



**Commonwheel Artists  
47th Annual Labor Day  
Art Festival Application**

**ENTRY DEADLINE: May 28, 2021**

Be aware that Commonwheel is expecting to accept fewer artists for the 2021 than in the past festivals due to regulations for social distancing that may be in place.

**2021 Calendar for  
Commonwheel Artists Art Festival**

**Festival Dates:**

- Sept. 4, 5 & 6 • 10 am-5 pm

**Deadlines:**

- Entries Due: May 28, 2021
- Acceptance/Rejection Notices:  
Mailed by June 15.
- Written Cancellations must be received by July 25, 2021 to get a refund.

**Set-Up Times**

- Friday afternoon, Sept. 3
- Saturday morning, Sept. 4 (7am-10am)

**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

**Online applications are available at:  
commonwheel.com/festival**

**EXHIBITOR FEES**

- Application must include SEPARATE CHECKS for the jury fee and the booth space fee.**
  - **Jury Fee (non-refundable) \$35.00**
    - **Artist 10' x 10' Booth Fee \$380.00**
    - **Artist Double 10' x 20' Booth Fee \$760.00**
  - No booth fees will be cashed earlier than July 19th. At that time the Commonwheel will determine that the 2021 Art Festival will or won't be held in Memorial Park in Manitou Springs.
- Artists if you were accepted for the 2020 art festival:**
  - If you paid the \$35.00 jury fee, and did not participate in the Virtual Artists Festival, Check here.
  - If box is checked, you do not need to send another jury fee with your application, unless jurying in a new medium.
  - You must send new images and a completed 2021 application to be considered by the jury.
  - Acceptance in the 2020 Art Festival does not ensure acceptance for 2021.

**JURY PROCESS REQUIRES FOUR IMAGES**

- For mailed applications:**
  - Send four (4) jpg images on a CD or thumb drive.
    - 1 image of your booth.
    - 3 images that are representative of your art.
  - If entering more than one medium include:
    - 3 images for each medium.
    - \$35 jury fee per medium.
- Images should show your work clearly against a solid color background. One item per image.
- Images should show the quality and diversity of your most current work.
- Images should be 300 dpi & no smaller than 6" x 8".**
- Label CD or thumb drive with your name & medium.
- Use a descriptive name for each image.
- If two artists wish to share a booth, each artist must:**
  - Submit separate applications
  - Include separate checks for jury fee.
  - Submit 3 images of their work.

**ACCEPTANCE**

- All artwork is juried by digital jpg images.
- Images must be current and representative of your art.
- Jurors look for work that is well conceived, expertly executed and exhibits imagination and originality.
- 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 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 are safe.
- This includes the wearing of masks, social distancing and supplying hand-sanitizer in various locations in the park.
- Artists booths will be set up in ways to assure the proper social distancing between each of their booths.

**ARTIST BOOTH SPACES**

- Artist booth spaces are 10'x10'.
- Floor mats, carpets, and ground stakes are not allowed.
- Artists are responsible for the set up and removal of their displays and equipment 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.*

**SALES TAX**

- Commonwheel Artists Festival holds a CO Multiple Event License.
- Artists must pay all State, City & County taxes on Monday, Sept. 6, 2021, starting at 5pm at the Info Booth.
- 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.

**FOOD VENDORS & ENTERTAINMENT**

- At this time, we do not know what regulations will be regarding food booths at the 2021 Festival. Please check the Commonwheel.com website or look for an email if you have had a food booth at past art festivals with new information as the year progresses.
- Nor do we know what regulations will be in place regarding music at outdoor events. So there may be no entertainment scheduled for the 2021 festival.
- Please check on the Commonwheel.com/festival website for more details in early April.

**LOCATION**

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

**Member: Colorado Artist Tour**

## ARTIST APPLICATION CHECK LIST

**Make checks payable to: Commonwheel Artists**  
*Incomplete applications or applications sent with a single check will not be considered.*

- Artist Single:** \$380.00 Booth Fee (10'x10') **OR**
- Artist Double:** \$760.00 Booth Fee (10'x20')
- \$35.00 Jury Fee per artist for each medium.**
- Paid \$35.00 Jury Fee in 2020 & did not do VAF.**
- CD labeled with your name and medium
  - 1 Booth image.
  - 3 jpg images for art in each medium at 300 dpi and no smaller than 6" x 8" (High resolution images work best for advertising.)
- Signed and completed application form.
- Enclosed Self-Addressed Stamped Envelope for reply. For return of your thumb drive or CD, be sure to have the appropriate postage to cover its inclusion.
- Description of items for sale.

The layout of the park will not be the same as in previous years. There will be fewer booths and social distancing will be applied as required.

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

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

- El Paso Blvd.Side
- Creek Side
- 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.

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## 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.**

### Place on the wait list, if not accepted:

- Yes
- No

### Where did you hear about our Art Festival?

\_\_\_\_\_

\_\_\_\_\_

### Other Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 August 5, 2021.**

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 2021 Commonwheel Art Festival.***

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_, 2021