



POLICIES FOR VENDORS

1. All service providers/vendors (Decorators, Caterers etc) must wear uniforms and attach a Company Photo Identification tag while on The Civic Centre premises. Anyone without proper identification will not be allowed entrance into the premises.

2. All service providers/vendors are not allowed to use the client area, front stairs, or front lift.

Hence, all vendors are granted access to use the back service stairs and lift for food and equipment. They are advised to come early for easy access.

3. There should be no loitering by vendors after setup. This applies specifically to decorators who loiter/ litter in the alcove of the service entry.

4. Buffet setup is not permitted inside any of the halls inside the building, apart from the waterfront area which is outside.

5. All service providers/vendors (Food & Drinks) must come with a minimum of 20 (20) large refuse bags which must be kept behind the service points, and emptied regularly and properly disposed of at our designated refuse site at the end of the event.

6. Vendors are not permitted to use our consumable products to bathe in our premises, anyone caught doing this will be escorted out.

7. All service providers are required to treat all TCC Property and Equipment (floor, trolley etc) with utmost care as measures will be taken against offenders and cost of damage incurred. The **refundable vendor's caution deposit** will cover the cost of any damage that the Client's vendors may cause to the premises during the event and where the deposit is not enough to cover the cost of the damage, the client shall be liable to make up the differential. The caution fee shall also be retained if vendors are to leave: chairs, decorations and large items that will create a messy environment on the premises.



8. Food Service Providers:

- a. Vendors have 2(Two) staff dedicated to keeping the food service area clean. These staff are to ensure all dirty dishes are properly cleared and disposed of during the event. This is for a safe and sanitary environment.

9. Drink Service Providers

- a. Vendors come with service baskets and trays without perforated base/bottoms to reduce the risk of accidents because of wet slippery floors. The use of **Iron Cooler** for chilling drinks are prohibited in The Civic Centre, only plastic coolers are permitted.

10. Decorators:

- a. Decorators are hereby informed that all decorations /display/staging items (woods, draping, furniture etc.) must be removed from TCC on the same day immediately after the event. They are required to tear down for their event before midnight, in the event their event ends at midnight, clients are required to **tear down within 3hrs**, to allow other vendors for the next day's event set up. If this is not done we charge a **500,000 naira late teardown fee payable by the client**. Vendors trucks and items will not be allowed to leave the premises until payment has been made.
- b. Decorators are not allowed to use nails on any of our property except hooks provided at the sides of the hall to hang their fabrics. No Fabric is allowed across the hall, only the sides of the hall where hooks are provided. No gum or glue is allowed in the facility.
- c. No wet wood is allowed in the facility, except for dry wood, this is to avoid the repulsive smell of wet wood. Fireworks are Not Allowed in The Civic Centre facility. Ladders are provided by the Maintenance department.