

Artist's Initials:

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# Commonwheel Artists Co-op

102 Cañon Ave., Manitou Springs, CO 80829  
719/685-1008 marketing@commonwheel.com

## Pottery by the Pound Release Form and Contractual Agreement

**Labelling of work:** (please write clearly, if we can't read your initials we won't know who to pay)  
Pottery: (Write on Commonwheel's color-coded stickers and place on artwork)  
your initials assigned by the shop worker  
Non-pottery artwork: Use our white sticker and write your initials and the price

### Artists Information and Release Form

**Show Title: Pottery by the Pound**  
**Dates of Sale: January 5—27, 2019**

Note: Be sure to write legibly so we can pay you.

Artist's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- Commonwheel reserves the right of approval on all pieces submitted.
- Commonwheel cannot be held responsible for lost, damaged, or stolen items, although every reasonable precaution will be taken to assure that these acts do not occur.
- Commonwheel does not track individual inventory items for this sale.
- Artist/Commonwheel split is 60/40 for non-members, 60% of each sale goes to the artist and 40% goes to Commonwheel.

\_\_\_\_\_ All unsold items by the end of the day, Friday, January 25 will be marked down to ½ price for Saturday and Sunday, January 26 and 27. It is the responsibility of the artist to remove any items that the artist does not want to sell at ½ price before 6:00 pm on Friday, January 25.

\_\_\_\_\_ All unsold items must be picked up by the artist from 10 am to 6 pm January 28. Any items left end of day January 28 will become Commonwheel property and will be disposed of as we see fit.

Artist's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Commonwheel Member Signature \_\_\_\_\_

# Member Artist Instructions

## **Pottery by the Pound**

60% of each sale goes to the Artist, 40% goes to Commonwheel

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### Complete Paperwork:

1. Fill out the "Artists Information and Contractual Agreement" form. Be sure to write legibly if you want to be paid.
2. Check with the Commonwheel sales person to get your sales initials assigned and written on your contract. Please do not assign these yourself.
3. Fill out a "W-9" form. We will not pay you without this.
4. Give the completed forms to the Commonwheel sales person.

### Price Your Items:

*There are color code charts, colored price stickers, and unofficial scales on the tables.*

#### POTTERY:

1. Weigh your item and determine the per pound price you want to sell it at.
2. Find the corresponding colored sticker and write your initials on each sticker:

ABC

#### NON-POTTERY ARTWORK:

1. Use the Tan Stickers. Write in your initials. Add the price after your initials. This setup is not to be for pottery unless the highest price color sticker will not get you the price you want.
2. Put one sticker on each item and arrange your items in the gallery. Do not leave your items sitting in a box. We may not be able to get them put out for you and you may get your box of work back at the end of the sale.

ABC  
\$0.00

### Restocking:

You may restock your work throughout the sale, EXCEPT for the opening weekend, Friday, January 5; Saturday, January 6; and Sunday, January 7. These first few days are incredibly busy and customer sales need to take precedence over restocking.

### 1/2 Price Sale:

All items unsold by the end of the day, Friday, January 25, will be marked down to ½ price on Saturday and Sunday, January 26 and 27. Please do not tell the public about the ½ price sale days. Commonwheel will be advertising this sale at the appropriate time.

It is the responsibility of the artist to remove any items that the artist does not want sold at ½ price before 6:00 pm on Friday, January 25.

### Picking Up Your Work:

All unsold items must be picked up by the artist from 10 am to 6 pm January 28. Any items left end of day January 28 will become Commonwheel property and will be disposed of as we see fit.