**SUPPLEMENTARY PARTNER GUIDELINES**

**“NAME AND DATE OF EVENT”**

**ACCREDITATION:**

1. Wristbands will be handed over to one member of your crew (whose name and designation should have been sent to us before hand) who will in turn distribute to the rest of the crew.
2. Wristbands will only be given based on crew list sent.
3. Crew member picking up wristbands should come to the accreditation desk with a valid form of identification (driver’s license, company I.D. card, etc.)
4. All technical suppliers **MUST** provide skirting and coverings for their technical stations for this event. **YOUR SKIRTING MUST BE PURE BLACK** and **must cover all wires and cables at your technical station.**
5. All Standard Safety Rules must be obeyed. Set up must be done correctly to avoid fire hazards

**CODE OF CONDUCT:**

1. Each supplier must provide the name and mobile number(s) of the onsite Manager.
2. Be responsible for your staff onsite. We do not expect to see any supplier staff sitting in seats that have been set up for Event Guests, falling asleep onsite or eating during hours designated for work or arguing with Event Managers.
3. All Suppliers must make arrangements for their staff to eat **BEFORE** the designated start time given to suppliers. It is strictly prohibited for suppliers to eat the food meant for guests. It is also prohibited for suppliers to eat during the event.

**BRANDING**:

Branding will be controlled for this event - No branding will be allowed

* 1. **No branded** table displays will be permitted on guest dining table
  2. **No signs** displaying your company name will be permitted at your set-up point
  3. Branding with roller banners or any type of banners advertising products apart from the clients will **not be allowed**, however, business cards can be given out on request only.

Thank you.

Signed,

Julianah Balogun

For: Gold-In-Wood Events.