



**COMMONWHEEL ARTISTS  
48th Annual Labor Day  
Art Festival Application**

**ENTRY DEADLINE: Until all Available  
booths are filled or August 1st.**

**2022 Calendar for  
Commonwheel Artists Art Festival**

**Festival Dates:**

- Sept. 3, 4 & 5 • 10 am-5 pm

**Deadlines:**

- Entries Due: Now until booths are filled or ending August 1st.
- Acceptance/Rejection Notices Mailed 5 business days after receipt.
- Written Cancellations must be received by July 25, 2022 to get a refund.

**Set-Up Times**

- Friday afternoon, Sept. 2
- Saturday morning, Sept. 3 (7am-10am)

**Be aware that Commonwheel perhaps will be expecting to accept fewer artists for the 2022 than in the past festivals due to regulations for social distancing that may be in place.**

**Contact information:**

**festival@commonwheel.com**

**(719)-577-7700**

**www.commonwheel.com/festival**

**Commonwheel Festival  
PO Box 42  
Manitou Springs, Co 80829**

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

**EXHIBITOR FEES**

- 1. 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 **\$395.00**
  - Artist Double 10' x 20' Booth Fee **\$790.00**
- 2. If you are accepted, your booth fee will be cashed on June 11th.**

**JURY PROCESS REQUIRES FOUR IMAGES**

- 1. 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.
- 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 or thumb drive with your name & medium.**
- 6. Use a descriptive name for each image.**
- 7. 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**

- 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**
- 5. Selection of exhibitors remains the exclusive right of the Commonwheel Artists Co-op and the results are final.**

**Member: Colorado Artist Tour**

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

**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 pay all State, City & County sales taxes on Monday, Sept. 5, 2022, 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.

**FOOD VENDORS & ENTERTAINMENT**

- 1. Food Vendors have a different application to fill out.**
- 2. Our entertainment coordinator will be determining how many musical acts will be playing on the stage in 2022. To apply to play, send an email to: festival@commonwheel.com.**
- 3. 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.

## 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:** \$395.00 Booth Fee (10'x10') **OR**
- Artist Double:** \$790.00 Booth Fee (10'x20')
- \$35.00 Jury Fee per artist for each medium.
- 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.

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 2021 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.**

**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 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, 2022.

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 2022 Commonwheel Art Festival.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_, 2022