



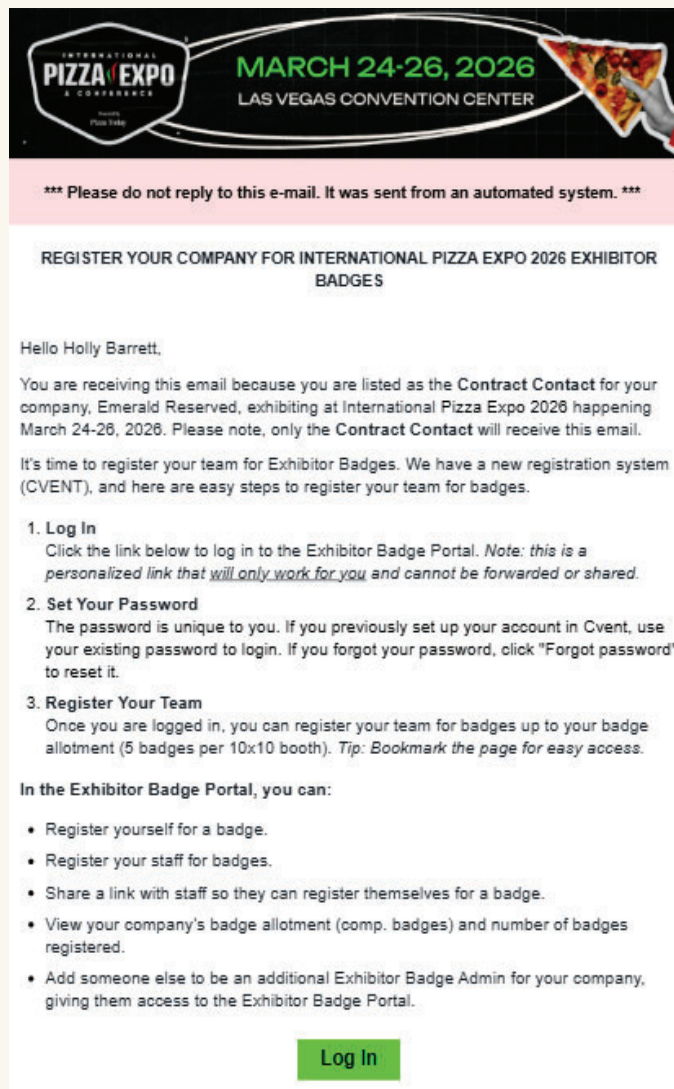
# Introducing International Pizza Expo's new registration partner - Cvent.

This guide provides step-by-step instructions for our 2026 exhibitors to register their staff for the show this March.

## Registering for International Pizza Expo

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](mailto:PizzaExpoShowTeam@pizzaexpo.com)



Click the **LOG IN** button to access registration.

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

# EXHIBITOR REGISTRATION USER GUIDE

## Create a Password for Your Account

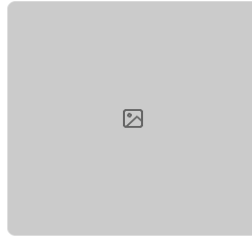
Following the link, the email brings you to the **CVENT EXHIBITOR REGISTRATION PORTAL** to create your password.

### Badge Registration - International Pizza Expo 2026 <sup>®</sup>

📅 March 24, 2026 at 10:00 AM - March 26, 2026 at 3:00 PM 📍 Las Vegas

#### Details

Exhibitor Profile



Emerald Reserved

[View profile](#)

Booth Staff

3 staff members

**NOTE:** There are many different facets of the **CVENT EXHIBITOR REGISTRATION PORTAL** that International Pizza Expo 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 International Pizza Expo.

## Accessing Your Company Registration

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

Exhibitor Portal

International Pizza Expo 2026  
Mar 24 - 26, 2026

Emerald Reserved

Booth Staff Admins

Booth Staff Add booth staff

1 registrants left

1 Exhibitor | Complimentary

**Holly Barrett**  
holly.barrett@emeraldexpo.com  
Registration type: Exhibitor | Complimentary  
Confirmation number: MQNYX7P72HJ Options

**Karishma Lulla**  
karishma.lulla@emeraldexpo.com Options

### 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.

## Registering Staff

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

The screenshot shows the 'Exhibitor Portal' interface for the 'International Pizza Expo 2026' (Mar 24 - 26, 2026). The 'Team' tab is selected in the left sidebar. The main content area shows 'Booth Staff' with '1 registrants left' and '1 Exhibitor | Complimentary'. A yellow arrow points to the 'Add booth staff' dropdown menu, which contains the options: 'Search booth staff', 'Share sign-up link', and 'Register booth staff'. Below the menu, the details for 'Holly Barrett' (holly.barrett@emeraldtx.com) are visible, with a registration type of 'Exhibitor | Complimentary'.

### SELECT HOW YOU ARE REGISTERING YOUR STAFF:

- Share sign-up link generates a unique link that you can share with your team members to register on their own device.
- Register booth staff routes tot 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.

# EXHIBITOR REGISTRATION USER GUIDE

## Registration Form

Complete all required fields throughout the registration form.



Progress bar showing 1 of 2 steps: Personal Information (1) and Registration Summary & Payment (2).

### Booth Staff Registration

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

\* First name

\* Last name

\* Email Address

\* Confirm Email Address

CC Email Address

\* Company Name

**Address**

\* Country/Region  x v

\* City

\* State/Province

\* International Pizza Expo 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 International Pizza Expo 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 International Pizza Expo as described above.

\* [Click Here](#) to review the International Pizza Expo 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

[Show Hours](#) | [Show Policy](#) | [Hotel Info](#) | [Browse Sessions](#) | [FAQs](#)

Contact Us



[Do Not Sell or Share My Personal Information](#)  
[Manage Cookie Preferences](#)

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

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

### **Already registered?**

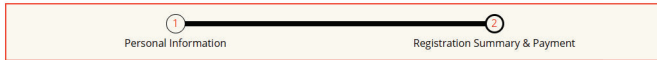
If this occurs in errors, please reach out for assistance on how to proceed.

Questions? Email [marketing@pizzaexpo.com](mailto:marketing@pizzaexpo.com)

# EXHIBITOR REGISTRATION USER GUIDE

## Registration Form - Continued

Complete all required fields throughout the registration form.



### Registration Summary

Take a moment to review your registration before continuing.

#### Holly Barrett

holly.barrett@emeraldtx.com

[Edit](#)

#### CC Email Address

holly.barrett@emeraldtx.com

#### Company Name

Emerald Reserved

#### Address

Tacoma, Washington  
United States

#### Questions

International Pizza Expo 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.

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

[Click Here](#) to review the International Pizza Expo 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	
Expo Only-EXHIBITOR	Free

[Previous](#)

[Cancel](#)

[Submit](#)

## Congratulations, you are now registered!

Your Confirmation Number is:

**MQNYX7P72HJ**

You will receive an email with your registration details.

[Add to Calendar](#)

[Submit Payment](#)

[Modify Registration](#)

[Transfer Registration](#)

### Registration Summary

Review your registration information below

#### Holly Barrett

holly.barrett@emeraldtx.com

#### CC Email Address

holly.barrett@emeraldtx.com

#### Company Name

Emerald Reserved

#### Address

Tacoma, Washington  
United States

#### Questions

International Pizza Expo 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.

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

[Click Here](#) to review the International Pizza Expo 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	
Expo Only-EXHIBITOR	Free

### 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.

## Changes to Registration

Complete all required fields throughout the registration form.

### Congratulations, you are now registered!

Your Confirmation Number is:

**MQNYX7P72HJ**

You will receive an email with your registration details.

Add to Calendar

Submit Payment

Modify Registration

Transfer Registration

## Registration Summary

### Transfer Registration

#### 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

For 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 International Pizza Expo 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.

## Modifying Existing Registrations

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

The screenshot shows the Exhibitor Portal interface. On the left is a navigation menu with 'Team' selected. The main content area is titled 'Team' and contains instructions for registering staff. Below this, there are tabs for 'Booth Staff' and 'Admins'. Under 'Booth Staff', there is a list of staff members. Two staff members are visible: 'Karishma Lulla' and 'Marketing Test'. For 'Marketing Test', the 'Confirmation number: HTNKDVYJZY6' is highlighted with a yellow box. To the right of the staff list, there is an 'Options' dropdown menu with 'Modify registration' selected and highlighted with a yellow box. A yellow arrow points from the 'Modify registration' option to the highlighted confirmation number.

### 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.

## Will Someone Else on Your Team Handle the Staff Badge Registrations?

Add another admin to your company's profile.

The screenshot shows the Exhibitor Portal interface. On the left is a navigation sidebar with options: Overview, Profile, Team (highlighted with a yellow box and arrow), and Reports - Not Applicable. The main content area is titled 'Team' and includes a sub-section 'Admins' (highlighted with a yellow box and arrow). Below this, there is a list of admin users: Holly Barrett (holly.barrett@emeraldtx.com), Hailey Barrett (keangirl@gmail.com) with a 'Pending' status, and Karishma Lulla (karishma.lulla@emeraldtx.com). On the far right of the Admins section, there is a blue 'Add admin' button (highlighted with a yellow box and arrow).

### TO ADD ANOTHER ADMIN:

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

## Adding another admin to your company profile

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

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 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.**

Exhibitor Portal

International Pizza Expo 2026  
Mar 24 - 26, 2026

Emerald Reserved

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

Holly Barrett  
holly.barrett@emeraldx.com

Add admin

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