

# TUTORIAL

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## E-INVITATIONS AND BADGES USER GUIDE

For:

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

# — THE 3 STEPS TO FOLLOW

- 1 Go to the website and log in
- 2 E-invitations: from personalisation to delivery
- 3 The exhibitor badge: generate and print it

1

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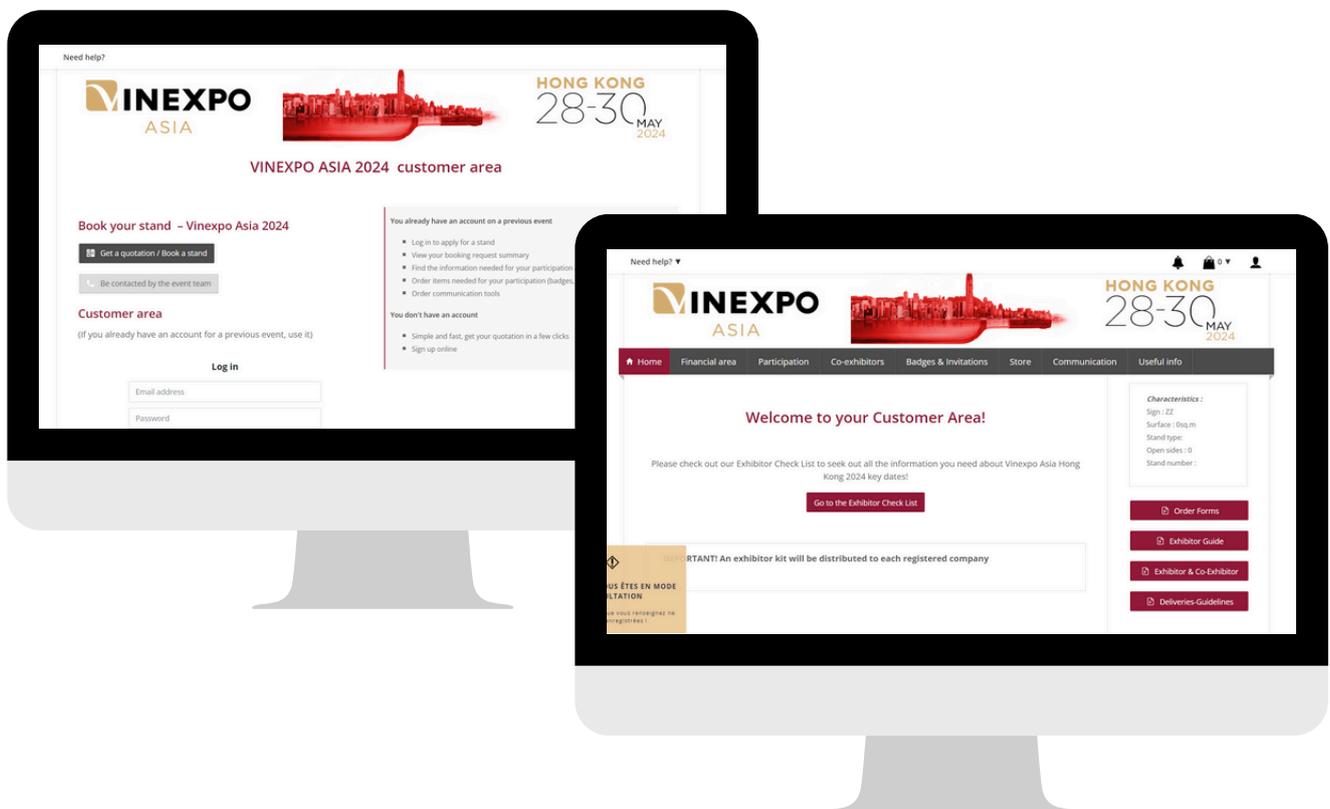
# STEP 1

## TO ACCESS THE MODULE

### 1.1 Go to the website

Go to the event website and log in with your login details.

- [Wine Paris](https://event.wineparis-vinexpo.com/) - <https://event.wineparis-vinexpo.com/>
- [Vinexpo Asia](https://event.vinexpoasia.com/2024/) - <https://event.vinexpoasia.com/2024/>
- [Vinexpo America](https://event.vinexpo-america.com/2024/) - <https://event.vinexpo-america.com/2024/>
- [World Bulk Wine Exhibition](https://worldbulkwine.com) - <https://worldbulkwine.com>



Step 2



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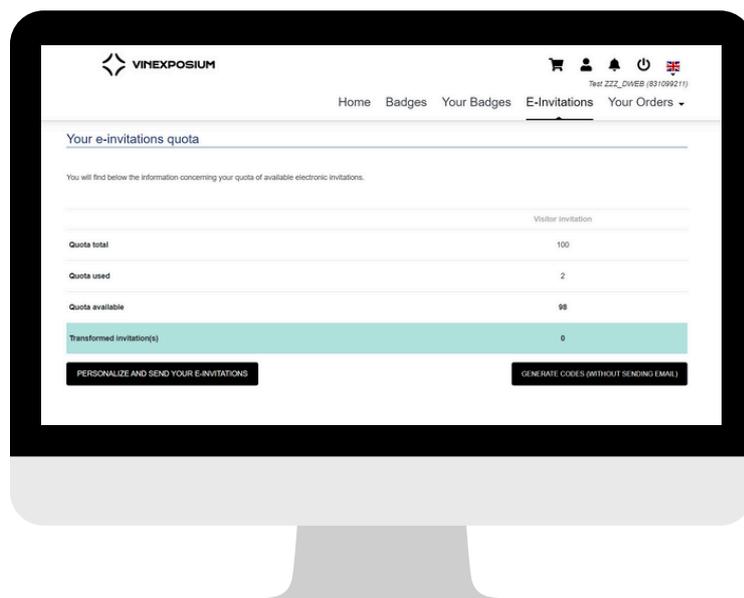
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## STEP 2

# E-INVITATIONS

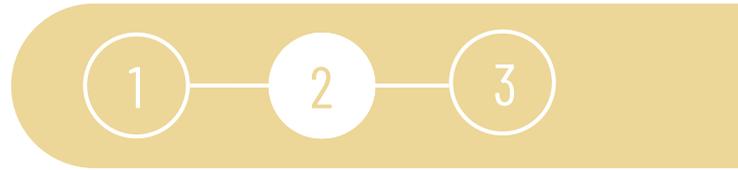
### 2.1 Follow the instructions to personalise and send your e-invitations

- Click on Personalise and send your e-invitations.
- Import your logo.  
(Recommended format: 1143x996, leaving a 2cm white border around your logo)
- Click on "Preview your e-invitation" to see the logo.
- Click on "continue" and enter your personalised message in French.
- Click on "continue" and enter your personalised message in English.
- Click on "continue" to fill in your contacts.



Étape 3





- 3 ways to add contacts:
  - **By importing your contacts** *(use the template file available for download)* and following the steps indicated.
    - Choose the language in which you want to send the message.
    - If you wish to communicate in 2 languages, please make 2 exports. One by importing your French contacts and selecting "French" and the other by importing your foreign contacts and selecting "English".
    - Click on "Send your invitation".
    - The fields are automatically associated with your Excel table. The fields display "Name: NAME" etc..
  - **By adding a contact** by manually entering the necessary information in the form (guest name, e-mail address, etc.)
    - All fields are mandatory.
    - Choose the language for sending
    - Click on "send your invitation"
  - **By generating a list of free codes** to send from your personal mailbox.
    - Click on "**GENERATE CODES**" *(WITHOUT SENDING AN EMAIL)*.
    - Enter a batch name.
    - Enter the desired quantity of codes.
    - Click on "Generate codes".

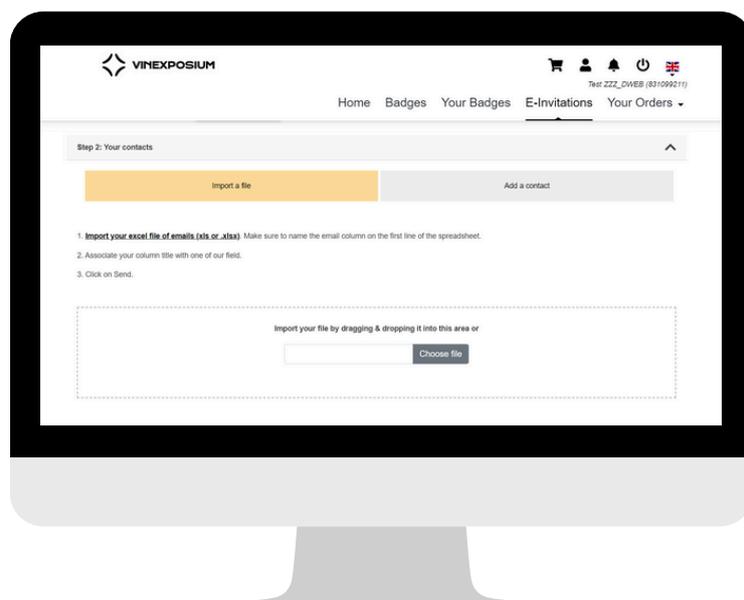
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## 2.2 Your contact list

- In the table you will find :
  - **Promotion codes** associated with e-invitations sent via the module.
  - **Generated promotion codes** that you must send via **your own email inbox**.
  - Your guests will need to log on to the event website to order their badge by clicking on "**Visitor badge**" in the top right-hand corner of the home page.
  - The promotion code must be entered at the end of the registration process, by clicking on the **PROMO CODE** box.



Step 3



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## STEP 3

# EXHIBITOR BADGE

### 3.1 Follow the instructions for issuing your badges

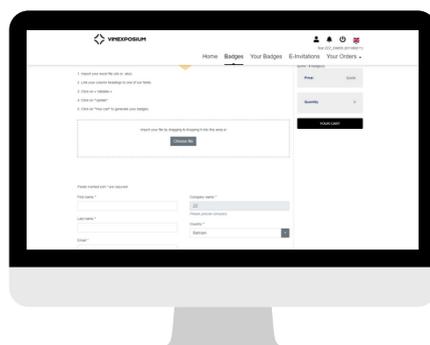
- Use one of the 2 ways to edit your badges:
  - **Import a file:** use the template available for download.
  - **Enter the information requested in the form** (First name, Last name, Email).
  - **Select last year badges.**
  - Click on "Add to basket".
  - Follow the steps.

Once these steps have been completed, the badges are generated and sent to the recipient.

### 3.2 Generating electronic badges

You can find all the badges you have created in the "Your badges" tab. You can download them or send them by email.

- **PRINT ALL YOUR EXHIBITOR BADGES** before you arrive at the show in colour on A4 paper.
- Find the number of badges remaining on the top right-hand corner.



# NEED MORE INFORMATION?

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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](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)

World Bulk Wine Exhibition : [support-wbwe@vinexposium.com](mailto:support-wbwe@vinexposium.com)

**For all commercial information please contact :**

[sales@vinexposium.com](mailto:sales@vinexposium.com)

**If you have any questions about billing, please contact:**

Vinexpo Asia - ADV : [vinexpo-Asia.adv@comexposium.com](mailto:vinexpo-Asia.adv@comexposium.com)

Wine Paris - ADV : [wineparis-vinexpo.adv@vinexposium.com](mailto:wineparis-vinexpo.adv@vinexposium.com)

Vinexpo America : [michael.sierra@comexposium.com](mailto:michael.sierra@comexposium.com)

World Bulk Wine Exhibition : [WBWE.adv@vinexposium.com](mailto:WBWE.adv@vinexposium.com)