

**GUIDELINES FOR ALLOTMENT OF ART
GALLERIES FOR EXHIBITION
LALIT KALA AKADEMI
NEW DELHI**

1. The galleries of Lalit Kala Akademi are meant for exhibitions of visual art organized by the Akademi. As part of Akademi's art promotional activities, the Galleries of the Akademi are allotted for use of visual art exhibition by working artists or any artist or group of artists or the organisation who are promoting Art for a period of one or two weeks for their exhibitions.
2. Akademi invites applications from all over India for the booking of its Art Galleries at Rabindra Bhavan, New Delhi every year in the month of March through an open advertisement in English/Hindi and local newspapers (all editions).
3. Artists/Exhibitors must follow the procedure for applying for the booking of the galleries. The duly filled prescribed application will only be accepted. Incomplete application forms are liable to be rejected. The Akademi's authority at its sole discretion reserves the right to accept or reject any application for the booking of the gallery.
4. All received applications for the gallery allotment are placed before the Gallery Allotment Committee which consists of senior artists for selection.
5. Selected applicant list is uploaded on Akademi's website www.lalitkala.gov.in.
6. The application duly filled in all respects will only be considered for the allotment. The exhibitor has to submit their application along with their bio data /about their organization and exhibition in detail along with minimum recent 5 photographs of the proposed exhibits.
7. Applicants who have applied earlier are requested to apply afresh for the booking of Galleries.
8. The Akademi reserves the right to deny use of its gallery to any artist or group of artists, if their works are not found suitable for any reason by the selection committee for displaying in the galleries of the Akademi. The gallery rent for allotment and the element of subsidy allowed, in the interest of art promotion, shall be determined by the competent authority of the Akademi from time to time. Except the shows which are organized by the Lalit Kala Akademi, no exemption from the payment of license fees shall be allowed to anyone whether the name of Lalit Kala Akademi is mentioned in the applicant's exhibition brochure or not.
9. Only the artists who have applied for the gallery will be allowed to show in the gallery. The Akademi will charge commercial rates from any artist in following conditions

(i) A group show consists of two to seven artists. In the category of group show maximum seven artists may apply per gallery. In case, If the exhibitor may add or replace the artist as proposed in the application will be treated as cancelled show or commercial show and gallery rent will be charged for commercial. The Akademi's Authority at its sole discretion reserves the right to accept or reject the show.

(ii) If the invitation card or the catalogue of the exhibition conducted at the Akademi's gallery carry the Logo of any NGO, Art Gallery or Corporate Sector, the Akademi will withhold the works of art in its custody unless the commercial rates are paid by the artists or art groups which make use of private and NGO's logo or such sponsorship.

(iii) In case, the exhibitor announces their exhibition is a sponsored one/ supported by the any gallery in their invitation or catalogue and the shows of Art Galleries and Art Organizations/Charitable Institutions/Sponsored Exhibitions/Foreign and diplomatic Missions/Web Portals/Societies Promoting Art and Culture/ Public Sector undertakings etc., the exhibition will be treated as a sponsor exhibition and gallery rent will be charged for sponsor.

10. In case of group exhibitions, special allocation will be given only on submission of photographs with the detail of the artists who participate in the exhibition.
11. No artist or group of artists will be allowed allotment for a second time within a period of two years.
12. Selected applicant will be informed well in advance by email. No enquiry will be entertained after a year of the application.
13. The caution money deposit will be returned within a month after the approval of Competent Authority.
14. The Galleries should normally be booked on weekly basis i.e. either for a period of seven days or fourteen days.
15. Requests for booking more than one gallery for the same period for larger exhibitions can be considered by the Akademi.
16. No reservations will be made on verbal request. All requests for booking of galleries must be made on the prescribed application form given in the Annexure to these rules. The application should be complete in all respects.
17. On receipt of the letter of allotment the amount mentioned in it must be paid by the allottee immediately. In case payment is not received by the date specified in the letter of allotment, the allotment made shall stand cancelled and no further correspondence on the issue shall be entertained by the Akademi. All amount must be paid by Bank Draft only. The Bank Drafts should be drawn in the name of '**Secretary, Lalit Kala Akademi**' and payable on any bank at Delhi / New Delhi / Chennai / Bhubaneswar in case of galleries of Regional Centres.

18. In case of any cancellation by the artist three months or more before the due date of start of exhibition the amount received shall be refunded to him. In case of any cancellation made by the artist / exhibitor / organizer of the exhibition within one month or more before the start of the exhibition, 50% of the amount received will be refunded. In case of any cancellation made by the artist less than one month before the start of the exhibition only caution money deposit will be refunded to the artist /organizer of the exhibition
19. Any request received in writing for a change of date before allotment is made, shall be deemed to be a fresh application and cancellation of the earlier application.
20. In general postponing the dates will not be entertained. Keeping the gallery vacant without any valid reason on the specified dates after payment of the licence fees will not be allowed. Otherwise, the gallery possession will be taken by the Akademi and caution money deposit will not be returned.
21. The gallery timings shall be from **12 p.m. to 8 pm.**, except on inaugural day of the exhibition when it might remain open **till 9 pm.** The gallery shall remain normally open on all days except Government holidays. The gallery will be given normally only at 8:00 am on the first day of the exhibition for the display and the exhibits should be removed by 8 pm on the last day. Only on a written request, it may be permitted to display previous night, if the gallery is vacant.
22. In case the gallery is closed on any day due to unforeseen circumstances beyond the control of the Akademi, no refund of gallery rent or any part of it will be repaid.
23. No artist shall be allowed to remain in the Gallery before or after the specified timings except with prior written permission from Secretary.
24. The artist shall be allowed to take possession of the Gallery during the previous night proceeding the date from which the allotment has been made. The exhibitor should remove the exhibits and get them packed on the evening of the last day of the exhibition and it should remove by **10:00** am the next day without hindrance to the next exhibition.
25. Installation and dismantling of exhibits are at the responsibility of the exhibitor, Gallery.
26. The Akademi will take all reasonable care but accepts no responsibility for theft of art works or art works damaged by fire, storm, flood or accident. It is the responsibility of the exhibitor to obtain appropriate insurance cover.
27. If any special security arrangement is needed by the exhibitor for the exhibition, on a written request to the Secretary, the permission may be given at the cost and risk of the exhibitor.
28. The Akademi will not take any responsibility for receiving any parcels or works on behalf of the exhibitor; if they reach the day prior to their exhibition, the permission

may be given by the authorities of the Akademi on a written request; and those items may be kept outside the gallery area at the risk of exhibitor.

29. Though the Akademi will try to provide available partitions, hangers or pedestals if requested for by the artists such use of Akademi's property (meant for use in its exhibitions) cannot be claimed as a matter of right. Akademi may make them available for use at the discretion of the Secretary, free of charge or after taking any extra deposit against loss of hangers or damage to partitions and pedestals. Such materials if made available must be returned in proper condition to the Gallery in charge after the exhibition. Cost of damage or loss will be recovered from the caution money deposit of the exhibitor or demanded from him.
30. Only neatly designed posters shall be allowed for display on display boards outside the Gallery. No banners of large size may be displayed without permission of Secretary of the Akademi.
31. No publicity material of any kind will be allowed to be fixed/ pasted on the pedestal, glass door or inside or outside walls or partition of the gallery. Also for any reason, using cello tape or fixing pins or Gum tape or drilling nails on the pedestals or on the doors or on the walls/ceiling or on the partition of the gallery will be prohibited. Blue tag may be allowed for exceptional case. Also the exhibitor should not spoil or disfigure the table, chairs or other materials of the Akademi. Display of banners / hoardings within the premises of the Akademi here and there is strictly prohibited. It will be allowed only the place allotted for it. Violation of these rules will incur penalty or cancellation of the exhibition and the whole caution money deposit shall be forfeited.
32. Sub-letting in respect of the whole or any part of the gallery by the exhibitor is illegal. Cards, advertisements or printed matter by persons from firms who other than the bona-fide Exhibitors should not be exhibited or distributed from any area of the Akademi's premises. The licensed Exhibitor may do so only materials corresponding to his exhibition within the allotted gallery space.
33. The Akademi Authority expects the work of art to be high standard and in keeping with the dignity of the Akademi. The Akademi reserves the right to disallow any work or printed material etc. being displayed by the artist if Secretary or Regional Secretary considers it objectionable or against the law or interest of the Akademi or Constitution of India. The decision of the Secretary in this case shall be the final.
34. In case the exhibitor refuses to remove the objectionable materials/ works, the Akademi reserves the right to cancel the entire exhibition and remove the exhibits from the wall and the floor. The removed exhibits will be kept in the go-down at the risk of the exhibitor; demurrage charges will start from the next day after the cancellation at the rate of Rs. 50 per day per exhibit for one week; from the second week onwards for one month it will be Rs. 100/- per day per exhibit. After a month no claim will be entertained and Akademi reserves the right to auction the exhibits.
35. The demurrage charges are applicable to all those exhibitors who fail to remove their exhibits from the Akademi premises after the end of their exhibition.

36. For the sake of installations, use of organic or chemicals which may enable growth of insects or any materials with foul smell will not be allowed.
37. Recorded voices and any sort of noise pollution which are likely to cause hindrance to viewers and public will not be allowed inside the galleries.
38. Ceremonial inauguration of the exhibition shall be done by lighting the oil lamp. No ostentatious ceremony like performance of puja, or religious rites or conduct of bhajan or political discourses is strictly prohibited inside the gallery any time.
39. The special permission may be given by the authority for organizing art related programme or events inside the gallery by the exhibitor as part of his exhibition, if exhibitor submits his request in detail along with their application. The conditional permission for the proposed programme will be at the discretion of the secretary / Regional Secretary.
40. The Akademi Authority and the gallery staff have full rights to enter the gallery or any part of it at any time during the exhibition
41. Extension for the gallery allotment can be permitted by the Akademi at the written request of the Exhibitor in advance; and it is subjected to the availability of the gallery. The request for extension of the exhibition space has to be given to the Secretary in advance.
42. Smoking or consumption of liquor or drugs is strictly prohibited in the Gallery complex
43. Serving refreshments or eatables or coffee / tea inside the gallery is prohibited
44. No artist shall be allowed to displace any furniture or equipment in the Galleries except with the consent of the Secretary.
45. In case of any electricity failure, no outsider shall be permitted to interfere with the electrical installations. The Akademi'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, the Akademi shall not entertain claim for any refund.
46. Works of art are allowed inside the gallery for display at the own risk and responsibility of artist. The Akademi cannot provide any storage space inside or outside the galleries. Packing materials should be removed from the galleries before the exhibition is inaugurated.
47. No artist shall be allowed to remove any article including their exhibits out of the galleries without producing gate pass issued by the Gallery In charge. At the end of the exhibition the final gate pass will be issued only after the artist has handed over the possession of the gallery and paid all dues.

48. The galleries are not for use as a storage space or as working studios or for accommodation of artists. They are to be used only for the purpose of exhibiting art works.
49. For security reasons, all bags may be subject to search upon entering or leaving the building, if the situation demands.
50. Visitors may take pictures for personal use, with a hand-held camera; and if exhibitor does not permit they should put up a notice more visibly in the notice Board in advance to avoid confrontations.
51. Professional photographic equipment, video cameras, recording devices, tripods, lights and other similar equipment are not permitted without prior approval from Gallery authorities. Press is exempted from this rule.
52. All disputes that have arisen in connection with the execution of the general conditions shall be solved through negotiations. No hoarse argument will be allowed with any staff of the Akademi. In such circumstances, the decision of the Secretary will be final.
53. The mailing list of the connoisseurs list may be available. The Akademi will take maximum care for inserting change of addresses whenever it is received from the artists, art lovers and critics. The Akademi is not all responsible for return or undelivered posts.
54. Telephone numbers of the Akademi should not use in any invitation or publicity materials of the exhibitor, who is renting the gallery; and permission will be given only to collaborative institution for using Logo and telephone numbers of the Akademi.
55. The interpretation of these rules devolves solely on the management of the Akademi and its decision on these matter shall be the final and binding.
56. The Akademi reserves the right to amend or modify any of these rules or make new rules without any notice or assigning any reasons.
57. Heavily framed paintings more than eight kg. are not allowed for hanging on display channel. The authority of the Lalit Kala Akademi (LKA) must be consulted regarding the hanging of heavy works of art, and his/her decision will be final.
58. The Gallery shall provide two pedestals, two chairs, one tables and one display panel to each of the gallery. Only in the foyer gallery ten pedestals will be provided for the display of sculpture, ceramic, etc.
59. Chairs should not be kept close to the walls. Minimum distance of six feet should be maintained for placing tables and chairs. No materials (display boards, tables, chairs etc.) should be placed in front of the Fire Exit door and the AC plant room door.

60. Hand gloves should be used while hanging and removing painting. Shabby marks if found on the wall, the user of the gallery will be penalized and an amount to repaint the wall will be collected from the user.
61. Wooden cases, sculptures etc. should not be dragged on the floor (the nails etc. damage and scratch the flooring materials), Therefore at all times, a trolley with rubber wheels should be used (The trolley is available in the gallery).
62. The applicant should submit his/her money deposit slip to the office, after the end of the show for the collection of the caution money.
63. The gallery rent should be deposited by the applicant within the seven days of the date of the booking letter issued from the LKA. If not, the booking will be automatically cancelled.
64. The applicant shall not bring in any furniture, screens, lights or any other equipment from outside without prior permission from the LKA administration. They shall not entrust the work for changing the position of lights or other repairs, if necessary, to any outside party.
65. The applicant shall not give, transfer, submit or rent any portion of the Gallery space or its furniture and fixtures to any other person or organisation.
66. The LKA administration will be responsible for cleaning the Gallery after the display of exhibits. The LKA administration does not hold itself responsible to give any assistance for the removal, display or storage exhibits.
67. If the Gallery is to be closed for reasons beyond its control, such as, strikes, nature calamity or special government notification; no refund of rent will be made by the Gallery. If however, the LKA decides to close the Gallery, either it will give another day in lieu of the closed day or will refund the rent for the day. However, the LKA reserves the absolute right to cancel the booking of any gallery at any time.
68. All programmes and procedures conducted by the applicant shall be orderly and lawful. If the LKA apprehends unruly or unlawful behavior it shall immediately take suitable action and shall not be responsible either for the refund of the fees or for any loss or damage arising there from. The LKA also has right to secure help of police authorities to restore order and to maintain peace.
