



# Artisan Services Manual

## FAIR SCHEDULE

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

### MOVE-IN

Thursday, October 15                      10:00 AM – 8:00 PM

**ALL BOOTHS MUST BE SET BY 8:00 PM ON THURSDAY, OCTOBER 15, 2020.** After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the Fair. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Show Management at 703-679-3923.

### FAIR HOURS

Friday, October 16                      12:00 PM – 7:00 PM

Saturday, October 17                      10:00 AM – 6:00 PM

Sunday, October 18                      10:00 AM – 5:00 PM

All booths must be staffed by the Artist during Fair hours. Booth sitters are available for any breaks. Artist may arrive at 8am on Friday and Saturday, 8:30am on Sunday.

### MOVE OUT

Sunday, October 18                      5:15 PM – 10:00 PM

**NOTE:** With respect and safety to fellow artisans, no display may be dismantled or packing started before 5:15 PM on Sunday, October 18. Any artist who dismantles early will not be accepted at future Capital Craft Fairs. 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](#).

Electric and internet are provided by the Dulles Expo Center. Orders may be placed [here](#). Artist [electricals guidelines](#). For electrical and internet questions – Khyrsta Sink; [ksink@dullesexpo.com](mailto:ksink@dullesexpo.com), 703-766-1312

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## Shipping Information

Shipments to the Dulles Expo Center should arrive Wednesday, October 14 or Thursday, October 15, 2020

Dulles Expo Center  
Attn: Hale Northeastern  
Artisan Name and Booth #  
Capital Craft Fair October 2020  
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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## Fair Rules

Please be sure to review the Fair rules so you are compliant.

[Capital Craft Fair Rules](#) and [Dulles Expo Center Rules](#)

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## Registration

Each Artist will receive a name badge. This will include Name, Company Name, City and State

Artists can complete their registration information [here](#).

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## Lodging

Discount Hotel rooms are available for artists. Please click [here](#) for more information about hotel rooms and campground details.

## General Artisan Information

The live floorplan can be viewed [here](#).

Artist Lounge





**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.

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

**Move-in and move-out** will be through the marked front and side 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.

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. Due to the expanded booth size all booths will be provided pipe and black/silver drape to cover storage areas behind booths. You may set your booth using the full 15' width or keep part clear for social distancing.

**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 observant and report any abnormal behavior to the show management office located by the front exit.

**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.

Nothing may be taped, nailed, or otherwise affixed to anything in the Dulled 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 will be required at all times.

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

**The Artist Lounge** is available for taking breaks. Unfortunately, due to COVID-19 beverages cannot be provided. The Dulles Expo Center water fountain is turned off. Please plan accordingly.

### **Sampling**

All Artists who will be offering sampling will need to complete a Sample Sell Form. You will not need to submit any fee, we have a buyout on for the Fair. 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 [Brittany.Spargo@spargoinc.com](mailto:Brittany.Spargo@spargoinc.com) (not the Dulles Expo Center)

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## Artisan Promotions

**Artist online listing** - As a participating Artisan, you receive a **FREE** basic online directory listing. This listing is where buyers will 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 fair, all participating artisans will be included in the printed “**Artist Directory and Shopping Guide**”, which will be distributed to all buyers attending the fair. [See a sample page here](#). Included will be artist name, city/state, website, booth number, medium, specials and five pictures of your art. This information will be taken from your online directory listing the week of September 28<sup>th</sup>, so be sure to update your listing before then.

**Additional marketing opportunity** - We have both physical and digital postcards available for you to promote your participation. Please request your option [here](#).

**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 Craft Fair to your online calendar.**