



## **Fermilab Procurement Policy and Procedure Manual**

### **Operating Procedures**

**From the Fermilab Procurement Policy and Procedures Manual, p. 55:**

#### **VENDOR REQUESTS FOR DISPLAY OF PRODUCTS**

- a. All requests to use Fermilab facilities to display products and equipment shall be made through the Procurement Manager.
- b. The Procurement Manager shall make a determination that the equipment or goods to be shown are in fact "state of the art" advancements and simply not a routine display of current products.
- c. Once the determination is made in accordance with the above, approval will be requested from the Head of Business Services. The approval request will contain a justification description, space requirements, date and time desired, power and any other special needs.
- d. If approval is granted the responsibility for coordinating and announcing the display will be the responsibility of the Fermilab employee supporting the request.

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