

People's Gallery rules and regulations

Rules and regulations for the use of space, installation, and removal of exhibition

1. The dates of installation, exhibition, and removal can be found on BACC accepting letter. Should artists or exhibitors wish to change the dates of installation, exhibition, removal or the opening, advance notification is required along with People's Gallery officer's approval prior to any change.
2. All artists, related parties or staff are required to wear "access pass" to enter the area for the entire duration of exhibition. The pass can be picked up with exchange to IDs at the security administration desk on the first floor (next BACC entrance 2) for convenience and security purposes.
3. Standard lightings will be provided by BACC. Any extra lighting must be brought in by artists or exhibitors with advance notification stating purposes and reasons for them. Assistance and advice on installation of such lightings are available by appointment.
4. People's Gallery reserves the rights to limit exhibition only to assigned room. We ask that artists or staff plan the installation of exhibition with emphasis on presentation, practicality, and safety. The glass doors of each room must be opened and closed for the entire duration of exhibition (room entrance).
5. Any objects that have been modified and release strong odor or deem to cause damages to the areas are not allowed to be displayed in exhibition area.
6. Installation must be done within BACC operating hours (10.00 - 21.00). For installation or removal of exhibition that may create loud noises, please do so after the hours (21.00 onward) and inform officers at least 3 days in advance.
7. Staking or drilling on building pillar or ceiling inside exhibition hall are not permitted.
8. Staking or drilling to hang or position artworks are only permitted for plastic.
9. Should there be a need to position any object onto a wall for display, please place marking tape onto the wall follow by double-sided tape. Do not place double-sided tape directly onto the wall.
10. Please submit plans for display and installation to People's Gallery officers according to the date stated in accepting letter or a month prior to the installation. Officers must be informed of any changes prior to the change. If artists or exhibitors do not comply with the rules and regulations, People's Gallery reserves the rights to apply appropriate actions like extending the date or cancellation of exhibition.
11. Please refrain from smoking and/or drinking alcoholic beverages inside People's Gallery during installation and removal of exhibition (smoking area is provided outside BACC building).
12. Please dress appropriately to ensure safety while installing the exhibition.
13. After the exhibition is completed, the room must be restored to its original condition. Any damage (holes, changes of wall color, or stains) must be fixed or removed. If not, People's Gallery holds the right to keep the security deposit and use it to restore the room accordingly.



Rules and regulations for using space during exhibition period

1. All artworks must be exhibited for the entire duration of exhibition. Any sales made during exhibition must wait to be picked up after the exhibition is over.
2. 20% commission will be taken from all sales and go toward supporting BACC activities.
3. People's Gallery and BACC are not responsible for any loss or damage to artworks.
4. Artists or exhibitors must assign staff to look after the exhibition the entire time. (Please find details of rules and regulations to operate the exhibition below).

Rules and regulations to operate the exhibition

1. Artists or exhibitors must assign one person to look after the exhibition for the entire duration, Tuesday to Sunday from 10.00-21.00, with responsibilities as follow:
 - a) To check the conditions of room and artwork, and contact artists as well as officers of any irregularity or damage as soon as possible.
 - b) To turn equipments in the exhibition on and off such as projector, DVD player etc.
 - c) To record the number of visitors (document will be provided by People's Gallery).
 - d) Should have knowledge and understanding of the artwork and able to describe artworks and provide a tour of exhibition.
 - e) To sell exhibition brochures or souvenirs (if any).
 - f) To take reservation and sell artworks (if there is a sale).
2. Exhibition staff must dress appropriately.
3. People's Gallery will provide a seating area for exhibition staff. We request that the area is kept clean and anything that is not related to the exhibition must be kept out of sight.
4. Please do not eat at the seating area in front of exhibition room. Exhibition staff may take a break for meal or bathroom by putting out sign provided by People's Gallery every time.

Rules and regulations for the production of printed materials related to exhibition

1. In order to maintain exhibition standard, every exhibition is required to create a wall-text describing background and ideas of the exhibition, and caption signs providing information about the artworks. The format and regulations in making wall-texts and caption signs will be provided by People's Gallery as guideline.
2. For artists or exhibitors who wish to produce printed materials like brochure, invitation, post card, or poster, please follow People's Gallery formats and regulations regarding printed materials related to exhibition. This request does not apply to artists or exhibitors who do not wish to produce any printed materials related to exhibition.
3. All materials related to exhibition and announcement must be submitted to People's Gallery for approval prior to the production and the release.

4. Artists or exhibitors who wish to sell brochures, printed materials, or souvenirs related to the exhibition must receive permission to do so from People's Gallery first.

Rules and regulations for exhibition openings

1. Artists and exhibitors are required to finalize the date and time of the opening and inform the officers within the date and time stated in the document for prompt coordination of various departments.
2. Strict portion control is required should there be any distribution of alcoholic beverages during the opening in order to prevent any unpleasant behavior. BACC closes at 21.00, therefore we request that food and beverages are not served after 20.30.
3. Artists and exhibitors are responsible for inviting honorary guests to the opening.
4. Artists and exhibitors are responsible for finding show hosts, registration officers, and registration documents.

Guidelines for announcement

1. Please produce information for exhibition announcement in two languages (Thai/English) and submit it to BACC officers within the requested time frame.
2. Please submit information, pictures, and artworks related to exhibition announcement to People's Gallery for editing prior to the release.
3. People's Gallery announcement of the exhibition will be presented on digital signage on the 1st, 3rd, and 5th floor of BACC, as well as on BACC's website and Facebook fanpage.

Note: Artists who exhibit artworks at People's Gallery must wait for 2 years before submitting another portfolio for approval.

For more information please call 02-2146630-8 ext 534