



Conference: May 5-8, 2025
Exhibit Hall: May 6-8, 2025
Las Vegas Convention Center, Las Vegas, NV, USA
www.wasteexpo.com | www.waste360.com

Produced by:  In Collaboration with:


Exhibitor Hub and Event Platform Guide

Exhibitors will utilize both the [Exhibitor Hub](#) and [Event Platform](#) to prepare for the show, although each platform will be used for different tasks.

Exhibitor Hub

What do I access in the Exhibitor Hub?

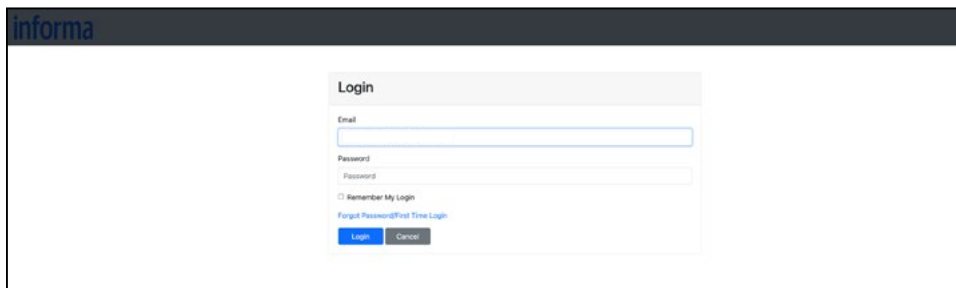
The Exhibitor Hub is a gateway platform that serves as a centralized resource for exhibitors, providing access to various essential services and information.

Within the Exhibitor Hub you can:

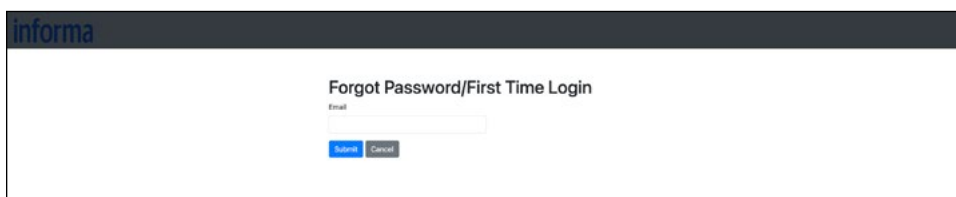
- Access the Exhibitor Service Kit (ESK)
- View invoices and make payments
- Book hotels
- View client services information
- Fill out a Booth Approval form
- Get badges/access booth staff registration
- View sponsorship packages

How to activate your account

1. To log in for the first time and activate your account, visit the login page by [clicking here](#)



2. Select “Forgot Password/First Time Login” and enter your email into the prompted box.

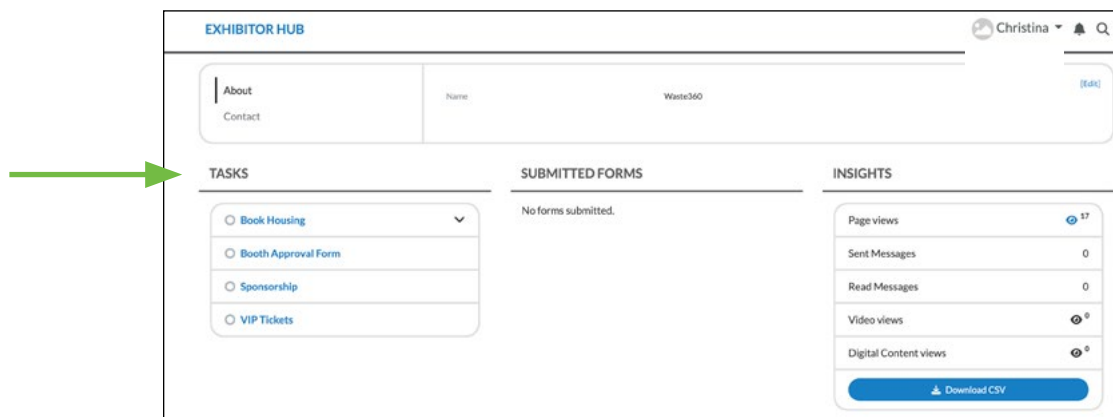


3. You will receive a link to the provided email which will allow you to securely set your own password. (Please be patient as it can take several minutes for you to receive your link. If you do not receive your magic link, be sure to check your spam/junk folder or blocked messages. If you still don't see it, contact client services.)

Navigating your Exhibitor Hub

Task checklist

Use the task checklist to view your outstanding tasks.

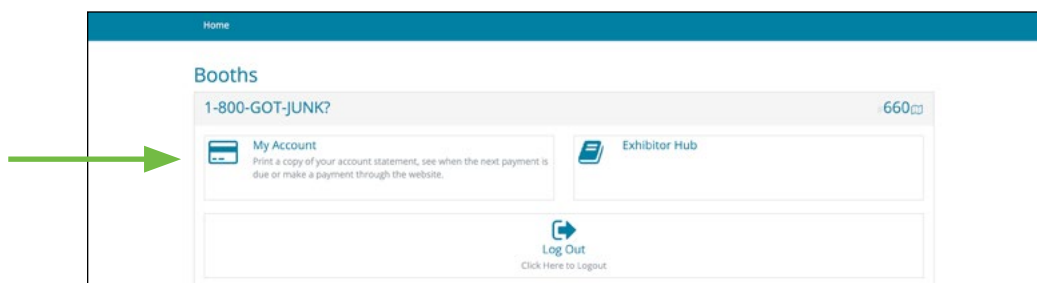


View account statement and make payments

To view your account statement or make a payment, click the “Click Here” link at the top of your Exhibitor Hub.



Once redirected, click “My Account” to be taken to your payments and account page.



Event Platform

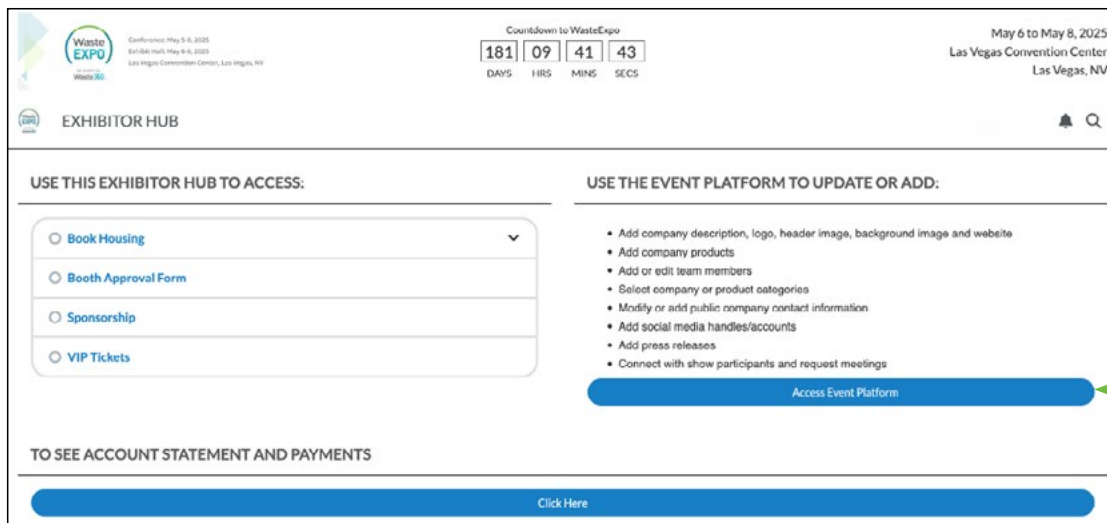
The Event Platform features the complete Exhibitor List and offers matchmaking opportunities to help attendees connect directly with exhibitors. Keeping your company profile updated on this platform is essential—it enhances your visibility in the Exhibitor List, boosts discoverability through AI-driven recommendations, and makes it easy for attendees to find your products.

Within the Event Platform, you can:

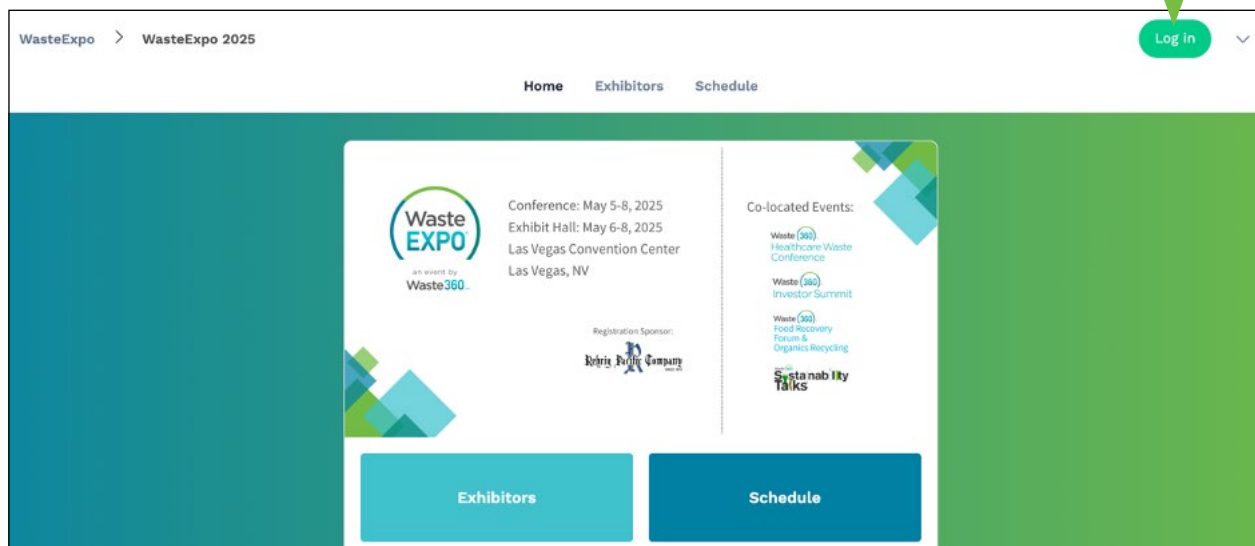
- Add company description, logo, header image, background image and website
- Add company products
- Add or edit team members
- Select company or product categories
- Modify or add public company contact information
- Add social media handles/accounts
- Add press releases
- Connect with show participants and request meetings

Access to the Event Platform

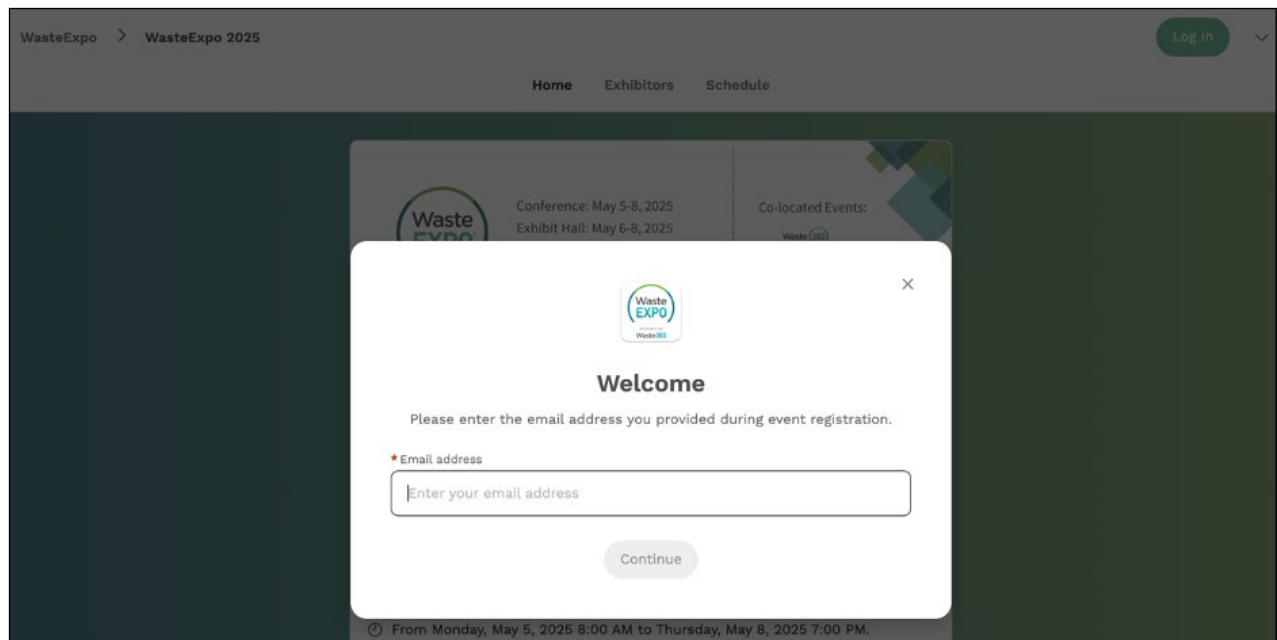
1. To access the Event Platform, click the “Access Event Platform” button within the Exhibitor Hub.



2. Once redirected, click the “Log in” button in the top right corner.



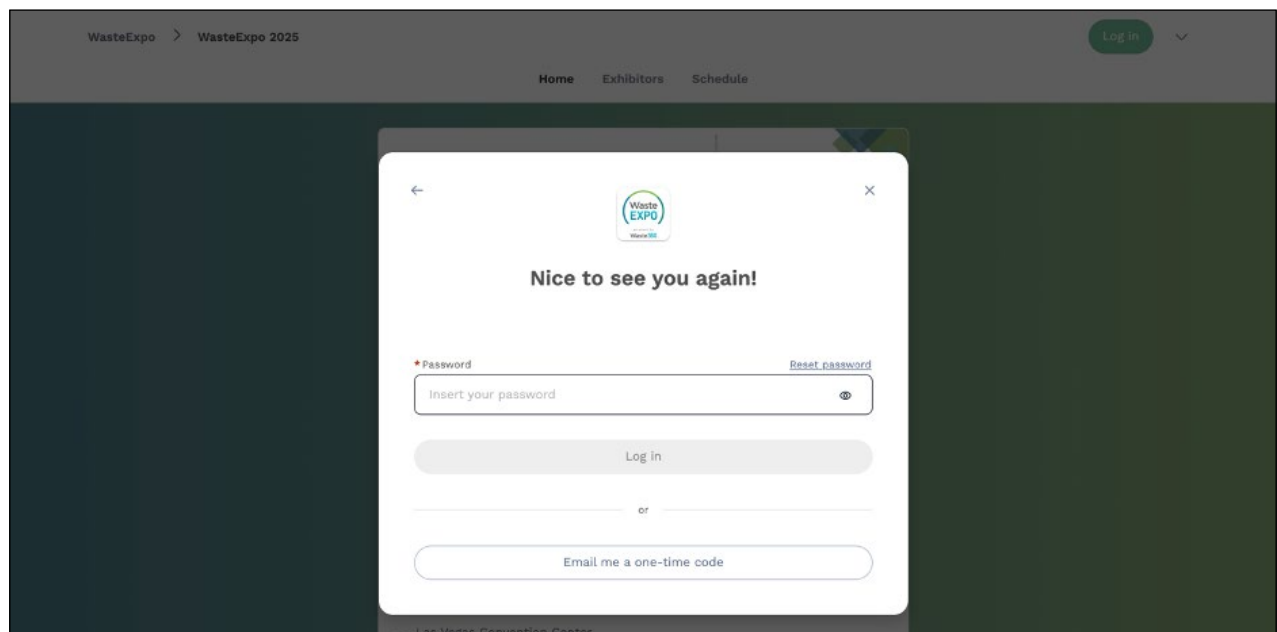
3. Enter the email you used to access the Exhibitor Hub.



The image shows a web browser window with the URL "WasteExpo > WasteExpo 2025". The page has a dark header with navigation links: "Home", "Exhibitors", and "Schedule". A "Log in" button is in the top right. A modal window is centered on the screen. It has the Waste Expo logo at the top, followed by the title "Welcome". Below the title, it says "Please enter the email address you provided during event registration." There is a text input field with the placeholder "Enter your email address" and a "Continue" button below it. At the bottom of the modal, there is a small text line: "From Monday, May 5, 2025 8:00 AM to Thursday, May 8, 2025 7:00 PM."

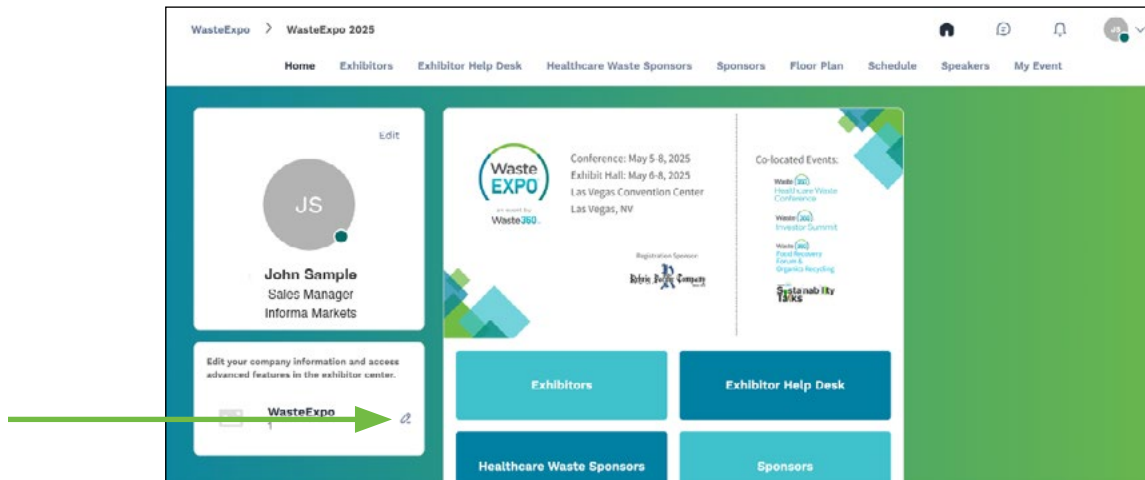
If you have never logged in to the Event Platform, you will be sent a magic link to your email which will allow you to set a password. This email will come from noreply@swapcard.com.

If you already have an account, you will be prompted to enter your password or get a one-time code via email.



The image shows the same web browser window as before. The modal window now displays "Nice to see you again!" at the top. Below this, there is a "Password" field with a "Reset password" link to its right. The input field has the placeholder "Insert your password" and a toggle icon. Below the password field is a "Log in" button. Underneath the "Log in" button is the word "or" and a button that says "Email me a one-time code". At the very bottom of the modal, there is a small text line: "Las Vegas Convention Center".

4. Once logged in, click the pencil icon by your company name to edit.



Once in your company profile, you can:

- Add documents and links
- Add a header image or video
- Add a background image
- Add your logo
- Edit your company description
- Add your categories
- Add social media handles
- Update your contact details
- Add team members
- View leads (participants that view your company page)
- View upcoming meetings
- Customize and download a virtual QR code that will direct your customers to your company page

Still having trouble?

Contact client services [here](#).