



COMMONWHEEL ARTISTS FESTIVAL APPLICATION

NEW! ENTRY DEADLINE: MAY 31, 2017

A member of International Festivals and Events
Association
A Member Of Colorado Artist Tour

2017 Calendar for Commonwheel Artists 43rd Annual Labor Day Arts & Crafts Festival

FESTIVAL DATES:

- Sept. 2, 3, & 4 • 10 am-5 pm

DEADLINES:

- **Entries Due on:** May 31, 2017
- Acceptance/Rejection Notices:
Mailed by June 15.
- **WRITTEN CANCELLATION NOTIFICATION: must
be received by commonwheel:
Before July 20, 2017 to receive a refund.
SASE must be enclosed with notice.**

We maintain a waiting list to try to fill cancellations.

Check-In and Set-Up Times

- **Friday afternoon, Sept. 1**
- **Saturday morning, Sept. 2**

FESTIVAL CONTACT INFORMATION:

COMMONWHEEL FESTIVAL
PO Box 42

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

www.commonwheel.com/festival

EXHIBITOR FEES

All applications must include SEPARATE CHECKS
for the jury fee and booth space fees.

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

ACCEPTANCE

All artwork is juried solely by digital jpg images.
Your 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 jpg images that are representative of your work.**
If entering more than one medium, send 3 images for each.
**(\$35 jury fee per medium.)
No online applications will be accepted.**
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 2017. Jurors reserve the right
to limit categories and reject work of unacceptable quality.*

ENTERTAINMENT

- Live music and other entertainment will be provided on
the stage at the east end of the park. The music is upbeat
and conducive to shopping.
- Musicians are invited to email send their information to
festival@commonwheel.com or call 719-577-7700 and
leave your name and email address to be considered.
There are Children's Activity areas in the Park.

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 are not allowed, as they destroy the park grass.

THE FESTIVAL CONTINUES RAIN OR SHINE.

SALES TAX

Commonwheel Artists holds a Colorado Multiple
Event License and will collect all State, City & County
taxes from each vendor at the end of the Festival on
Monday, Sept. 4, 2017 at the Info Booth.

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

FOOD VENDORS

1. Food Vendor spaces are approximately 12' x 16'.
2. Specializing in one style of food works best at this Art
Festival. Jury looks for diversity & quality of food.
3. In 2016 we created an 80% waste free event.
4. **FOOD VENDORS MUST SUBMIT WITH APPLICATION:**
 - Copy of Liability Insurance form naming as co-insured:
a) The City of Manitou Springs, 606 Manitou Ave.
b) Commonwheel Artists Co-op, 102 Cañon Ave.
 - Copy of a valid CO Retail Food Establishment License.
Re: El Paso County Health Dept. (See page 4.)
 - *Self-contained: current copy of State Health Inspection.*
 - **Failure to submit documents in your application or
before July 1st may mean exclusion from the Festival.**
5. **Food Vendor Food Service Requirements:**
 - Food vendors must comply with the rules regarding
the type of service items that are used.
 - You must use compostable or recyclable items.
No styrofoam. The acceptance form has more details.
 - How trash is handled in your booth will be very
important to reach our goal of a waste wise event.
 - Although there are no El Paso County Health inspectors,
it is mandatory for Food Vendors to comply with
proper safe storage and preparation guidelines for all
food items. If you need more info, email the Festival.

LOCATION

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

SET-UP

Artists and food vendors are responsible for the set-up
and removal of their own displays, chairs, tables, shelter,
etc. and recycling or disposal of trash in proper containers.

ARTIST DEMONSTRATIONS

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

Anyone misrepresenting work to be displayed or
breaking any rule during the Art Festival will be asked
to leave by a Festival Committee representative.
No refunds will be made.

ARTIST FILL OUT & SEND THIS PAGE

ARTIST APPLICATION CHECK LIST

- **Make checks payable to: Commonwheel Artists**
- **Incomplete applications or applications with one check will not be considered.**

- Artist Single: \$350.00 Booth Fee Check. (10'x10')
- Artist Double: \$700.00 Booth Fee Check. (10'x20')
- \$35.00 Jury Fee *per artist for each category.*
Each category to be juried requires a jury check.
- One CD with:
 - 3 jpg images for each category
 - 1 Booth image.
(High resolution images work best for Advertising.)
- CD Labeled with Your Name and Category.**
- Signed and completed application form.
- Enclosed CD sized, Self-Addressed Stamped Envelope, with appropriate postage**
NO SASE—NO REPLY! *Your CD cannot be returned in a legal-sized envelope.*
- Description of items for sale

SPACE PREFERENCE

I prefer a space (check all that apply):

1. **SAME AS 2016** ___ Booth # ___
2. **Doesn't Matter** _____
3. Near Stage _____
Away from Stage _____
El Paso Ave. Side _____
Creek Side _____
Center Aisle - 2 open sides _____
4. I have a 10'x10' Canopy/Tent _____
My booth fits a narrow space _____
Dimensions _____
5. Double Booth Requested _____

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

REQUEST FOR ELECTRICAL NEEDS:

Food booths have priority for electrical use.

There is limited electricity available in only certain areas of the park. *Artist's Requests are considered based on Availability.*

LODGING INFORMATION

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

ARTIST INFORMATION

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

VEHICLE DESCRIPTION

(You will be asked to verify this at check-in.)

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.

TO REQUEST A DOUBLE BOOTH CHECK HERE _____

I WOULD LIKE TO SHARE A BOOTH WITH:

Name: _____

Medium _____

App Enclosed Sent Separately

* If that artist is not accepted *(Check one box below)*

I will will not show individually.

PLEASE INCLUDE ME ON THE WAITING 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. 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 if an artist cancels after July 20, 2017.

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 and CD will be returned by mail, using the SASE supplied by the applicant.

If accepted, Commonwheel Festival has my permission to reproduce images of my artwork 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, 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 2017 Commonwheel Arts Festival.

Print Name _____

SIGNATURE _____

DATE _____, 2017

FOOD FILL OUT & SEND THIS PAGE

FOOD APPLICATION CHECK LIST

- **Make checks payable to: Commonwheel Artists**
- **Incomplete applications or applications with one check will not be considered.**

- Food Booth: \$370.00 Booth Fee Check.
- \$35.00 Jury Fee.
- Signed & completed application form.
- Enclose a LEGAL size Self-Addressed, Stamped Envelope in application. NO SASE. NO REPLY**
- Photo of Booth.
- Description of Booth.
- List items for sale and menu. *Specializing in one type of food style works best at this Festival.*
- Required Forms needed from Food Vendors:**
 - Valid CO Retail Food Establishment License**
<http://www.elpasocountyhealth.org/services/special-event-vendors>
 - Product Liability Insurance naming as co-insured:**
 - **Manitou COMMONWHEEL ARTISTS, LLC**
 - **THE CITY OF MANITOU SPRINGS.**
- Mobile Units** submit copy of State Health Inspection.

SPACE PREFERENCE

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

I prefer a space (check all that apply):

1. SAME AS 2016 ___ Booth # ___
2. Mobil Unit works best on Street: _____
 - *Currently Only 1 street space is available.*

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: _____

LODGING INFORMATION

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

FOOD VENDORS INFORMATION

Food Type _____

Vendor Name _____

Business Name _____

Mailing Address _____

City _____

State _____ Zip _____

Phone # _____

e-mail Address _____

ACCURATE VEHICLE DESCRIPTION REQUIRED

Make _____ Color _____

State _____ Lic. Plate # _____

List Menu Items Below. Include Beverages.

Attach a Menu to your Application .

DESCRIPTION OF BOOTH, INCLUDE DIMENSIONS AND A PHOTO.

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.

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 if a food vendor cancels after July 20, 2017.

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 proper packaging for foods. You are responsible for proper disposal of cooking oils.

The undersigned understands that if this application is not accepted, the booth fee will be returned by mail, using the SASE supplied by the applicant.

If accepted, Commonwheel Festival has my 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.

By signing below you have agreed to all rules, policies and regulations for the 2017 Commonwheel Arts Festival.

Print Name _____

SIGNATURE _____

DATE _____, 2017

Beginning May 15, 2016, El Paso County Public Health will require all temporary event food vendors operating in El Paso County to hold a valid Colorado Retail Food Establishment License. Please read the attached informative letter from Tom Gonzales, Director of the Environmental Health Division.

You may contact me with any questions you might have.

Jim Goodwin, REHS
Environmental Health Supervisor
El Paso County Public Health
1675 W. Garden of the Gods Rd., Ste. 2044
Colorado Springs, CO 80907
(719) 578-3142



Environmental Health Division

1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907
(719) 578-3199 phone
(719) 575-8664 fax
www.elpasocountyhealth.org

March 29, 2016

Subject: 2016 Temporary Event Food Vendors

Dear El Paso County Temporary Event Coordinator:

On March 19, 2015, the El Paso County Board of Health passed a resolution reestablishing the requirement for temporary event food vendors operating in El Paso County to hold a valid Colorado Retail Food Establishment (RFE) License. The requirement will be effective on May 15, 2015, with the objective to promote consistent food safety practices and to protect public health.

Any temporary event food vendor who holds a valid Colorado RFE License will be allowed to operate in El Paso County, regardless of which county issued the license except for the City and County of Denver. Temporary event food vendors that do not have a valid Colorado RFE License and who wish to operate in El Paso County on or after May 15, 2015, must obtain a license from either El Paso County Public Health, or another Colorado county public health department.

El Paso County Public Health will not conduct regular inspections at temporary events; however complaints will be investigated. Prior to issuing a Colorado RFE License, the department will conduct plan reviews, including menu evaluations and floor plan reviews. During the review process an environmental health specialist will provide one-on-one food safety education and a food safety education packet to the owner/operator. The only charge to the vendor will be the Colorado RFE License fee. Licenses issued by El Paso County Public Health will be valid in all Colorado counties except for the City and County of Denver. At least through 2016, no event coordinators fees will be charged and event coordinators will not be required to file applications or other documents with the department. The program will be reevaluated this fall to determine the need for any modifications to the program in 2013 or subsequent years.

Please call Jim Goodwin at (719) 578-3142, if you have further questions. This department appreciates your compliance to protect public health and looks forward to working with you in the future.

Sincerely, Thomas R. Gonzales, MPH, REHS
Director
Environmental Health Division