

# TUTORIAL

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

For :

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

# 3 STEPS TO FOLLOW

1

Download the Vinexposium application from the Google play or Apple store

2

Go to the 'Badge Scanning' section

3

Go to the event website



1

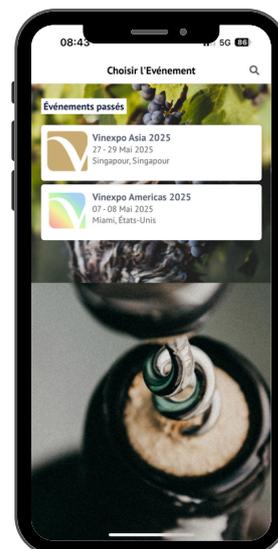
2

3

# 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 Americas / World Bulk Wine Exhibition).
- And connect to your team member account.



Step 2



1

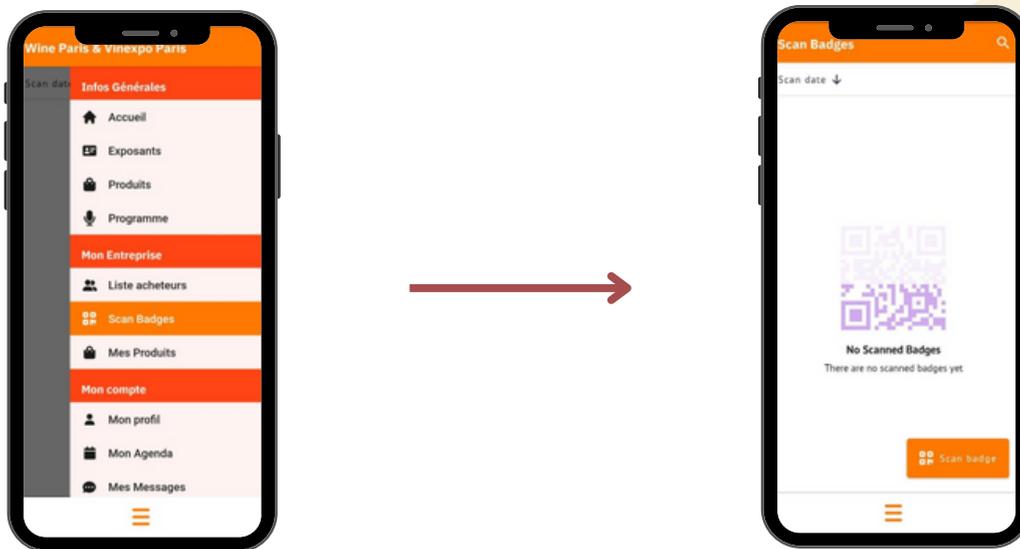
2

3

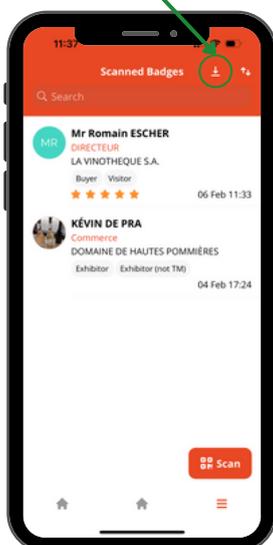
## STEP 2

# SCAN BADGES SECTION

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



You can rate the contacts you meet and download the scanned badges using the arrow at the top right, which will send you the file by email.



**Printed or digital badge:** don't stand too far away to scan the badge correctly. If the scan is correct, you will see the person's name appear on the screen.

Step 3



1

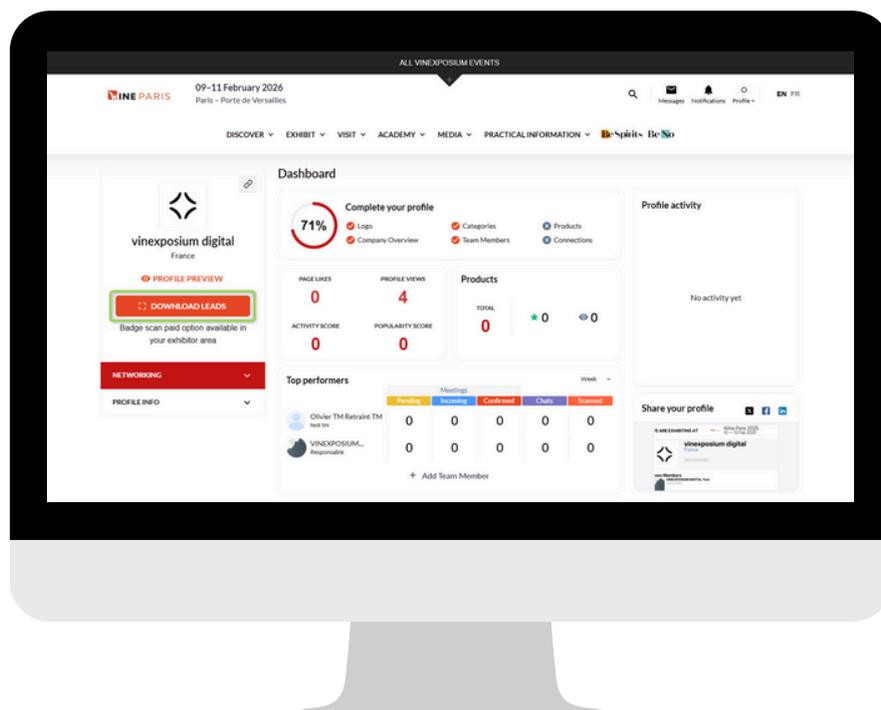
2

3

## STEP 3

# EVENT WEBSITE

Go to **the event website**, log in to your team member 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 team member accounts.

# 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/en/contact/>

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

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