

VICTORIA MEMORIAL HALL

Guidelines for participation and collaboration in fairs /exhibitions /festivals etc. organized by non-government organizations/ institutions

The following guidelines are applicable for participation of Victoria Memorial Hall (VMH) in Festivals/Fairs outside VMH.

1. Relevance for participation

1.1 The focus theme of the festival/fair must concur with the thrust areas of work/interest of VMH and/or must be related to VMH's collection. The same or similar focus theme of the same organization will not be considered by VMH for future participation. Such participation by VMH should not be one-off exercises on compassionate, philanthropic or other similar grounds but should rather complement/supplement VMH's outreach programme in a sustainable manner.

1.2 Request for any kind of financial grant will not be considered by VMH. Only proposals seeking VMH's collaboration will be considered by VMH.

2 Eligibility criteria for collaborating organizations

2.1 The organization should be registered for at least 5 years.

2.2 The said organization must be organizing the festival/fair in question continuously for at least last 5 years.

2.3 The said organization must have previous experience of collaborating with

a National Level Organization/ Institution.

- 2.4 Must have the permission of local authorities for organizing the festival/ fair.
- 2.5 Applications will be considered on a first-come-first-served basis, subject to other conditions mentioned elsewhere in these guidelines.
- 2.6 The application must be recommended by at least one of the following persons: a) Local SDO; b) local DM; c) local MP or MLA

3 How to apply:

- 3.1 The application should be made on the letterhead of the organization and should be accompanied by the documents mentioned in the following paragraphs.
- 3.2 Requests for such participation must reach VMH at least two months before the scheduled dates of the event.
- 3.3 The application must be accompanied by (a) copy of the permission for organizing the fair/festival issued by local authorities, (b) copy of the valid registration certificate of the requesting organization, (c) copies of the annual reports and audited accounts for the three preceding years, (d) proof of previous experience of working with a national level organization/institution (e) Names, addresses, e-mail ids and contact numbers of the Governing Body Members of the organization.

4 Periodicity and other conditions for participation

- 4.1 VMH shall not participate in events organized by the same organization in consecutive years. There has to be at least a gap of three years before considering a request for participation from the same organization.

- 4.2 VMH shall not participate in more than one fair/festival in the same district, in the same financial year.
- 4.3 VMH shall not participate in more than four (4) such fairs/festivals, in a financial year.
- 4.4 Given the environmental and open air conditions under which such Festivals/fairs are organized, if VMH decides to participate in any such event, it shall not be with original artifacts but only with prints and reproductions.
- 4.5 The minimum area required by VMH for participation in such fairs/festivals would be 800 square feet, with basic infrastructure, furniture and electrical arrangements (lights, fans, plug points).
- 4.6 VMH should not ordinarily incur expenses more than Rs 2 lakhs (Rupees two lakhs only) for participation in any such event, e.g. on the basis of participation for a week.
- 4.7 Participation in such fairs/festivals shall be subject to availability of funds for the purpose.
- 4.8 The local hospitality (food, accommodation and transport) of the VMH officials and staff deputed for such programmes should be arranged by the collaborating organization within their entitlements. Payment will be made by VMH on receipt of bills.
- 4.9 The organizers will be responsible for the security and safety of the exhibits from VMH during the duration of the fair/festival.
- 4.10 All necessary clearances and permissions will be the responsibility of the event organizers. No expenditure should be incurred by VMH for this purpose.

4.11 In case of non-fulfillment of conditions by the organization, VMH reserves the right to blacklist the organization and not participate in the fair/festival organized by the organization in future.

5 Responsibility of VMH:

5.1 VMH will provide exhibits, curate exhibition and put up on display.

5.2 Provide manpower/bear expenses for manning the stall/pavilion.

5.3 Bear expenses on the cost of stall/pavilion, manpower engagement for manning the stall/pavilion and transportation, food and accommodation for its staff.

6 Responsibility of the collaborating organization:

6.1 Provide a stall of at least 800 sq. ft. with basic infrastructure, chair, tables and electrical fittings at a prominent place in the fair.

6.2 Arrange for accommodation, food and local transport of VMH staff.

6.3 Security and safety of the exhibits and stall.

7 Power to relax

The Chairman, Board of Trustees, if he thinks fit may relax any of the conditions mentioned herein above.