

# TUTORIAL

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**PREPARE YOUR PARTICIPATION  
WITH 2 DEDICATED AREAS:**

**EXHIBITOR AREA AND  
BUSINESS AREA**

For the following shows :

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

# 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

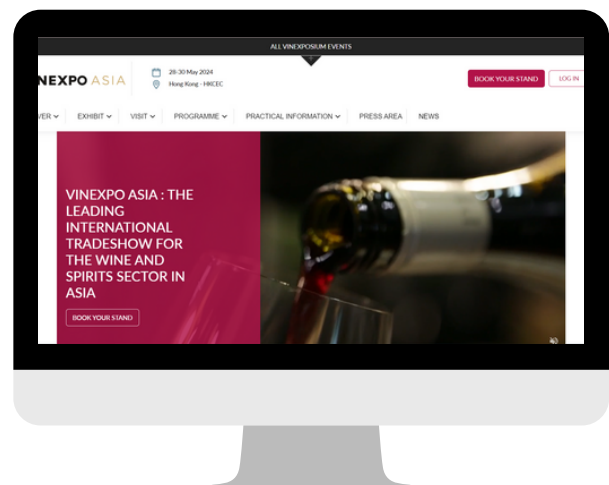
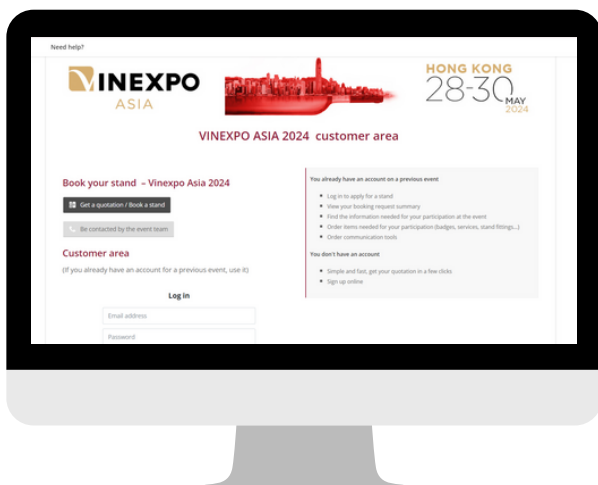
## EXHIBITOR AREA *(cf. page 2)*

- Financial tab
- Participation tab
- Co-exhibitors tab
- Badges & E-invitations tab
- Store tab
- Communication tab

2

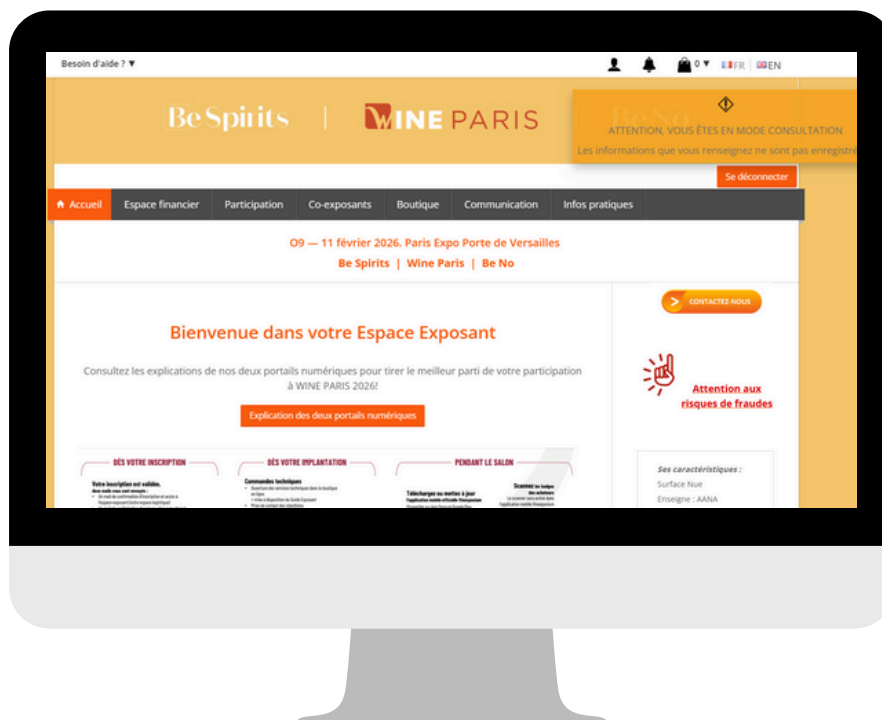
## BUSINESS AREA *(cf. page 3)*

- Company page updates
- Meetings management
- Messages management



## EXHIBITOR AREA

- [Wine Paris](https://event.wineparis.com) - https://event.wineparis.com
- [Vinexpo Asia](https://event.vinexpoasia.com) - https://event.vinexpoasia.com
- [Vinexpo Americas](https://event.vinexpo-americas.com) - https://event.vinexpo-americas.com
- [World Bulk Wine Exhibition](https://event.worldbulkwine.com) - https://event.worldbulkwine.com



*Example of the Wine Paris interface*

The exhibitor area gives you access to information about your administrative and logistics 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'll find information about your stand (location, hall plan), the compulsory forms to fill in (safety notice and certificate of repair), and the parking pass ordered via the online store.

### 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.

### STORE

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 online catalogue, the networking service.

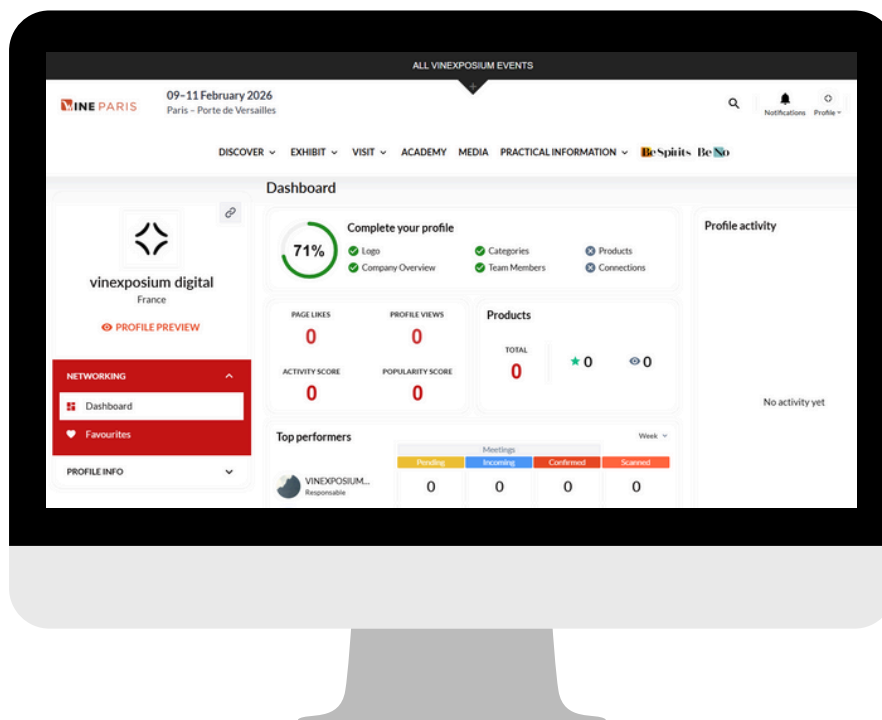
**We frequently update the exhibitor area. Please consult it regularly.**

[Official Website](#)



## BUSINESS AREA

- [Wine Paris](https://wineparis.com) - https://wineparis.com
- [Vinexpo Asia](https://vinexpoasia.com) - https://vinexpoasia.com
- [Vinexpo Americas](https://vinexpo-americas.com) - https://vinexpo-americas.com
- [World Bulk Wine Exhibition](https://worldbulkwine.com) - https://worldbulkwine.com



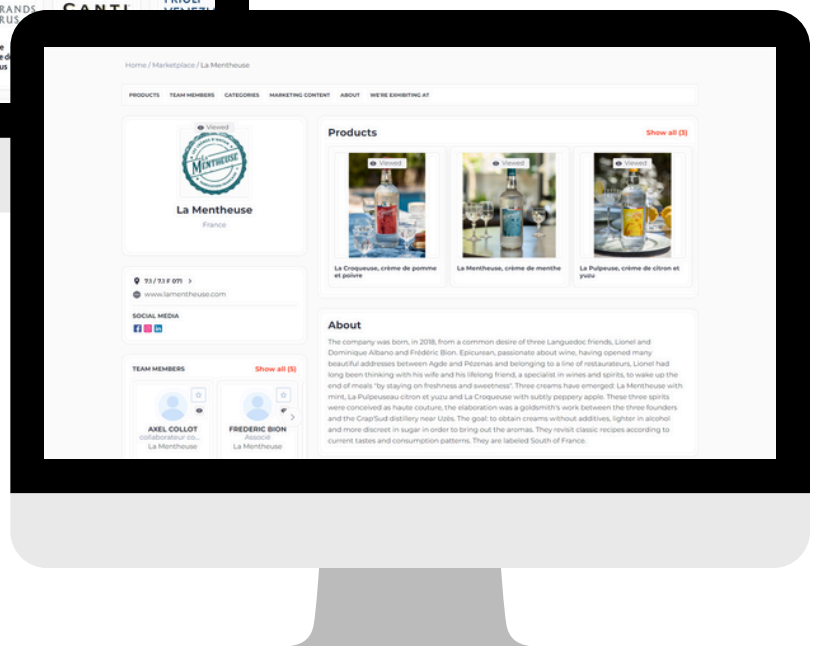
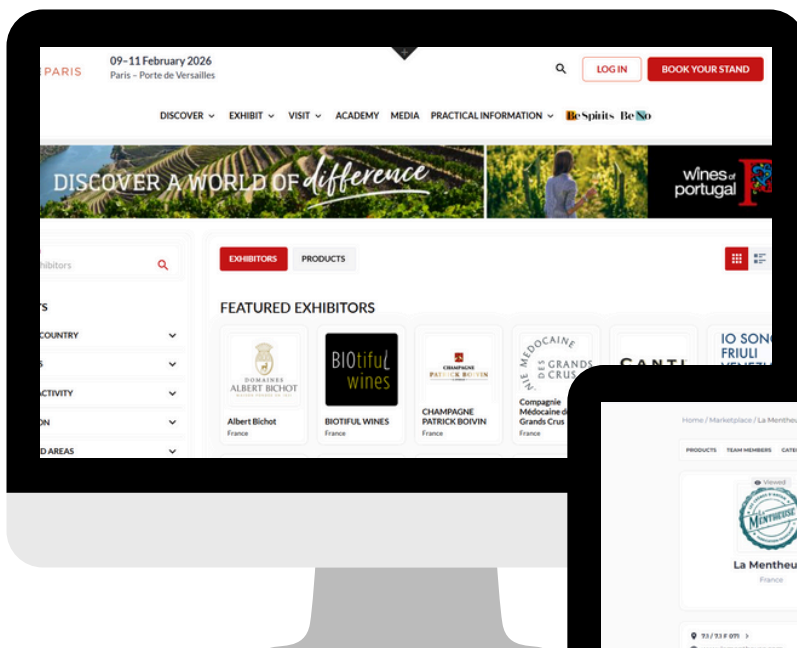
*Example of the Wine Paris interface*

The business area allows you to present your company to buyers and to arrange your meetings before the show.



**Optimise your company page** to attract buyers: the more complete your company page is, the greater your chances of being contacted.

Choose categories that are **relevant and targeted**, so that they appear effectively in the website's search filters and match buyers' needs as closely as possible.

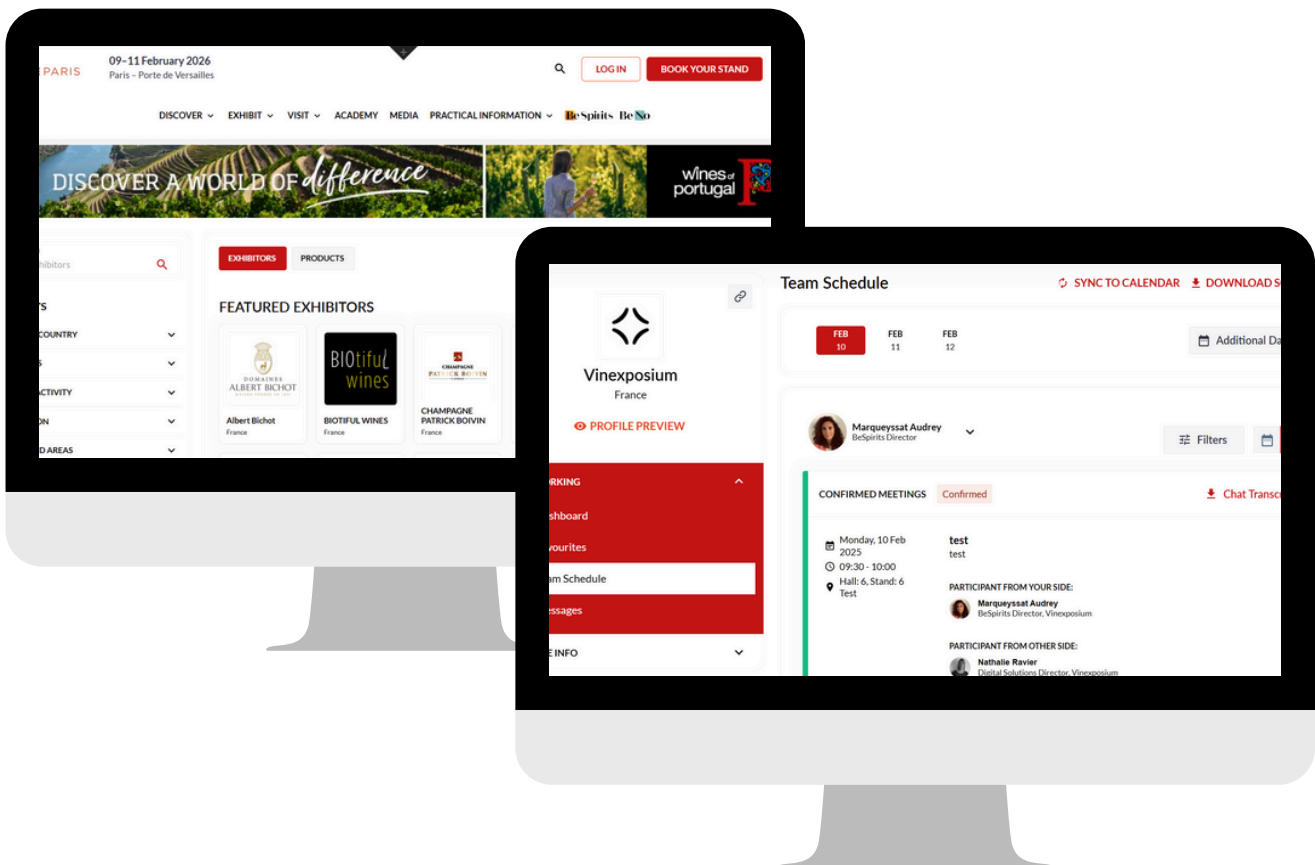




### Schedule your appointments online.

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 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 fill out the form at this address:**

<https://www.vinexposium.com/contact/>

**For all sales enquiries, please contact:**

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

**For any question related to invoicing:**

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

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

[www.vinexposium.com](http://www.vinexposium.com)