



CHANTILLY, VIRGINIA
MARCH 24-26, 2023

The key to success for Artists at the **2023 Spring 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 with the [online Artist listing](#).

Artist Listing Instructions

Step 1: Go to <https://events.jspargo.com/ccfmarch23/Public/enter.aspx>


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

Welcome to the Capital Art and Craft Festival Spring 2023 Online Artist Portal

Manage your online profile, printed program information and booth payments.

| | |
|---|----------------|
|  | Password |
| <input type="checkbox"/> | Stay signed in |
| LOGIN | |
| Forgot your password? Please email exhibitorservices@spargoinc.com | |

Step 4: Click on the “Edit Booth Listing” button

 **Edit Booth Listing**

Manage the information that appears in your Artist listing so attendees know to visit you on the show floor.

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

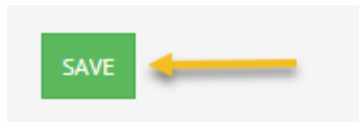
Twitter

Facebook

LinkedIn

Step 8: Hit “Save” at the bottom of

the page



Step 9: Enter Products, Videos, and Show Specials through the Artist Portal buttons

 **Products**

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

 **Videos**

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

 **Show Specials**

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