



Hopkinsville Art Guild
(270) 886-3776

Hopkinsville Art Guild
Christian County Art Loop

Host Site Application

**Saturday, August 23, 2025
10 am to 4 pm**

Be in the Loop!

**Registration Deadline:
May 31, 2025**

Please review the guidelines, committee summaries, and other information before submitting your application to participate in the Christian County Art Loop.

By submitting this application, you certify that you understand and agree to all terms and conditions for participation in the Art Loop.

**More information available at:
hopkinsvilleartguild.org/events**



**Submit your
application to:**

info@hopkinsvilleartguild.com

OR

**Hopkinsville Art Guild
PO Box 495
Hopkinsville, KY 42241**

Host Site Information (Please write legibly)

SITE NAME: _____

STREET ADDRESS: _____

POINT OF CONTACT: _____

EMAIL ADDRESS: _____

PHONE: _____

SOCIAL MEDIA: _____

WEBSITE: _____

BUSINESS HOURS ON THE DAY OF THE EVENT: _____

**ARE WILLING TO VOLUNTEER TO HELP ORGANIZE THIS
EVENT?** Yes No

HOW MANY OTHER ARTISTS CAN YOU HOST AT YOUR SITE?
(See Additional Guidelines below for more information): _____

IS THERE A SPECIFIC ARTIST YOU WOULD LIKE TO HOST:

**SIGN TO CONFIRM THAT YOU HAVE READ THE ADDITIONAL
EVENT INFORMATION (PAGES 3-4) AND AGREE TO ALL TERMS
FOR PARTICIPATING IN THE ART LOOP:**

SIGNATURE: _____

Additional Host Site Information

Please provide additional information related to the host site:

1. Will outlets/electricity be available? Yes No
2. Will internet be available to process electronic transactions? Yes No
3. Is the site accessible to those with limited mobility? Yes No
4. Describe parking availability (on/off-street, approximate number of spaces, etc.):

Accommodations for Guest Artists

1. **For each of the following estimate the number of each item that could be accommodated in the space available for guest artist(s) (all accommodations should be indoors):**
 - Folding tables:
 - Floor easels:
 - Other (*describe*):
2. **Is space available for a guest artist to do a live demonstration?** Yes No
Note: Drop cloths will be provided if needed to protect floors, etc.
3. **Provide any additional information about your host site that we should know to help place guest artists** (include the name(s) of any guest artists that you would prefer to host):

Help Us Spread the Word!

Please provide contact information for other local artists or businesses that may also be interested in participating in the Art Loop:

Additional Event Information

Event Format

The Christian County Art Loop will be a public event featuring local artists from the surrounding area. Venues will be located at the studios or homes of participating artists, or at local businesses within Christian County, Kentucky.

This event is expected to proceed rain or shine. All venues are expected to be indoors, although outdoor spaces can be utilized as appropriate and as weather permits.

The Event Planning Board reserves the right to decline participation of applicants that do not meet the criteria outlined in the participant and host site guidelines. Applicants will be notified of the status of their application within one week of receipt.

Participation fees

- There is no fee for participating as a host site.

Additional Guidelines for Host Sites

- Host sites can be art studios, residences, businesses, etc. Sites must have parking space available to accommodate guest artists and the public during the event.
- All host sites will be located within Christian County, Kentucky.
- Artists located outside Christian County or any artist that does not have their own studio space to exhibit their work may be paired with a host site as space allows. Existing Guild members will be given priority if space is limited.
- Site hosts reserve the option of refusing guest artists to display at their site.
- Bathroom facilities shall be made available for guest artists and event volunteers; however, offering these amenities to the public is not required.
- All host sites must be set up prior to 10:00 am on the day of the event. Site hosts must allow any guest artists they are hosting to set up their artwork for display one hour prior to the event.
- Hosts must have a representative present at the host site for the full duration of the event (10 am – 4 pm).
- All participating artists are responsible for handling the sale of their own work using the method(s) of their choice (e.g. cash, check, card, Venmo, etc.). Participants are responsible for collecting appropriate sales tax on any sales.
- All participating artists are responsible for setting up and removing their own artwork and any display items (such as tables and easels) from the host site at the end of the day.
- Site hosts may donate a **door prize** for the event (optional). Door prizes can be a

piece of the original artwork, a voucher toward a completed or commissioned work, a voucher for a workshop taught by a participating artist, etc. Door prizes shall have minimum value of \$25.00.

- All site hosts are responsible for obtaining adequate **liability insurance** for their sites. The Hopkinsville Art Guild does not provide insurance and is not responsible for any accidents or injuries during the event.
- Offering refreshments (such as beverages or food) to the public is optional. However, any food or beverages served to the public must be STORE-BOUGHT (no homemade items) unless a food permit is obtained from the health department.
- No alcohol is allowed to be served without a license.
- Hosts' pets must be secured for the duration of the event.
- **Applications must be received by the deadline (May 31)** to allow sufficient time for applications to be reviewed and complete planning for the event.

Informational Meetings

Two informational meetings have been scheduled where participants requirements for participation, event details, and other information will be discussed; attendance is optional.

- **Wednesday, May 14, 2025**, 1:00-2:00 pm, Hopkinsville Golf and Country Club Dining Room, 303 Country Club Lane, Hopkinsville, Kentucky
- **Saturday, May 17, 2025**, 2:00-3:00 pm, First Presbyterian Church, 303 E 9th Street, Hopkinsville, Kentucky