



## **Allotment Policy for Dilli Haat, INA**

The following facilities/services are available for temporary allotment at Dilli Haat, INA:-

- A. Craft stalls
- B. Air Conditioned / Conference Room and Committee Room
- C. Stage and open area around stage (without craft stall)
- D. Allotment of space near the cultural stage for Festivals/events/craft exhibition to provide eventful Dilli Haat, INA (with craft stalls without stage)
- E. Special events with Dilli Haat, INA as venue partner.
- F. Brand Promotion Stalls / promotion of products
- G. Allotment Open spaces ( Languish Art.)
- H. Staff parking behind Conference room
- I. Round about opposite craft store
- J. Temporary stall in open area like entry gate near food court etc. for various festivals
- K. Film Shooting
- L. Fashion show
- M. Display of Vehicles / Branding
- N. Procedure for allotment
- O. Save

Given below is the allotment policy for these facilities / services:-

### **A. Craft Stalls**

There are 166 built up craft stalls at Dilli Haat, INA. These are being allotted by the Office of Development Commissioner (Handicrafts) & Development Commissioner (Handlooms) as per the details given below:-

- Development Commissioner(Handloom) 46 stalls (42 + 4)
- Development Commissioner (Handicraft) 120 stalls

These craft stalls are allotted by the above two offices in the cycle of 14/15 days. For the allotment, the applications are invited by the office of DC (Handicraft) & DC (Handloom) on All India basis and allotment is done by a Committee consisting of the officers of DC

(Handicraft) and DC (Handloom). It is proposed that allotment of craft stalls including drop out stalls may continue to be made by the officers of Office of DC (Handicraft) and DC (Handloom). The authentication of genuine craft persons are being allotted and continued to be there during the period of allotment is the sole responsibility of DC (Handicrafts & Handlooms) Office.

### **Rates for Craft Stalls ( Allotment by DC(Handicraft /Handloom)**

<b>Season</b>	<b>Rates (per day + taxes) (in Rs.)</b>
Summer April - September	Rs.500.00 + S.Tax per day
Winter October - March	Rs.600.00 + S.Tax per day

### **Allotment Authority: Office of DC (Handicrafts) & DC (Handlooms)**

#### **B. Air conditioned / Conference Room & Committee Room**

International Food Plaza has been converted into air-conditioned Conference Hall for holding exhibitions (commercial/non-commercial), conferences, workshops, seminars, performing art, music and dance shows, competitions, craft exhibitions etc. in addition to the social events in the form of birthday parties, kitty parties (but not reception/marriage functions). The rates are approved as per details given below:-

<b>AC Hall</b>	<b>Hall No. 1 or 2 /Conference Hall</b>	<b>Hall No. 1&amp;2</b>	<b>Meeting Room</b>
Weekdays	Rs.10,000+S.Tax per day	Rs15000+S.Tax per day	Rs.3000+S.Tax per day
Weekends	Rs.15,000+S.Tax per day	Rs.25,000+S.Tax per day	Rs.4000+S.Tax per day

In addition we may allow free entry to 50 persons taking one hall and free entry to 100 persons taking both the halls i.e. one and two. For meeting room, free entry to 20 visitors may be allowed.

50% discount may be given to the officials/staff of DTTDC for availing the above facility.

**Allotment Authority: Manager (Crafts)**  
**Reviewing Authority Chief Manager DH, INA**

### **C. Stage and open area around stage (No stalls)**

#### **Stage / Amphitheater**

<b>Season</b>	<b>Rate (per day + taxes) (in Rs.)</b>
Weekdays	Rs.5000+S.Tax per day
Weekend	Rs.7500+S.Tax per day

The stage may be allotted to the NGOs/Organizations/Cultural Academies and to other parties setting up their craft stalls/exhibitions at Dilli Haat (INA) for cultural programmes on first come first serve basis at the above rates. For Sahitya Kala Parishad, State Academies, ICCR, Spic Macay and Ministry of Information and Broadcasting we may continue to provide stage free with moderate sound & lighting arrangements alongwith refreshment to artists.

### **Allotment Authority: Manager (Crafts) Reviewing Authority –Chief Manager (Dilli Haat)**

#### **D. Allotment of space near the cultural stage for Festivals/events/craft exhibition to provide eventful Dilli Haat INA (With craft stalls without stage)**

In order to augment the revenue of the Corporation, we may allow the allottees to set up maximum 25 temporary stalls for which we may charge as under:-

<b>Govt. Bodies</b>	<b>Rates(per day + taxes) (in Rs.)</b>
Summer April - September	Rs.750 + S. Tax per day
Winter October - March	Rs.1000+S.Tax per day

<b>NGO etc.</b>	<b>Rates(per day + taxes) (in Rs.)</b>
Summer April - September	Rs.1500+ S. Tax per day
Winter October - March	Rs.2000 + S. Tax per day

These stalls may be given for not more than 15 days . Temporary stalls will be built by the DTTDC through approved contractor. The approved rate for construction of temporary stall at present is Rs.15/- per stall per day.

## **Eligibility Criteria**

1. The Central Government Ministries, State Govt. Deptt., Corporations, Apex bodies promoted by State Government, Central Govt., State Tourism Corp., Cultural Academy, State Govt. Emporium, Resident Commissioners, office of State/ UTs.
2. The NGO who are in the field of Craft & Culture for the past 5 years and have more than 100 registered members would be eligible.
3. It should have PAN Number.
4. Its account should be certified and audited annually and annual reports for the 03 years are to be enclosed alongwith the application form.
5. The NGO/organization should have done some recognized exceptional work or made contribution in the field of handicrafts & handlooms, which has benefited the sector as a whole. Documentary proof to be attached.
6. The objective of the organization for development of handicrafts and handlooms should have clear cut mention in its bye-laws; Memorandum & Article of Association.

## **Terms & condition**

1. MD, DTTDC reserves the right to reject/accept any application without assigning any reasons.
2. Submission of application will not amount to acceptance of the proposal.
3. The number of craft stalls are subject to change (Maximum of 25)
4. The name & logo of Dilli Haat (INA) must figure prominently in all the publicity to be carried in the print & electronic media and at Dilli Haat (INA).
5. The Government Departments/NGOs once allowed this area will not be eligible for allotment again for a period of six months.

## **Duration**

The event/exhibition/festival would be allowed for a maximum period of 15 days.

## **Allotment Authority: General Manager on the recommendation of the Committee consisting of Manager (Crafts), Dy. Manager (Admn.) and Dy. Manager (Crafts)**

### **E. Special events with Dilli Haat, INA as venue partner.**

DTTDC also received requests from various organizations, electronic and print media and NGOs and various Government and Private bodies for allotment of stage and the area around the stage for various events with DTTDC as the venue partner.

Corporation may allow them the stage and the area around the stage on the following terms & conditions:

1. The event should gel with Dilli Haat aesthetics and ambiance.
2. The organizations/agencies should of repute and having a name in their field.
3. DTTDC would be an official partner for the event and the name of DTTDC and its logo would be displayed in all the publicity material at the venue and in the print and electronic media. DTTDC would not charge any amount for leasing out amphitheatre and nearby amphitheatre area.
4. There will be no financial involvement of the Corporation.
5. All the permissions required for organizing the event would be the responsibility of the event organizer.
6. No separate entry ticket would be levied for show. Reasonable number of passes would be given to DTTDC if the entry is by invitation.
7. The organizer would be required to follow all the statutory directions with regard to the sound level and timings of the show.
8. No damage to the properties of DTTDC would be allowed.
9. Permission can be withdrawn by DTTDC in case of unforeseen circumstances.
10. The Manager DH, INA of DTTDC would be consulted by the event organizer for the various works at the units.

11. Security guards, house keeping staff, generators required for event would be the responsibility of the Event Organizer.

A committee consisting of Manager (Crafts), Manager (Finance) and Dy. Manager (Admn.) to examine the proposal and submit for approval of MD & CEO.

## **Allotment Authority: Managing Director & CEO**

### **F. Brand Promotion Stalls / Promotion of Products**

1. Brand promotion stalls were major source of revenue for Dilli Haat INA. The following open areas have been identified for setting up of brand promotion stalls on temporary basis for a maximum period of 15 days.

<b>Details</b>	<b>NO. of Stalls</b>
open area measuring 16x6 adjacent to Tamil Nadu food stall	01
open area measuring 8x6 opposite hall no.2 near TR1FED. Food related items shall be near Stage Area / Near Tamil Nadu food stall / Assam food stall.	04

#### **April to September**

<b>Season</b>	<b>Open Area</b>	<b>Reserve price</b>
Summer April - September	16X6 (01)	Rs.70,000/- + S. Tax per day
Summer April - September	8X6 (04)	Rs.35,000/- + S. Tax per day

#### **October to March**

<b>Season</b>	<b>Open Area</b>	<b>Reserve price</b>
Winter October -March	16X6 (01)	Rs.1,00,000/- + S. Tax per day
Winter October -March	8X6 (04)	Rs.50,000/- + S. Tax per day

The allotment of Brand Promotion Stalls may be made by inviting applications through website and displaying information on Notice Board of Dilli Haat, INA.

Once in six months, a Public Notice may also be issued indicating the availability of brand promotion stall at Dilli Haat INA. A party can be eligible to apply only after a gap of two month from the earlier allotment.

**Allotment Authority: Manager (Finance), Manager (Crafts), Dy. Manager (Admn.) Reviewing Authority: Chief Manager (DH, INA)**

**Allotment of Brand Promotion Stalls/ Promotion of Products for short duration: - Weekend (Saturday & Sunday) / Holidays.**

2.In addition to above, we receive a number of requests for setting up brand promotion stalls for short duration especially weekends or holidays. It is proposed that we may allow maximum of two brand promotion stalls in addition to six mentioned above, for which DTTDC may charge as under:-

<b>Season</b>	<b>Rates(per day + taxes) (in Rs.)</b>
Summer April - September	Rs.3500 /- + S. Tax per day
Winter October - March	Rs.5000/- + S. Tax per day

The allotment period will be for maximum three days.

**Allotment Authority: Manager (Finance), Manager (Crafts), Dy. Manager (Admn.)  
Reviewing Authority – Chief Manager (Dilli Haat)**

**G. Allotment of open space (Languish Art.)**

I. We have been receiving a number of requests from artisans in the field of puppets, toys, dry flower, wrist band, hair beeding, tarot card/palmist, Mehandi, name on rice grains, key chain, portrait sketch, clay cart etc. for space at Dilli Haat, INA.

It is proposed that open space may be allotted to these artists on the following rates terms and conditions:-

### **Allotment of Table Space in open Area for Languish Art.**

<b>Season</b>	<b>Rate (per day + taxes) (in Rs.)</b>
Summer April - September	Rs.500/- + S. Tax per day
Winter October - March	Rs.600/- + S. Tax per day

**Allotment of Languish art for Clay cart / Sarangi etc. The charges would be Rs.150/- + S. Tax per day for Summer and 175+S. Tax for winter per day.**

1. The allotment may be made for a period of 15 days only.
2. An artisan allotted table space for 15 days may not be allowed again for a period of two months.
3. Maximum 10 artisans may be allotted table space during the period of 15 days.
4. No table space may be allotted in the main passage so that the movement of visitors of Dilli Haat INA is not hampered.
5. The Artisans will be issued both I-Card and Yellow Card by Dilli Haat Officials

**Allotment Authority: Dy. Manager (Crafts), Dy. Manager (Admn.), Asstt. Manager (Finance) Reviewing Authority – Manager (Dilli Haat) / Chief Manager (Dilli Haat)**

**II.** We also receive number of requests from NGOs, social organizations and welfare bodies for setting up temporary stalls at Dilli Haat INA. DTTDC may allow at the most 5 temporary stalls to such organizations on the following terms & conditions:-

1. The duration of allotment would be for a maximum period of three days.
2. DTTDC may charge Rs. 500/- + S. Tax per day per stall in summers and Rs.600/- + S. Tax per day per stall in winters from Government organizations. Rs.1500/- + S.Tax in summer & Rs. 2000/- + S.Tax in winter from NGOs & registered bodies.



## Eligibility Criteria

1. NGO must be registered.
2. It should have PAN number.
3. Its accounts should be certified and audited annually and annual reports for the 03 years are to be enclosed alongwith the application form.

The allotment may be done on first come first serve basis. In case the applicants are more than 5, then the stalls be allotted by a Committee consisting of the following by draw of lots:-

1. **Manager(Crafts)**
2. **Manager (Admn.)**
3. **Dy. Manager(Crafts)**

## Reviewing Authority – Chief Manager (Dilli Haat)

### H. Staff parking behind Conference Room

We have been receiving a no. of requests from the employees of the Corporation for temporary allotment of this space for social functions. It is proposed that Corporation may consider allotting this space for social functions/birthday parties only (No marriage parties/reception/religious functions) to the employees of the Corporation against written request. The Corporation may charge Rs. 5000/- for whole day plus service tax. The allotment may be made on first come first serve basis.

## Allotment Authority: General Manager

### I. Round about opposite craft store

A. This is an ideal space for live demonstration of various crafts like pottery making, loom, paper craft etc. Two stalls may be allotted for live demonstration of these arts for the period of fortnight on the following rates terms & conditions:-

#### Round about Space opposite craft store for demonstration.

Season	Rate (per day + taxes) (in Rs.)
Summer April - September	Rs.750/- + S. Tax per day
Winter October - March	Rs.1000/- + S. Tax per day

1. The artisans may also be allowed to do retail sale.
2. The artisans may be allowed live demonstration of their art.

B. The round about space may also be allotted for photo exhibition or related purposes to Govt. bodies/NGOs, organizations, cultural academics/art galleries etc. on first-cum-first served basis as the following rates :-

Season	Rate (per day + taxes) (in Rs.)
On Weekend	Rs.7500+ S. Tax per day
On Weekdays	Rs.5000+ S. Tax per day

**Allotment Authority: Manager (Finance), Manager (Crafts), Dy. Manager (Admn.) Reviewing Authority: Chief Manager (DH, INA)**

**J. Temporary stalls in open area like entry gate near food court etc. for various festivals organized at Dilli Haat.**

Dilli Haat is organizing various festivals like Baisakhi, Teej, Ganesh Utsav, Diwali, Sharbat, Christmas/Winter carnivals etc. For that we do allot stalls for the craft/food during festivals and these are related to the theme of festival. The minimum rental for the stalls (craft/food) rates as under:-

**Temporary stalls in open area i.e Near entry gate / near food court / Champa Tree for various Festivals organized at Dilli Haat- INA**

Season	Rate (per day + taxes) (in Rs.)
In Summer	Rs.1500+S.Tax per day
In Winter	Rs.2000+S.Tax per day

The allotment may be done on first come first served basis, the rates can be revised festival to festival after the approval. Craft/food stalls may be allotted by the committee of the following:

**Dy. Manager (Craft)  
Dy. Manager (Admn.)  
Asstt. Manager (Finance)**

**Reviewing Authority – Manager (Dilli Haat)**

## K. Film Shooting

There are no. of slabs for rental of film shooting and commercial video / documentary are as under:-

### Film Shooting

S.NO.	Particulars	Rates	
1.	<b>Commercial video, Advt. Documentary shooting.</b>	Less than 3 hours	Rs.5,000/- + S. Tax
		For 3 Hours	Rs.10,000/-+ S. Tax
		1/2 day (4-6) hours	Rs.20,000/-+ S. Tax
		Full day more than 6-12 hrs	Rs.40,000/-+ S. Tax
2	<b>Feature Film shooting</b>	1/2day (4-8) hours	Rs.40,000/-+ S. Tax
		Full day	Rs.75,000/-+ S. Tax

## L . Fashion Show

Fashion Show	Rates(per day + taxes) (in Rs.)
Low Profile (Students. Govt. Bodies, NGO etc.	Rs.20,000.00 +S. Tax per day
High Profile (Commercial/ Professional	Rs.40,000.00+S.Tax per day

## M. Display of Vehicles / Branding

Display Of Vehicle	Rates(per day + taxes) (in Rs.)
Display of Vehicle (Motor Cycle/Scooter).	10,000.00+S.Tax per day
Display of Vehicle (Car etc.).	20,000.00+S.Tax per day
Area for which rates are not specified	Rs.75/- per Sq. Ft. per day in Summer (April to September) Rs.100/- per Sq. Ft. per day in Winter (October to March)

**Approving Authority – Chief Manager (Dilli Haat)**

## **N. Procedure for allotment**

1. The various facilities/services at Dilli Haat, INA would be booked on the basis of the prescribed application to be filled up by the applicants.
2. A register would be maintained by Manager (Crafts) where by every written request received from applicants would be entered and diary number would be given to such requests. The register would indicate the details of the applicant, date and time of receipt of written application, services/facilities required and details of the payment made.
3. In case number of applicants are more then the services available then draw of lots would be conducted by a committee as constituted.
4. 100% payment is to be received in advance for booking of facilities/services.
5. No credit be extended by the Management of Dilli Haat to any allottee.
6. The payment is to be received in the shape of bank draft/demand draft and cash only in case of Government Departments, the payment may be taken in the shape of cheque.
7. Cancellation policy – The payment will be received before 15 days the event and in case of cancellation before 48 hours 20% may be deducted and if cancelled within 48 hours, no refund is applicable.

## **O. Save**

The Managing Director/CEO to allow credit facilities and also to give discount/waive off the charges in case of Govt. Organization, NGOs, Charitable Organizations and commercially important bodies/organization for DTTDC.