

# Commonwheel Online Store Consignment Application Packet



Commonwheel Artists Co-operative is a private, juried, retail gallery that sells member and consignment artists' work and functions as a membership co-operative. Commonwheel accepts only fine arts and crafts handmade by the applying artist. Work must exhibit a high quality of workmanship and unique design.

102 Cañon Avenue  
Manitou Springs, CO 80829  
719-685-1008 Open Daily  
commonwheel.com

In order to become an Online Store Consignment Artist, and thereby sell work in Commonwheel's Online Store, an artist **MUST** complete the following steps:

## Submit Application:

- Complete the attached **Online Store Consignment Application Form** and submit it with 5-10 **quality** photographs or a CD (jpg format). Images without the Application Form will not be considered.
- All **photographs** must be marked on the back with name and address, arrow to indicate top, size of piece and number that corresponds to Online Store Consignment Application Form.
- A **summary of your art background** (you may attach a Biography or Resume)
- You must include a **SELF-ADDRESSED, STAMPED ENVELOPE**, large enough to accommodate everything you send, with appropriate postage to ensure return. If this is not provided Commonwheel will retain any CDs or other media.
- Mail or hand deliver these to Commonwheel to be reviewed by the jury before the **SECOND TUESDAY** of the month.
- Do **NOT** bring in **actual artwork unless specifically requested**.
- Non-refundable Jury Fee of \$25. Please pay by check or money order made payable to "Commonwheel Artists Co-op".

After we have reviewed your application, we will return of your photographs or CD if you have included a **self-addressed stamped envelope** to accommodate their return.

If your application has been rejected, you are welcome to apply again at a later date.

If your application has been accepted you will be sent a 1-year contract to read, sign, and return. Upon receipt of your signed contract a representative from the Web Committee will contact you to go through the process of uploading your work to Commonwheel's web site.

All accepted consignees will undergo a 1-year probationary period. The Board of Directors may review your membership at the end of your 1-year probationary period.

**Please read "Requirements and Responsibilities" for the description of a Commonwheel Online Store.**

**The Jury Committee meets on the second Tuesday of each month.** Please send or deliver your completed application to:

**Attn: Jury Committee/Online Store  
Commonwheel Artist Co-op  
102 Canon Ave., Manitou Springs, CO 80829**

# Online Store Jury Application Form

Commonwheel Artists Co-op

102 Cañon Avenue, Manitou Springs, Co 80829 719-685-1008

**Please print clearly and legibly**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Artist's Name \_\_\_\_\_ Media \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Submitting (Please indicate total number) Photos \_\_\_\_\_ CD \_\_\_\_\_

**Please number prints/files to correspond with the list below.**

Also label prints on the back with name, address, and an arrow to indicate the top.

	<b>Title</b>	<b>Medium</b>	<b>Size</b>	<b>Price</b>
<b>1</b>	_____	_____	_____	_____
<b>2</b>	_____	_____	_____	_____
<b>3</b>	_____	_____	_____	_____
<b>4</b>	_____	_____	_____	_____
<b>5</b>	_____	_____	_____	_____
<b>6</b>	_____	_____	_____	_____
<b>7</b>	_____	_____	_____	_____
<b>8</b>	_____	_____	_____	_____
<b>9</b>	_____	_____	_____	_____

# JURY APPLICATION FORM, PAGE 2

**Brief Summary of Art Background:**(You may attach a biography or resume)

**Personal Objective Statement** expressing your reasons for application to Commonwheel Co-op.

**Online Business Marketing** Please list all social media platforms you currently use in marketing your art business.

Facebook address: \_\_\_\_\_

Instagram address: \_\_\_\_\_

Linked In address: \_\_\_\_\_

Twitter address: \_\_\_\_\_

Tumblr address: \_\_\_\_\_

Web site address: \_\_\_\_\_

Blog address: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

# Requirements and Responsibilities

The Commonwheel Artists Co-op Online Store Consignee Commitment:

**Monetary Requirements:** A one-time non-refundable Jury Fee of \$25 is required with your application.

**Photographic Requirements:** The artist must be able to take usable photographs of their work to be sold. Images are the first step to attract customers. The more clearly your images show your product and convey your aesthetic as an artisan, the more customers you will attract.

The Main Image should clearly show the product without props or distractions and also be consistent with the Product Title and Description. Use a neutral background that doesn't detract from the product. The Alternate Images should show more detail of the product, the scale of the product, or what the available customizations look like.

**Shipping Requirements:** if the artist will facilitate shipping of their goods the items must be shipped within 3 business days of notification by Commonwheel for each sale. Repeated failure to do so will be grounds for termination from the Online Store.

**Returns:** Unless otherwise noted in your product description you must accept returns within at least 30 days of receipt of purchase.

**Customer Satisfaction:** Customer satisfaction is extremely important to the Commonwheel and we strive to provide the best customer experience possible. To that end it is your responsibility to be kind, courteous and responsive if a customer contacts you. Repeated negative responses will be grounds for termination from the Online Store.

## **Benefits of Online Store Representation**

- 80% commission paid to you on all work sold on our website!
- The possibility of discovery by other galleries and shops!
- Opportunity to refine online retail skills and learn about marketing and photography!
- Access to Commonwheel Artists Co-op's marketing and reputation.

If you have further questions regarding the jury process or participation in any of Commonwheel Artists Co-op's many events open to non-members, please contact us at 719-685-1008 or [art@commonwheel.com](mailto:art@commonwheel.com).