



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](mailto:marketing@commonwheel.com)

Title of show: **Colorado Serenade**

Visiting Artists: 2D work by  
Pastel Society of the Pike's Peak Region

Member Artists: 3D work by  
Commonwheel Members

Show dates: March 6th– March 30<sup>th</sup> 2026  
Artist Reception: Friday, March 6th– 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:

### **Tuesday, January 20 — Promotional and Personal Information Due**

4 items due—photo images of artwork, exhibit and personal statements, Gallery Show signature sheet, signed W9

**1. Photo Images of Artwork:** Artist needs to provide 1-3 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](mailto: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. **Please Note: 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 a press release that we send to local and state publications. Submit via email: [marketing@commonwheel.com](mailto:marketing@commonwheel.com).

**3. Signed W9:** Please fill out and sign last page of W-9 form and return to Commonwheel Artists Co-op, ATTN: Kelly Green 102 Canon Ave., Manitou Springs, CO 80829 or via email to [marketing@commonwheel.com](mailto:marketing@commonwheel.com).

Failure to return your completed W-9 may result in a hold-up of sales commission payments. If emailed, please do not send photos of the document. Our bookkeeper requests scanned document only.

(Members Disregard).

**4. 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](mailto:marketing@commonwheel.com).

### **Tuesday, February 24<sup>th</sup> - Inventory of artwork for show must be submitted**

**Gallery Show Inventory Form:** Gallery Show Inventory of work to be shown must be submitted online via Gallery Show Inventory Form at:

<https://www.commonwheel.com/gallery-show-inventory-form.html>

(A hyper link to this form will be sent to you via email a week before the deadline to prompt your submission).

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 25% 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.

### **Tuesday, March 3<sup>rd</sup> - 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) (saw-tooth only accepted on 8" x 10" 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.

Commonwheel encourages the sale of reproductions of original work that is included in the exhibit in various sizes including matted prints and greeting cards. Prints and Cards must be in clear sleeves/bags.

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, March 6<sup>th</sup> - 5-8 pm—Artist's Reception**

Artist(s) is/are encouraged to attend this Reception if at all possible. Commonwheel will provide a modest amount of wine, punch and light hors d'oeuvres at your Artist's Reception between 5:00 and 7:00.

### **Tuesday, March 31<sup>st</sup> - 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](mailto: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 two (2) 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](mailto:marketing@commonwheel.com) by January 20<sup>th</sup> 2026.

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

\_\_\_ Images

\_\_\_ Fill out and sign last page of W-9 form and return (Members Disregard).

\_\_\_ Exhibit or personal bio/statement

Title of show: **Colorado Serenade**

Show dates: **March 6<sup>th</sup> – March 30<sup>th</sup> 2026**

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 \_\_\_\_\_

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