

Commonwheel will retain a 40% commission on work of non-members and 30% for co-op members. Payment to the Artist for work sold will be made within the first 14 days of the month following the close of the exhibition. If Artist sells any artwork submitted under this agreement directly to a purchaser through contacts established initially through Commonwheel, then Commonwheel shall be entitled to a commission of 15% of the selling price.

It is Commonwheel's intent to hold artwork for the duration of the exhibit. However, if this intent prevents a possible sale, exhibited works may be released to the buyer earlier.

Lay-away sales are permitted, and Commonwheel will retain the artwork until final payment has been made. Commission payment for Lay-away sales will be made within the first 14 days of the month following completion of the final payment.

May 23 —Artist's Reception food planning

Commonwheel will provide a modest amount of wine, punch, and light hors d'oeuvres at your Artist's Reception. Artist(s) are encouraged to augment the food and/or beverage menu. Let your Amanda Shotts know what food you will be bringing to the Artist's Reception. Commonwheel's food coordinator for your show is Amanda Shotts marketing@commonwheel.com.

May 30 —Delivery of artwork

You will need to have your artwork to Commonwheel Artists Co-op between 1 pm and 6 pm on the day listed above. If artwork is delivered late, Commonwheel reserves the right to not include it in the exhibit.

Wall art must be ready to hang, appropriately framed or mounted, with the proper hanging hardware. It must also be in optimal condition (clean, no scratches, etc.). 3-D artwork and jewelry must be ready to be displayed with proper display fixtures. All artwork needs to be priced (with provided barcode tags at time of intake) and ready for sale.

Please provide business cards, bio cards, or short art statements about yourself, the body of work being shown, or any relevant information that will aid in selling your work when you bring in your artwork.

Commonwheel personnel will hang the artwork and create gallery cards for your items.

Although the utmost care will be taken in handling artwork, Commonwheel will not be responsible for damage or loss whatever the cause. Artists are encouraged to carry their own insurance.

June 2, 5-8 pm—Artist's Reception

Artist(s) is encouraged to attend this Reception if at all possible. Food should be dropped off as early as possible.

July 4 or 5, 10am—noon—Art Outtake (CW will be flexible due to the Holiday)

You need to be part of the outtake or have a representative there. If you have any questions regarding takedown, please contact Amanda Shotts.

Shipping artwork for the show to and from Commonwheel is the responsibility of the artist(s).

Additional information:

Cancellation: If an Artist(s) needs to cancel their show for any reason, this must be done no later than one month prior to show dates.

Insurance: Each artist, member or non-member, is responsible for providing insurance for their own artwork. Commonwheel Artists Co-op is not responsible for damage, breakage, or theft of Gallery show artwork.

Governing Law. This agreement shall be governed by and in accordance with the laws of the State of Colorado, and any disputes under this contract shall be referred to binding third-party mediation for dispute resolution.

Return the following to Commonwealth Artists Co-op, Attn: Amanda Shotts, 102 Cañon Avenue, Manitou Springs, CO 80829 by April 25, or via email to marketing@commonwheel.com. If emailing documents, please do not send pictures, only scanned documents.

___ Sign and return this page (retain the first two pages for your reference)

___ Images

___ Personal and/or exhibit statement

___ W-9s for PPPS participating artists

Title of show: Colorado Colors and Belonging
Gallery Show Artists Pikes Peak Pastel Society and Patti Paiz-Jones
Show dates: 6/2 – 7/3, 2023

I have read and agree to the above Gallery Show Agreement, and grant permission to Commonwealth Artists Co-op to use images of my work for promotional purposes.

Artist: (print) _____

Company Name (if any): _____

Authorized Signature: _____

Date: _____

Mailing Address: _____

Phone: _____ Email: _____

Web Site _____

Facebook personal page _____

Facebook business page _____

Instagram _____

Twitter _____

Pinterest _____

YouTube Channel _____

Other Media outlets _____
