

India International Centre

1. The IIC Art Galleries are available for members / individuals / groups for exhibitions.
2. The per day rentals of the Art Galleries are as follows: -
 - (a) Art Gallery (Kamladevi Complex)
 - (i) Individual (solo) : Rs. 10,006 (Including of taxes)
 - (ii) Group show : Rs. 16,010 (Including of taxes)
 - (b) Art Gallery (Annexe)
 - (i) Individual (solo) : Rs. 5,192 (Including of taxes)
 - (ii) Group show : Rs. 7,788 (Including of taxes)
3. Members / individuals / groups are requested to send their request for booking the art gallery to Ms. L.S.Tochhawng (Teteii), Sr Programme Officer (24616947). For any queries, Ms. Kanta Mehra, Assistant (L-24609483) may also be contacted.
4. The relevant details in this regard are available on the IIC Website, i.e., <http://www.iicdelhi.nic.in/> for information.

BASIC GUIDELINES FOR BOOKING

IIC ART GALLERY

1) **How to book a Gallery:**

Exhibitors interested in booking Art Galleries at the IIC are requested to send a written application as per the guidelines given below. No reservations will be made on a verbal request. Applications should be complete in all respects.

2) **Applications must include the following:**

For individual artists (solo):

Preferred dates for exhibition; a proposal which should include the artist's profile/bio-data, 10 photographs/images, medium (a CD with high resolution photographs/images)

For group shows:

Preferred dates for exhibition; a concept note by the Curator; list of artists, brief profile of each artist, 5 photographs/images of each artist's work, and medium (a CD with high resolution photographs/images)

For bookings by a Gallery:

Preferred dates; concept note, profile of Gallery, 10-15 photographs/images of artwork (a CD with high resolution photographs/images)

3) **Kindly make a note:**

- The IIC's Arts Committee will review all applications received before allocation of dates in the art galleries. The Committee meets once a quarter and a reply will be given thereafter.
- Any requests received in writing for a change of date before the allotment is made shall be deemed to be a fresh application and the earlier application cancelled.
- The IIC reserves the right to accept or reject proposals. Gallery dates cannot be reserved in advance before the proposal is cleared by the Committee
- In as far as it is possible, the IIC will try to allocate the specific dates requested for by applicants. Alternate dates will be offered should the Art Galleries not be available
- The Main Art Gallery may be booked for a maximum period of fifteen days (including for set-up) and Annexe Art Gallery for seven days (including for set-up)

- **Main Art Gallery**

Area available: 2,200 square feet (floor area) & wall 135 (running feet) to exhibit works; height of walls 8 feet

- **Annexe Art Gallery**

Area available: 1600 square feet (floor area) & wall 105 (running feet) to exhibit works; height of walls 10 feet

4) **Confirmation:**

An email/intimation will be sent once the application has been approved and mutually convenient dates will then be worked out. Booking of the art galleries will be confirmed only on the receipt of full advance payment of the entire rental charges along with security deposit. Payments should be made within one month of finalizing the dates. Tentative reservation of the gallery will be cancelled without notice after this one month period is over.

5) **Rental charges for booking the Galleries:**

Main Art Gallery

Individual show (solo): Rs 10,006 per day

Group show: Rs 16,010 per day

The rental charges include costs of exhibition lights

Annexe Art Gallery

Individual show: Rs 5,192 per day

Group Show: Rs 7,788 per day

The rental charges include costs of exhibition lights

- **General Security Deposit Against Damages**

For Main Art Gallery bookings, please deposit Rs 20,000/-

For Annexe Art Gallery bookings, please deposit Rs 5,000/-

A security deposit receipt will be issued at the time of payment. The security deposit will be refunded in full, one month after the show, conditions as applicable. Kindly please produce the receipt and a clearance from Sr. Programme Officer to Sr. Finance & Accounts Officer.

- The exhibitor will be required to submit the Art Gallery Booking Requisition form accepting the terms and conditions. The form is available at the Main Art Gallery and can be downloaded from our website: www.iicdelhi.nic.in (copy of form enclosed).
- The payment can be made in Cash/Cheque. Cheques should be drawn in favour of '**India International Centre**' and payable at Delhi/New Delhi.

6) **IIC Sponsorship**

- The IIC is actively engaged in the promotion of artists and new art forms. The applications received for exhibitions will be reviewed by the Arts Committee / Management and may also be considered for sponsorship by the Centre.
- The decision of IIC will be final.

Cancellation

- The IIC will retain 20% of the rental amount for notice (in writing) given 20 days in advance for cancellations of either Art Galleries
- Between 15 to 20 days advance notice, 50% of the rental amount will be retained by IIC
- No rental amount is refunded if less than 15 days notice for cancellation is given
- Postponement of booking will be treated as cancellation and is subject to the above terms and conditions

Please note:

- The IIC is a non-commercial institution. The galleries are not for profit, and are to be used for exhibition purposes only. Sale of art works is strictly prohibited.
- The guidelines and rules for booking may be changed by the Management from time to time and same will be applicable.

Proposals may be sent to:
Senior Programme Officer
IIC Art Gallery, India International Centre,
40, Max Mueller Marg, New Delhi – 110003
Phone: +91 11 24609483
Email: iicartgallery@gmail.com



India International Centre

40, Max Mueller Marg, New Delhi – 110 003
Telephone: + 91 11 24619431 Fax: + 91 11 2462 7751
Email: cbo.iic@nic.in
Web: www.iicdelhi.nic.in

REQUISITION FORM FOR BOOKING ART GALLERIES

1. Name of exhibitor:
2. Address:
3. Contact Telephone No: _____ Mobile
no: _____
4. Email ID:
5. Exhibition Dates: No. of
Days:
6. Gallery: **Main Art Gallery** **Annexe Art Gallery**
7. Details of exhibition including name/s of artist/artists
8. Text for display on IIC notice board:

Note: Basic Guidelines with Terms & Conditions for Booking Art Galleries is enclosed herewith.

I have read the above Terms & Conditions and shall abide by them. I also know that the IIC is not responsible in any way for the content of the exhibition. The entire responsibility rests solely with the artist and thus **I take complete responsibility for all the artwork exhibited in this show. I agree to close the exhibition at 7.00 pm and to vacate the gallery by 7.30 pm**

If there is any damage to the gallery, the IIC has the right to deduct the necessary costs for any repair work / damages from the Security Deposit.

(Name & Signature of the exhibitor)

TERMS AND CONDITIONS

General

- The IIC reserves the right to disallow any work or printed material etc. displayed by the Artist or Gallery if it is considered objectionable or against the interests of the Centre without assigning any reasons.
- Bookings are strictly non-transferable.
- The Art Gallery Booking Requisition Form accepting the terms and conditions must be signed and submitted at the time of making payment to confirm booking.
- Refund of security deposit will be made after an assessment of the booking party's utilization of the art galleries by authorized staff of the IIC. If necessary, deductions will be made as per the damages noted. Security refund shall be made to the same individual/booking party that deposited the amount. Cheque refund will be made one month after the exhibition closes.
- No ostentatious ceremony will be allowed inside the galleries.
- Use of double sided tape/adhesives or any other material on the walls or partitions or driving nails within these is not permitted.
- Banners/backdrops are not permitted to be displayed inside the galleries. A standee of 6 feet x 2 feet announcing the exhibition maybe displayed with the prior permission of the Gallery Office and at designated location within the premises of the IIC
- Sale of exhibits, brochures, posters, post cards, books etc. is not permitted. Labels stating **For Sale/Sold** is strictly not permitted on the walls or on the exhibits
- No exhibitor shall be allowed to displace any furniture or equipment in the galleries except with the consent of IIC.
- In case of any electricity failure, no outsider shall be permitted to interfere with the electrical installations. The IIC's electrician on duty shall be called to restore electricity if the failure is due to any local defect. For failure of electric supply from the source of supply IIC shall not entertain any claim or refund
- The exhibitor renting the galleries will be responsible for all works of art permitted inside the gallery. The IIC will not be responsible for any damages to artworks during the exhibition
- The IIC is not responsible for the loss or damage to the personal belongings of the exhibitor / visitor.
- No artist/representative shall be allowed to remain in the Gallery before or after the specified timings except with prior written permission from IIC.
- Sponsorship by any company / agency manufacturing or dealing in liquor / tobacco products is not permitted.
- The IIC galleries are a no smoking zone.
- White wash or any special colour that may be required for the walls should be discussed before the exhibition and if permission is granted, the Exhibitor will be responsible to hand back the gallery in its original colour.

- IIC will not allow any covering or pasting on the floor of the gallery.
- If the exhibitor is unable to use the gallery due to failure of electricity or on account of riot, fire, earthquake, an act of war or natural calamity, the Centre will not be liable for any loss suffered.
- Exhibitors are requested to avoid making noise outside the gallery.
- Mobile phones are to be switched off or kept on silent mode before entering the gallery.
- In the event of any misconduct by the exhibitors or their associates with the gallery staff, the exhibition is liable to be cancelled with immediate effect.
- The terms and conditions / rules for booking and use of gallery are subject to revision by the IIC.

Logistics, Storage and Insurance

- The exhibitor will be solely responsible for insurance; the Gallery will not be held accountable for any damage incurred to any art works during the duration of the exhibition.
- Gallery will not be responsible for packing, transport, or insurance of any artwork from the exhibition to and from the Gallery space.
- IIC does not provide any storage space for the exhibits.

Security

- Security guards are posted at the Centre from 8 am – 10 pm. Beyond these hours, should the exhibitors want additional security, a guard may be recruited from the IIC for an 8hr shift at the rates applicable for hiring by IIC.
- In the event that the exhibitor wishes to bring in their own security guards, the exhibitor is required to inform the IIC in writing giving their names and contact details. Uniformed guards from security agency other than the one at the IIC will not be allowed.
- The IIC must be informed at least 72 hours in advance, any proposed visit by VIPs to the exhibition. The visit must be scheduled only after approval from the Gallery Office. Kindly please make a note, any additional cost incurred for such proceedings shall be borne by the exhibitors.

Exhibition Set up and Dismantle

- The exhibitor should inform the Gallery Office two weeks in advance with details of their requirements for setting up the exhibition.
- Exhibition set-up timings are from 11 am onwards and dismantled after 7 pm on the last day. The IIC will arrange for 2 staff personnel to assist in setting up the exhibition and 1 personnel to help with dismantle. The Art Galleries must be vacated by 7:30 pm on the last day.

- IIC staff will assist in adjusting the lights for display.
- The IIC will provide hooks and nylon chords for displaying works and will try to provide where available, panels and pedestals for free standing works. These will be made available for use at the discretion of the Gallery Office, free of charge. These items must be returned in the same condition as received to the Gallery Office after the exhibition closes. The cost of damage to or loss will be recovered from the Security Deposit of the exhibitor.
- An oil lamp can be provided for the inauguration. Please let us know in writing at least two weeks in advance.
- Use of the office & office stationary will not be available for exhibitions.
- The galleries will be open from 11:00 am to 7:00 pm every day. It is advisable that a representative is present in the gallery during this time.
- Exhibitors should bring their own Visitor's book and may bring their own independent standing structures such as panels, pedestals etc. as long as they are restricted to the gallery spaces only. The spaces outside the Gallery cannot be used for display without prior permission.
- As a security precaution, a gate-pass must be collected from the Gallery Office if the exhibitor wishes to remove/move exhibit items out of the gallery during the course the exhibition.
- The office staff or peons will not be available to carry artworks back and forth or display them at anytime of the day or do any other work related to the exhibition.
- Exhibitors should not tamper with electrical fittings in the gallery. For matters related to electricity, the IIC Maintenance department can be contacted on 24619431, Extn.346.
- Exhibitors are requested to abide by the rules of the IIC.

Gallery Timings

The Main Art Gallery and Annexe Art Gallery shall remain open from 11 a.m. to 7 p.m. all seven days of the week except on 26 January and 15 August; and on Holi and Diwali festival holidays. In case the gallery is closed on any day due to unforeseen circumstances beyond the control of the IIC, no refund of fee or any part of it will be made. (Note: Timings and closed holidays are subject to change by IIC without assigning any reason).

Catering

- For any catering requirements, please contact the IIC's Centralised Booking Office on 2461 9431 extn. 326, 377, 378 and 379
- Catering by private caterers or any outside source other than IIC or bringing in food and beverage items from outside are not permitted.

Publicity

- The posters for the exhibition may be sent to the Art Gallery Office 7 days in advance and displayed in the IIC notice boards
- We do not advertise or do media relations works for any of the exhibitions organized at the IIC's art galleries.
- Exhibitors should print invitation cards, posters and brochures on their own.
- Exhibitors are not allowed to use the IIC logo in any print or electronic form released for their exhibition
- The address for the galleries are:

Art Gallery

Kamaladevi Complex, Gate No: 1
India International Centre, 40, Max Mueller Marg, New Delhi 110003
Telephone: 2461 9431 extn 483

Annexe Art Gallery

India International Centre Annexe, Lodhi Estate, New Delhi 110003
Telephone: 24619431 extn 383

Television Crew and Press Photographers

- The exhibitor is requested to permit only TV crews and photographers who have been invited by them or have received prior consent to record proceedings of their exhibition. TV crews and photographers are requested to position themselves only in the spaces designated for the purpose and conduct their recording with minimum hindrance to visitors to the galleries.
- Direct Telecast of the exhibition is not permitted.