



OCT 26
27 2025



GREATER COLUMBUS
CONVENTION CENTER

EXHIBITOR SERVICE MANUAL

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Welcome to the Pizza Expo Columbus 2025 Exhibitor Services Manual! This information is designed to help guide exhibitors through the planning process of exhibiting at Pizza Expo Columbus. Schedules, deadlines and important links to additional information, online ordering sites, and order forms are included for your convenience.

The **Main Menu** is designed to advance you to that section of the manual when you click on the section. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions about any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

MOVE-IN

Saturday, October 25, 2025 8:00AM – 8:00PM No return access after 10:00PM

SHOW DAYS

Sunday, October 26, 2025 10:00AM – 4:00PM Exhibitor badge access 7:00AM

Monday, October 27, 2025 10:00AM – 3:00PM Exhibitor badge access 7:00AM

MOVE-OUT

Monday, October 27, 2025 3:00PM – 10:00PM Exhibitor badge access 7:00AM

Tuesday, October 28, 2025 8:00AM – 12:00PM Floor must be cleared by 12:00PM

EXHIBIT HALL LOCATION

Greater Columbus Convention Center, Exhibit Hall D

400 N High St, Columbus, OH 43215.

Columbus, OH 43215

This is a non-smoking building. Smoking is strictly prohibited in the exhibit hall, lobbies, and meeting rooms.

SHOW MANAGEMENT CONTACTS – CLICK [HERE](#) FOR A FULL LIST OF SHOW MANAGEMENT.

HEALTH & SAFETY

If you have any health and safety questions, please reach out to

PizzaOperations@emeraldx.com and a member of the Pizza Expo Columbus team can assist with all your needs. A first aid station is located onsite for your convenience.

OFFICIAL VENDORS



FREEMAN

*Furnishings, Material Handling,
Cart Services, Cold & Frozen Storage*

[LINK TO WEBSITE](#)

888.508.5054



LEVY

Catering / Food Sampling

- [CATERING MENU](#)
- [SAMPLING FORM](#)



BOOK YOUR HOTEL

Hotel Accommodations

[BOOKING LINK](#)



COLUMBUS CENTER

Electrical/Plumbing

[ORDER ONLINE](#)



BOLDYN

Internet Services

[INFORMATION](#)
[ORDER ONLINE](#)

855.519.2624



LOWE REFRIGERATION

Refrigeration / Freezer Rental

[RENTAL CATALOG](#)
[ORDER FORM](#)

770.461.9001



MILLER JAMES

Rigging/Audio Visual

[HANGING SIGN APPROVAL FORM](#)
[ORDER FORM](#)



MARSH

Exhibitor Insurance

[ORDER FORM](#)
[SAMPLE COI](#)



[LEAD RETRIEVAL](#)

[SCANNING](#)
[THROUGH](#)
[MOBILE APP](#)
[INFO HERE](#)

FOOD SAMPLING & DEMONSTRATION



Complete the [sampling form](#) by September 5th

Click here for more information or [email the Levy team](#)

SHIPPING

FREEMAN ADVANCE
WAREHOUSE SHIPPING
BEGINS **September 24th, 2025.**



- Accepted through Friday, October 17th without surcharge.

**SHOW SITE SHIPPING
BEGINS October 24th, 2025.**

- *Shipments arriving before this date may be refused by the facility.*

SEPTEMBER 26TH



**FREEMAN EARLY BIRD
DEADLINE**

[ORDER ONLINE](#)

- Booth Furnishings
- Labor
- Flooring
- Signs & Graphics
- Access Dry, Cold & Frozen Storage

EXHIBITOR FORMS



- [Exhibitor Insurance Form](#)
- [Hanging Sign Labor and Equipment Rules](#)
- [Aerial Labor and Equipment Rules](#)
- [Hanging Sign and Booth Variance Form](#)



OCTOBER 19TH

BODLYN
Internet Services
[ORDER ONLINE](#)

Early Ordering Discount
Ends – Final order and
payment must be received

BEFORE YOU ARRIVE

- Submit Certificate of Insurance (COI)
- Submit Request to Sampling Form
- Coordinate Hotel & Travel
- Register Booth Personnel in Advance
- Update Show Directory Exhibitor Profile and/or Listing.
- Submit EAC Notification Form & EAC Certificate of Insurance
- Download App

INSURANCE

Exhibitors must maintain insurance that meets the requirements below and provide proof to Pizza Expo Columbus before the show. Pizza Expo Columbus does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A sole proprietor is a business entity owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with no less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading, and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

[Submit your insurance documents online HERE.](#) Be sure the name of the attachment reflects the name of the insured exhibiting company.

Comprehensive General Liability and Automobile Liability insurance policies shall name, as additional insured, Emerald (Show Management), Greater Columbus Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall be provided and may not be canceled without a 30-day, advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald –Pizza Expo Columbus 2025 Freeman, Greater Columbus Convention Center" and each of its subsidiaries, affiliates, officers, employees, agents, and

representatives" must be listed as additional insured for the dates October 25 – October 28, 2025.

LIABILITY INSURANCE?

Marsh/Total Event Insurance offers General Liability Insurance for \$65 plus tax.

[CLICK HERE.](#)



Certificate Holder Information should be listed as:

Pizza Expo Columbus
31910 Del Obispo, Ste 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

CONSTRUCTION/DESIGN

Pizza Expo Columbus is a “Cubic Content” Show

Cubic content refers to the use of space rules in a standard booth space. This means exhibitors can build their exhibit within the entire width, depth and up to the maximum allowable height, depending on the booth type. **A line-of-sight booth design is no longer required.** See booth type and examples on following pages.

All exposed exhibit components extending above the 3' high pipe and drape sidewalls must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

Pizza Expo Columbus Is a “No Concrete” Show

Floor covering is required in all booth space. Exhibitors are responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations. Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.

Early Teardown Policy

Early booth breakdown is prohibited. Pizza Expo Columbus is committed to eliminating these practices from the show floor on the final day of the tradeshow. Please keep this in mind when making staffing decisions and travel arrangements.

Show Colors

Backwall & Side Drape: Red/Gray/Red

Aisle Carpet: Red

Donations

If you have food that you would like to donate after the show, Freeman and Emerald have established a program with several local charities to help you do so. Our goal is to assist you with donating the leftover food to local charities, keeping them clear of landfills, helping to feed the less fortunate and make this as easy as possible for you.

If your company is interested in the donation program, please go to the Freeman Service Desk on-site. Donation stickers will be available to place on your items after they are properly packed up. During exhibitor move-out, we will pick up your donated items and deliver them to the local charities at no additional cost to you.

Balloons or Inflatables

Inflatables must be anchored, and exhibitors must have prior written approval by Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Exhibitors are not permitted to hand out inflated balloons as giveaways. Helium balloons are not allowed in the hall, unless approved by Show Management and the Fire Marshall.

BOOTH REGULATIONS

Standard / Linear / Inline Booth Guidelines

Definition and/or Dimension

A standard booth is a booth arranged in a straight line and have only one side exposed to an aisle, meaning there are neighbors on either side of the booth space. Also known as linear or inline booths.

Standard booths are commonly 10ft deep and multiples of 10ft wide, i.e. 10ft x 10ft, 10ft x 20ft, 10ft x 30ft, etc.

What's Provided / Included

- 8' high pipe and drape back wall
- 3' high pipe and drape side walls
- 11" x 17" booth identification sign with company name and booth number
- Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1)

All other equipment, furnishings and services are the responsibility of the exhibitor.

Use of Space - Cubic Content Rule

Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 10ft.

Signs, logos, and graphics placed along booth edges may not face into adjacent booths.

Floor Covering

Floor covering is required in all booth spaces. The Exhibitor is responsible for providing or ordering floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.

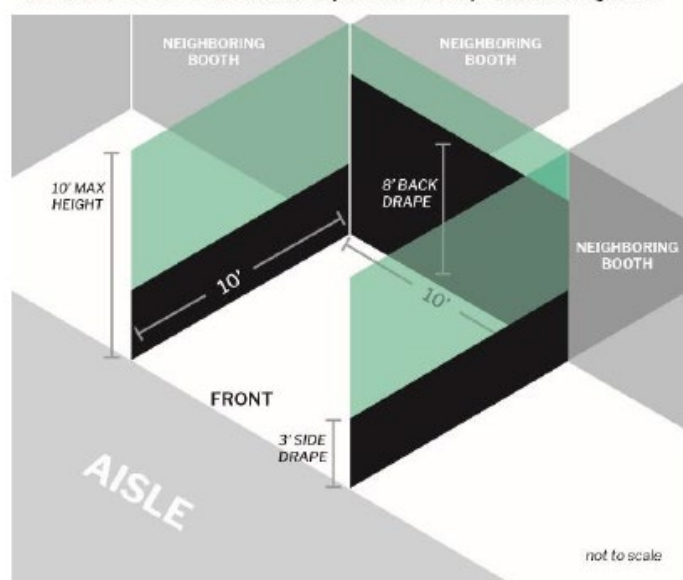
Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.

Hanging Signs

Hanging signs are not permitted in standard / inline booths.

INLINE BOOTH SPACE

10 X 10, cubic content, with provided drape, max height 10'



"Wiggle Room" Factor

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

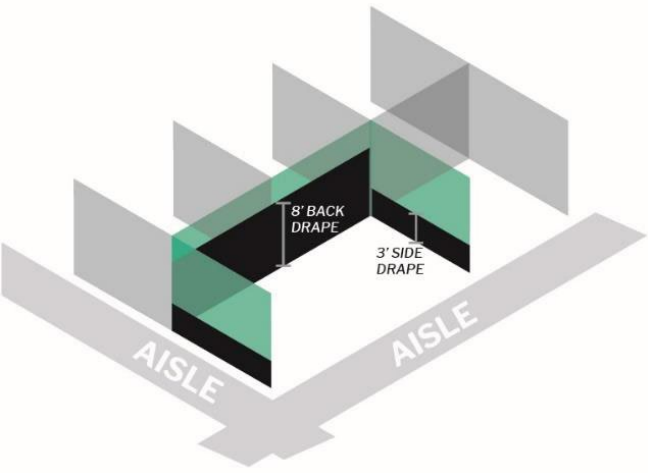
Exposed Surfaces

All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

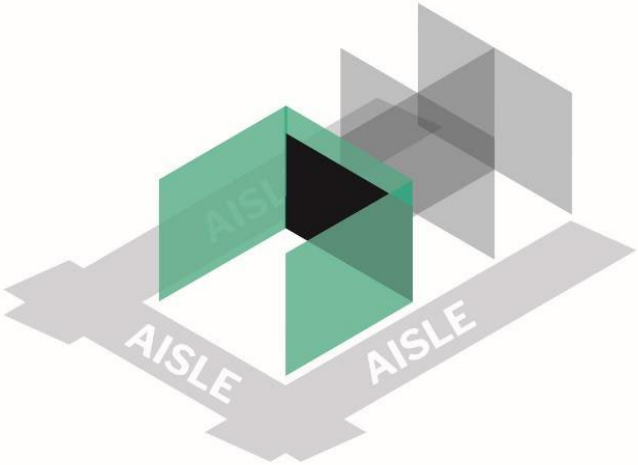
Required Forms

[Certificate of Insurance](#)
[Food & Beverage Sample Form](#)

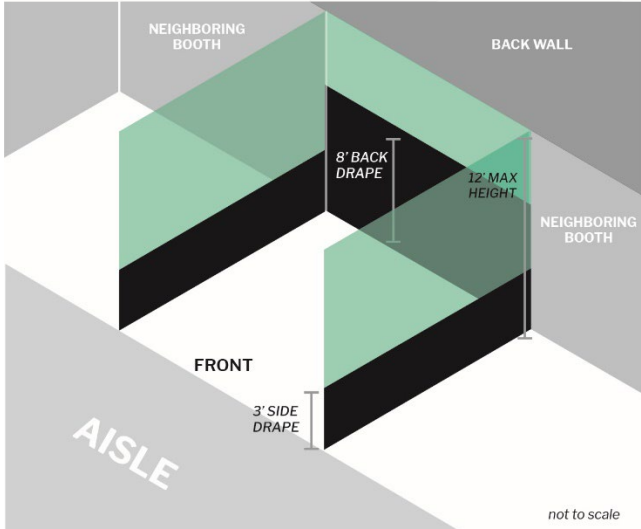
Corner Booth Guidelines

<p>Definition and/or Dimension A corner booth is a standard booth exposed to the aisle on two sides.</p>	<p style="text-align: center;">CORNER BOOTH SPACE aisles on 2 sides; cubic content w/ provided drape</p>  <p style="text-align: right;"><i>not to scale</i></p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall • 3' high pipe and drape side wall (between neighboring booth) • 11"x 17" booth identification sign with company name and booth number • Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1) <p>All other equipment, furnishings and services are the responsibility of the exhibitor.</p>	
<p>Use of Space - Cubic Content Rule Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 10ft.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>"Wiggle Room" Factor The width and depth of your booth structure should be designed so that any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Floor Covering Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p>Hanging Signs Hanging signs are not permitted in corner booths.</p>	<p>Required Forms Certificate of Insurance Food & Beverage Sample Form </p>

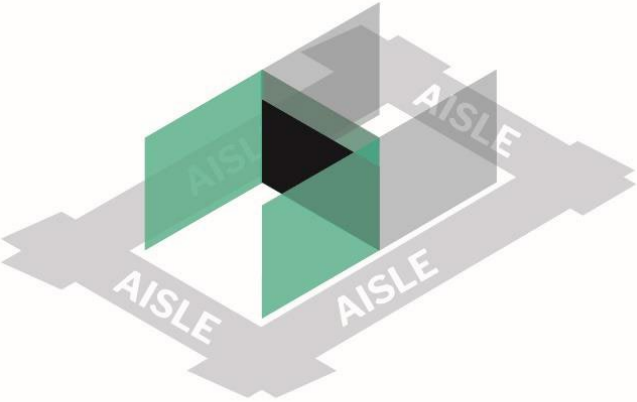
Peninsula / End Cap Booth Guidelines

<p>Definition and/or Dimension An endcap or peninsula booth is exposed to the aisle on three sides. End cap booths are comprised of two booths and peninsula booths are comprised of at least four booths.</p>	<p style="text-align: center;">PENINSULA BOOTH SPACE cubic content, aisles on 3 sides, with provided drape</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall • 11" x 17" booth identification sign with company name and booth number • Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1) <p>All other equipment, furnishings and services are the responsibility of the exhibitor.</p>	
<p>Use of Space - Cubic Content Rule Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 12ft without a hanging sign.</p> <p>Graphics over ten feet (10') high must be set back at least five feet (5') from adjacent booths.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>"Wiggle Room" Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Floor Covering Floor covering is required in all booth spaces. Exhibitors are responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p>Hanging Signs Hanging signs are permitted in peninsula booths, 400 sq. ft or larger, with Show Management approval. Submit your Hanging Sign request via Hanging Sign and Booth Variance Form, also found in the Exhibitor Hub.</p>	<p>Required Forms Certificate of Insurance Food & Beverage Sample Form</p>


Perimeter Booth Guidelines

<p>Definition and/or Dimension</p> <p>A perimeter booth is a standard booth that backs to a wall of the exhibitor facility rather than another exhibit.</p>	<p>PERIMETER BOOTH SPACE</p> <p>booth backs up to wall in event space, max height 12'</p> 
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall • 3' high pipe and drape side walls • 11'x 17" booth identification sign with company name and booth number • Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1) 	
<p>Use of Space - Cubic Content Rule</p> <p>Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 12ft.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>"Wiggle Room" Factor</p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Floor Covering</p> <p>Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p>Exposed Surfaces</p> <p>All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p>Hanging Signs</p> <p>Hanging signs are not permitted in perimeter booths.</p>	<p>Required Forms</p> <p>Certificate of Insurance</p> <p>Food & Beverage Sample Form</p>

Split Island Booth Guidelines

<p>Definition and/or Dimension A split island booth is a booth exposed to the aisle on three sides and shares a common backwall with another split island booth.</p>	<p>SPLIT ISLAND BOOTH SPACE w/ provided drape</p>  <p>not to scale</p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> • 8' high pipe and drape back wall • 11"x 17" booth identification sign with company name and booth number (for companies 400sqft and under) • Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1) 	
<p>Use of Space - Cubic Content Rule Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 20ft without a hanging sign.</p> <p>Graphics over ten feet (10') high must be set back at least five feet (5') from adjacent booths.</p> <p>Signs, logos, and graphics placed along booth edges may not face into adjacent booths.</p>	<p>"Wiggle Room" Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>
<p>Floor Covering Floor covering is required in all booth spaces. Exhibitors are responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p> <p>Exhibitors without a floor covering will have Freeman carpet placed in their booth, at their own expense.</p>	<p>Exposed Surfaces All exposed exhibit components extending above the 3' high pipe must be finished. Finished means NO company logos, imagery, electrical cords, or unsightly backing materials. In other words, it must be clean and presentable. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.</p>
<p>Hanging Signs Hanging signs are permitted in split island booths, 400 sq. ft or larger, with Show Management approval. Submit your Hanging Sign request via Hanging Sign and Booth Variance Form, also found in the Exhibitor Hub.</p>	<p>Required Forms Certificate of Insurance Food & Beverage Sample Form</p>

Island Booth Guidelines

<p>Definition and/or Dimension An island booth is any size booth that is exposed to aisles on all four sides but is typically 20' x 20' or larger.</p>	<p style="text-align: center;">ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p>
<p>What's Provided / Included</p> <ul style="list-style-type: none"> All island booths are provided as raw space Booth # ID floor sticker on carpet outside of booth (placed AM of show day 1) <p>All equipment, furnishings and services are the responsibility of the exhibitor.</p>	
<p>Use of Space – Cubic Content Rule Exhibitors can build their exhibit within the entire width and depth of their booth space, and up to a maximum height of 20 ft without a hanging sign.</p> <p>If an exhibitor plans to have structures taller than 20ft, please submit details for review by Show Management using the Hanging Sign and Booth Variance Form, also found in the Exhibitor Hub.</p>	<p>Floor Covering Floor covering is required in all booth spaces. Exhibitor is responsible for providing or ordering a floor covering or carpet. Floor covering must be fire-retardant in compliance with local fire and safety regulations.</p>
<p>Hanging Signs Hanging signs are permitted in island booths, with Show Management approval. Submit your Hanging Sign request via Hanging Sign and Booth Variance Form, also found in the Exhibitor Hub.</p>	<p>“Wiggle Room” Factor Since island booths do not have any adjacent booths, the “wiggle room” rule is not applicable.</p>
<p>Multi-Level Exhibits A multi-level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes.</p> <p>All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.</p> <p>Please submit multi-level exhibits details to Show Management using the Hanging Sign and Booth Variance Form, also found in the Exhibitor Hub.</p>	<p>Required Forms Certificate of Insurance Food & Beverage Sample Form</p>

Hanging Signs & Airborne Objects

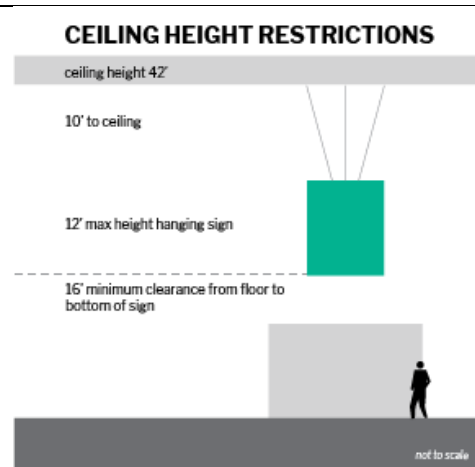
Hanging signs & airborne objects are permitted in all islands, split-island, and peninsula /end-cap booths that are 400 sq. ft. or larger, with Show Management approval. All other standard booth types do not qualify for hanging signs and graphics, regardless of size.

All signage is to be hung at a height of 16ft from the floor to the bottom of the sign to ensure consistency throughout the show floor. Size of the signage itself can be up to 12ft tall. See diagram to the right.

Hanging Signs should be placed 10ft away from neighboring booths.

Any booth design variance from this rule must be submitted to Show Management and receive approval.

All hanging signs must be approved by show management. Submit a [Hanging Sign and Booth Variance Form](#) with your design details and request. Please be sure to include a rendering of your sign within your booth space.



Aerial Rigging

Mills James is the official service provider for hanging signs and airborne object (truss) rigging. Exhibitors may not assemble or install hanging signs or truss.

Once approved by Show Management, the exhibitor will need to place appropriate orders for rigging and hanging sign or truss work via **Mills James Online**, as well as completing the "Structural Integrity Statement". Be sure to complete an electrical order if your hanging sign or truss requires electrical via [Mills James Online](#).

All rigging plans must be submitted to the Mills James Rigging Manager three (3) weeks prior to move-in, in DWG format.

Hanging signs should be shipped to the Mills James Advance Warehouse, using the Hanging sign shipping label. The label will be sent upon approval.

All signs, banners and theatrical items inside in the exhibit halls must be hung using the in-house production company, Mills James. All banners must be hung 16 feet from the floor and cannot weigh more than 75 lbs. If they are over 75 lbs., then theatrical rates and conditions would apply. When you know what your needs are, contact your Event Manager and he/she will assist you.

To obtain this service, complete a Rigging Order Form online [here](#).

Lighting/Truss

For hanging truss & lighting equipment, official services contractor (Miller James) responsibilities include: Miller James personnel/employees:

- Must operate all chain motors, including the final trim.
- Only be allowed in aerial lifts.
- Only Miller James will be allowed to operate mechanical equipment.

- Must assemble and disassemble any and all overhead rigging including assembly of all trusses, attachment, and disassembly of light fixtures to truss, installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.

Miller James electricians will run all initial power sources and make all connections to the dimmable power sources. Freeman stagehands install and dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

For ground supported truss & lighting equipment, official services contractor Miller James responsibilities of personnel/employees:

- Will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Miller James must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Must assemble and disassemble as well as install and dismantle all electrical hanging signs.

Prohibited items include helium balloons, helium or propane tanks and any other type of fuel, items not in compliance with the City of Columbus Fire Code, and confetti. Adhesive-backed decals (stickers) must be installed in accordance with our **applied** graphics policy. Violators will incur removal/clean up charges.

FREIGHT & DELIVERIES

Exhibitors have two options for shipping in freight, to the Freeman Advanced Warehouse or directly to show site. Whenever possible, it is recommended that exhibitor freight is shipped to the Freeman Advanced Warehouse, to ensure booth freight is delivered to the exhibitor's booth when move in begins, for timely set up. Please review the [material handling information](#) when determining which location to ship your freight to.

Warehouse Address - Advanced Shipping

Freeman will accept booth freight at the warehouse from Wednesday, September 24, 2025 through Friday, October 17th. Freight received after October 17th will be charged an additional after deadline charge. Warehouse hours are Monday through Friday, 7:00 AM to 2:30 PM. Click [HERE](#) for the advance warehouse shipping label.

Exhibiting Company Name / Booth #
Pizza Expo Columbus 2025
C/O Crane /Freeman
6500 Pontius Road
Groveport, OH 43125
USA

Direct-to-Show Site Shipping Address

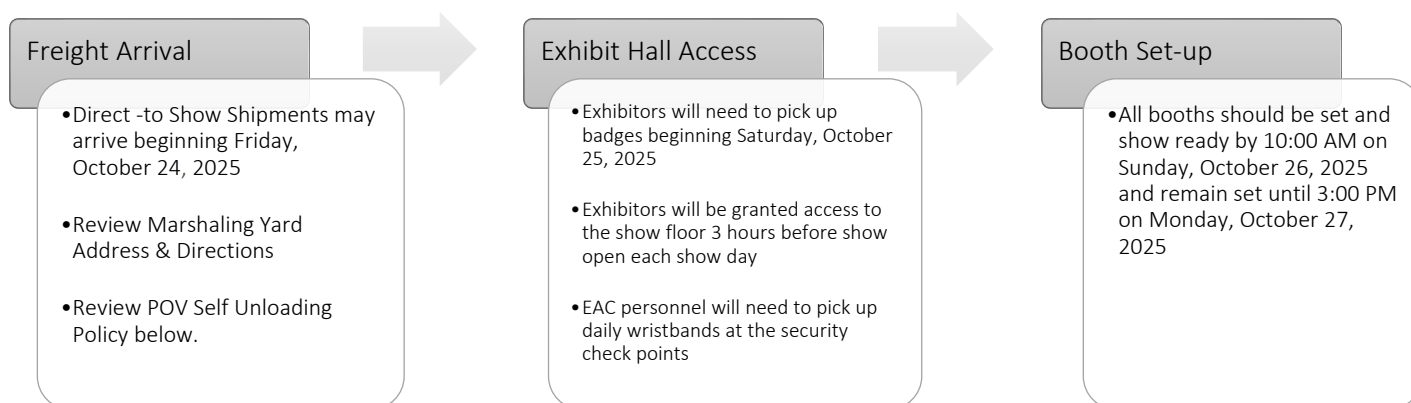
Freeman will receive shipments at the show site address beginning Friday, October 24, 2025. Materials arriving before this date may be refused by the facility. Click [HERE](#) for the show site shipping label.

Exhibiting Company Name / Booth #

Pizza Expo Columbus 2025
Greater Columbus Convention Center
C/O Freeman
3 Convention Center Dr
Columbus, NV 89109

Move-in & Move-Out Procedures

Inbound Shipments & Booth Set-Up



Self-Unloading / Hand Carry Policy

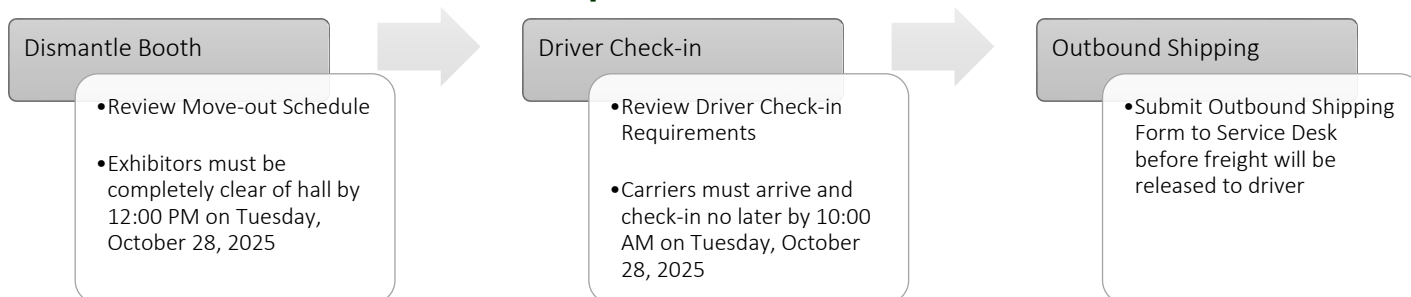
Hand-carry is defined as small items that one person can carry, such as cartons or packages. Exhibitors may hand carry their booth materials from their personally owned vehicle (POV i.e. Car, van, or SUV) through the main entrance of the facility during move-in and move-out. Exhibitors must unload from the parking lot, not from the curbside. Any mechanical assistance is limited to a small dolly. When exhibitors choose to hand carry merchandise, they are not permitted access to the loading dock / freight door areas or use of a four wheeled dolly / cart.

Privately Owned Vehicle (POV) & Company Owned Vehicle (COV)

Vehicles that qualify as a POV or COV may utilize the POV / COV Check-In Area at the exhibit hall D Loading dock. Freeman workers equipped with flat carts will assist exhibitors with unloading, designated as Cart Service, at the round-trip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area.

A POV is defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight. A COV is defined as a box truck under 24' or commercial van.

Booth Dismantle & Outbound Shipments



Every outbound shipment will require a material handling agreement and shipping labels. Freeman offers complimentary pre-printing of these items. To take advantage of this service, please complete Freeman's Outbound Material Handling Authorization (MHA) and Shipping Labels on [Freeman Online](#). Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Please note: all third parties must pick up MHA/labels at the Freeman Service Desk.*

Storage

Empty Storage

Exhibitors are allowed to store empty containers or booth items within their booth space as long as it is not behind the booth drape or booth space. Storing items behind the booth drape is a fire hazard and storing items behind your booth is a tripping hazard in the show aisles. This is strictly enforced by Show Management and the Fire Marshall onsite.

If an exhibitor needs to store empty containers outside their booth space until show close, they can do so with Freeman, at the exhibitor's expense, using the "empty" stickers or take the container offsite to exhibitor's hotel.

Refrigeration/Freezer Storage

Refrigeration and frozen storage are both offered through Freeman on show site ONLY and services can be ordered online. Please note that containers must be marked with the [Refrigerated Shipping Labels](#) or [Freezer Storage Shipping Labels](#) and be labeled properly with Pizza Expo Columbus 2025, booth number and company name. Exhibitors are not permitted direct access to cold storage, arrangements for deliveries need to be made with [Freeman Online](#). Space is allocated on a first-come, first-serve basis, place your order early.

INSTALL/DISMANTLE & LABOR REGULATIONS

Late Set-up

On Saturday, October 25, exhibitors are welcome to stay in the exhibit hall until 10:00 PM to continue setting up their booth but must remain inside the exhibit hall until they leave the hall for the night. No re-entry will be allowed after 8:00 PM so please plan accordingly.

Labor/Union Laws

Greater Columbus Convention Center is a non-union, right-to-work facility. Labor jurisdiction and union rules are determined by the facility, state, and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitors must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved. Skilled and unskilled labor as needed or required can be arranged through the official service contractor Freeman at established rates.

Exhibitors may use full-time company personnel to set up an exhibit, however they cannot operate heavy machinery or lift equipment. If full-time personnel are utilized, they are required to carry a photo ID as well as company identification, such as an insurance identification card or payroll stub.

Union labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs to your products.

Forklifts

Forklift labor is an exclusive service provided by Freeman.

Tipping

Freeman, the official service contractor of Pizza Expo Columbus 2025, requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen-minute paid break. Any attempts to solicit gratuity by an employee for any service should be reported immediately to a Freeman supervisor.

Painting

Spray painting is prohibited in the Columbus Convention Center.

Labor

Freeman is the official service contractor of Pizza Expo Columbus 2025. As the official service contractor, Freeman has responsibility for material handling.

A full, detailed list of tasks exhibitors can and cannot complete within their booth are listed [HERE](#)

Union	Definition of Jurisdiction
Teamster Union – Freeman	Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths.
Carpenter Union - Freeman	Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.
Electrical Union – GCCC/Mill James	Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets, and installing signs or headers that are lighted, unless they are permanently a part of the exhibit's back wall.

	Task	An Exhibitor Can	An Exhibitor Cannot
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment are not permitted in the building unless specific written approval is obtained in advance.	X	
	Exhibitors may choose to utilize their own personnel to set up and dismantle exhibit.	X	
	Exhibitor may hire and EAC (Exhibitor Appointed Contractor to perform work.	X	
FREIGHT	Move any freight by hand carry.	X	
	Move any freight from a vehicle larger than an Econoline van.		X

	Move any freight moved on equipment larger than a two-wheeled baggage cart.		X
ELECTRICAL	Plug in their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Plug in their own devices of 110 volt/ 1500 watts themselves.	X	
	Install or hang up to four small clip-on lights per booth.	X	
	Distribution of all electrical equipment necessary to provide electrical service.		X
	Connect modems, printers, computers and keyboards, test and tune own equipment, and run their own communications cable between machines in the same booth above the booth carpet.	X	
MERCHANDISING	Test and tune equipment.	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Columbus Convention Center labor.	X	

Building Rules/Guidelines

It is strongly recommended that all exhibitors review and understand the Columbus Convention Center [Building User's Manual](#) especially for Fire Marshal requirements and specific policies and procedures that directly pertain to your booth design and demonstration plans.

Safety

Fire Marshal Requirements & Permitting

Please reference the Columbus Convention Center [Building User's Manual](#) for Fire Marshal requirements.

OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations, as detailed in the Columbus Convention Center [Building User's Manual](#).

Hot Works

Hot Works is any activity that creates a spark or uses flame, including but not limited to brazing, soldering, cutting, arch welding, oxy-fuel gas welding, hot taps and torches applied to roofing or flooring or any activity creating a spark. Any use of hot works activity for installation / dismantling of an exhibitor booth MUST be pre-approved by the Safety and Fire Prevention office and may require additional permitting and requirements.

CLEANING

Clean Floor Policy

Empty cartons and cases must be removed from your booth, promptly after unpacking. **Cartons may NOT be stored behind curtains or in your booth.** The Freeman Service Center will provide "empty" stickers to affix to boxes, cases, and crates to be stored for the duration of the show. Freeman will store empties and return them to your booth at the close of the show. This policy is strictly enforced by Show Management and the Columbus Fire Marshal.

Excessive/Bulk Trash

Exhibitors promoting giveaways from their booths which generate excessive trash are required to order porter service for their booth. Note, these giveaway items include food and beverage sampling. Please review the cleaning order form on <https://columbusconventions.com/exhibitors> for this type of service. Any wooden crates, exhibit structure and/or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling or disposal.

Booth & Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed as "material abandonment". Any charges incurred on behalf of Show Management to remove the abandoned materials to ensure that Show Management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Service Manual.

Care of the Facility

Exhibitors shall neither harm, nor damage, or in any manner deface the premises. Exhibitors are not permitted to drive nails, hooks, tacks, or screws into any part of the building, put up decorations or adhesives that would deface the premises. All curtains, draperies and decorations made from textiles of combustible fibers, or any other flammable materials must be treated with flame retardant in the manner approved by all applicable jurisdictions. Exhibitors shall promptly pay for all damages to the facility, booth equipment, or the property of others caused by the exhibitor or any of its employees, agent's contractors, or representatives.

EXHIBITOR APPOINTED CONTRACTOR PROCESS

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

Pizza Expo Columbus 2025 recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and assess a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

Should you have any questions regarding the process, please email PizzaExpo@EACMgmt.com.

Move-in and Move-out Schedule (Eastern Standard Time Zone)

Exhibitor Move-in:

- Saturday, October 25.....8:00 AM – 8:00 PM

Show Hours:

- EACs are not allowed on the show floor during show hours.
- Sunday, October 26.....10:00 AM – 4:00 PM
- Monday, October 27.....10:00 AM – 3:30 PM

Exhibitor Move-out:

- Tuesday, October 28 8:00 AM – 12:00 PM

EAC Check-In (Eastern Standard Time Zone)

- EACs must check-in at the EAC counter.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)
- **Wristbands can be picked up** starting Saturday, October 25, 2025, at 8:00AM
Photo id required.

EAC Designation & Registration Process

Exhibitor Completes: EAC Designation

Exhibitors must designate their EAC(s) no later than **September 24, 2025**. Designations **MUST** be made using the NEW online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

EAC Completes: EAC Registration Process

Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are **due September 24, 2025**.

EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- EAC must complete all required documentation via the online PizzaExpo@EACMgmt.com.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the [EAC Rules & Regulations](#).
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) via the online [EAC portal](#). COIs must include the coverages outlined in the EAC Rules & Regulations.

The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- \$2,000,000 products & completed operations aggregate.
- Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if vehicle is on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: Pizza Expo Columbus, Emerald X, LLC, Freeman Expositions, LLC, Greater Columbus Convention Center, and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete facility access dates of October 25 – October 27, 2025.
- The certificate holder must be listed as: Pizza Expo Columbus, a division of Emerald X, LLC, 31910 Del Obispo, Ste 200, San Juan Capistrano, CA 92675.

EACs must abide by existing labor regulations and/or contracts and all Federal and Ohio laws and regulations as well as those established by the Columbus Convention Center and Pizza Expo Columbus.

Should you have any questions regarding the process, please contact PizzaExpo@EACMgmt.com

UTILITIES

ELECTRICAL REGULATIONS

All electrical must be ordered through the Greater Columbus Convention Center Services. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Greater Columbus Convention Center Services. Services can be [ordered online](#) for the best rate. Please reference the [Electrical Rules & Regulations](#) and the [Electrical Services Usage Guide](#).

- Hard wall structures must sit 9" off the pipe & drape wall for electrical clearance.
- An exhibitor may plug into up to 6 plug-ins into one 15 ft. extension cord or one six plug multi-strip at the side or back of the booth.
- UL approved/factory installed cords must go directly from the fixture to the multi-strip.
- An exhibitor can install their own light fixtures and materials as long as the combined power is less than 20 amps or 2000 watts for the entire booth space.
- All materials & light fixtures with original factory-installed cords must meet the Columbus Convention Center safety rules.
- If any electrical work is performed over and above the maximum by non-Freeman personnel, it will be identified during an inspection which could result in additional charges and a fee.

LIGHTING

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light system should submit drawing to Show Management for approval via the [Hanging Sign and Booth Variance Request Form](#). Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or show aisles. Potential harmful lighting, such as lasers, ultraviolet lights, pulsating / rotating / spinning lighting should comply with the facility rules and usage be approved by Show Management.

Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage. For questions, please contact Show Management or Freeman.

GAS & PLUMBING

All natural gas lines, drains and plumbing services must be ordered through Greater Columbus Convention Center Services. Under no circumstances shall anyone other than a "Qualified Plumbing Personnel" make service connections. Use of propane is strictly prohibited.

INTERNET SERVICES

Internet is not included with your booth package. If you require these services, please refer to the BOLDYN [website](#) for options. For questions regarding wireless services or any of the other wired

Internet and telephone services, please call at 614-827-2548 or visit us online at <https://columbusconventions.com/exhibitors/> .

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Animals domesticated or non-domesticated are not permitted on the show floor at any time. Under the Americans with Disabilities Act (ADA), Show Management must allow people with disabilities to bring their registered service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting, and protecting anyone having seizures, or performing other special tasks.

Booth Appearance

All open or unfinished sides of the exhibit space which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense. Any portion of an exhibitor bordering another exhibitor's space must be clean and finished and be free of logos, lettering or graphics, electrical lines, or unsightly building material. No part of the display may be attached to or otherwise secured to columns, booth drape or side drape. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit hall.

Display of Product

All booth items and booth staff must be contained within the exhibit booth space. Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

- Items located in the exhibitor space must be in good taste or will be removed at the discretion of Show Management.
- Fog, smoke, and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

Floral

We recommend several local resources for plant & floral needs.

Market Blooms

<https://www.marketbloomscolumbus.com/>

Located at the North Market very close to GCCC

Rees Flowers and Gifts

<https://www.reesflowersandgifts.com/>

Food Showcases & Displays

The official provider for rental refrigeration and other food showcases and displays is Lowe Worldwide Rental Specialists. Download the order form [HERE](#).

Towers

A tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the booth space type. Towers more than 8' should have drawings available for inspection.

Trademarks/Copyright

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Vehicles on Display

All vehicles on display will require spotting service from Freeman, at the exhibitor's expense. Display vehicles must have battery cables disconnected and tapped, alarm systems deactivated, fuel tanks no more than ¼ tank full or five gallons, whichever is less, and fuel tank filler caps locked and/or sealed. Fueling or de-fueling of vehicles on the facility premises is prohibited. Display vehicles are permitted to occupy no more than 80% of the contracted exhibit space. Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of Freeman. Please review the Fire Department Regulations for Display Vehicles found in the Columbus Convention Center [Building User's Manual](#).

DEMONSTRATIONS

Exhibitor Conduct / Good Neighbor Policy

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which ensures all exhibitor personnel and attendee are within the contracted exhibit space and no encroaching on the aisle or neighboring exhibits. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance.

Temporary Staffing / Models

Attendants, models, or other employees must confirm their activities to the contracted exhibit space.

Noise / Music

Exhibits that are 400sqft or larger may use sound equipment in their booth so long as the noise level does not, in the exclusive judgement of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. The Exhibitor is responsible for obtaining licensing directly and abide by federally mandated copyright licensing laws.

Raffles, Drawings, and Contests

Raffles, drawings, and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit promotional activity anywhere on the exhibition floor as necessary to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles, and drawings.

Food & Beverage Sampling

Exhibitors planning to prepare and offer food and beverage samples at their booth must submit the [Food & Beverage Sample Form](#) and receive approval. Levy is the official food and beverage provider at the Columbus Convention Center, all food and beverage must be prepared and served within their regulations and the Franklin County Public Health Safety Department and Columbus Convention Fire Safety regulations.

**FOOD & BEVERAGE
SAMPLING FORM**

SAMPLING PRODUCTS CONTAINING THC AND/OR CBD IS PROHIBITED.

Exhibitors must be the owner, manufacturer and/or distributor of the items being sampled and must provide a certificate of insurance.

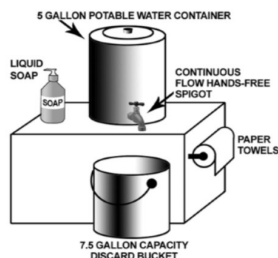
- Food sample size is 2oz,
- Non-Alcoholic beverage samples are 3oz
- Alcoholic samples are 1oz for wine and 2oz for beer.
 - Alcohol sampling is permitted and requires prior approval from Levy Restaurants. Exhibitors must be the owner, manufacturer and/or distributor of the items being sampled. Exhibitors serving alcohol are required to follow local & state law and policies including having products delivered through a local distributor and served by a Levy Restaurants bartender. Contact Levy Restaurants for more details.

Peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

Booth Handwashing Station - Required for Sampling

If you plan to sample any food or beverage, you're required by the local county health department to have a handwashing/sanitation station in your booth, when preparing and sampling food and/or beverages. *Exhibitors must bring their own Handwashing Stations. No handwashing station, no sampling. Strictly enforced onsite.*

A handwashing station must include the following:



- 5-gallon, hot water supply tank (any vessel with a spigot that holds hot water)
- 5-gallon, wastewater tank/bucket
- Liquid hand soap in a pump dispenser
- Single-use paper towels
- Food grade sanitizing wipes (no rinse)

Water must be replenished as needed and hold a warm temperature. Hot water filling stations will be provided on the show floor for your convenience.

Dishwashing Stations

Dishwashing stations are available on the show floor from move-in through move-out for exhibitor use. Note, only liquids can be put down the sinks in the dishwashing stations and exhibitors are responsible for doing their own dishes and cleaning up the space after use.

Hot Grease Disposal

Drums will be provided for hot grease disposal. This is the **ONLY** authorized method of hot grease disposal, the use of restrooms or janitorial closets for this purpose is strictly forbidden.

ADDITIONAL

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [HERE](#) for the Greater Columbus Convention Center.

Distribution of Promotional Items

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. Exhibitors may not distribute or leave behind merchandise, signs, or printed materials in the registration areas, competition areas, demonstration areas, lounge areas, meeting rooms, or public areas of the event site, including hotels, parking garages, etc., without prior written approval of Show Management.

All models must remain within the booth space. Advertising materials may be handed out within the booth space only. Distribution from booth to booth or canvassing on any part of the facility property is forbidden.

Hospitality & Networking Events

No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities of the show. Hospitality suites are not permitted to be open during event hours.

Show Management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only. Meeting and hospitality rooms – only exhibiting companies will

be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars, or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show. Such activity must be for internal business or staff meetings.

Companies who wish to host hospitality suites receive Show Management approval and must agree that the suites not be open during any scheduled event. Additionally, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to event attendees at any time during the event without the advance written approval of Show Management. If an activity is held without approval, Show Management reserves the right to exclude the exhibitor from future events.

Photography & Video Recording

Exhibitors are permitted to photograph or produce audio / video of their own booth displays and/or products. Exhibitors are prohibited from photographing or producing audio / video of other displays, products, demonstration, competitions, products, or materials without prior written permission from Show Management, and owner of the subject.

Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense. Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event. Exhibitors wishing to use an outside photographer must receive written permission in advance from Show Management. Seminar sessions may not be photographed, or video/audio recorded.

Selling at Booth

Retail sales are NOT permitted on the exhibition floor at any time.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange removal

of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

Strolling Entertainment & Suit Casing

Strolling entertainment or moving advertisements (robots, anyone carrying, or wearing signs, scooters, etc.) outside an exhibitor's space is not permitted. Any repeat violations will result in the confiscation of materials/promotional items involved in the violations and loss of priority points.

Suit casing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or even without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the

aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of products or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth space, or in unauthorized properties without permission of Show Management are in violation of this clause.

SECURITY INFORMATION

Pizza Expo Columbus Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Columbus Convention Center, agents nor employees assume any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance to cover loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been completely packed and a bill of lading is completed, please turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).



Review the Security Form for more information on booth guards.

[Booth Security Order Form](#)

- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION

STAFF BADGES

Register for your staff badges in advance. Badges must be picked up by each individual person at onsite registration upon arriving at the Greater Columbus Convention Center. Badges will not be mailed before the show. We strongly recommend you print your email confirmation with a barcode before you arrive at the show to help expedite the badge printing process. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present a photo I.D. when picking up their badge.

Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move-in, move-out and official show hours. No one will be allowed on the exhibit floor at any time without a badge.

Exhibiting companies receive five (5) badges per 10x10 booth. Additional badges may be purchased for \$100 per badge. Replacement badges will incur a \$100 fee. Buyers and customers should **not** be registered as exhibitors.

Exhibitor staff or guests must register to attend conference sessions, access to conference is not included in your exhibitor badge.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Registration Hours

Saturday, October 25	7:00 AM – 5:00 PM
Sunday, October 26	7:00 AM – 4:30 PM
Monday, October 27	7:00 AM – 4:30 PM

ADMISSION POLICY

Exhibit hall admittance is restricted to registered exhibit staff and attendees displaying the Pizza Expo Columbus 2025 show badge. All personnel representing the exhibitor, or its authorized agents, must be properly identified with an official Pizza Expo Columbus 2025 show badge. Once the show has opened, all exhibitors/attendees must enter and exit only through designated entrances where security is posted.

Children

No one under the age of 16 is permitted on the show floor at any time. Show Management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the show floor.

Early Appointments

No exhibitors will be allowed access to the exhibit hall prior to posted move-in and move-out days/hours. On show days without scheduled move-in prior to show opening, exhibitors will be allowed access (3) three hours before show opening and (1) hour after posted, official show hours. Additional access may be arranged solely at the discretion of Show Management.

Exhibitor Appointed Contractors (EAC)

All exhibitor-appointed contractor (EAC) personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor, during move-in and move-out. Each individual person must sign in and present a photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day.

If your exhibitor appointed contractor (EAC) requires access to your booth during show days, you must secure a badge for them under your company's name. These badge requests will count towards your total allotment.

Guests

All guests must have the proper Guest show badge that must be worn at all times while in the exhibit hall, seminar sessions or any function held by Pizza Expo Columbus during move-in, move-out or show hours.

TRAVEL

HOTELS

EvolveCon.com, Hotel Map, and NHS Global are the official housing partners for Pizza Expo Columbus 2025. Hotel arrangements can be made online soon through the Pizza Expo Columbus [“Book Your Hotel”](#).

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EvolveCon.com, Hotel Map, NHS Global. Please refer to your hotel confirmation for individual cancellation policies.

Reminder: EvolveCon.com, Hotel Map, NHS Global are the only housing providers endorsed by Pizza Expo Columbus 2025. If you are contacted by other third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Entering into financial agreements with these companies can have costly consequences and are not protected by event management.

PARKING

The Greater Columbus Convention Center has advanced parking available for purchase online. Please visit [Directions and Parking - Greater Columbus Convention Center](#) for all direction and parking needs.

TRANSPORTATION

Visit the [“Transportation Information”](#) link on the Pizza Expo Columbus website for transportation vendors rates and details. A full list of transportation options in Columbus can be found [HERE](#).

CITY RESOURCES

When you visit the Greater Columbus Convention Center, everything is just a short walk away. From art openings to pro sporting events, we're in the center of everything. The eclectic North Market, charming Goodale Park, lively Arena District and the trend-setting Short North Arts District surround the Convention Center. Major government, entertainment, and cultural events are happening every day of the year inside and out. Columbus has much more to offer than just meetings. Information about Columbus, including experience, food & drink and entertainment options can be found at [Visit Columbus](#).

BUSINESS CENTER / GUEST SERVICES

Our friendly Guest Services Ambassadors work throughout the facility providing directional assistance, facility information, and event information. Also, as Accredited Columbus Ambassadors, they are able to provide information on local features such as shopping, dining, nightlife, sports, and tourism attractions.

This team also operates our two Guest Services Centers. One is located near the South Café and Marketplace and the other is located in the north section of our facility in the Main Concourse near Exhibit Hall A. Click here <https://columbusconventions.com/services/guest-services/> for more details.

SPONSORSHIP OPPORTUNITIES

Put your brand in front of thousands of buyers at Pizza Expo Columbus 2025. We offer a variety of sponsorship opportunities from digital signage and floor graphics to preferred products and special event activations. For a complete list of sponsorship opportunities, visit the Sponsorship & Advertising page on the Pizza Expo Columbus [show website](#).