



Endocrine Days Educational Institute

Vendor Information Letter Fall 2025

17 September 2025

This is a request for an exhibit fee of \$3,500 per exhibit booth, the standard amount requested from healthcare companies for the Endocrine Days Educational Institutes activity to be held the morning of Friday, November 14th, 2025 at the Seattle Convention Center, Room 606-609, 705 Pike Street Seattle, WA 98101-2310 at 7:00 AM - 4:15 PM (PT).

Endocrine Days offers one level of sponsorship for exhibitors to display in a separate meeting room, external to the educational conference room. There are a maximum of 24 exhibitor booths. Each organization may register for up to two exhibitor booths per division - one for a company representative and another for your company's Medical Science Liaison - which are required to be separated by ear shot from each other. Nonprofits may apply for a waived registration fee, to be reviewed and approved at the discretion of the board. Inquire for the application paperwork.

Break out sessions will be scheduled during our morning break, lunch, and afternoon break, as well as directly following the meetings adjourning. You are welcome to stay after the event up until 6:00 PM (PT) when the area must be vacated. Set up the night prior is included in fee, but must be coordinated in writing with both the Endo Days administrator and the Seattle Convention Center representative. If you desire shipping materials to the Seattle Convention Center, this must also be coordinated in writing to both parties in advance as well.

The focus of this event will be on educational presentations including a half day on Adrenal Diseases and a half day on Pituitary Diseases. There will be approximately 100 regional endocrinologists, primary care providers, and other related health care providers attending the event (e.g., nurses, pharmacists, dieticians).

Registration is completed online (preferred) or via email to our admin account, required to be finalized (including your signed letter of agreement) before the conference. Payments will be accepted online (preferred) or you may make checks payable to Endocrine Days Educational Institute at mailing address below.

Sincerely,

Jonathan Halldorson MN, BSPH, RN, CDCES
Endocrine Days Educational Institute - Administrator

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