



# Waste Leadership Summit

June 8-10, 2026 | Washington Hilton, Washington, D.C.

[www.thewastesummit.com](http://www.thewastesummit.com)

# Sponsor Service Kit

In collaboration with:



Produced by:



## Table of Contents

2. Venue & Travel Information
3. Event Information
4. Shipping & Receiving Guidelines
5. Advance Shipping Labels
6. Electrical, Internet & Audio Visual
7. Tabletop Display Regulations
8. Metro Multimedia Payment Authorization Form
9. Metro Multimedia Order Form

Thank you for your support of the 2026 Waste Leadership Summit as we continue to work together to serve the needs of this industry. I hope you will find the information below helpful as you begin your final preparations for the event.

## VENUE INFORMATION

All sessions, tabletop displays and food & beverage functions will take place at:

**Location:** Washington Hilton

**Dates:** June 8 – June 10, 2026

**Address:** 1919 Connecticut Ave NW, Washington, D.C., 20009

## PARKING

### Washington Hilton – 1919 Connecticut Avenue NW

- Open 24 Hours
  - Self-Parking per night (\$58.00 per 24 hours)
  - Ceiling Height: 6' 4"
  - Accessible from 18th Street NW ONLY.

### Universal South Parking Garage – 2005 Florida Avenue NW

- Open Monday – Thursday: 5:30am – 12:00 am, Friday – Sunday: 24 hours
  - Credit card only, no cash accepted
  - 1 Hour: \$10.00
  - 2-10 Hours: \$15.00
  - Over 10 Hours: \$30.00
  - Ceiling Height: 6' 2"

## TRANSPORTATION

### METRO

- The DuPont Circle Metro Station on the RED Line is located 4 blocks from the Hotel
- The U Street Metro Station on the GREEN Line is located 7 blocks from the Hotel

### Taxi Service:

- Approximately \$25–\$35 one way from Reagan National (DCA) airport
- Approximately \$65–\$80 one way from Dulles (IAD) airport

## EVENT INFORMATION

### Set-Up Information:

Tabletop set-up will be on **Monday, June 8th, 12:00pm – 5:00pm** in the Columbia Ballroom on the Terrace Level of the Washington Hilton.

As a sponsor of WLS, you are entitled to a 6' tabletop display space, along with pre-event, at-event, and post-event exposure opportunities. The event is structured so participants alternate between food & beverage activities (held in the Columbia Ballroom) and conference sessions (located in the Crystal Ballroom, in the Georgetown East, Jefferson West, and Lincoln rooms).

While it is not mandatory to staff your tabletop display throughout the event, we highly recommend doing so during the dedicated food & beverage breaks. Please consult the [conference schedule](#) for specific timings.

Your sponsorship also includes complimentary registration(s), allowing you to attend any oral presentations to enhance your networking opportunities and industry knowledge.

**The event officially opens on Monday, June 8th, from 5:00pm – 7:00pm with a Welcome Reception in the Columbia Ballroom on the Terrace Level**

**Shipping Information:** Please feel free to bring your display materials with you when you travel to Washington DC or ship them in advance. All materials being shipped, **MUST** be shipped in advance through GES Logistics to the Advance Warehouse. Please refer to the shipping information located on Page 5 for necessary forms and links for pricing and payments: **Please Note: ALL** material handling cost must be paid in full for freight to be released and delivered to your tabletop.

**Dismantle Times:** Dismantling of your tabletop display can begin on Wednesday, June 10th at **9:00am**. We will be onsite to assist you in any way we can during move out. The Hotel does have a business center that assists with outbound shipping, but boxes should be pre-labeled for GES to forward as needed.

**Furniture Provided:** Each tabletop display will come with one 6' x 2' table and one chair. Additionally, each sponsor will be given one sign with company name to display on their table.

**Electric/Phone/Internet & Audio Visual:** Use the attached forms to order Electrical service, Broadband Internet services or Audio-Visual equipment.

**Registration:** To register your staff, please look for an email with instructions per your sponsorship details.

**Hotel Reservations:** Be sure to make your hotel reservations at the Washington Hilton in Washington DC. Simply go to the [WLS reservation site](#) to reserve your rooms. Deadline is May 18, 2026.

### SHARE THE WASTE LEADERSHIP SUMMIT WITH YOUR NETWORK!

Invite your clients and prospects to join you in Washington DC in June. Simply send them to [www.thewastesummit.com](http://www.thewastesummit.com) to register.

Again, on behalf of everyone at Waste Leadership Summit, we sincerely appreciate your support of this event!

In collaboration with:



Produced by:



## SHIPPING AND RECEIVING GUIDELINES

The Washington Hilton does NOT have the ability to receive and store any sponsor/exhibitor materials or freight.

**ALL SPONSORS** (if shipping) need to send materials/freight to the GES Advance Warehouse.

All materials can only be received beginning **May 11, 2026, until June 4, 2026**

ALL material handling cost must be paid in full for freight to be released and delivered to your tabletop.

Please visit the GES espresso site here: [Expresso by GES](#) to set up your account, get ALL the up-to-date logistics information, download the proper labels and pay for any material handling charges.

### How to Ship in Advance to the GES Warehouse:

- Remove all old shipping and empty storage labels.
- Print [Advance Shipping labels](#)
- Remember to confirm receipt of your shipment prior to leaving for the event.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of freight.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Please do not ship the following items to the advance warehouse:
  - Pad-wrapped materials
  - Uncrated materials
  - Any single piece greater than 4,400 lbs (1995 kg)
  - Any single piece with a height greater than 100 inches (2.5 m)
  - Any single piece with a width greater than 96 inches (2.4 m)

### The Advance Warehouse shipping instructions and address is as follows:

All materials can only be received beginning May 11, 2026, until June 4, 2026. The Washington Hilton does NOT have the ability to receive and store any sponsor/exhibitor materials or freight.

#### Tforce

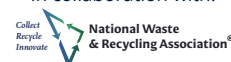
**GES/Waste Leadership Summit 2026**

**6571 Washington Blvd,  
Elkridge MD 21075**

## OUTGOING SHIPMENTS

UPS and Federal Express may not pick up at this facility. If you plan to ship via either carrier, you may need to make alternate arrangements. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product. More information can be found via the GES Espresso site. **All balances must be paid to process the Outbound Material Handling Release form.**

In collaboration with:



Produced by:





**S SPONSORSHIP S**

**P ADVANCE SHIPMENT P**

**O** WAREHOUSE HOURS ARE MON – FRI 8:00 AM – 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

**N** TO: \_\_\_\_\_  
COMPANY NAME

**S** Waste Leadership Summit 2026  
NAME OF EXHIBITION

**O** SPONSORSHIP  
TABLETOP #

**R** Tforce  
GES/Waste Leadership Summit  
6571 Washington Blvd.  
Elkridge, MD 21075

**S** SHIPMENT SHOULD ARRIVE BETWEEN:  
**MAY 11, 2026 AND JUNE 4, 2026**

**H** CARRIER \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES



**P**

**S SPONSORSHIP S**

**P ADVANCE SHIPMENT P**

**O** WAREHOUSE HOURS ARE MON – FRI 8:00 AM – 4:30 PM. DRIVERS MUST CHECK-IN BY 2:00 PM TO BE GUARANTEED SAME-DAY UNLOADING.

**N** TO: \_\_\_\_\_  
COMPANY NAME

**S** Waste Leadership Summit 2026  
NAME OF EXHIBITION

**O** SPONSORSHIP  
TABLETOP #

**R** Tforce  
GES/Waste Leadership Summit  
6571 Washington Blvd.  
Elkridge, MD 21075

**S** SHIPMENT SHOULD ARRIVE BETWEEN:  
**MAY 11, 2026 AND JUNE 4, 2026**

**H** CARRIER \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES



**P**

**PLEASE NOTE:**

**Electrical & Internet**

For any electrical needs or Internet orders, a direct link with Encore has been provided below for your convenience. All orders must be placed through this link. If it doesn't automatically connect you with Waste Leadership Summit 2026, just type the event name in the search bar. It should take you to the **Waste Leadership Summit** page.

[https://eventnow.encoreglobal.com/myevents/result/index/show\\_id/53ea5de7-a932-f111-88b3-000d3a8dbfd2/](https://eventnow.encoreglobal.com/myevents/result/index/show_id/53ea5de7-a932-f111-88b3-000d3a8dbfd2/)

If you have any questions or concerns, you can reach out directly to:

**Malaysia Lemons**

Sales Manager

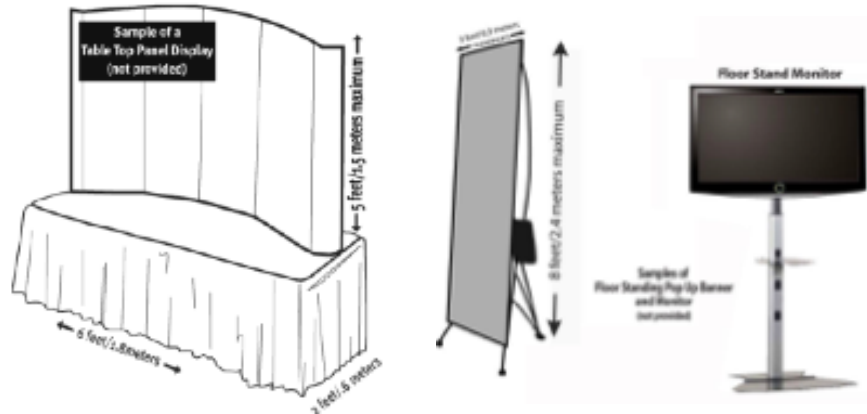
[malaysia.lemons@encoreglobal.com](mailto:malaysia.lemons@encoreglobal.com)



**Audio Visual**

For any Audio Visual orders, please use the attached Metro Multimedia order forms. Be sure to submit the forms before the Discount Deadline Date of May 22, 2026, to ensure you receive the best rate on your items.

### BALLROOM TABLETOP REGULATIONS



#### Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

#### OR

UP TO TWO TOTAL of the following display combinations:

- Pull-up banner positioned behind the table **[maximum 3ft (0.9m) wide and 8ft (2.4m) high]**
- Pop-Up back drop not to exceed 6' wide and 8' high
- Easel positioned behind the table
- Table top or floor standing monitor positioned behind or on the table
- Literature stand
- Bag stand

#### Amenities Included:

- One (1) draped table 6'L x 2'W x 30"H.
- ID sign to display on table
- One (1) chair
- Ballroom is carpeted

#### Tabletop Depth & Height:

Display space does not extend beyond table width. One chair is placed behind table.

#### Tabletop Height:

Exhibit fixtures, signage, products, etc. must be placed on top of the tabletop. There is no drape behind the tables to hang banners and nothing may be affixed to any venue structure. Maximum height permitted on top of the table is 5'0".

**PLEASE NOTE:** This is **NOT** a 10' x 10' Exhibit Space. Sponsors may be asked to remove any display items not in compliance with these guidelines.



CREATIVE. TECHNICAL.

Memorable.

PAYMENT AUTHORIZATION FORM

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com



JUNE 8 - 10, 2026
WASHINGTON HILTON

DISCOUNT DEADLINE: 5/22/2026

Company: Booth:
Address:
City, State, Zip: Phone:
Ordered by (Print):
Email Address: Fax:

ESTIMATED TOTALS

Table with 2 columns: Description, Amount. Rows include Subtotal Page 2, Subtotal Page 3, Total Sub Total, Sales Tax Due on Sub Total Amount, Delivery & Pick Up, Total Due MetroMultimedia.

PAYMENT AUTHORIZATION

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check - Make payable to MetroMultimedia, and reference WASTE LEADERSHIP SUMMIT 2026. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

\*\*Please Note - Returned checks are subject to a \$35.00 bounced check fee. ALL CHECKS REQUIRE A CREDIT CARD BACK UP.

Wire Transfers - If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card - For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative.

AMEX VISA MASTERCARD DISCOVER

Exp. Date

Account Number
Security Code
Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)

Cardholder Name (Please Print):

Cardholder Billing Address:

City/State/Zip: Phone:

\*\*\*The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges.

Cardholder Signature: Date:

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS - EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - \*\* NO EXCEPTIONS \*\*
ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.
CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE



CREATIVE. TECHNICAL.

Memorable.

MetroMultimedia Order Form

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

WLS Waste Leadership Summit
JUNE 8 - 10, 2026
WASHINGTON HILTON

DISCOUNT DEADLINE: 5/22/2026

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_
Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_
On Site Contact Name: \_\_\_\_\_ On Site Contact Phone: \_\_\_\_\_

Note: Software for the below Kiosks is available upon request. If you require software, please indicate below. Circle "Y" for Yes or "N" for No. Software Fees are based on specific need, please call or email for an estimate \*

Table with columns: Interactive Touch - Table Media Hub, Qty., Discounted Show Rate, Regular Show Rate, Software (optional), Total. Includes sections for Interactive Standing Media Hub, Computers & Accessories, and Video and Data Display.

Please Note: To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com .
Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.
In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.
\*\*Based on Straight Time. Overtime/Double time hours will be charged accordingly.
\*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL = \_\_\_\_\_ + TAX @ 6.00% = \_\_\_\_\_ + \$175.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.
Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\*