



Commonwheel Artists Co-op
102 Cañon Avenue, Manitou Springs, CO 80829
(719) 685-1008

Gallery Show Agreement

Commonwheel Contact:
Kelly Green, Visiting Artist Liaison
(719) 685-1008 marketing@commonwheel.com

Title of show: Colorado Rhapsody

Gallery artists: Pikes Peak Pastel Society Members
Additional artists: Commonwheel Members for 3D artwork
Show dates: June 7 – July 1, 2024
Artist Reception: Friday, June 7 – 5 to 8 p.m.

Please make note of all dates in this document.

Commonwheel exhibits and sells artwork; Artist has created and owns the artwork listed on the inventory form (the “Artwork”) and desires to exhibit and sell the same. The Artist appoints Commonwheel to act as Artist’s nonexclusive agent for the exhibition and sale of the Artist’s work. This agency shall cover only Artwork submitted by the Artist while this agreement is in force.

Therefore, in consideration of their mutual promises, the parties agree as follows:

Sunday, April 28 — Promotional and Personal Information Due

4 items due—photo images of artwork, exhibit and personal statements, Gallery Show signature sheet, W-9.

1. Photo Images of Artwork: Artist needs to provide 1-5 images of work which was juried into the show. Images need to be full color and at least 300 dpi in .png, .jpg, or .tiff format. Don’t hesitate to contact us if you need help.

Submit images for publicity on thumb drive to Commonwheel Artists Coop, ATTN: Kelly Green **or via email to marketing@commonwheel.com.**

Images must be labeled with the titles of the work pictured and artist name. These images will be sent to newspapers, websites, etc. for promotional purposes. We also will use in monthly newsletter and use in our social media pages. Commonwheel Artists Co-op reserves the right of final approval on all graphics and other advertising done by the artists. Your show’s publicity is on hold until this information is received.

Commonwheel uses its best efforts to promote, display, and sell artworks. Artist participation in an exhibition grants Commonwheel permission to photograph all accepted artwork for file or promotional purposes.

2. Exhibit and/or Personal artist statements: Any information that you can provide about you and/or your work in the show will be helpful in promoting your show and yourself on our website, social media, online calendars, and the press release that we send to several local and state publications. Submit via email at marketing@commonwheel.com.

3. Gallery Show Signatures: Please complete and return page 3 of this Gallery Agreement document to Commonwheel Artists Co-op, ATTN: Kelly Green 102 Canon Ave., Manitou Springs, CO 80829 or via email to marketing@commonwheel.com.

4. W-9: Please complete and return the signature page of the W-9 to Commonwheel Artists Co-op, ATTN: Kelly Green, 102 Canon Ave., Manitou Springs, CO 80829. Failure to return your completed W-9 may result in a hold-up of sales commission payments Please make sure the W-9 is legibly filled out. If emailed, please do not send a picture of the document.

Tuesday, May 28 - Inventory of artwork for show must be submitted

Visiting Artist Inventory Form: Gallery Show Inventory of work to be shown must be submitted online via Visiting Artist Inventory Form at: <http://www.commonwheel.com/visiting-artist.html>. (A hyperlink to this form will be sent to you via email a week before the deadline to prompt your submission) If you would prefer to submit your inventory in person, please ask for a printed inventory form to be sent to you.

All artwork MUST be for sale. Work labeled “not for sale” for the sole purpose of the exhibit is not permitted. Artwork previously exhibited in the Commonwheel gallery will not be accepted.

Commonwheel reserves the right of approval on all pieces submitted for any reason.

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. A check will be sent to the address you provide on your W-9. 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.

Tuesday, May 28 - 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 Gallery Show Contact (see first page of this document) know what food you will be bringing to the Artist’s Reception by replying to the email that is sent with the Visiting Artist Inventory Form link.

Tuesday, June 4 - 1pm-6pm - Delivery of artwork

You will need to bring your artwork to Commonwheel Artists Co-op between 1 pm and 6 pm on the day listed above and place barcode price stickers on your artwork. Barcode price stickers are made from the information you provided on the Visiting Artist Inventory form. If artwork is delivered late, Commonwheel reserves the right to not include it in the exhibit.

Display Standards: Wall art must be ready to hang, appropriately framed or mounted, with the proper hanging hardware ((wired for larger than 8x10) (sawtooth only accepted on 8x10 or smaller)). French cleats or any hanging apparatus that requires screws in Commonwheel’s walls will not be hung. Easel backed frames can only be used on small frames meant for pedestal display. Unframed canvases should be gallery wrapped or appropriately painted around edges. Artwork must also be in optimal condition (clean, no scratches, etc.). All artwork needs to be priced (with provided barcode stickers during 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.

Friday, June 7 - 5-8 pm—Artist’s Reception

Artist(s) is/are encouraged to attend this Reception if at all possible.

Tuesday, July 2 - 10am—noon—Art Outtake

You need to be part of the outtake or have a representative there. If you have any questions regarding takedown, please contact marketing@commonwheel.com.

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 three (3) months 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 Commonwheel Artists Co-op, Attn: Kelly Green, 102 Cañon Avenue, Manitou Springs, CO 80829 or via email to marketing@commonwheel.com by **April 28**.

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

___ Images

___ Exhibit or personal bio/statement

___ W-9

Title of show: Colorado Rhapsody
Gallery Show artists: Pikes Peak Pastel Society Members
Additional artists: Commonwheel Artists providing 3D artwork
Show dates: June 7 – July 1, 2024

I have read and agree to the above Gallery Show Agreement, and grant permission to Commonwheel 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 _____
