

# TUTORIAL

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## EXHIBITOR BADGE: USER GUIDE

For:

- WINE PARIS
- VINEXPO ASIA
- VINEXPO AMERICAS
- 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

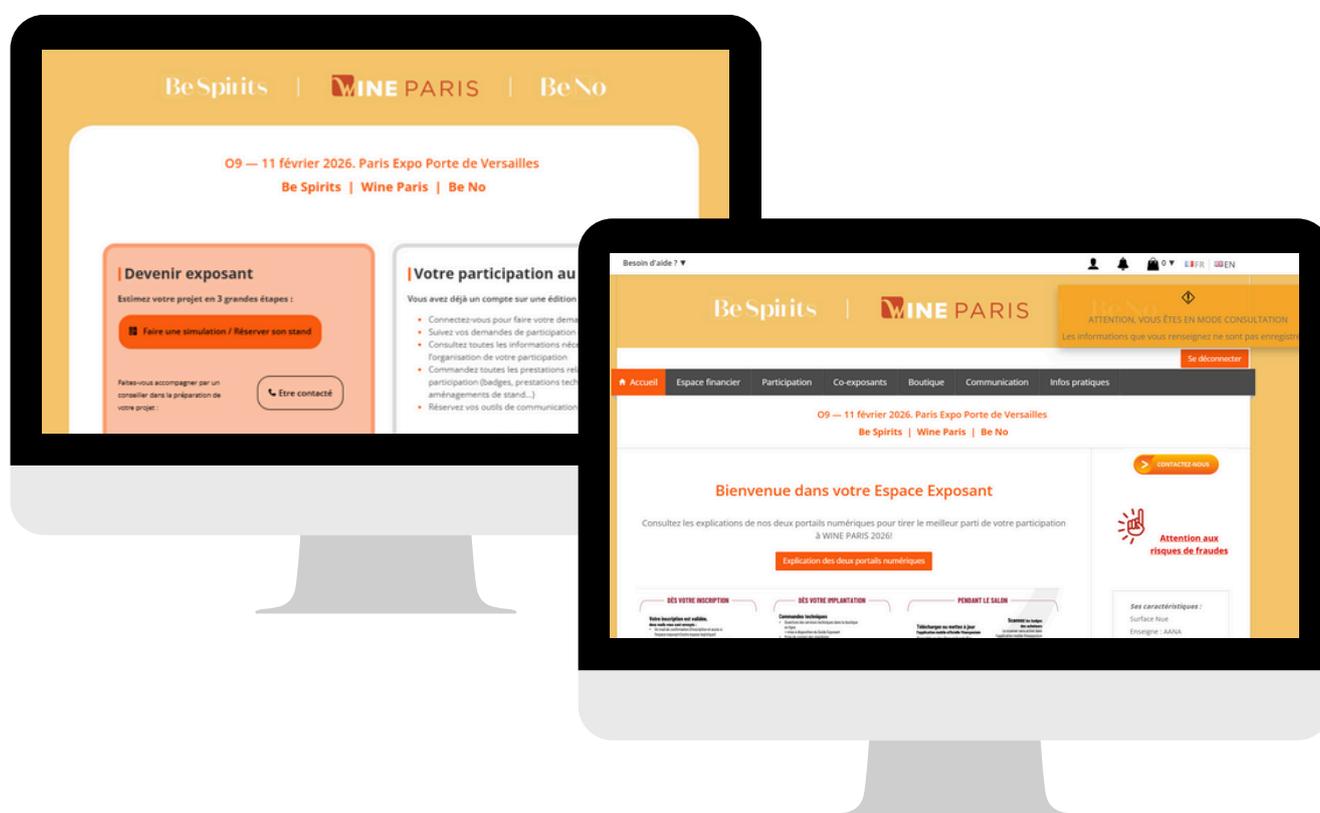
# STEP 1

## 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 Americas](https://event.vinexpo-americas.com) - <https://event.vinexpo-americas.com>
- [World Bulk Wine Exhibition](https://event.worldbulkwine.com) - <https://event.worldbulkwine.com>



Step 2



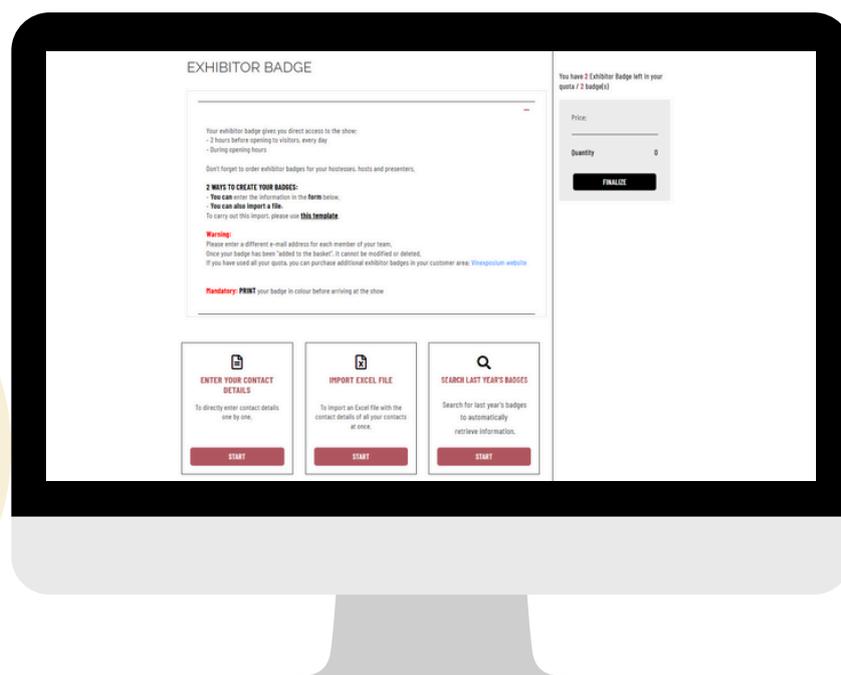
## STEP 2

# EXHIBITOR BADGE

### 3.1 Follow the instructions for issuing your badges

- You can use one of the 3 ways:
  - **Import a file:** use the template available for download.
  - **Enter the information requested in the form** (First name, Last name, Email).
  - **Select last year's badges.**
- Click on "Add to basket".
- Follow the steps.

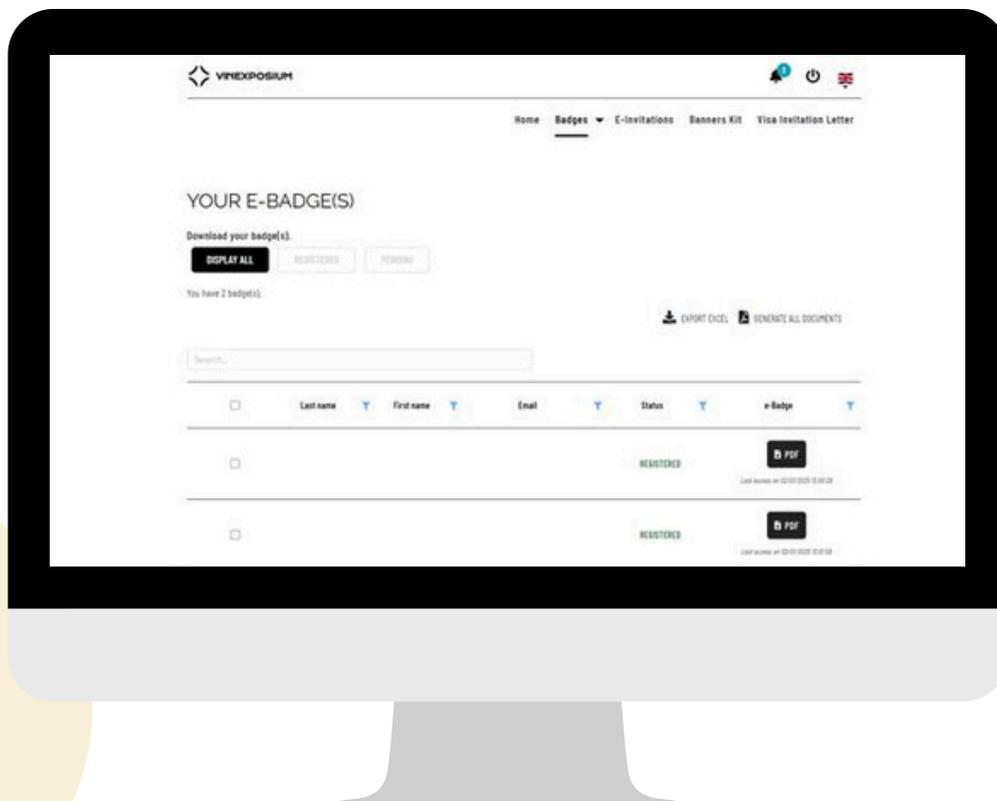
Once these steps have been completed, the badges are generated and sent to the recipient.



### 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.

Find the number of badges remaining on the top right-hand corner.



# 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:**

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