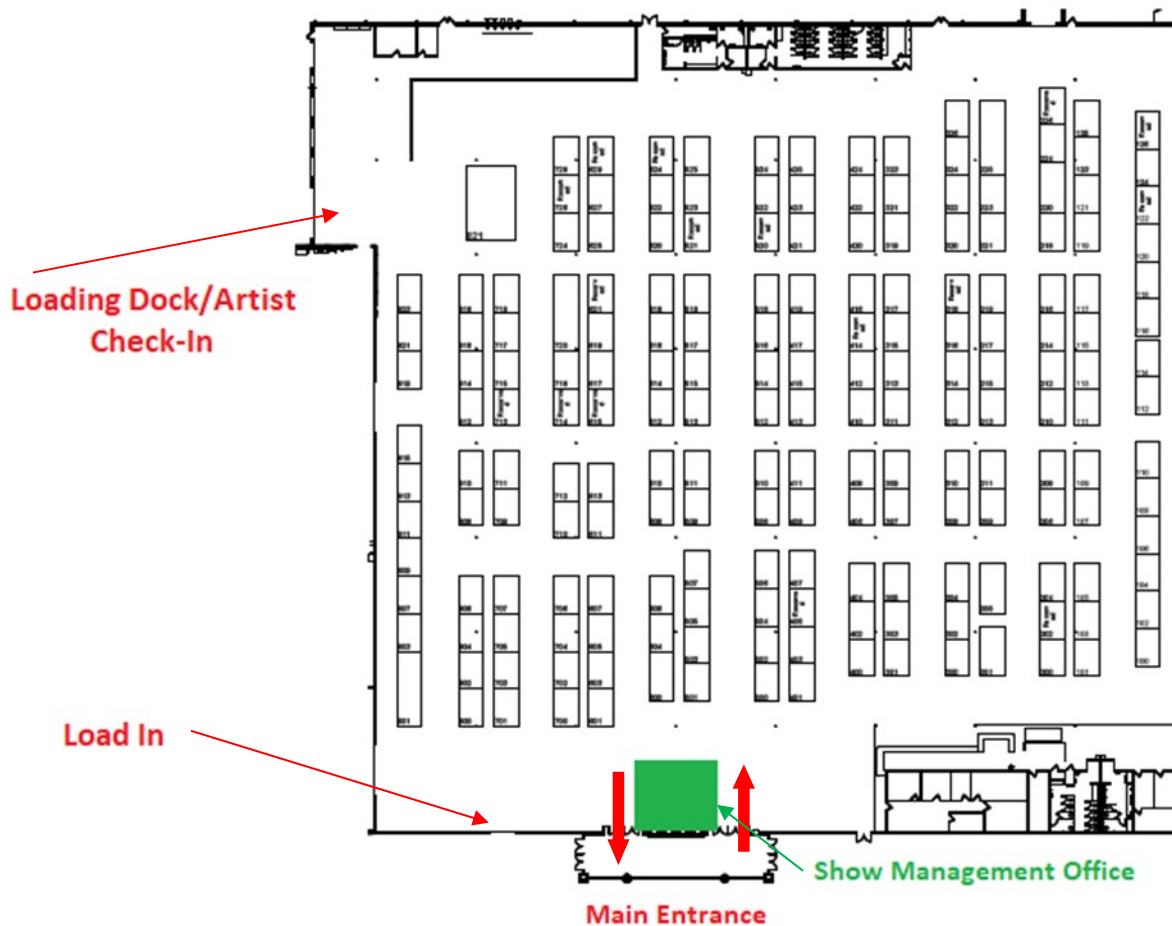
Discount Hotel rooms are available for artists. Please click [here](#) for more information about hotel rooms and campground details. **Please be aware** companies other than [Winter 2021 Capital Art & Craft Festivals Official Hotels](#) may contact you and indicate that they are affiliated with Capital Art & Craft Festivals and claim to offer hotels at 'reduced' rates. These companies are not affiliated in any way with Capital Art & Craft Festivals, and it is highly recommended that you do not use their services.



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## General Artisan Information





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**Artist check-in** is by the loading dock in the left rear side of the exhibit hall. Please bring your photo ID. You will receive your Artist badge upon check-in. ID Signs will be pre-hung in the booths. **Artists should use the dock entrance on show days.**

**Booth Set up** - Standard booth space is 10'd x 15'w. Booths should be professional and aesthetically pleasing. All booth structures and materials displayed must fit in the confines of the booth space floor marking including booth personnel. Tent tops are not permitted in the Dulles Expo Center. **You may use your set up without the top.** New for 2021 Winter Capital Art & Craft Festival: all booth spaces will automatically be set up with 8' white back drapes and 8' white side drapes with storage behind your booth. You may set your booth using the full 15' width or keep part clear for social distancing. If you wish the drape removed just ask one of the CACF staff and we'll remove it.

**Electricity** is not included with the purchase of your booth. If needed, order through [Dulles Expo Center](#). For electrical and internet questions, please contact Khyrsta Sink; [ksink@dullesexpo.com](mailto:ksink@dullesexpo.com) or by calling 703-766-1312.

**Insurance.** Show management will take all reasonable precautions to protect the Artist's property but will not be responsible for damage or loss. Comprehensive liability insurance and product coverage insurance and the cost of is the responsibility of each individual Artisan. Please check your insurance policies.

**Move-in and move-out** will be through the marked front rollup doors or the loading dock. The Fire Marshall has prohibited driving of motor vehicles in the Dulles Expo Hall. Porter service will be available if needed.

**Parking** is free. There is an Artist parking lot by the loading dock. The Dulles Expo Center does not allow overnight parking.

**Storage** is allowed in the marked space behind the booth. No materials may be placed on the Do Not Block areas per Fire Marshal regulations

**Security** will be onsite during move in/out, during show days and overnight. The building will be locked down at night. Care should be taken whenever you are not in your booth including overnight. Artists should be observant and report any abnormal behavior to the show management office located by the front entrance.

**Sales tax** collection is the responsibility of the Artist. The sales tax form and further information can be found [here](#).

**Sampling** - All Artists who will be offering food/beverage sampling will need to complete a Sample Sell Form. You will not need to submit any fee, CACF has that covered for the Festival. We need the forms on file if the health department comes onsite. Out of state vendors do not need to apply for a permit however should contact the Health Department to make sure their practices are in accordance with Fairfax County.

Sampling should be done "by request". Remind customers to put their masks back on after sampling. Please complete the [Sampling Form](#). Return to [timothy.sheetz@spargoinc.com](mailto:timothy.sheetz@spargoinc.com) (not the Dulles Expo Center) There is no fee required.

**Tents/Canopies** – Tents and canopies are no longer permitted at the Dulles Expo Center by order of the Fire Marshal. The metal frameworks that are used for tents and canopies are permitted.





Nothing may be taped, nailed, or otherwise affixed to anything in the Dulles Expo Center i.e. walls, doors, columns, restrooms. No animals allowed other than service animals.

No open flames are permitted in the Dulles Expo Center

Be prepared with hand sanitizer and wipes for your booth. Safety is a priority. Masks/face covering may be required at all times.

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## Artisan Promotions

**Artist online listing** - As a participating Artisan, you receive a **FREE** online directory listing. This listing is where patrons go to plan their visit and search for artisans and their products. The online artisan list can be found [here](#). For step-by-step instructions, please [click here](#).

**Artist Directory and Shopping Guide** - At the Festival, all participating artisans will be included in the printed “**Artist Directory and Shopping Guide**”, which will be distributed to all patrons attending the festival. Included will be artist name, city/state, website, booth number, medium, specials and pictures of your art. This information will be taken from your online directory listing the week of **November 19th**, so be sure to update your listing before then.

**Additional marketing opportunity** - We are providing complimentary hard copy postcards for promoting your participation at the Winter 2021 Capital Art & Craft Festival. [Please request your postcard here](#). Digital postcards will be sent in a separate email.

**Social media posts** - Once you complete your online profile, we will use this information to promote you via social media channels.

**Free tickets** - Each artist will receive 50 free tickets to pass out to their clients. Details will be sent in a separate newsletter.

**Don't forget to add the Capital Art & Craft Festival to your online show calendar.**