

# Endocrine Days Educational Institute

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## Exhibitor FAQ: Seattle Convention Center (Spring 2025)

### Arrival:

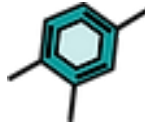
- On-site paid parking in the garage, PDF with directions and address on conference website.
- We will be on the 6th floor of the main building.
- Morning of conference: you may arrive as early as 6:00 AM, or anytime thereafter.
- Please check in with Jonathan Halldorson (Administrator) or on-site volunteer/staff at the registration desk.
  - You need to be checked in and given a raffle sheet.
  - Some may need to coordinate/confirm payment details.
  - If you have special dietary restrictions, you will pick up your meal ticket during registration.

### Set Up:

- Seattle Convention Center can accommodate shipments following the guide available online. This must be done well in advance of the event, in writing, and will be finalized only after confirmation received from SCC staff. You may then send shipments ahead of time.
- Our contract starts at 6:00 AM (PT), if you would like to set up the night before, you may do so Thursday, April 3, 2025, from 03:00 PM to 07:00 PM (PT).
- Exhibitor booths are in room 606-609. You get one booth per company exhibitor fee.
- Booths come with a standard white cloth linen. If you want to bring your own company linen, you are free to do so.
- Booth selection is on a first come, first serve basis.
  - The only exception for this conference: if your company has two booths (one rep and one MSL table) you need to be separated out of ear shot from each other, preferable on opposite sides of the room.
- You may have as many co-exhibitors as you desire (or swap out partial day).

### Exhibitor Sessions:

- Agenda includes timing of breaks and lunch session, which we advertise as vendor sessions.
- You do not need to be present for all the vendor sessions and may stay until adjourning.



### **Attending the conference as a learner:**

- If you would like to be recorded as a conference learner and/or receive CME/MOC credits, your exhibitor fee comes with one attendance ticket for the main exhibitor rep (explained in the detailed letter to vendors).
- If two or more exhibitors from your company want to be learners and/or claim CME/MOC, each additional representative must register for the event and pay their attendee registration fee.

### **CME Rules / Regulations:**

- Absolutely no nametags, advertisement materials, company logos (e.g., tote bags, marketing material, etc.) are allowed in the learning space. Your name tag is allowed on your person while in the exhibitor space only, since this is a separate room.
- Nametags: while exhibiting, you may use your own company provided nametag or as supplies last may pick a blank one from the registration desk to write your name on.
- We do not share the attendee list.

### **Wi-Fi:**

- Provided. Wi-Fi name and password is found on the bottom of the agenda.
- WiFi Name: ENDOdays. WiFi Password: seattle2025

### **Meals/Beverages:**

- Provided as part of your exhibitor fee.
- For sanitation, there are refillable water bottle stations at the bathrooms; feel free to bring your reusable water bottle to minimize compostable cup wastage.
- If you listed a food allergy / accommodation that cannot be met with our standard meal selection, you will have a meal ticket to pick up at registration with your accommodation.

### **Raffle Coordination:**

- We are doing another raffle as a bonus incentive for attendees visiting our exhibitors. When attendees visit your table, you'll write their name down on the raffle submission paper (given to you at registration). Jonathan will collect these after the last vendor session, or you may submit them to Jonathan or an Endo Days volunteer/board member. At the conference conclusion, I'll announce the winners.
- Raffle details are posted on the Vendor Acknowledgement page of our website
  - There is a QR code on the top of the raffle paper. You may encourage folks to scan the QR code to learn details on raffle prizes.

### **Day Of Needs:**

- Jonathan (Administrator) will be on site all day (also moderating and attending as a learner). find, text, or call me.
- Volunteers and registration staff may be found at the registration table during the conference.

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