



CHANTILLY, VIRGINIA
OCTOBER 13-15, 2023

The key to success for Artists at the **2023 Fall 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/ccfoct23/Public/e_login.aspx?ID=103664&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

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

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

Stay signed in LOGIN

Forgot your password? Please email exhibitorservices@spargoinc.com

Step 4: Select “Edit Booth Listing”

! 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

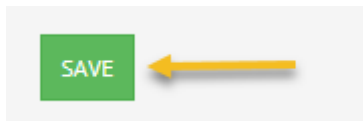
Instagram

Twitter

Facebook

LinkedIn

Step 8: Hit "Save"



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

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.

