

Capital Art and Craft Festival Information and Rules

Exhibited work must be consistent with the work submitted and accepted with the Artist application. Any change must be submitted to festival management for approval. Product misrepresentation will result in immediate removal from the event, forfeit of booth fee, and will be prohibited from participating in future events. All work must be original, handmade by the Artist. No buy/sell, kits, intended for animals or mass-produced products permitted.

Booth Space

Booths must be professional in design to create an environment to best represent and showcase your work. **You are creating a showroom! You work hard on your art so be sure to reflect that with your booth set up.** Engage with each person who comes to your booth. Smile, dress comfortable and neat. (Sitting in the back on your cell phone won't cut it.)

Each booth space is set with 8' white pipe and drape on the back and both sides and an ID sign. Corner booths are set with one side only, leaving the aisle side open. Booth ID sign includes company name, city/state, and booth number. Each booth includes shared storage space behind the booth. Tables with skirts must touch the floor with no boxes/bins exposed.

Artists who have booth structures are encouraged to use them. *Tent tops are not allowed.*

Tables with skirts must touch the floor with no boxes/bins exposed. Vertical displays show better than flat. You want to catch eyes and encourage people to look at your art.

Hanging lightweight banners/signage and lights from the pipe is permitted. Be sure it is stable. If in doubt, see Festival Management. Any banner/signage should be hung with wire or thin, presentable line (no bungee cords) for a clean look. The pipe is 2" diameter.

Electric does not come with the booth. It can be ordered thru the Dulles Expo Center's website. <https://dullesexpo.com/exhibitor-services-online-ordering/>. It is recommended to order in advance. Onsite orders have increased pricing.

General

Artist must be present at their booth during all open hours. If art is a collaboration with another artist at least one must be present in the booth. Both collaborating artists must be listed on the application.

Booth sitters are available for 15 minute breaks.

Artists retain 100% of their sales and are responsible for collecting and reporting applicable sales taxes. The current Virginia Sales Tax combined with the Sales Tax Rate for Fairfax County is **6%**. Here is the link to Virginia Tax form ST-9 - <https://www.business.tax.virginia.gov/tax-eforms/st9-withschedule.php>

Insurance coverage is highly recommended and is the responsibility of the artist to carry proper insurance coverage.

Security will be present during move in, festival hours, overnight and move out.

Artists who were not accepted in the jewelry medium category may not offer jewelry for sale.

Any artist leaving prior to the end of the show will be unable to apply for future Capital Art and Craft Festivals.

Any music or video must be at a low volume as not to disturb neighboring booths. Playing copyrighted music is prohibited by the copyright laws of US unless you have a written and signed agreement.

No open flames, incense allowed in the Dulles Expo Center.

No animals are allowed other than verified service animals.

Food Vendors

Each food vendor is required to fill out the Dulles Expo Center's **Sample Sell Buyout form**. (There is no fee to the DEC, we have covered that)

And establish a **Fairfax County Temporary Food Permit**. Instructions and to see if you are required to get the permit can be found here - <https://www.fairfaxcounty.gov/health/permits/temporary-food-establishment> Under Step 2

Forms can be found here - <https://dullesexpo.com/food-beverage/>

Please contact CACF Festival Management with any questions. 703-679-3923