# TUTORIAL

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## HOW TO SCAN A VISITOR'S BADGE AT THE SHOW ?

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

VINEXPOSIUM

# 3 STEPS TO FOLLOW

**1** Download the Vinexposium application from the play or app store

**2** Go to the 'Scan badges' section
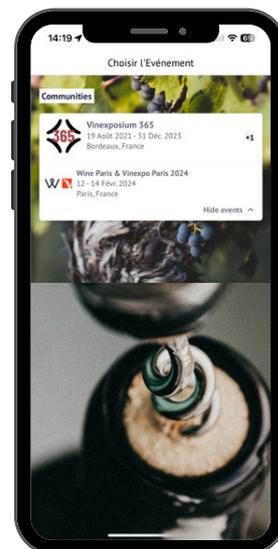
**3** Go to the event website

# STEP 1
## VINEXPOSIUM APPLICATION

- Download the Vinexposium application from the play or app store (if you already have the application, delete it and download it again to get the latest version).

- Select the event (Wine Paris / Vinexpo Asia / Vinexpo America / World Bulk Wine Exhibition).

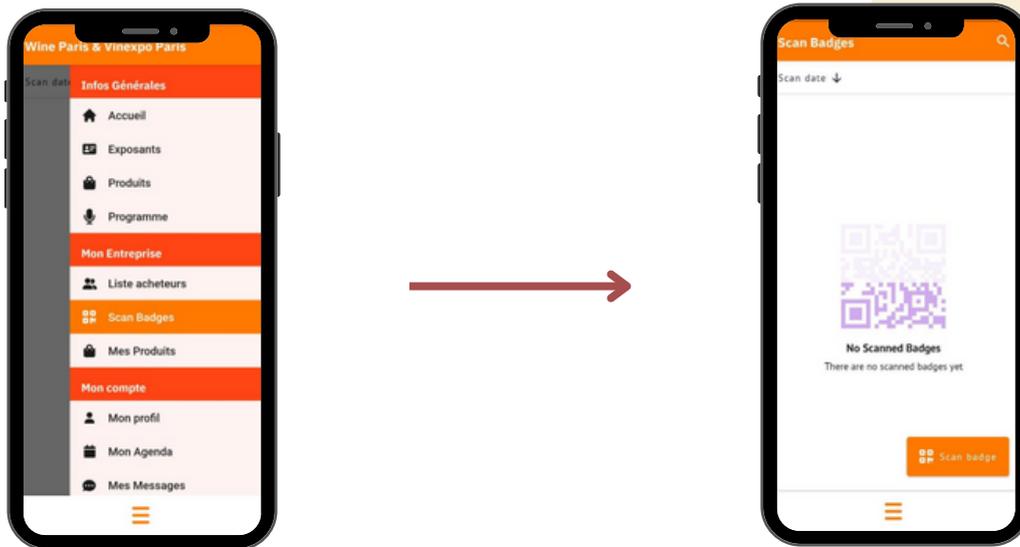- And connect to your company or team member account.



Step 2 →

# STEP 2
## SCAN BADGES SECTION

Go to the 'Scan badges' section and scan the badges of the visitors whose information you want to keep.

This year we're asking everyone for a **printed badge**, so don't stand too far away to scan them correctly. If the scan is correct, you will see the person's name appear on the screen.
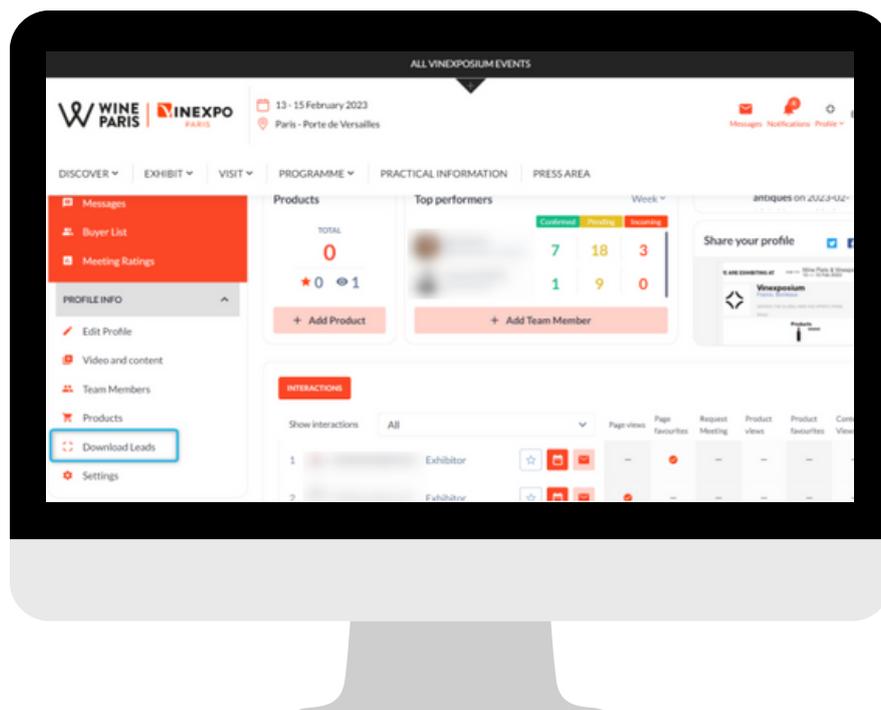
Step 3 →

## STEP 3
# EVENT WEBSITE

Go to **the event website**, log in to your company account and upload the Excel file in the 'Upload contacts' section.



All scanned contacts will appear in the file with all contact details, specifying whether the contact was scanned via the company or representative(s) account.

# CONTACT

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

Wine 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


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**For any question related to invoicing:**

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