

EXHIBITOR REGISTRATION USER GUIDE



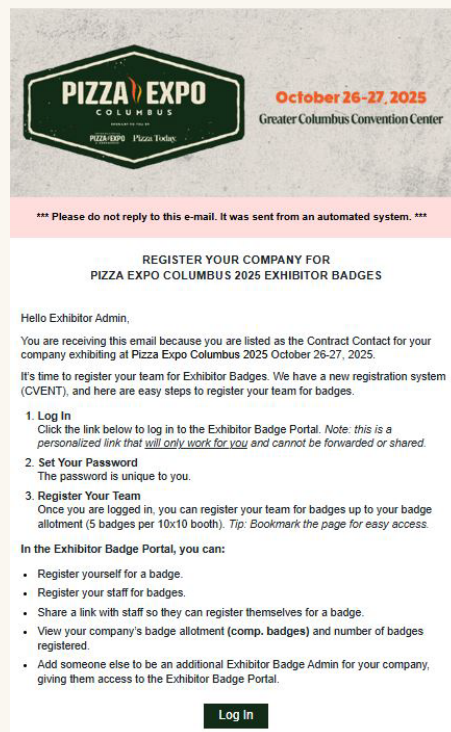
Introducing Pizza Expo Columbus' new registration partner – Cvent.

This guide provides step-by-step instructions for our 2025 exhibitors to register their staff for the show this October.

Registering for Pizza Expo Columbus

Upon booking your booth for the upcoming show, the Contract Contact for your account will receive an automated email, pictured below.

The email will come from: PizzaExpoShowTeam@pizzaexpo.com



Click the LOG IN button to access registration.

NOTE: Only the **CONTRACT CONTACT** will receive this email. To resend or to adjust the recipient of this automated email, please email marketing@pizzaexpo.com.

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Create a Password for Your Account


Following the link the email brings you to the **CVENT EXHIBITOR REGISTRATION PORTAL** to create your password.

Badge Registration - Pizza Expo Columbus

October 26, 2025 at 10:00 AM - October 27, 2025 at 4:00 PM Greater Columbus Convention Center

Details

Exhibitor Profile



Emerald Reserved 1

[View profile](#)

Booth Staff

0 staff members

Manage the team in charge of running your booth.

[View booth staff](#)

NOTE: There are many different facets of the **CVENT EXHIBITOR REGISTRATION PORTAL** that Pizza Expo Columbus is not using.

These instructions will focus solely on the areas exhibitors need to register for the upcoming show.

Any information you enter in other areas of the **CVENT EXHIBITOR REGISTRATION PORTAL** will not be tracked or used by Pizza Expo Columbus.

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Accessing Your Company Registration

To access exhibitor registration, go to the Team tab on the left-hand side of the **EXHIBITOR REGISTRATION PORTAL**.

REGISTRATION TYPES:

Exhibitor – Comp

- 5 badges per 10x10 space.
- This is your allotment of exhibitor staff badges. For most exhibitors, this is 5 complimentary badges per 10x10 booth. Some exhibitors may have a different allotment based on booth location.

Exhibitor – Paid

- Additional Expo badges for purchase *beyond* your included allotment.

This section will show your total allotted registrations remaining.

NOTE:

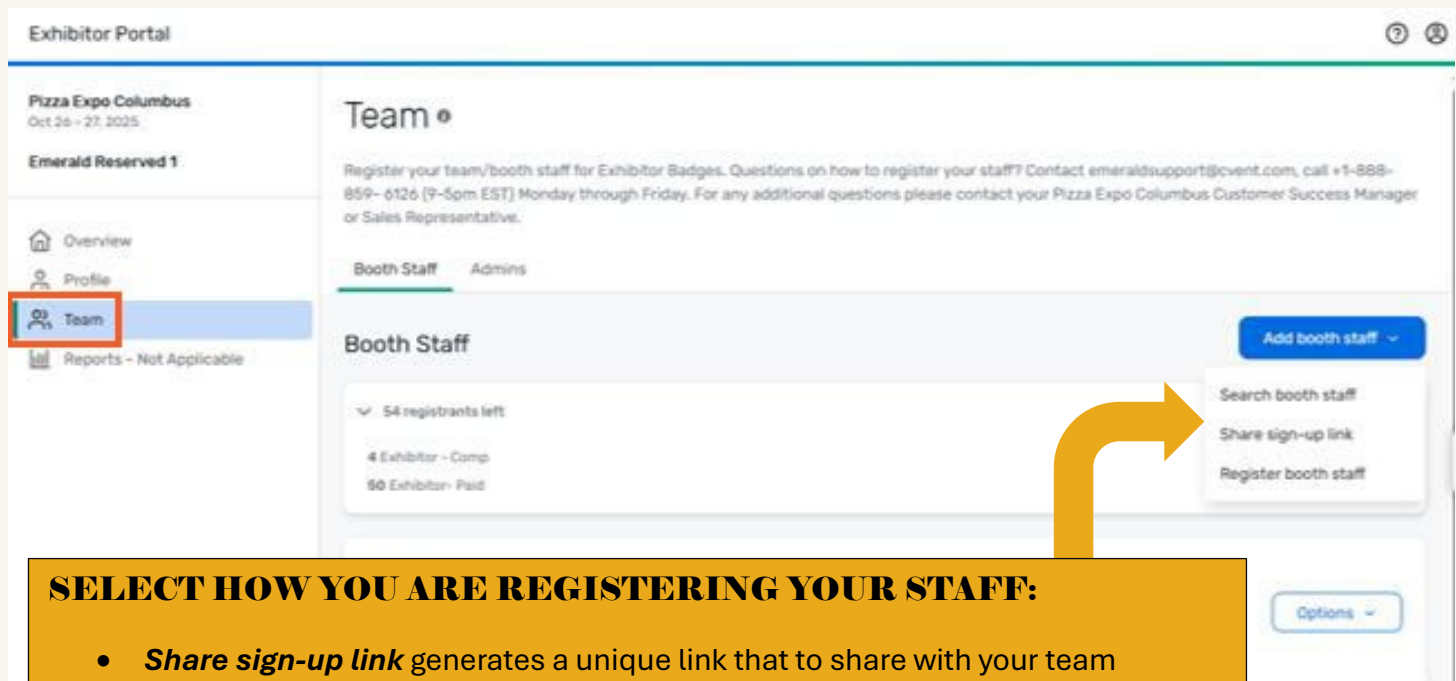
Registered Staff refers to the summary of your company's registered staff members.

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Registering Staff

To register booth staff, select *Add Booth Staff* from the Team tab of the **EXHIBITOR REGISTRATION PORTAL**.



SELECT HOW YOU ARE REGISTERING YOUR STAFF:

- **Share sign-up link** generates a unique link that to share with your team members to register on their own device.
- **Register booth staff** routes to the registration portal for registering individual booth staff or the entire team.
- After selecting how you will register your staff, a pop up will appear asking what type of registration you would like to use – **Comp or Paid**.
- Once selected, a new window with the registration form will open.

NOTE: You cannot switch between **Comp** and **Paid** in the registration form. You must go back to the Team portal to do so. If using a shared link, you must generate a new link.

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Registration Form

Complete all required fields throughout the registration form.

1

2

3

Personal Information

Admission Item

Registration Summary & Payment

Booth Staff Registration

Fill out the information below, then click Next to continue.

* First name
Test

* Last name
Test

* Email Address
holly-m-stefan@outlook.com

* Confirm Email Address
holly-m-stefan@outlook.com

CC Email Address
Test

* Company Name
Test

* Job Title
Test

Address

* Country/Region
* City

* Pizza Expo Columbus communicates reminders, confirmations, promotional offers and other information of interest designed to improve your experience when you provide your contact information. If you provide a mobile number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

☒ Yes, I would like to opt-in to receive show related info on my mobile number (if provided) for Pizza Expo Columbus as described above. I understand standard message/data rates may apply and I may opt out at any time by texting "STOP."

☐ No, I do not wish to opt-in to the communications allowances for Pizza Expo Columbus as described above.

* Mobile
222-222-2222

* [Click Here](#) to review the Pizza Expo Columbus show policies.

☒ I have read and fully agree to the Terms and Conditions of the International Pizza Expo Show Policies and wish to continue with this registration.

* I agree to the [Emerald Privacy Policy](#).

☒ I have read and fully agree to the Emerald Privacy Policy.

Pursuant to the Americans with Disabilities Act, I require the following special accommodations at the event location and/or hotel and consent to the sharing of personal information collected on this registration page for the purpose of providing accommodations for this event.

☐ Auditory
☐ Mobility
☐ Visual

Next

NOTE: Unique email addresses are required for each individual registering for Pizza Expo Columbus.

If the email address you entered has already been used, you will receive this message:

Already registered?

If this occurs in error, please reach out for assistance on how to proceed.

Questions? Email marketing@pizzaexpo.com

Already registered?

Enter your confirmation number or return to the event website to register.

* Email Address
keatingr@gmail.com

* Confirmation Number
Forgot your confirmation number?

Log in

Show Hours

EXHIBITOR REGISTRATION USER GUIDE



Registration Form - Continued

Complete all required fields throughout the registration form.

1 Personal Information 2 Admission Item 3 Registration Summary & Payment

Registration Summary

Take a moment to review your registration before continuing.

Elaine Kean
eek@pizzaexpo.com

[Edit](#)

CC Email Address	Company Name
hally.kean@emerald.com	Test Company
Job Title	Address
Test Title	Tacoma, Washington United States
Mobile	
222-222-2222	

Questions

Pizza Expo Columbus communicates reminders, confirmations, promotional offers and other information of interest designed to improve your experience when you provide your contact information. If you provide a mobile number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

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[Click Here](#) to review the Pizza Expo Columbus show policies.

I have read and fully agree to the Terms and Conditions of the International Pizza Expo Show Policies and wish to continue with this registration.

I agree to the [Emerald Privacy Policy](#).

I have read and fully agree to the Emerald Privacy Policy.

Agenda

Item	Price
Admission Item	
Exhibitor Pass	Free

[Add Group Member](#)

Congratulations, you are now registered!

Your Confirmation Number is:
83XNF8P6D48Q

You will receive an email with your registration details.

[Transfer Your Registration to Another Employee](#) [Modify Your Registration](#)
[Add to Calendar](#) [Submit Payment](#)

Registration Summary

Review your registration information below

Elaine Kean
eek@pizzaexpo.com

CC Email Address	Company Name
hally.kean@emerald.com	Test Company
Job Title	Address
Test Title	Tacoma, Washington United States
Mobile	
222-222-2222	

Questions

Pizza Expo Columbus communicates reminders, confirmations, promotional offers and other information of interest designed to improve your experience when you provide your contact information. If you provide a mobile number, we need explicit consent from you to send you text messages and use automated dialing technology and pre-recorded messages to confirm and communicate relevant show information.

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I have read and fully agree to the Terms and Conditions of the International Pizza Expo Show Policies and wish to continue with this registration.

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Agenda

Item	Price
Admission Item	
Exhibitor Pass	Free

[Add Group Member](#)

REGISTER ADDITIONAL STAFF:

Follow either button **Register Attendee** or **Add Group Member** to register additional staff members.

Each button will route to the beginning of a new registration form to complete.

A new form must be completed for each additional team member.

REGISTRATION COMPLETION:

Each registration is not complete until you see the above confirmation screen with the text – **Congratulations, you are now registered!**

IMPORTANT NOTE: If you exit the registration form prior to receiving the confirmation screen, you must complete a new form as no information will be captured or saved.

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Changes to Registration

From the **Registration Confirmation Page** you can transfer your registration to another staff member or make changes to your existing registration.

Congratulations, you are now registered!

Your Confirmation Number is:

ZLNYB85TWT

You will receive an email with your registration details.

Transfer Your Registration to Another Employee

Modify Your Registration

Add to Calendar

Submit Payment

Registration Summary

Transfer Your Registration to Another Employee

Who are you transferring your registration to?

Enter the person's information so we can send it to them.

* First name

First name is required.

* Last name

* Email address

Submit

view your registration information below

MODIFY REGISTRATION:

Select Edit Your Registration to navigate to the first page of the registration form to edit your details.

NOTE: DO NOT USE this feature if you are entering another person's information as this will impact your team's ability to access the Pizza Expo Columbus Mobile App.

If you need to transfer to another team member, use the **Transfer Registration** feature.

TRANSFER REGISTRATION:

Follow the prompt to transfer your exhibitor registration to another staff member.

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Modifying Existing Registrations

From the **Team** page on the **Cvent Exhibitor Registration Portal** you have the ability to modify existing staff registrations.

TO MODIFY REGISTRATION:

- Copy or write down the **Confirmation Number** associated with the staff member you are modifying.
- Under **Options** select **Modify Registration** – this will open the Exhibitor Registration form in a new window, where you will be prompted to enter the **Confirmation Number** to proceed.

NOTE: DO NOT exit the **Confirmation Number pop-up on the registration form**. This will bring you to the attendee registration site. You will not be able to access the exhibitor tools in the Mobile App or the show floor, during set-up, with an attendee registration type.

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Will Someone Else on Your Team Handle Staff Badge Registrations?

Add another admin to your company's profile.

Pizza Expo Columbus
Oct 26 - 27, 2025

Emerald Reserved 1

Overview
Profile
Team
Reports - Not Applicable

Team

Admins are team members from your organization who manage your badge allotment by registering and modifying your onsite staff.

Admins

sara burns Pending
sara.sabeur@emeraldxc.com

Karishma Lulla
karishma.lulla@emeraldxc.com

Holly Barrett
holly.barrett@emeraldxc.com

Add admin

TO ADD ANOTHER ADMIN:

Select **Team**, then under **Admins** click in the middle of the page, click on the blue **Add Admin** button on the far right-hand side of the page.

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Invite Admins

Add admins so they can manage booth staff registration.

Admin

*First Name

Emily

*Last Name

Smith

*Email

emily.smith@test.com

Add admin

Send invitations

Add in First Name, Last Name and email address for your newly assigned Admin. Select **Add Admin** button.

Invite Admins

Add admins so they can manage booth staff registration.

Admin

*First Name

Must be a valid first name

*Last Name

Must be a valid last name

*Email

Must be a valid email address

Add admin

Emily Smith
emily.smith@test.com

Send invitations

The blue **Send Invitations** button should now be activated. Click **Send Invitations** to complete adding your new Admin.

WARNING: You **WILL** see errors on the fields you just entered but the info you entered should appear just below the form. **THIS IS A KNOWN DISPLAY ERROR IN CVENT AND IS CURRENTLY BEING CORRECTED. IT WILL NOT PREVENT YOU FROM ADDING NEW ADMINS.**

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Exhibitor Portal

Pizza Expo Columbus
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Emerald Reserved 1

Overview
Profile
Team
Reports - Not Applicable

Success!
Invites sent.

Team

Admins are team members from your organization who manage your badge allotment by registering and modifying your onsite staff.

Booth Staff Admins

Admins Add admin

You should be re-routed to the Team page and see a light green **Success banner** near the top of the portal page.

Questions? Email marketing@pizzaexpo.com for assistance.