



CHANTILLY, VIRGINIA
OCTOBER 15-17, 2021

Artisan Services Manual

FESTIVAL SCHEDULE

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

MOVE-IN

Thursday, October 14 9:00 AM – 7:00 PM

ALL BOOTHS MUST BE SET BY 7:00 PM ON THURSDAY, OCTOBER 14, 2021. After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the Festival. **If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Show Management at 703-679-3923.**

FESTIVAL HOURS

Friday, October 15	12:00 PM – 5:00 PM
Saturday, October 16	10:00 AM – 5:00 PM
Sunday, October 17	10:00 AM – 4:00 PM

All booths must be staffed by the Artist during Festival hours. Booth sitters are available for breaks. Artists may access the Dulles Expo Center at 8am on Friday and Saturday, 8:30am and Sunday.

MOVE OUT

Sunday, October 17 4:00 PM – 9:00 PM

NOTE: With respect and safety to fellow artisans, no display may be dismantled or packing started before 4:00 PM on Sunday, October 17. Any artist who dismantles early will not be accepted at future Capital Art and Craft Festivals. All trash and leftover items must be removed prior to leaving.



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Service Order Forms

HALE is the official contractor for furnishing rentals and material handling. Artist can order furnishings through Hale [here](#). Please send an email to csr@haleexpo.com with the show name, company name and an email address that you would like a link to be sent to and our Customer Service Department will send a command to our online ordering server to send a secure email link and temporary password to the email address provided.

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

Shipping Information

Shipments to the Dulles Expo Center should arrive Wednesday, October 13 or Thursday, October 14, 2021.

Dulles Expo Center
Attn: Hale Northeastern
Artisan Name and Booth #
Capital Art & Craft Festival
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.

Festival Rules

Please familiarize yourself with the Festival and Dulles Expo Center rules so you are compliant.

[Capital Art & Craft Festival Rules](#)

[Dulles Expo Center Rules](#)

Registration

Each Artist will receive a name badge. This will include Name, Company Name, City and State. We will reach out to you in the near future to assist you in registering you and your booth staff.

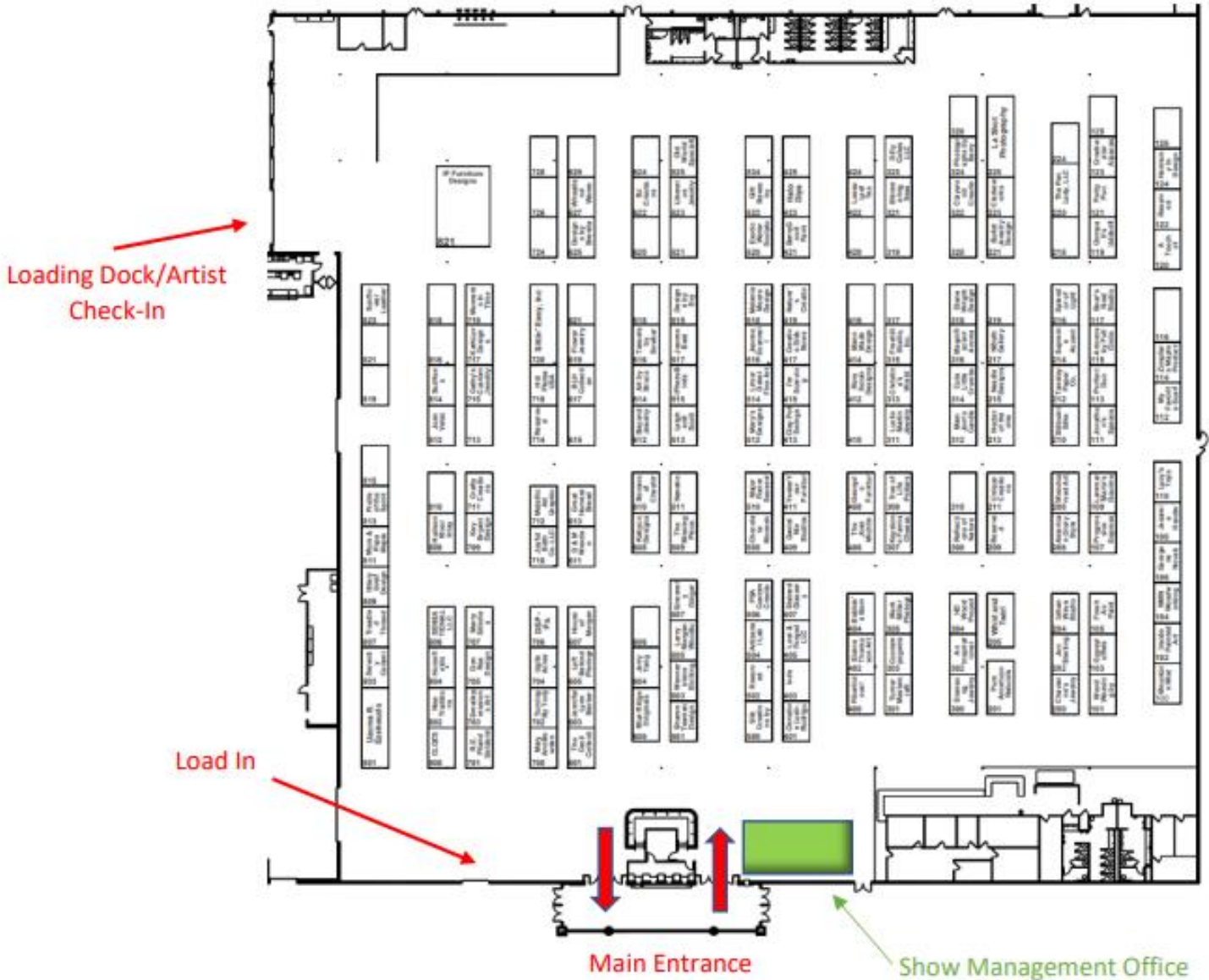


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Lodging

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

General Artisan Information





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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 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.

Booth Set up - 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. Tent tops are not permitted in the Dulles Expo Center. **You may use your set up without the top.** Due to the expanded booth size all booth spaces will automatically be set up with 8' black back drape and 3' black side drape. There will be storage behind booths. You may set your booth using the full 15' width or keep part clear for social distancing. If you wish the drape removed just ask one of the CACF staff and we'll remove it.

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 be observant and report any abnormal behavior to the show management office located by the front entrance.

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 Dulles 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 may required at all times.

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

Sampling - All Artists who will be offering food/beverage sampling will need to complete a Sample Sell Form. You will not need to submit any fee, CACF has that covered for the Festival. 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.



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Sampling should be done “by request”. Remind customers to put their masks back on after sampling. Please complete the [Sampling Form](#). Return to timothy.sheetz@spargoinc.com (not the Dulles Expo Center) There is no fee required.

Artisan Promotions

Artist online listing - As a participating Artisan, you receive a **FREE** online directory listing. This listing is where patrons 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 Festival, all participating artisans will be included in the printed “**Artist Directory and Shopping Guide**”, which will be distributed to all patrons attending the festival. Included will be artist name, city/state, website, booth number, medium, specials and pictures of your art. This information will be taken from your online directory listing the week of September 24th, 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 Art and Craft Festival to your online show calendar.