

Artist's Initials:

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# Commonwheel Artists Co-op

102 Cañon Ave., Manitou Springs, CO 80829  
719/685-1008 marketing@commonwheel.com

## *Pots by the Pound* Release Form and Contractual Agreement

**Labeling of work:** (please write clearly, if we can't read your initials, we won't know who to pay)

All work submitted: Use our white sticker and write your initials and the price.

***Please confirm your initials with the PBP committee or the shopkeeper.***

### Artists Information and Release Form

**Show Title: Pots by the Pound**

**Intake is December 30 & December 31 (10am to 6pm)**

**Dates of Sale: January 2—February 1, 2026**

***Note: Be sure to write legibly so we can pay you***

Artist's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- All work must be made by the artist selling it.
- Commonwheel reserves the right of approval on all pieces submitted.
- Commonwheel *cannot be held responsible for lost, damaged, or stolen items*, although every reasonable precaution will be taken to assure that these acts do not occur.
- Commonwheel does not track individual inventory items for this sale.
- Artist/Commonwheel split is 60/40 for non-members, 60% of each sale goes to the artist and 40% goes to Commonwheel.

\_\_\_\_\_ All unsold items by the end of the day, Friday, January 30, 2026 will be marked down to ½ price for Saturday and Sunday, January 31 and February 1. It is the responsibility of the artist to remove any items that the artist does not want to sell at ½ price before 6:00 pm on Friday, January 30.

\_\_\_\_\_ All unsold items must be picked up by the artist from 10 am to 6 pm February 2. Any items left in the shop by end of day February 2 will become Commonwheel property and will be disposed of as we see fit.

Artist's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Commonwheel Member Signature \_\_\_\_\_

# Artist's Instruction Sheet—Please Keep **Pots by the Pound**

60% of each sale goes to the Artist, 40% goes to Commonwheel

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## Complete Paperwork:

1. Fill out the "Artists Information and Contractual Agreement" form. Be sure to write legibly if you want to be paid.
2. Check with the Commonwheel salesperson to get your sales initials assigned and written on your contract. Please do not assign these yourself.
3. Fill out a "W-9" form. We will not pay you without this.
4. Give the completed forms to the Commonwheel salesperson.

## Price Your Items:

### ALL ARTWORK:

1. Use the White Stickers. Write in your initials. Add the price after your initials.
2. ***Please confirm your initials with the PBP committee or the shopkeeper.***
3. Put one sticker on each item and arrange your items in the gallery. Do not leave your items sitting in a box. We may not be able to get them put out for you and you may get your box of work back at the end of the sale.

ABC  
\$0.00

## Restocking:

You may restock your work throughout the sale.

## 1/2 Price Sale:

All items unsold by the end of the day, Friday, January 30, will be marked down to ½ price on Saturday and Sunday, January 31 and February 1. Please do not tell the public about the ½ price sale days. Commonwheel will be advertising this sale at the appropriate time.

It is the responsibility of the artist to remove any items that the artist does not want sold at ½ price before 6:00 pm on Friday, January 30.

## Picking Up Your Work:

All unsold items must be picked up by the artist from 11 am to 5 pm February 2. Any items left end of day February 2 will become Commonwheel property and will be disposed of as we see fit.