



COMMONWHEEL ARTISTS 45th Annual Labor Day Art Festival Application

ENTRY DEADLINE: MAY 31, 2019

Member:
International Festivals & Events Association
Colorado Artist Tour

2019 Calendar Commonwheel Artists Art Festival

FESTIVAL DATES:

- Aug. 31, Sept. 1 & 2 • 10 am-5 pm

DEADLINES:

- **Entries Due:** May 31, 2019
- Acceptance/Rejection Notices:
Mailed by June 15.
- **WRITTEN CANCELLATIONS** must be **received**
by July 20, 2019 to receive a refund.

Set-Up Times

- **Friday afternoon, Aug. 30**
- **Saturday morning, Aug. 31**

CONTACT INFORMATION:

COMMONWHEEL FESTIVAL
PO Box 42

MANITOU SPRINGS, CO 80829
festival@commonwheel.com
(719)-577-7700

www.commonwheel.com/festival

LODGING INFORMATION

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

EXHIBITOR FEES

Application must include **SEPARATE CHECKS** for
jury fee AND booth space fee.

Jury Fee (non-refundable) . . . \$ 35.00
Artist Booth Fee \$350.00
Food Vendor Booth Fee \$370.00

ACCEPTANCE

All artwork is juried by digital jpg images.
Images must be current and representative of the work you
will bring to the Festival.

Jurors look for work that is well conceived, expertly
executed and exhibits imagination and originality.

All items displayed must be the artist's own, high quality,
original art work.

Approximately 120 artist and food booths are accepted.

ARTISTS: FOUR (4) JPG IMAGES

1. Send four (4) jpg images on one CD.
(1) image of your booth.
(3) images that are representative of your work.
If entering more than one medium, send 3 images and **\$35 jury fee per medium.**
No online applications.
2. Images should show your work clearly against a solid color
background. One item per image.
3. Images should show the quality and diversity of your most
current work.
4. **Images should be 300 dpi & no smaller than 6" x 8".**
5. **Label CD with your name (not business) & medium.**
Use a descriptive name for each image.
6. If you wish to share a booth with another artist, both artists
must submit separate applications and separate checks.
Both artists must submit a CD with 3 images of their work
and an image of the booth.

*Selection of exhibitors remains the exclusive right of the Commonwheel
Artists Co-op and the results are final. Participation in last year's
Festival does not ensure acceptance for 2019.*

LOCATION

- The Festival is held Manitou Springs Memorial Park (west of
Colorado Springs, off Hwy. 24)

ARTIST BOOTH SPACES

- Most artist booth spaces are 10'x10', some spaces by creek
are not square, all total at least 100 sq. ft. display area.
- Floor mats, carpets, and ground stakes are not allowed.

ENTERTAINMENT

- Live music and other entertainment on stage.
- Musicians are invited to email their information to
festival@commonwheel.com to be considered.
- There are Children's Activity Areas in the Park.

SALES TAX

**Commonwheel Artists Festival holds a CO Multiple
Event License and will collect all State, City & County
taxes from each vendor on Monday, Sept. 2, 2019, 5pm
at the Info Booth.**

Artists and food vendors are responsible for collecting
sales tax on each sale.

FOOD VENDORS

1. Food Vendor spaces are approximately 12' x 16'.
2. Specialize in one style of food. Jury looks for
diversity & quality of food.
3. The El Paso County Health Department has new
Regulations and License Fees. For info, go to:
<http://www.elpasocountyhealth.org/service/retail-food-establishment-licensing-0>
4. Required with application:
 - Copy of Liability Insurance naming as co-insured:
 - a) The City of Manitou Springs, 606 Manitou Ave.
 - b) Manitou Commonwheel Artists Co-op, 102
Cañon Ave.
 - Copies of Licenses & fees paid that comply with
El Paso County requirements.
 - Valid CO Retail Food Establishment License.
 - El Paso County Public Health Special Event License.
 - Copy of compliance with El Paso County Review.
 - *Self-contained: current copy of State Health Inspection.*
 - **Failure to submit documents by July 1st will mean
exclusion from the Festival.**
5. Food Vendors must collect 8.73% sales tax on all
sales and remit to Commonwheel.
6. **Food Service Requirements:** .
 - Compostable or recyclable items.
 - **No styrofoam.** The acceptance form has more details.

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.

Set Up

Artist and Food Vendors are responsible for the set
up and removal of their displays and equipment
etc. and disposal of trash.

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.

ARTIST APPLICATION CHECK LIST

- **Make checks payable to: Commonwheel Artists**
- **Incomplete applications or applications with a single check will not be considered.**
- Artist Single:** \$350.00 Booth Fee (10'x10') **OR**
- Artist Double:** \$700.00 Booth Fee (10'x20')
- \$35.00 Jury Fee *per artist for each medium.*
- CD labeled with Your Name and Medium**
 - 3 jpg images for each medium
 - 1 Booth image.
 - (High resolution images work best for advertising.)*
- Signed and completed application form.
- Enclosed CD sized, Self-Addressed Stamped Envelope, with appropriate postage.**
NO SASE—NO CD return - CDs cannot be returned in legal-sized envelopes.
- Description of items for sale

**SPACE PREFERENCE
CHECK ALL THAT APPLY**

1. **SAME AS 2018** ___ Booth # ___
 2. Near Stage ___
 Away from Stage ___
 El Paso Ave.Side ___
 Creek Side ___
 Center Aisle with 2 open sides ___
 3. My booth fits a narrow space ___
 Dimensions _____ 4.
 4. I have a 10' x 10' Canopy ___
 5. Double Booth Requested ___
 6. Request Electricity _____
- (Food booths have priority - limited outlets avail. near stage)**

COMMONWHEEL CANNOT GUARANTEE YOU WILL GET THE SPACE YOU REQUESTED, BUT WE MAKE EVERY EFFORT TO HONOR YOUR REQUEST.

ARTIST INFORMATION

Medium _____
 Artist Name _____
 Business Name _____
 Mailing Address _____
 City _____
 State _____ Zip _____
 Phone # _____
 e-mail address _____

VEHICLE:

Make _____ Color _____
 State _____ Lic. Plate # _____

ARTISTS - LIST ITEMS FOR SALE

Specify: Functional or Decorative Clay, Wearable/Clothing, Jewelry: Silver or Beaded, Watercolors, Oils, Weaving, etc.

I WOULD LIKE TO SHARE A BOOTH WITH:

Name: _____
 Medium _____
 App Enclosed Sent Separately
 * If co-artist is not accepted
 I will will not show individually.

**PLACE ON THE WAIT LIST, IF NOT
ACCEPTED YES _____ NO _____**

WHERE DID YOU HEAR ABOUT OUR ART FESTIVAL?

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, and 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 20, 2019.

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 for the 2019 Commonwheel Art Festival.

Print Name _____

SIGNATURE _____

DATE _____, 2019

FOOD VENDOR APPLICATION CHECK LIST

• **Make checks payable to: Commonwheel Artists**

• **Incomplete applications or applications with a single check will not be considered.**

- \$370.00 Booth Fee Check.
- \$35.00 Jury Fee.
- Signed & completed application form.
- Legal-sized Self-Addressed, Stamped Envelope.**
- Booth Photo
 - Valid CO Retail Food Establishment License.**
<http://www.elpasocountyhealth.org/services/special-event-vendors>
 (REQUIRED)
- Product Liability Insurance naming as co-insured:**
 - 1. Manitou COMMONWHEEL ARTISTS, LLC**
 - 2. THE CITY OF MANITOU SPRINGS**
 (REQUIRED)

SPACE PREFERENCE

All Food Vendors are located in the Food Court area which wraps around the sides and back of the stage area.

Initial here if requesting location same as 2018 _____

COMMONWHEEL CANNOT GUARANTEE YOU WILL GET THE SPACE YOU REQUESTED, BUT WE MAKE EVERY EFFORT TO HONOR YOUR REQUEST.

Food Booth Electricity Requirements
(Be as specific as possible) _____

DESCRIBE ANY SPECIAL NEEDS: _____

FOOD VENDORS

Food Type _____

Vendor Name _____

Business Name _____

Mailing Address _____

City _____

State _____ Zip _____

Phone # _____

e-mail Address _____

VEHICLE: Make _____ Color _____

State ____ Lic. Plate # _____

List Menu Items Below, including Beverages
Or Attach a Menu to your Application
 (specializing in one style of food works best)

DESCRIPTION OF BOOTH, INCLUDING DIMENSIONS

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No refund of booth fees for cancellations after July 20, 2019.

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.

Food vendors must comply with the regulations and pay fees required by El Paso County Health Department. Commonwheel will be provided with copies of required forms/licences by July 10, 2019.

Food vendors must comply with the proper packaging for foods and the proper disposal of cooking oils.

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

If accepted, Commonwheel Festival has permission to reproduce images of my booth I have submitted for the purpose of advertising and marketing the Festival.

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

Signature below indicates agreement to all rules, policies and regulations for the 2019 Commonwheel Art Festival.

Print Name _____

SIGNATURE _____

DATE _____, 2019