

# TUTORIAL

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## BADGES USER GUIDE

For:

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

# — THE 2 STEPS TO FOLLOW

1

Go to the exhibitor area and log in

2

The exhibitor badge: generate and print it

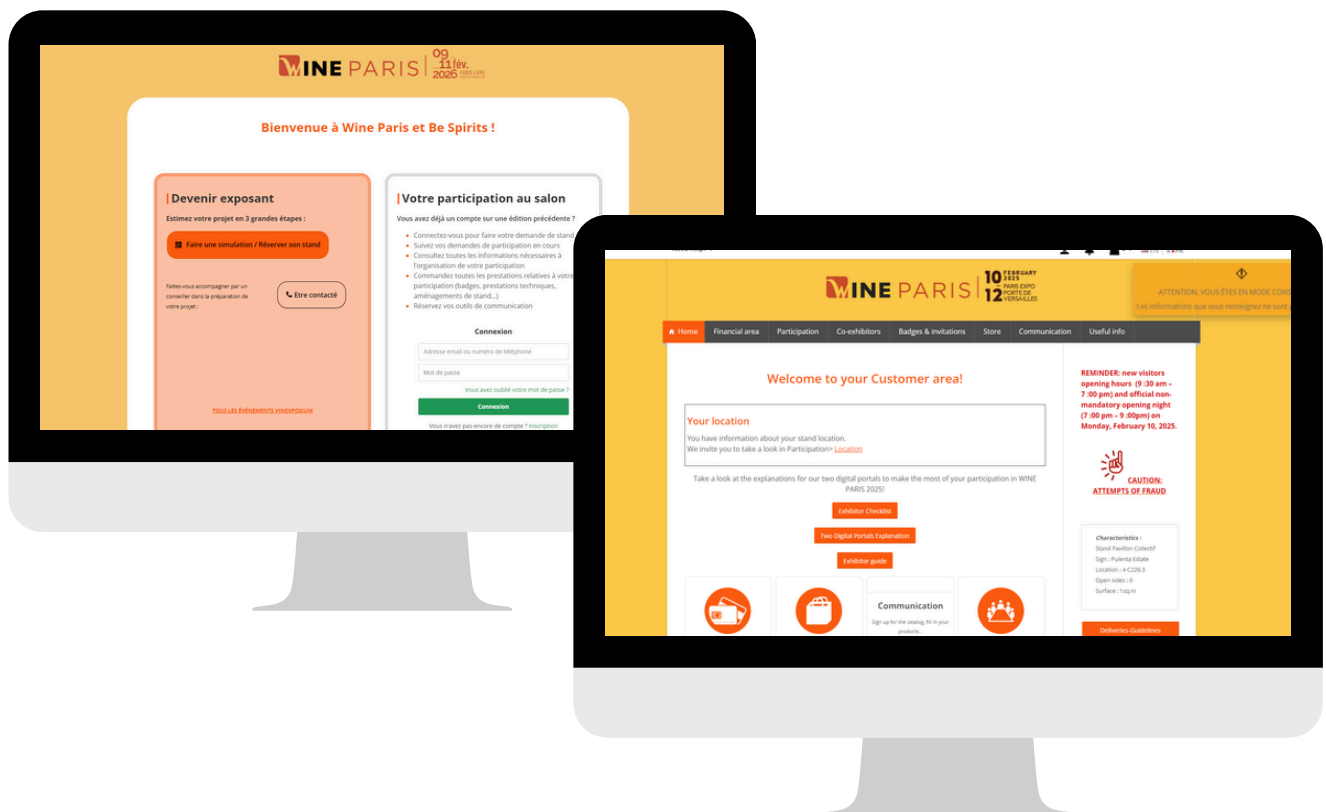
# STEP 1

## ACCESS THE MODULE

### 1.1 Go to the exhibitor area

Go to the exhibitor area and log in with your login details.

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



Step 2



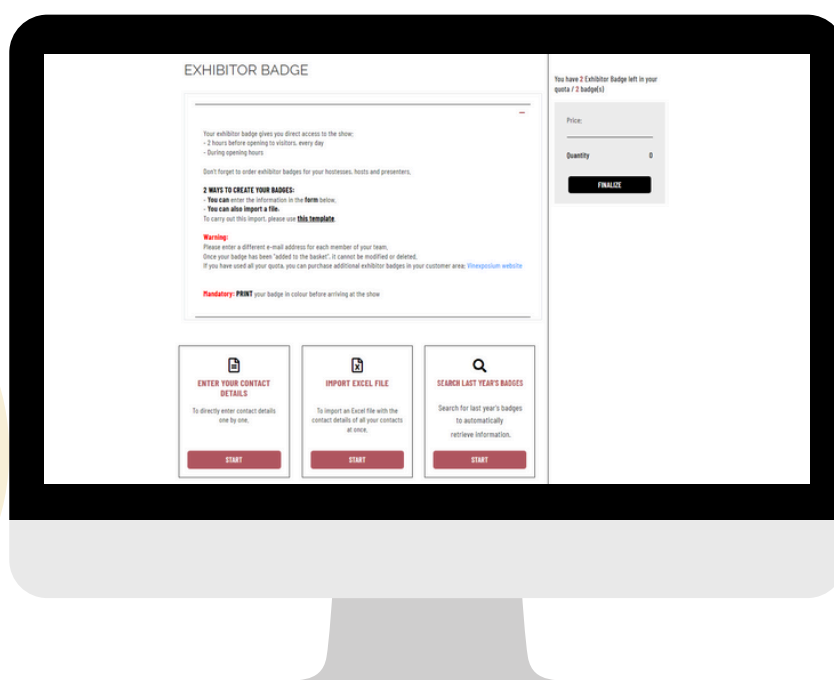
## STEP 2

# EXHIBITOR BADGE

### 3.1 Follow the instructions for issuing your badges

- Use one of the 3 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.

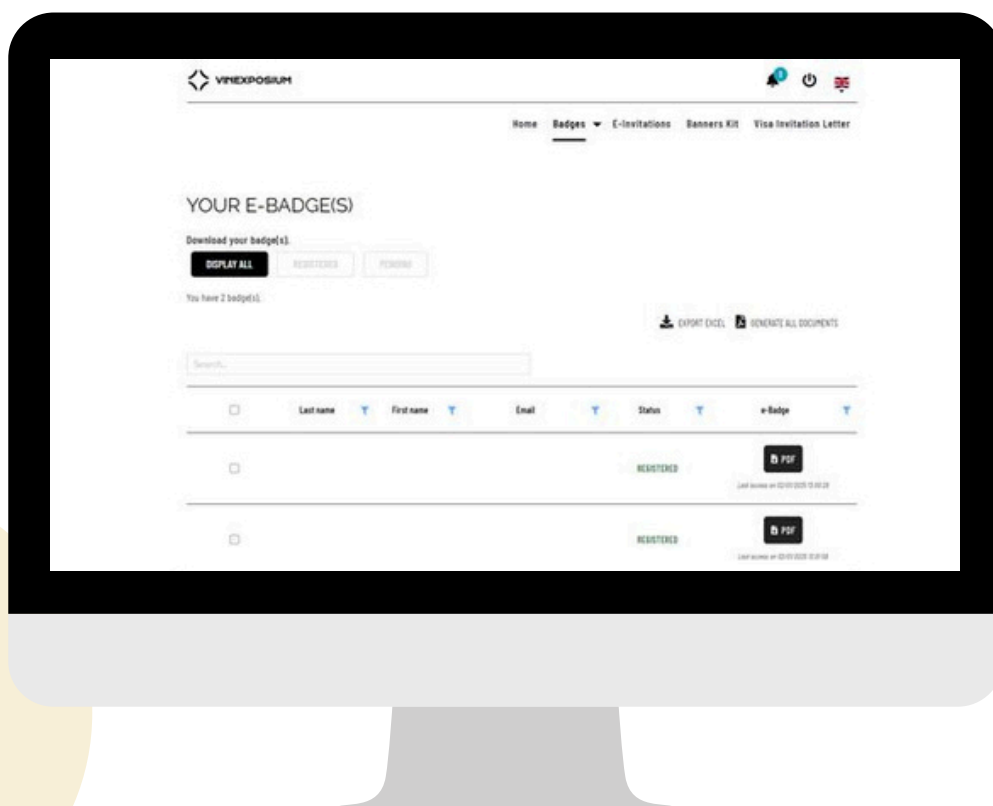
Once these steps have been completed, the badges are generated and sent to the recipient.



### 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)