



## **Vendor Visitation Policy**

Vendor sales representatives are encouraged and are welcome to visit the Van Andel Institute (VAI). However, VAI is a secure facility so the following policy has been established to maintain a safe environment for its employees and visitors.

- All vendors visiting employees in the laboratory space or participating in a vendor product show must sign the VAI Confidentiality Agreement maintained by the Buyers. No modifications may be made to this form. Vendors who do not sign the agreement are not allowed access to VAI laboratory space.
- Vendors intending to visit VAI must have an appointment with someone in the lab that they wish to visit in advance because it cannot be guaranteed that someone will be able to meet with you.
- Vendors may make appointments with other VAI staff, but must be accompanied throughout the facility with that person.
- VAI employee's must escort vendors in the lab space and return vendors to the front desk after their meeting.
- Vendors are not allowed to roam VAI unattended.
- Upon arrival, vendors must enter the facility through the main entrance off Bostwick Ave. Vendors will be let in the doors by the Receptionist, and will be required to sign the visitor log at the Reception desk, and will be given a badge to wear. The badge must be worn at all times while in the facility, and upon departure, the badge must be returned.
- If an employee has an appointment with a vendor, the employee should inform the Receptionist.
- The Receptionist will call the employee once a vendor has arrived. The employee will escort the vendor into the laboratory space.
- If a vendor wants to visit another employee in the building, the vendor must be escorted by the employee to the other area. Vendors are not allowed in any area of VAI unless escorted by an employee of the Institute.