



COMMONWHEEL ARTISTS 49th Annual Labor Day Art Festival Application

ENTRY DEADLINE: May 15, 2023

2023 Calendar for Commonwheel Artists Art Festival

Festival Dates:

- Sept. 2, 3 & 4 • 10 am-5 pm

Deadlines:

- Entries Due: May 15, 2023
- Acceptance/Rejection Notices Mailed by June 1st.
- Written Cancellations must be received by July 25, 2023 to get a refund.

Set-Up Times

- Friday afternoon, Sept. 1
- Saturday morning, Sept. 2 (7am-10am)

FESTIVAL LOCATION

The Art Festival is held in Manitou Springs Memorial Park, just west of Colorado Springs, off Hwy. 24.

Contact information:

Commonwheel Festival

PO Box 42

Manitou Springs, CO 80829

festival@commonwheel.com

(719)-577-7700

www.commonwheel.com/festival

Applications are available at the gallery.

EXHIBITOR FEES

1. Applications must be mailed or placed in Festival mailbox at the shop.
2. Application must include a booth space fee check.
 - Artist 10' x 10' Booth Fee **\$197.50**
 - Artist Double 10' x 20' Booth Fee **\$395.00**
3. If you are accepted, your booth fee will be cashed on **June 11th**.
4. If you want to share your booth with an artist that is not a member of the gallery, that artist must submit a full application, pay a jury fee, and half the non-member artist booth fee:
 - Submit separate applications.
 - Non-member pays \$35 jury fee with a separate check.
 - Submits 3 images of their work.
 - Non-member pays Artist Half Booth Fee: **\$197.50**
 - Member pays Artist Half Booth Fee: **\$ 98.75**
5. Booth Fee for applications received after the jury meets in May, 2023 **\$212.50**

JURY PROCESS REQUIRES FOUR IMAGES

1. Member Image Requirements and Request
 - Images of your art that you do sell in the gallery are helpful for jury to compare to other applicants and for advertising and FaceBook posts.
2. For applications for your art not currently shown in the gallery send an email or 3-4 jpg images for each medium to: **festival@commonwheel.com**

IMAGES FOR JURY TO REVIEW & PUBLICITY

- After submitting an application, send 3 images to: **festival@commonwheel.com**.
- Email Subject Line:
(Your Name) Member Fest App Images.
- Images should show your work clearly against a solid color background. One item per image.
- Images showing the quality of your most current work.
- Images should be 300 dpi & no smaller than 6" x 8".
- Use a descriptive name for each image.

ACCEPTANCE

1. All artwork is juried by digital jpg images.
2. Images must be current and representative of your art.
3. Jurors look for work that is well conceived, expertly executed and exhibits imagination and originality.
4. All art displayed at the Festival must be the artist's own, high quality, original art similar to what was juried in.
 - Selection of exhibitors remains the exclusive right of the Commonwheel Artists Co-op and the results are final.

COVID-19 CONSIDERATIONS

The Commonwheel Festival will follow all regulations set in place relating to COVID-19 by the state and city government agencies to assure all participating artists, our volunteers and the art patrons who come to festival will be safe.

ARTIST BOOTH SPACES

1. Artist booth spaces are 10'x10'.
2. Floor mats, carpets, and ground stakes are not allowed.
3. Artists are responsible for the set up and removal of their displays and equipment and disposal of trash.
4. Anyone misrepresenting work to be displayed or breaking any rule may be asked to leave by a Festival Committee representative. *No refunds will be made.*

SALES TAX

1. Commonwheel Artists Festival holds a CO Multiple Event License.
2. Artists must collect 9.03% sales tax on all their sales.
4. Artists must pay all State, City & County sales taxes on Monday, Sept. 4, 2023, starting at 5pm at the Information Booth.
3. Artists and food vendors are responsible for collecting sales tax on each sale.

ARTIST DEMONSTRATIONS

If you wish to demonstrate, please note on your application. If a demonstration is approved, a waiver of Commonwheel's responsibility for any accidents or injuries must be provided by the artist. The artist must provide a certificate of liability insurance naming the City of Manitou Springs and Commonwheel Artists Co-op as co-insured.

Member: Colorado Artist Tour

MEMBER APPLICATION CHECK LIST

Make checks payable to: Commonwheel Artists
Incomplete applications will not be considered.

- Member Single: \$197.50 Booth Fee (10'x10')
(Will be held uncashed until June 11, 2022.)
- Signed and completed application form.
- Place application in an envelope with your name on it for the jury reply to be placed in your mailbox at the shop.
- Or include a stamped addressed envelope with your application if you wish for a reply to be mailed to you.
- Description of items for sale.
- Images emailed for jury to compare and for advertising.

Booth spaces are 10' X 10' or 10' X 20'

The layout of the park may vary from previous years depending on the number of booths and any social distancing requirements to be put in place.

You can make a location request, by checking below, but there is no guarantee we will be able to honor it.

- Same area as in 2022 Booth # _____
- El Paso Blvd. side
- Creek Side
- Center aisle, 2 open sides
- Double booth requested
- Near my friend: _____
- Request electricity for _____

Note: There is very limited electrical access.

Description of art items for sale

Specify: functional or decorative clay, wearable/clothing, jewelry: silver or beaded, watercolors, oils, weaving, etc.

ARTIST INFORMATION

Medium _____

Artist Name _____

Business Name _____

Mailing Address _____

City _____

State _____ Zip code _____

Phone # _____

E-mail address _____

Website URL _____

Vehicle Description:

Make _____ Color _____

State _____ Lic. Plate # _____

I would like to share a booth with:

Name _____

Medium _____

App Enclosed Sent Separately

• If the artist I wish to share with is not accepted,

I will I will not show individually.

Notes for the Jury Committee (Optional)

Lodging Information

Manitou Springs Chamber of Commerce
1-800-642-2567 www.manitousprings.org

The undersigned does hereby discharge, release and hold harmless, Manitou Commonwheel Artists, LLC (Commonwheel Festival), the City of Manitou Springs and all sponsors from any and all manner of action, suits, damages, or claims whatsoever arising from any loss or damages or claims, to the person or property of the undersigned while in possession or under the supervision of the sponsoring organization during the Festival, and hereby consents to enforcement of all rules of this event.

Furthermore, the undersigned artist hereby certifies that all display work is handcrafted and created by the show participant. Participant understands that any mass produced item on display will cause immediate expulsion from the Festival.

There are no rain dates. There will be no refunds or credits if a show is cancelled due to rain, floods, wind storms, or any other forces of nature after logistics and advertising have been arranged.

There will be no refund of booth fees for cancellations after July 25, 2023.

Failure to comply with the rules and regulations set forth in acceptance form may result in expulsion from this Festival.

Commonwheel Festival management reserves the right to make final interpretation of all rules.

The undersigned understands that if this application is not accepted, the booth fee will be returned.

If accepted, Commonwheel Festival has my permission to reproduce my submitted images of my artwork for advertising and marketing purposes.

The Commonwheel Festival has my permission to publish photographs or videos taken of my booth, my artwork and me during the Festival for purposes related to promotion of a future Festival.

By signing below you have agreed to all rules, policies and regulations that will be in place for the 2023 Commonwheel Art Festival.

Print Name _____

Signature _____

Date _____, 2023