

# TUTORIAL

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## HOW TO PRE-BOOK A MEETING WITH A BUYER?

For :

- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICA
- WORLD BULK WINE EXHIBITION

# THE 7 STEPS TO FOLLOW

- 1 Go to the event website or Download the Vinexposium mobile app (QR code).

  - [Wine Paris & Vinexpo Paris](#)
  - [Vinexpo Asia](#)
  - [Vinexpo America](#)
  - [World Bulk Wine Exhibition](#)
- 2 Log in by filling your account email and password.
- 3 Click on the Buyers list available in your company or team member profile.
- 4 Search for the buyer(s) you are interested in by using the search bar or the filters on the left side.
- 5 Send an meeting request by clicking on the calendar icon. It is also possible to contact the buyers by message beforehand.
- 6 Fill in the required fields (participants, date, time).
- 7 Follow-up the meetings status.

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## STEP 1

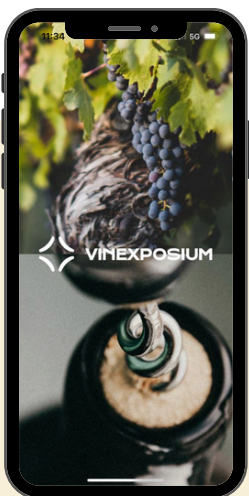
### GOT TO THE EVENT WEBSITE

#### 1.1 Go to the event website

- [Wine Paris & Vinexpo Paris](https://wineparis-vinexpo.com) - <https://wineparis-vinexpo.com>
- [Vinexpo Asia](https://vinexpoasia.com) - <https://vinexpoasia.com>
- [Vinexpo America](https://vinexpo-america.com) - <https://vinexpo-america.com>
- [World Bulk Wine Exhibition](https://worldbulkwine.com) - <https://worldbulkwine.com>

#### 1.2 Download the Vinexposium mobile application

From the App Store or Google Play,:



Scan this QR code



Step 2



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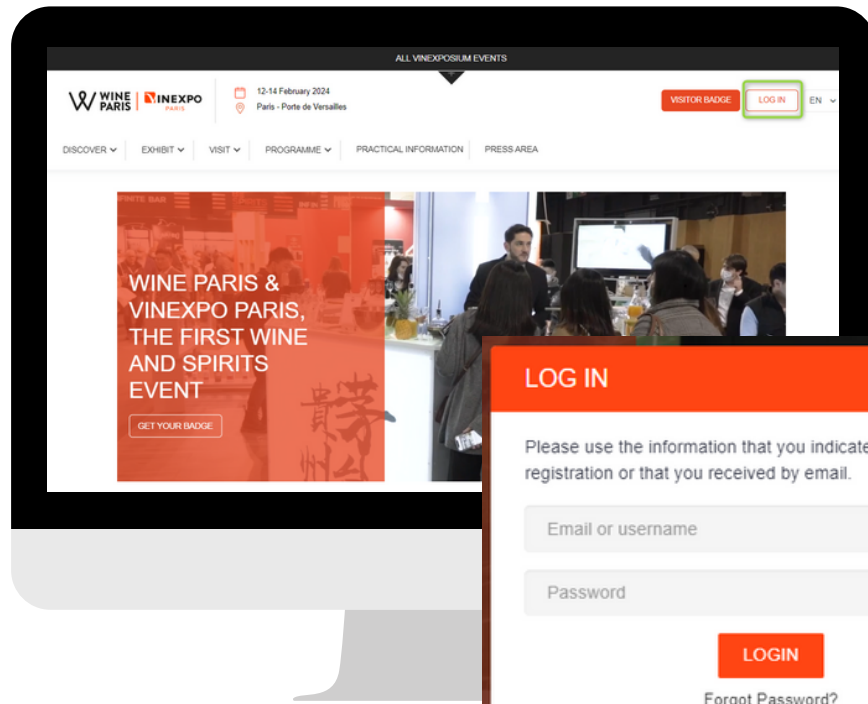
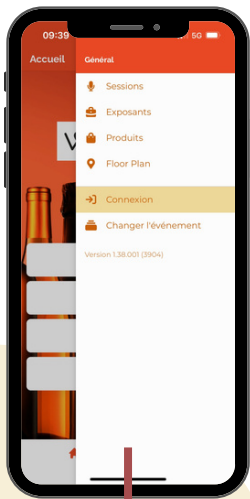
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## STEP 2

### YOUR ACCOUNT

Click on 'Log in' and enter your account email and password.



### LOG IN

Please use the information that you indicated during your registration or that you received by email.

  
  
  
[Forgot Password?](#)



If you no longer remember your password, click on '**Forgot password?**'. You will receive an email with a link to create a new one.

Step 3



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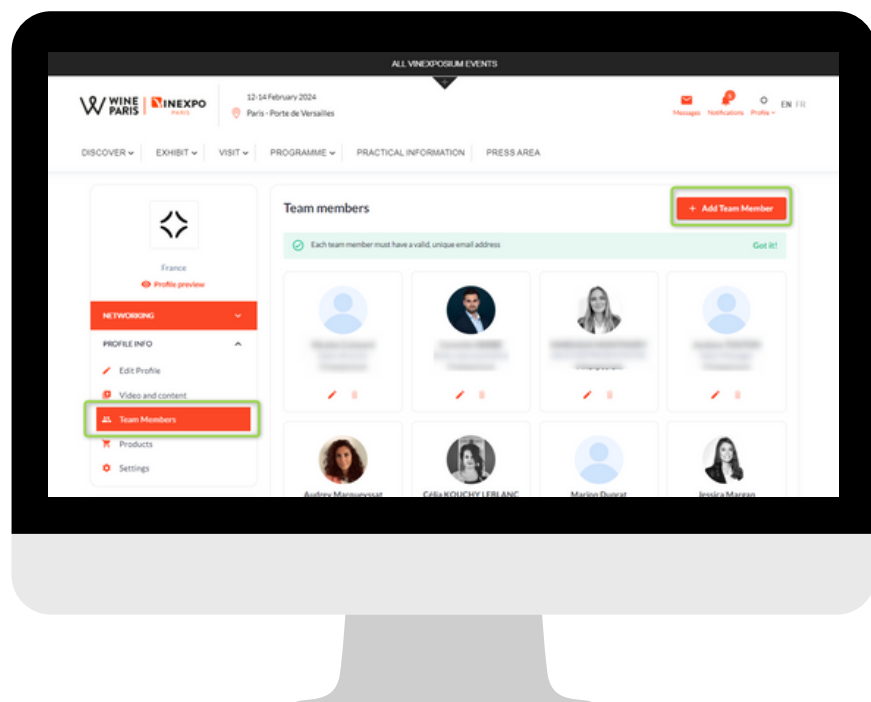
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- You have not yet added a representative to your corporate page, then first log onto your company account , go to the 'Team members' tab and add it as an admin. With this role, you will be able to switch profile easily.
- The representative profile will be approved immediatly and you will receive a confirmation by email.
- The email chosen for the team member must not already be associated with an account. This email will not be communicated, it will just be used as an identifier.
- We recommend to book meetings as a person using your team member profile (but for small companies you can only use your company account).



Step 3



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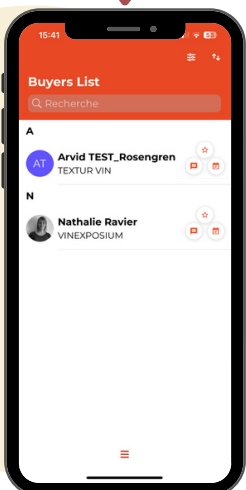
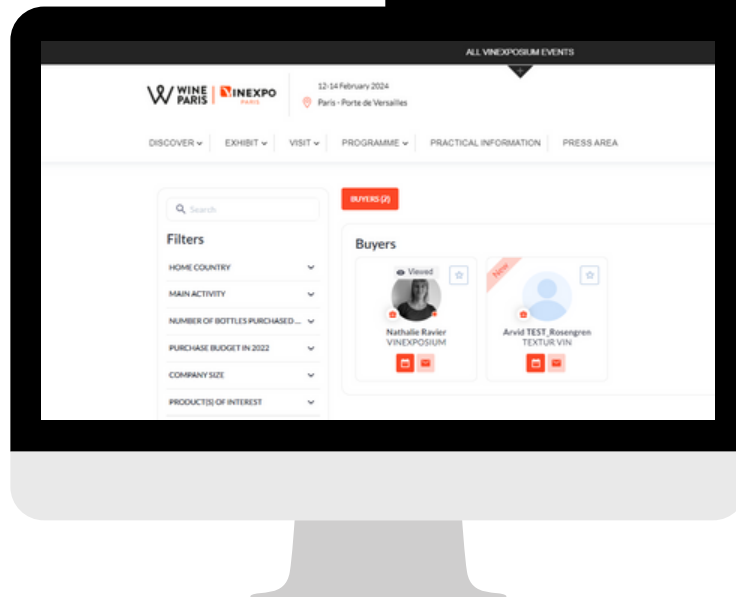
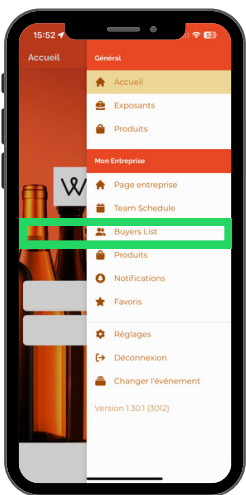
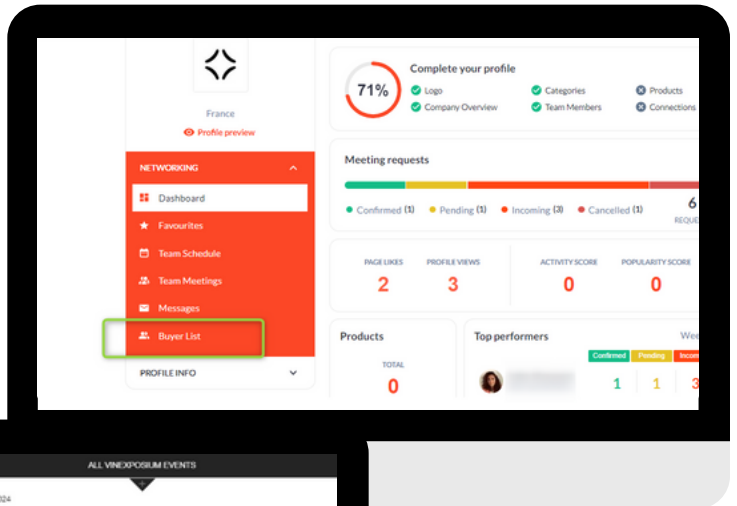
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## STEP 3

### THE BUYERS LIST

- Go to your profile.
- Click on Buyers list.
- The Buyers list appears.



- The buyers list is updated every 5 minutes.
- Buyers register every day, and many do it 3 weeks or less before the event.
- Make sure to check the buyers list on regular basis.

Step 4



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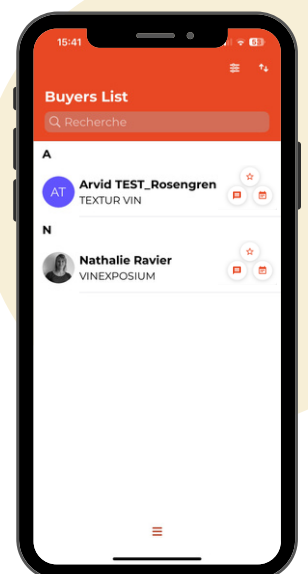
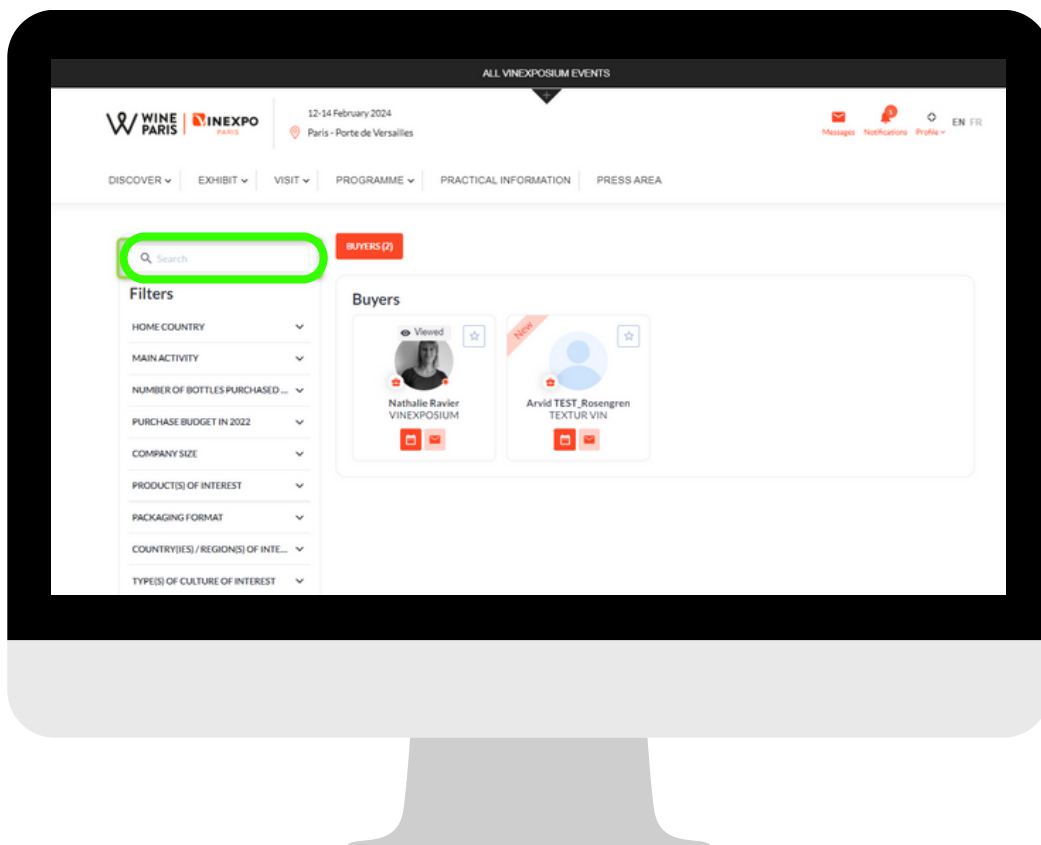
## STEP 4

# SELECT YOUR CONTACT

To search the buyers list, there are several options:

### 4.1 Using the search bar

Type in the buyer's name or company if you know it.



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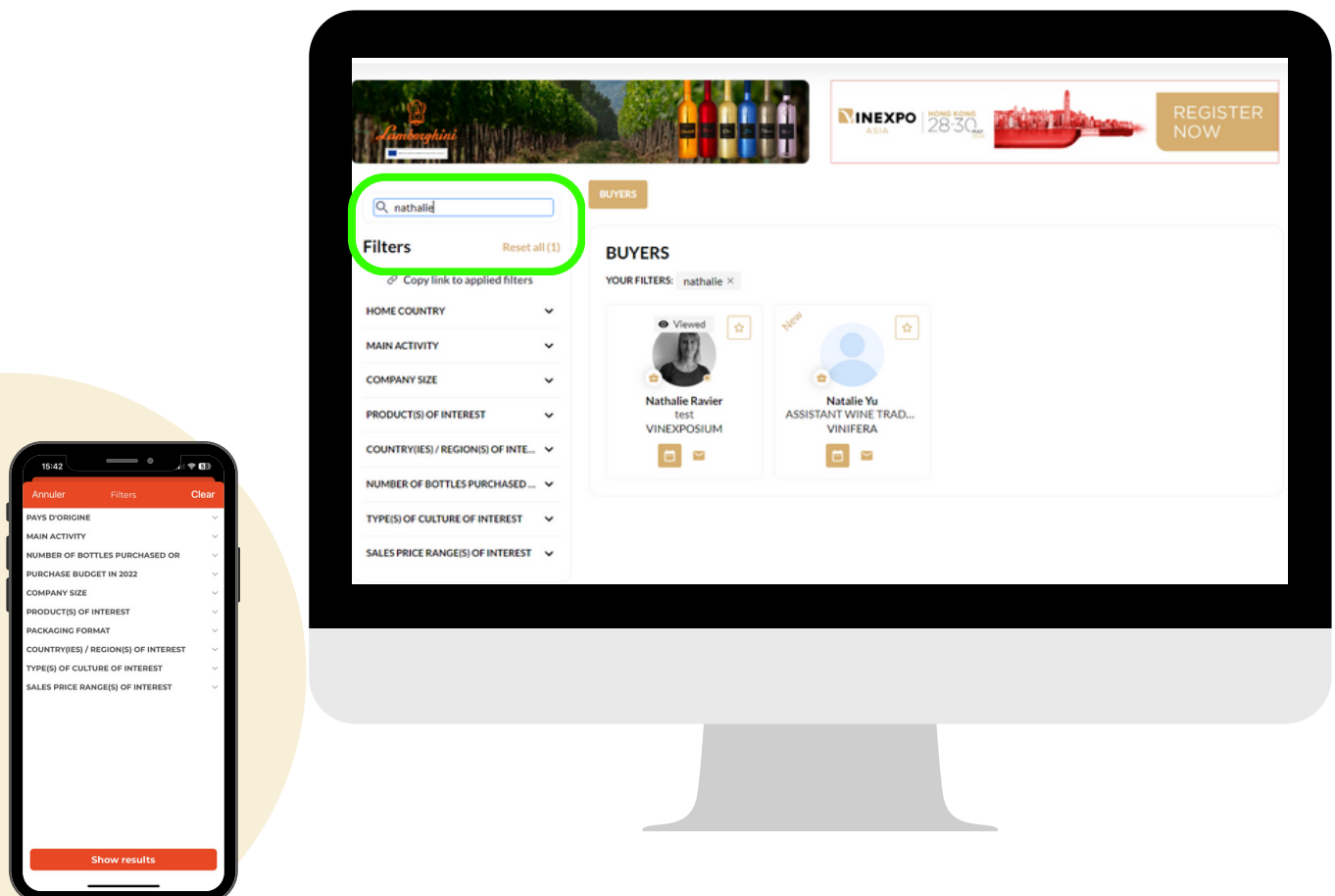
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## 4.2 Using the filters

According to the selection of filters proposed on the left side, select the one(s) you want. Once you have selected the filter(s), the selection is automatically updated.

If you would like **to delete a filter**: click on the cross at the top in 'Your filters'. You can also uncheck it on the side.

It is also possible **to erase all your filters** by clicking on 'Reset all'.



Step 5





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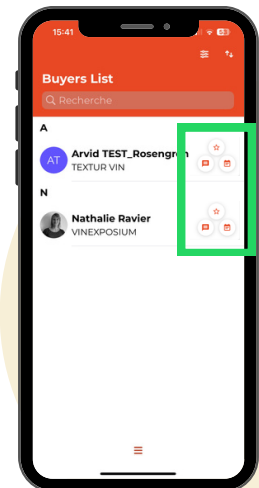
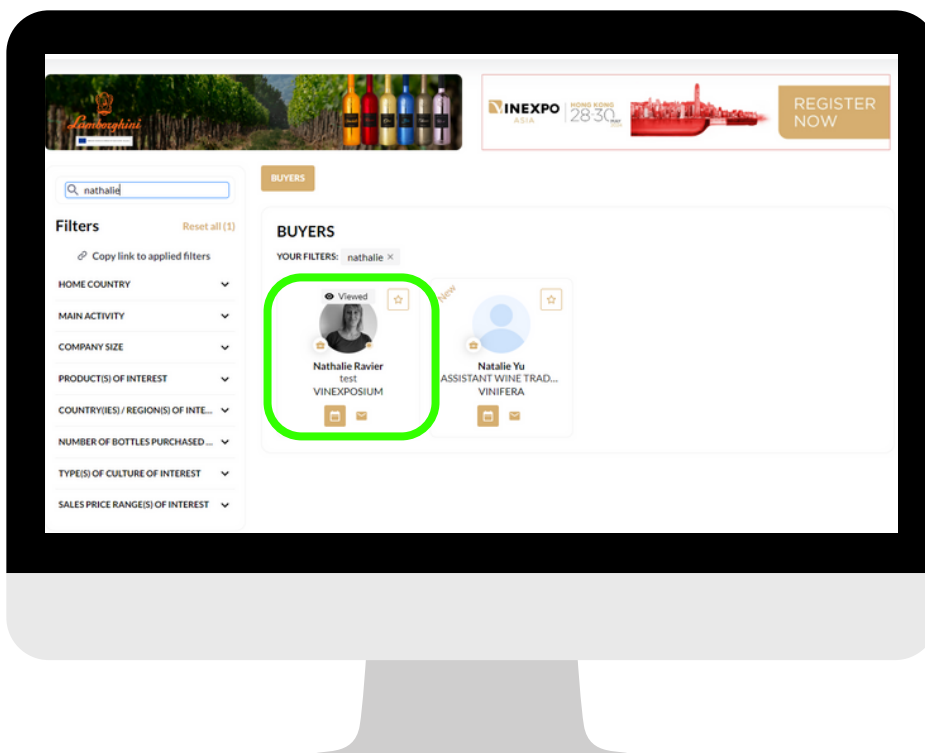
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## STEP 5

# SEND A MEETING REQUEST

There are two ways to make a meeting:

### 5.1 By clicking directly on the "calendar" icon from the list of buyers



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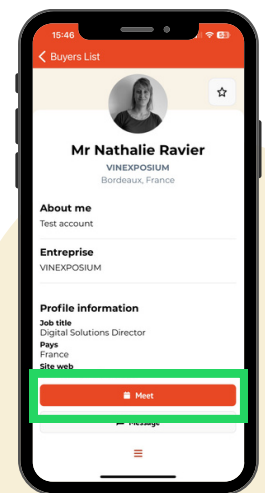
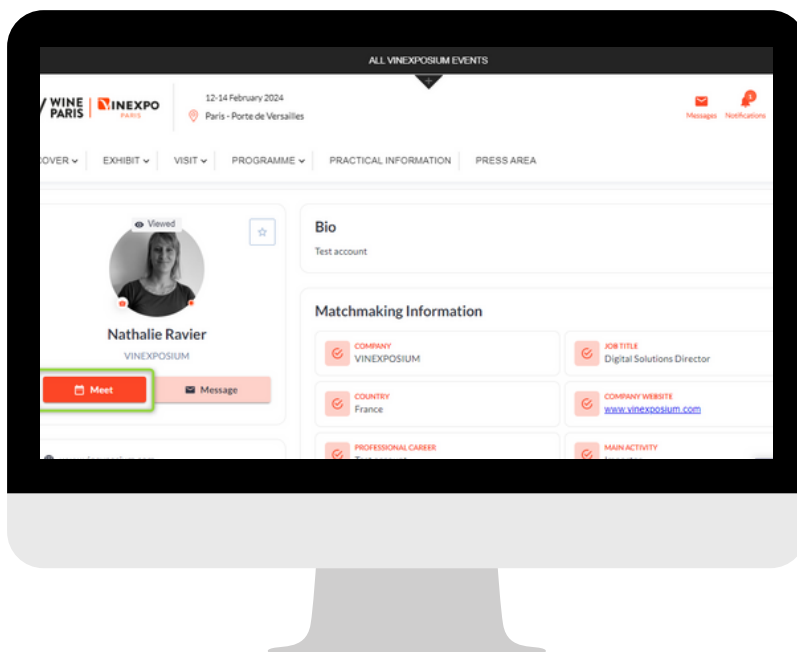
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## 5.2 By clicking on the buyer's profile

Example of a buyer's page: you can find his/her personal information and what he/she is looking for.



- If a buyer requests a meeting, it is imperative that you respond by accepting or refusing the request. It is also possible to postpone the meeting by proposing another date and/or another time.
- Meetings are only scheduled and the time slots reserved for each party once both parties have accepted the meeting request.
- The representatives of your team are the only ones who receive a notification on the platform and a notification by email for every step of the meeting-making process. You will not receive anything on your corporate page. This is why it is important to register a team member prior to making meetings.
- If your appointments have been confirmed in your diary, our teams will monitor your appointments to make sure they run correctly.
- There is a limit of 20 meeting requests per week (per company).



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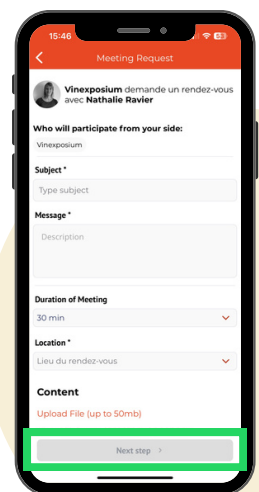
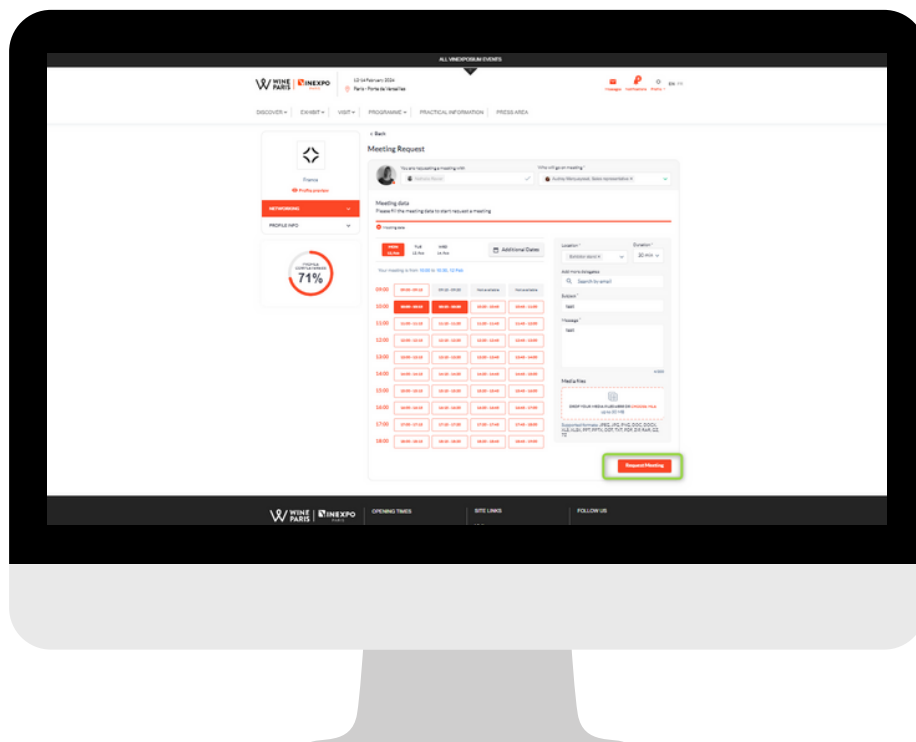
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You can choose the slot before writing your message to book your meeting.

- **'You are requesting a meeting with'**: buyer name is already selected.
- **'Who will go on meeting from your side'**: you can add the other members of your company profile.
- **'Add more delegates'** : you can invite other members by using their email address (they must already have an account).
- **'Location'**: select the stand location.
- **'Duration of the meeting'**: from 15 minutes to 1 hour.
- **'Subject'**: reason for your meeting.
- **'Message'**: to briefly explain your request.
- Select the **date** and then the **time**.
- Click on **'Request meeting'**.



Step 6



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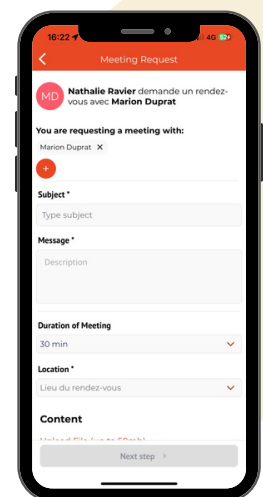
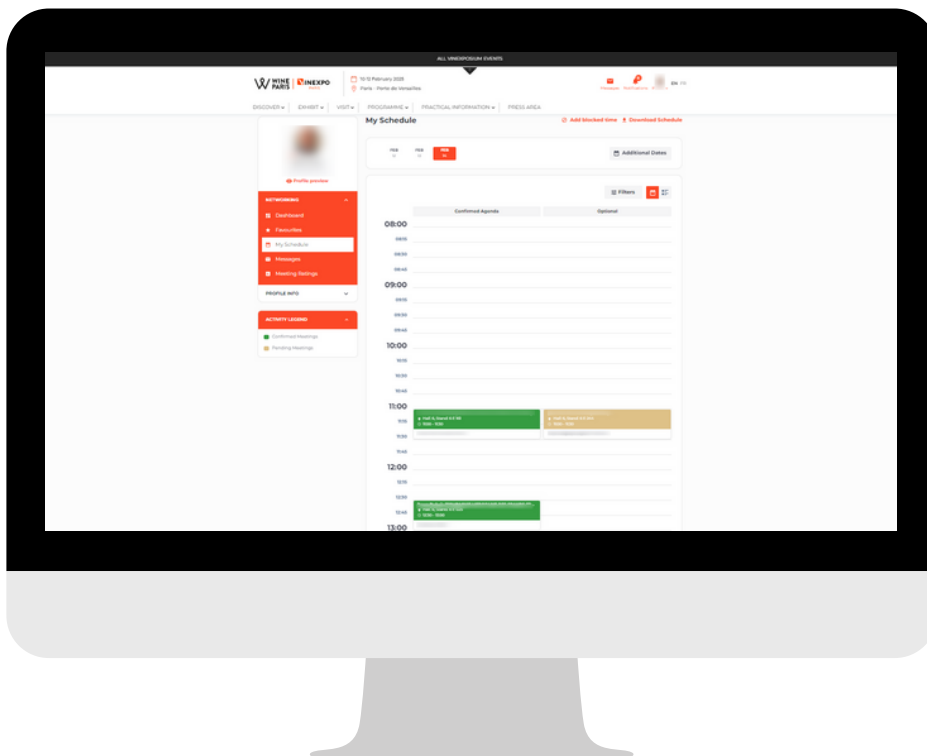
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## STEP 6

### FOLLOW-UP OF YOUR MEETING

Thanks to the different color codes, you can see the status of your meetings in 'Team Meetings' tab in calendar view.

- **'You are requesting a meeting with':** select the company member.s you'd like to meet.
- **'Add more delegates'** : you can invite other buyers by using their email address (they must already have an account).



Step 7



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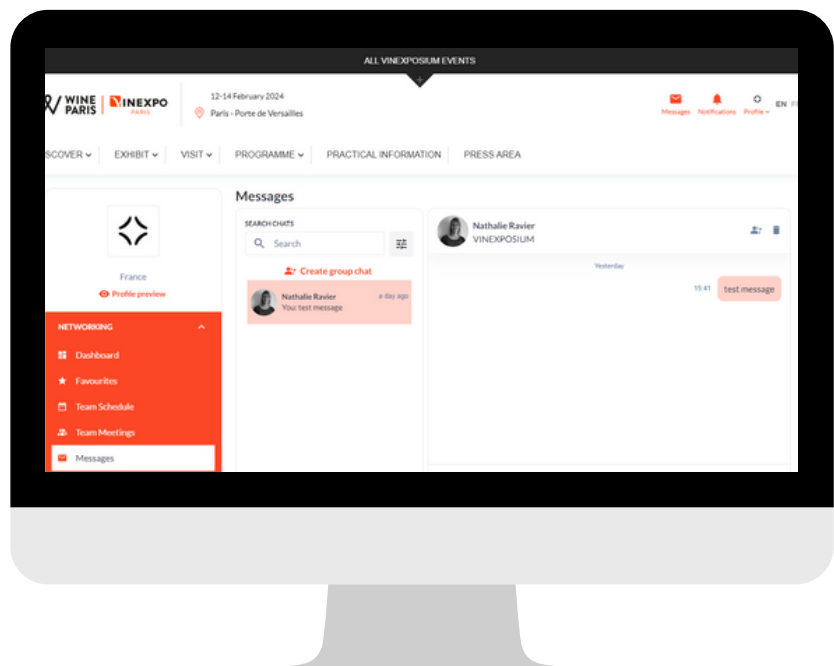
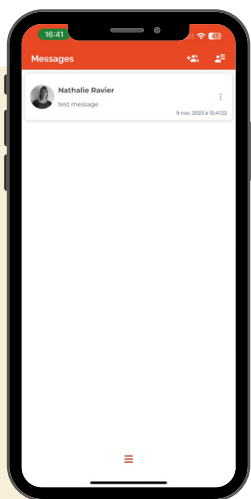
## STEP 7

### FOLLOW-UP OF YOUR MESSAGES

- In order not to clog up buyers' mailboxes, the limit for sending meeting requests is limited.
- There is a limit of 20 message requests per week (per company).
- Once the message has been sent, the person will receive a notification.
- The star allows you to bookmark a buyer and then find him/her in the "Favorites" section of the profile.

Now you can sort your messages with filters:

- One filter lets you see who has initiated the chat.
- The other lets you select contacts with whom you have validated, pending, incoming, cancelled or no meetings.



# NEED MORE INFORMATION?

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**For any technical information concerning your stands or the organisation of the show, please contact:**

Wine Paris & Vinexpo Paris : [support-paris@vinexposium.com](mailto:support-paris@vinexposium.com)

Vinexpo Asia : [support-asia@vinexposium.com](mailto:support-asia@vinexposium.com)

Vinexpo America : [support-america@vinexposium.com](mailto:support-america@vinexposium.com)

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