



The key to success for Artists at the **2023 Winter Capital Art & Craft Festival** is maximum exposure to attendees. The best way to achieve your goals is to let attendees know what you have to offer as well as where you are located in the exhibit hall. Increase your exposure and help exceed your goals at the event by following the instructions below to update your company listing.

### Artist Listing Instructions

**Step 1:** Go to [https://events.jspargo.com/ccfdec23/Public/e\\_login.aspx?ID=103825&sortMenu=104000](https://events.jspargo.com/ccfdec23/Public/e_login.aspx?ID=103825&sortMenu=104000)

**Step 2:** Click on Artisan/Vendor Login along the top bar of website

**Step 3:** Log in to your Artist Portal with your company password. For password assistance, please contact: Judy Spargo at [Judy.Spargo@spargoinc.com](mailto:Judy.Spargo@spargoinc.com)

<p>Welcome to the Capital Art and Craft Festival Winter 2023 Online Artist Portal</p> <p>Manage your online profile, printed program information and booth payments.</p>	<p><input type="password"/> Password</p> <p><input type="checkbox"/> Stay signed in</p> <p><input type="button" value="LOGIN"/></p> <p>Forgot your password? Please email <a href="mailto:exhibitorservices@spargoinc.com">exhibitorservices@spargoinc.com</a></p>
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**Step 4:** Select “Edit Booth Listing”

<p><b>! Edit Booth Listing</b></p> <hr/> <p>Manage the information that appears in your Artist listing so attendees know to visit you on the show floor.</p>
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### Step 5: Update the following information:

Booth Info	
Contact Name*	<input type="text"/>
Email*	<input type="text"/>
Website URL (must include http://www)	<input type="text"/>
Address1*	<input type="text"/>
Address2	<input type="text"/>
Country*	<input type="text" value="v"/>
State*	<input type="text" value="v"/>
City*	<input type="text"/>
Zip*	<input type="text"/>

*\*Asterisk denotes required field*

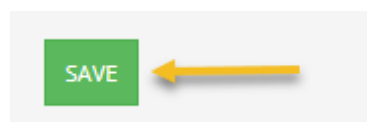
### Step 6: Complete your 500 Character Print Profile

Print Profile (Max 500 Characters)\*

### Step 7: Add your social media handles

Instagram	<input type="text"/>
Twitter	<input type="text"/>
Facebook	<input type="text"/>
LinkedIn	<input type="text"/>

### Step 8: Hit "Save"



## Step 9: Enter Products, Videos, and show Specials through the Artist Portal button

### Products

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Manage up to (5) products, including images and descriptions for each.

### Videos

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Include a video to showcase your company and products.  
*(recommended under 3 mins)*

### Show Specials

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Announce up to (3) show specials you plan to offer during the expo.