

# TUTORIAL

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## E-INVITATIONS USER GUIDE

For:

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

# — THE 3 STEPS TO FOLLOW

1

Go to the exhibitor area and log in

2

E-invitations: from personalisation to delivery

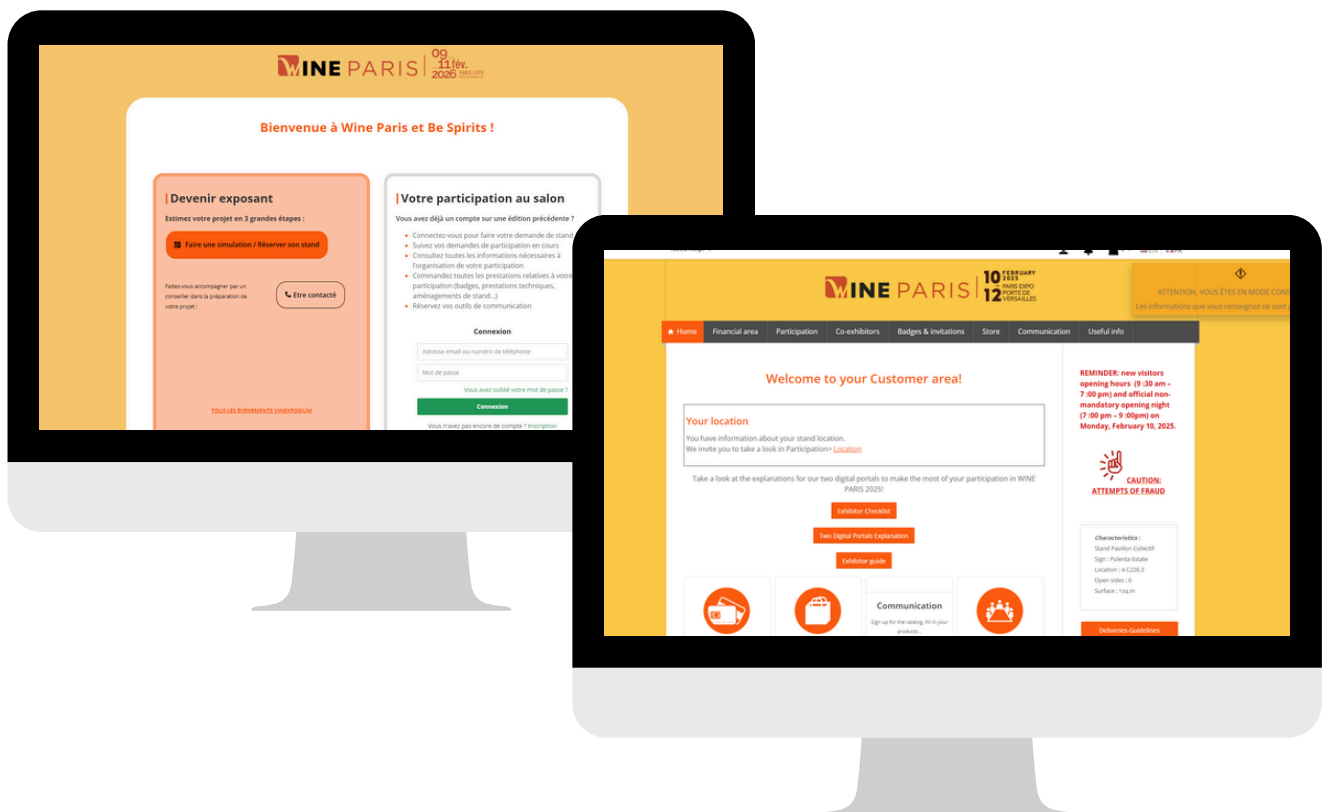
# STEP 1

## 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

# E-INVITATIONS

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

- Accept the terms and conditions
- Click on Personalize your invitation.

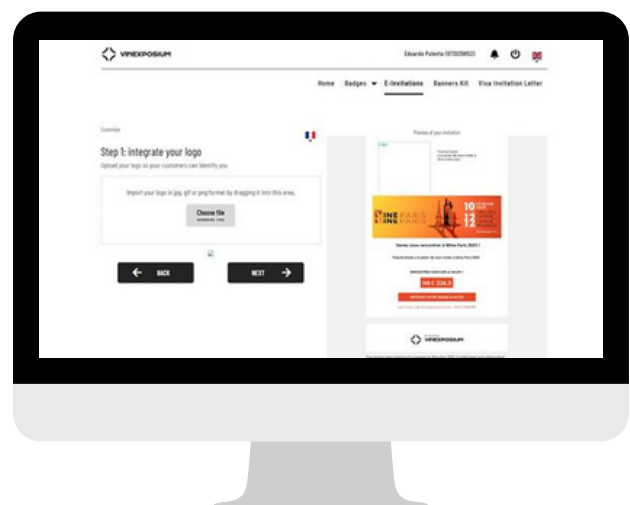
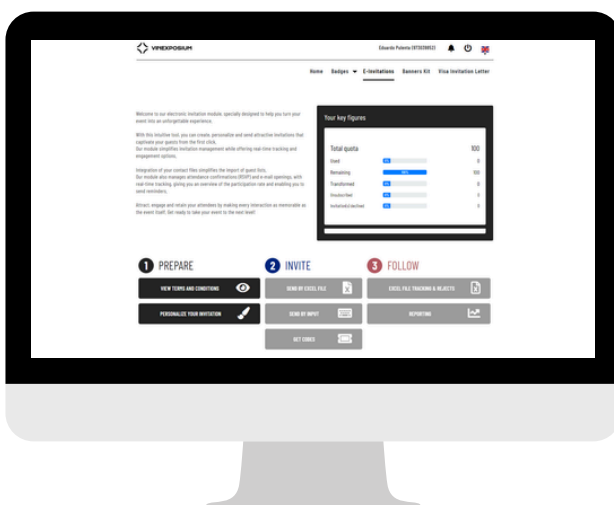
- Import your logo.

*(Recommended format: 1143x996, leaving a 2cm white border around your logo)*

- Choose how to invite your guests by importing an excel file, inputting them or getting codes to be sent by email.

Customize your invitation with your logo, your name and a personalized message (French and English).

You can view your invitation instantly when you make changes.



- 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".

## 2 INVITE

SEND BY EXCEL FILE



SEND BY INPUT

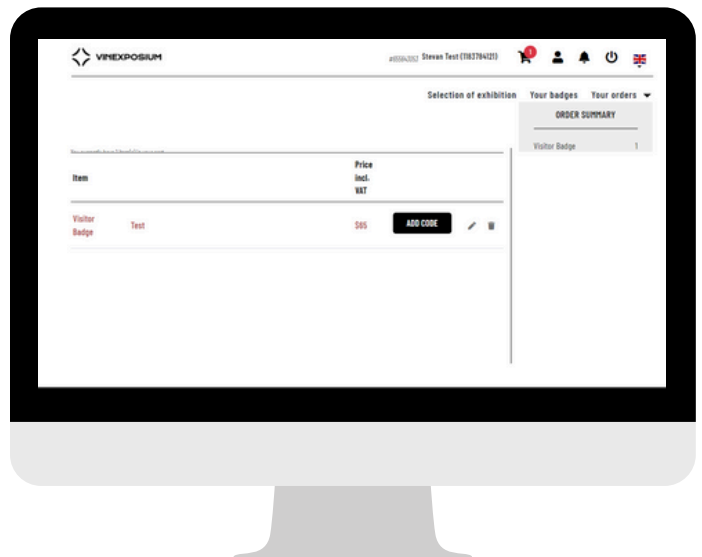
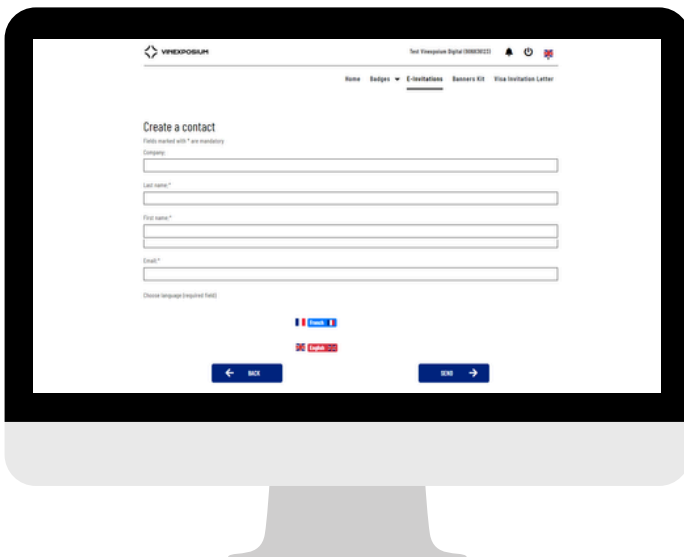


GET CODES



## 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 register on the badges platform to obtain their badge.
  - The promotion code must be entered at the end of the registration process, by clicking on the **PROMO CODE** box.



# 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)

