



FIRSTBANK IVORY HALL – USAGE GUIDELINES

(For Visitors, Partners, and Event Hosts)

To ensure a seamless experience for all guests and maintain the high standards of the FirstBank Ivory Hall, users are expected to observe the following guidelines:

1. ACCESS & SECURITY

- All guests must register at the reception desk.
- Visitors must wear their access tags visibly at all times.
- Security checks may be conducted as required.
- Unauthorized entry into restricted areas is not permitted.

2. HALL ETIQUETTE

- Please maintain decorum and avoid excessive noise.
- Consumption of food and beverages is allowed only in designated areas unless otherwise approved.
- Smoking is strictly prohibited within the Hall and surrounding indoor spaces.
- Pets are not permitted, except for certified service animals

3. BRAND & SIGNAGE POLICY

- Temporary signage, roll-up banners, or digital materials must comply with NBCC's and FirstBank's branding guidelines.
- No promotional materials may be mounted, pasted, or affixed on walls or pillars without prior approval.
- Users must refrain from altering or obstructing installed FirstBank or NBCC branding within the Hall.

4. HEALTH, SAFETY & EMERGENCY

- Emergency exits must remain unobstructed at all times.

- In case of an emergency, please follow all instructions from NBCC safety personnel.
- All incidents, hazards, or damage must be reported immediately to NBCC Facility Management.

5. EQUIPMENT & FACILITIES

- NBCC-approved technicians must handle all audio-visual equipment.
- Users are responsible for the care of all furniture, fixtures, and fittings.
- Any damage caused by negligence may attract repair or replacement charges.

6. CLEANING & WASTE DISPOSAL

- Event organisers are required to leave the Hall in a clean and orderly condition.
- Waste should be disposed of using the designated bins.
- Additional cleaning charges may apply for events requiring heavy clean-up.

7. PARKING & LOGISTICS

- Parking is available on a first-come, first-served basis.
- Heavy-duty logistics, deliveries, or set-up requiring special handling must be scheduled ahead of time and supervised by NBCC.

8. PROHIBITED ACTIVITIES

- Use of fireworks, open flames, or hazardous materials.
- Activities that pose safety risks or violate NBCC policies.
- Any action that could damage property or disrupt other occupants.

9. CONTACT & SUPPORT

For assistance or clarification regarding Hall usage:

NBCC Facility Management Unit

Email: facilitydept@nbcc.org.ng

Phone: +234 9027 827 016