



TO: Scientific Vendor Reps
FROM: Richard M. Disbrow, C.P.M., Director Materials Management
DATE: May 9, 2016
SUBJECT: **VENDOR PRODUCT SHOW GUIDELINES**

We are pleased that you have decided to sponsor a product show for the scientific staff at the Van Andel Institute. Product shows are scheduled for Monday mornings. Here are the guidelines that we ask you to follow when preparing for your show.

1. Please contact Tracey Farney, Buyer Supply Center or Shannon Moore, Materials Specialist a minimum of 2 weeks in advance to determine date and time availability for the product show. VAI schedules one show on Monday morning between 9am-11am if space is available. Please do not change the date / time after confirmation unless an emergency arises.
2. Re-confirm information with Tracey or Shannon 2-3 days before the show.
3. **Email a flyer or notice of the show to Tracey.Farney@vai.org or Shannon.Moore@vai.org at least 2-3 days before the show.** VAI will distribute the flyer to all labs via email.
4. The Product Show time slot is Monday from 9am -11am. You may arrive between 8:30am and 9am to setup and take down should be finished before noon.
5. You may park your vehicle at a metered parking spot in front of the building and come through the front door or unload at the dock off Crescent St. then park your vehicle across the street at the VAI Visitor lot. Press the intercom button to let Security know that you are here for a product show.
6. Two product shows per vendor per year are allowed in order to provide time for other vendors. You may partner or work with up to 4 other vendors for the show if you like.
7. Snacks or beverages are allowed but no alcohol. VAI has a cafeteria that can cater food and beverages if you would like. Contact Beau Burnett at 616 -234-5538 for a menu and pricing.
8. Up to 6 rectangular 8 ft. tables will be provided for display and food. Reps are responsible for setting up and taking down their display. Limited power is available for equipment displays; please bring your own extension cords if needed.
9. VAI is a secure building and vendors must have an appointment and be escorted when leaving the 3rd floor. Please register at the reception desk when you arrive.
10. Restrooms are located on the 3rd floor.
11. Sample products may be provided to labs for evaluation. Commitments for purchases are made through the Procurement Services Department only.
12. Vendor and /or Sales Reps agree not to mass email any type of solicitation gained from the show to VAI staff or to provide VAI contact information to others.
13. Promotional items under \$10 such as pen's, sticky notes, coffee mugs, tee shirts, etc. are allowed to be given out to attendees. Individual raffle items are limited to items valued at less than \$30 each, but if more than one item is raffled no more than \$100 total combined value.
14. Any questions regarding the product show should be directed to the Supply Center, email: tracey.farney@vai.org or phone (616) 234-5404 or Shannon.moore@vai.org or phone (616) 234-5743.