TUTORIAL

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EXHIBITOR AREA:
ADMIN PREPARATION

OFFICIAL WEBSITE:
BUSINESS PREPARATION

For the following shows :
- WINE PARIS & VINEXPO PARIS
- VINEXPO ASIA
- VINEXPO AMERICA
- WORLD BULK WINE EXHIBITION

VINEXPOSIUM

2 DIGITAL PORTALS

Two digital portals are at your disposal, to which you can connect with the same access codes: **email address of the participation** contact and **password** created/to be created.
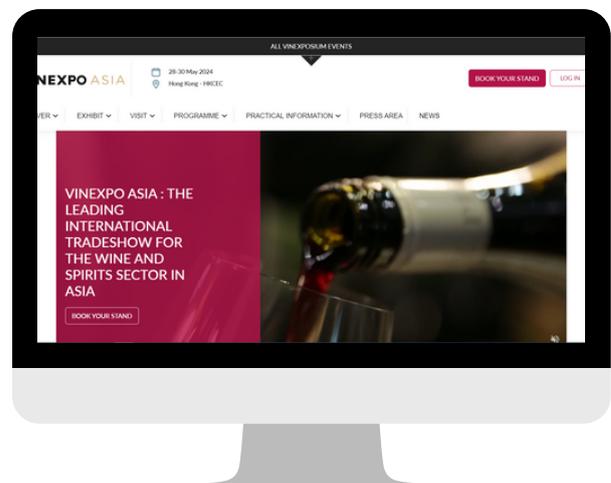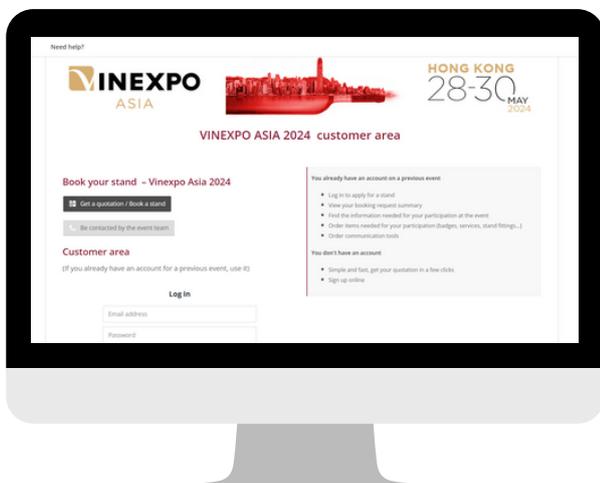
(1) **EXHIBITOR AREA** *(cf. page 2)*
- Financial tab
- Participation tab
- Co-exhibitors tab
- Badges & E-invitations tab
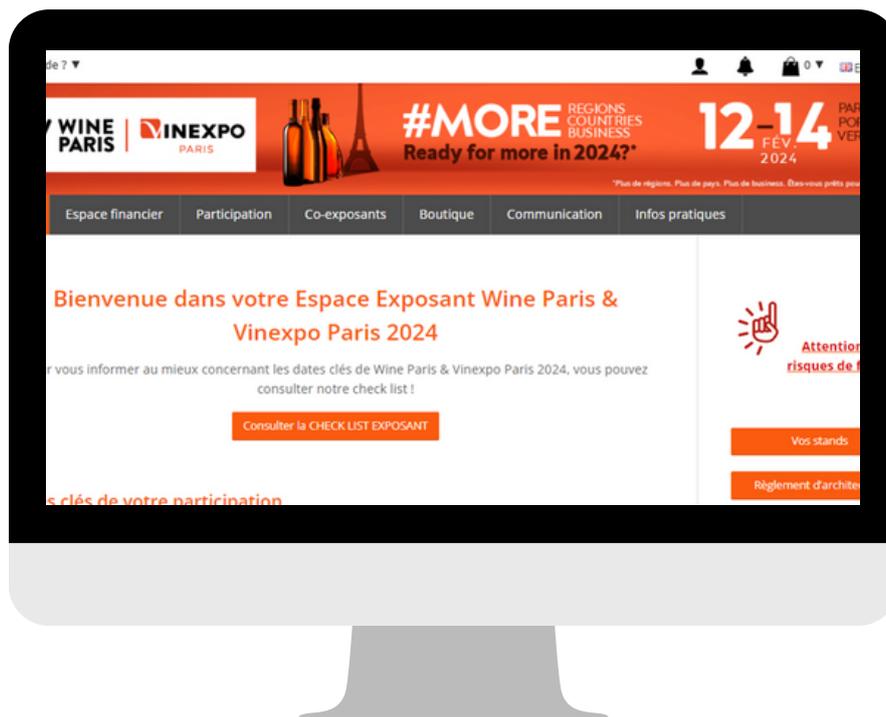- Shop tab
- Communication tab
- Practical info tab

(2) **OFFICIAL WEBSITE** *(cf. page 3)*
- Company page updates
- Meetings management
- Messages management

EXHIBITOR AREA

- **Wine Paris & Vinexpo Paris** - https://event.wineparis-vinexpo.com

- **Vinexpo Asia** - https://event.vinexpoasia.com

- **Vinexpo America** - https://event.vinexpo-america.com

- **World Bulk Wine Exhibition** - https://event.worldbulkwine.com

Example of the Wine Paris & Vinexpo Paris interface

The customer area gives you access to information about your registration and preparation for the show by browsing the various tabs.

Tabs in the exhibitor area

FINANCIAL AREA

This tab contains invoices and payments, the balance due, orders and quotes (unless invoiced to another address).

PARTICIPATION

Here you will find information about the stand (location, hall plan) and the car park pass ordered in the online shop.

CO-EXHIBITORS

Co-exhibitors are registered by the direct exhibitor after ordering the pack in the online shop. They can check the status of their registration.

BADGES & E-INVITATIONS

You will find your exhibitor badges to edit and your e-invitations to send to your network, who will benefit from a free badge.

SHOP

You'll find a number of modules grouping together the various products and services that may be useful to you in the run-up to or during the show.

COMMUNICATION

You'll find direct access to your page in the 2024 online catalogue, the networking service, the sponsorship offer and the Mediakit.

PRACTICAL INFO

You'll also find the general terms and conditions of sale, the Exhibitor Guide, the FAQ and the list of service providers.
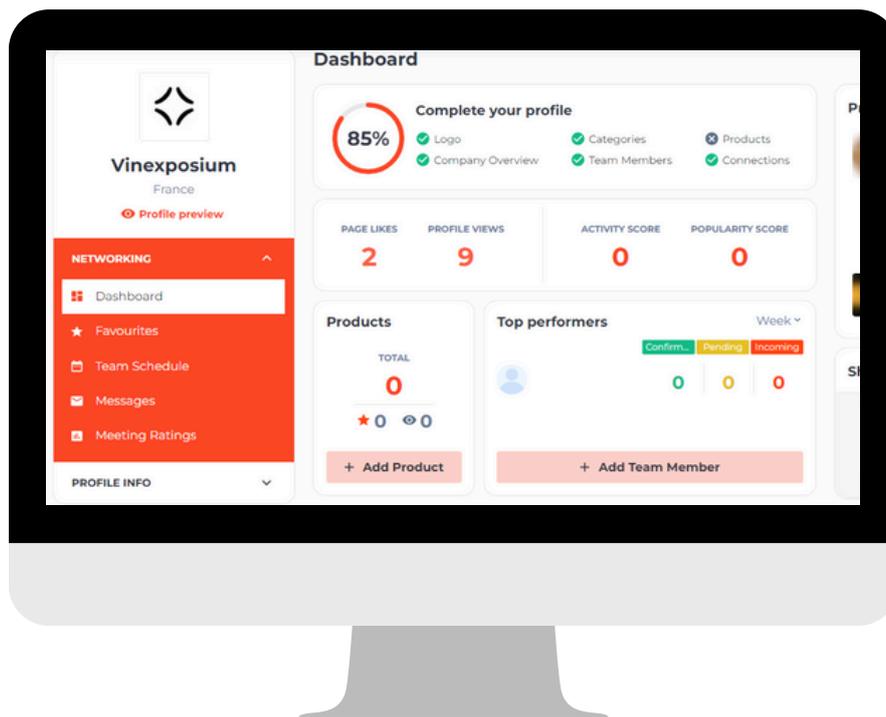
We frequently update the exhibitor area. Please consult it regularly.

Official Website →

OFFICIAL WEBSITE

- **Wine Paris & Vinexpo Paris** - https://wineparis-vinexpo.com

- **Vinexpo Asia** - https://vinexpoasia.com

- **Vinexpo America** - https://vinexpo-america.com

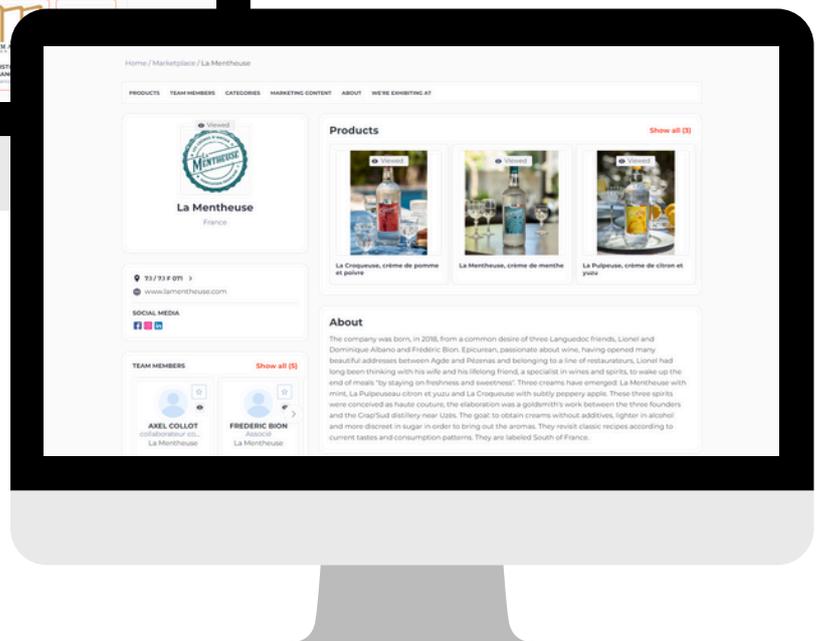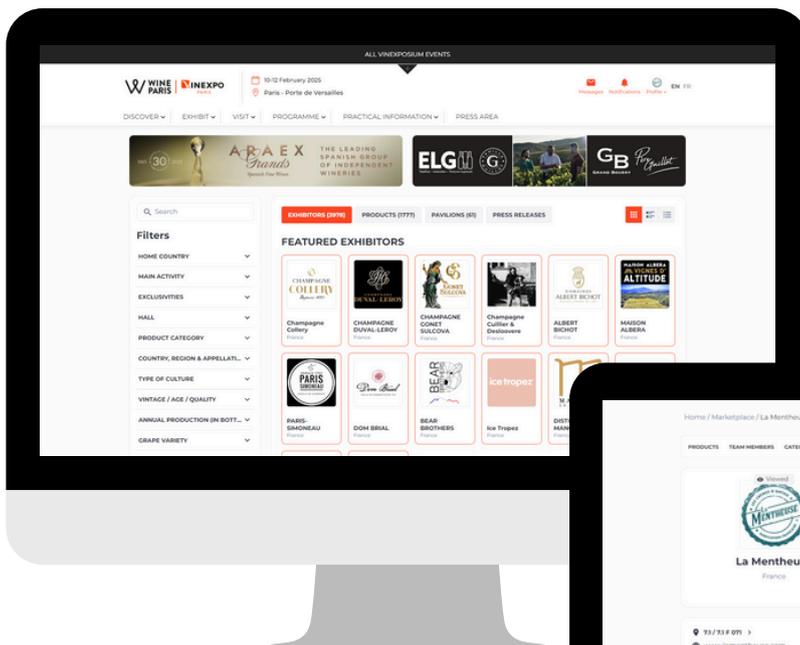- **World Bulk Wine Exhibition** - https://worldbulkwine.com/

Example of the Wine Paris & Vinexpo Paris interface

The official website allows you to present your company to buyers and to pre-arrange your meetings before the show.

Optimize your page to attract buyers: the more complete your company page is, the more likely you are to be contacted by buyers.

We recommend that you define a **maximum of 30 business categories** in order to appear in the site's search filters. Be as relevant as possible to buyers.
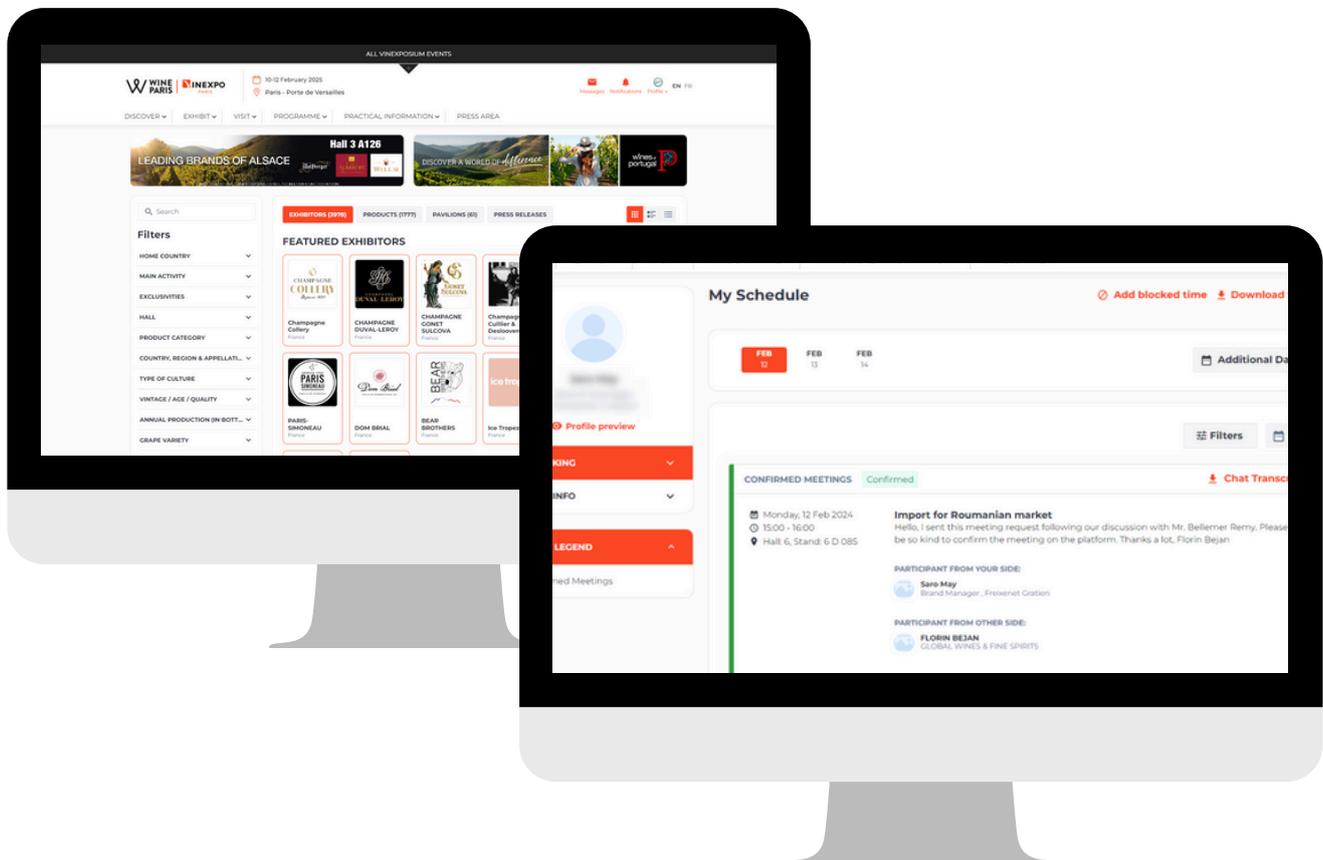
Pre-schedule your appointments online.
You can send appointment requests to registered buyers to fill your stand diaries (limited number of messages, unlimited number of team members).

- We recommend that **you target the buyers you wish to meet.** Sending untargeted messages will clog up buyers' mailboxes and discourage them from using the Wine Paris & Vinexpo Paris 2024 portal.

- **Options to increase your visibility:** adding **products to the online catalogue** (7 times more clicks on your page), **your banner** on the site (100 times more clicks on your page), and more. Go to the online shop in the customer area, "Digital" module.

CONTACT

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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
Vinexpo Asia: support-asia@vinexposium.com
Vinexpo America: support-america@vinexposium.com
World Bulk Wine Exhibition: support-wbwe@vinexposium.com

For all sales enquiries, please contact :

sales@vinexposium.com

For any question related to invoicing:

Vinexpo Asia - ADV : vinexpo-Asia.adv@comexposium.com
WineParis Vinexpo - ADV : wineparis-vinexpo.adv@vinexposium.com

OTHER TUTORIALS

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Here are our other documents to help you prepare your show:

- <u>Your exhibitor pack</u>
- <u>Update the company page</u>
- <u>How to pre-book a meeting with a buyer?</u>