

# Commonwheel Artists Co-op

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

Artist's Initials:

\_\_\_\_\_

## ***Pottery by the Price*** **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)

All work submitted: Use our white sticker and write your initials and the price

### **Artists Information and Release Form**

**Show Title: Pottery by the Price**

**Intake is January 2-3 (10 to 6)**

**Dates of Sale: January 5—January 29, 2024**

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

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

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

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

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

- All work must be made by the artist selling it.
- 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 26 will be marked down to ½ price for Saturday and Sunday, January 27 and 28. 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 26.

\_\_\_\_\_ All unsold items must be picked up by the artist from 10 am to 6 pm January 29. Any items left end of day January 29 will become Commonwheel property and will be disposed of as we see fit.

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

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

# Artist's Instruction Sheet—Please Keep Pottery by the Price

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

Artist's Initials:

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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 salesperson 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 salesperson.

## Price Your Items:

### ALL ARTWORK:

1. Use the White Stickers. Write in your initials. Add the price after your initials.
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.

## 1/2 Price Sale:

All items unsold by the end of the day, Friday, January 26, will be marked down to ½ price on Saturday and Sunday, January 27 and 28. 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 26.

## Picking Up Your Work:

All unsold items must be picked up by the artist from 11 am to 5 pm January 29. Any items left end of day January 31 will become Commonwheel property and will be disposed of as we see fit.