

TUTORIAL

HOW TO ARRANGE A MEETING WITH AN EXHIBITOR?

For :

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

THE 8 STEPS TO FOLLOW

- 1 Go to the event website or Download the Vinexposium mobile app.
- 2 Log in by filling your account email and password.
- 3 Go to the 'Exhibitors catalogue'.
- 4 Search for the producer(s)/product(s) you are interested in.
- 5 Send meeting requests.
- 6 Follow-up of your meeting status.
- 7 Send messages.
- 8 Follow-up on your messages.

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STEP 1

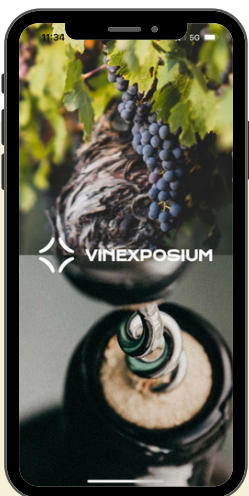
GO TO THE EVENT WEBSITE

1.1 Go to the event website

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

1.2 Download the Vinexposium mobile application

From the App Store or Google Play,:



Scan this QR code



Step 2



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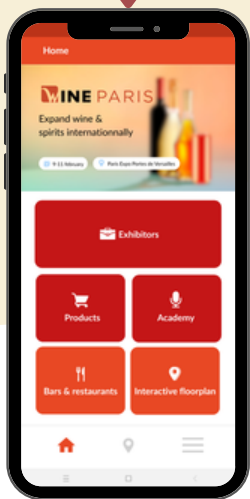
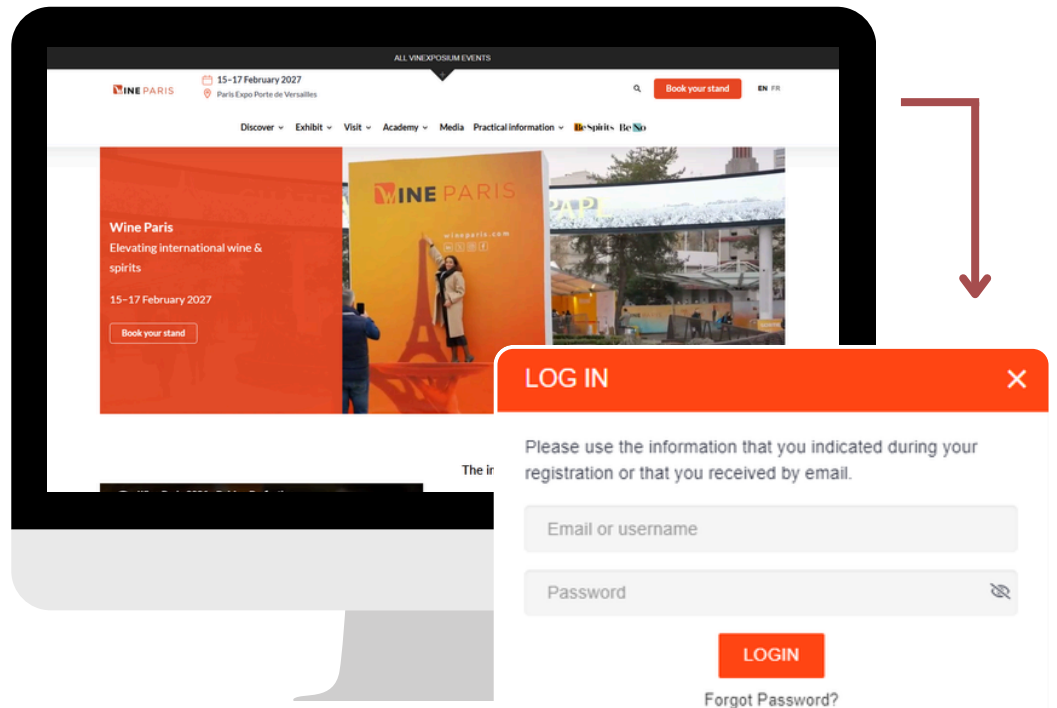
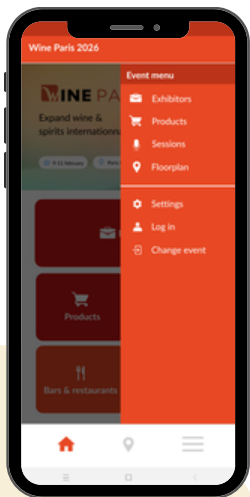
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STEP 2

YOUR ACCOUNT

Click on 'Log in' and enter your account email and password.



If you no longer remember your password, click on '**Forgot password?**'. You will receive an email with a link to create a new one.

Step 3



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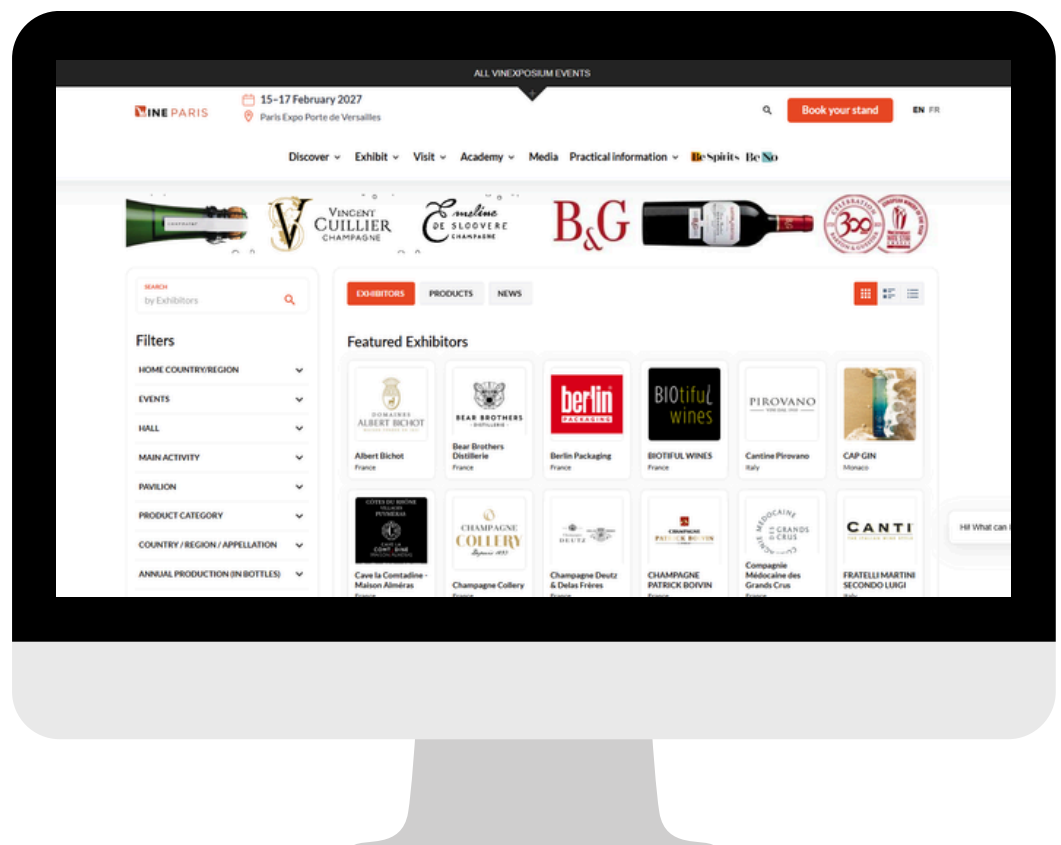
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STEP 3

THE CATALOGUE SECTION

- Click on the 'Visit' menu.
- Then click on 'Exhibitors catalogue'.
- The producers and products catalogue appears.



Step 4



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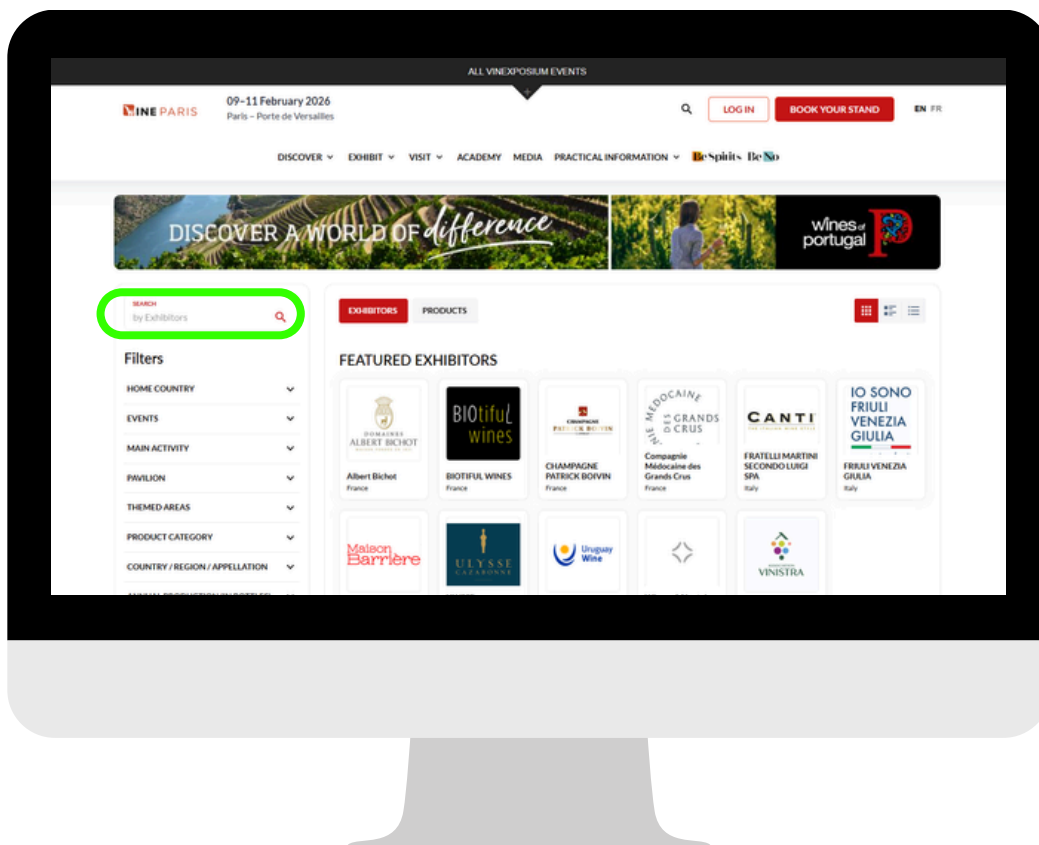
STEP 4

SELECT THE PRODUCER / PRODUCT

To search the exhibitors list, there are several options:

4.1 Using the search bar

Type directly the name of the company/product, if you know it.



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4.2 Using the filters

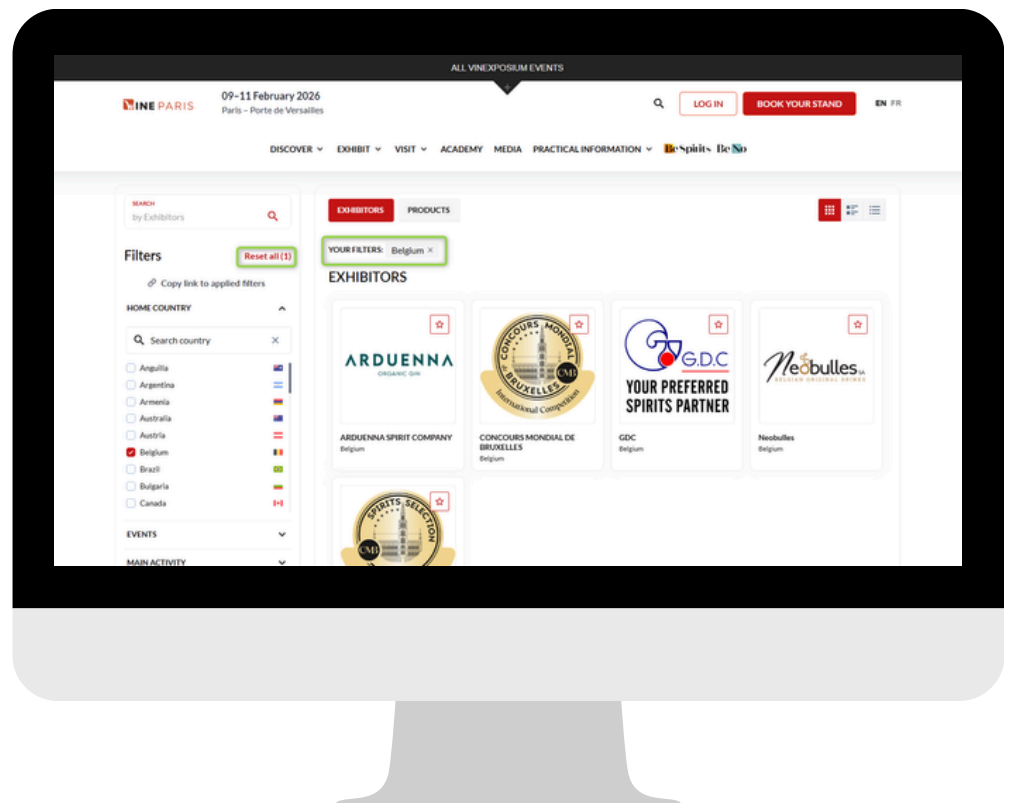
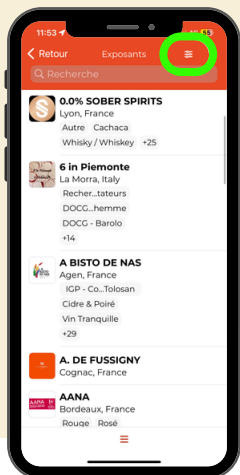
Depending on the selection of filters provided on the left-hand side, select the one/those you would like.

If you want to add a filter: select it.

If you want to delete a filter: click on the cross at the top of "Your filters". You can also uncheck it on the side.

Once the filter(s) has/have been selected, the selection automatically updates itself.

It is also possible to delete all your filters by clicking on "Reset all".



Step 5



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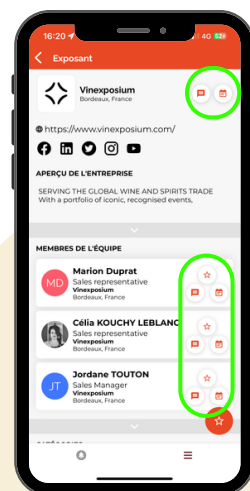
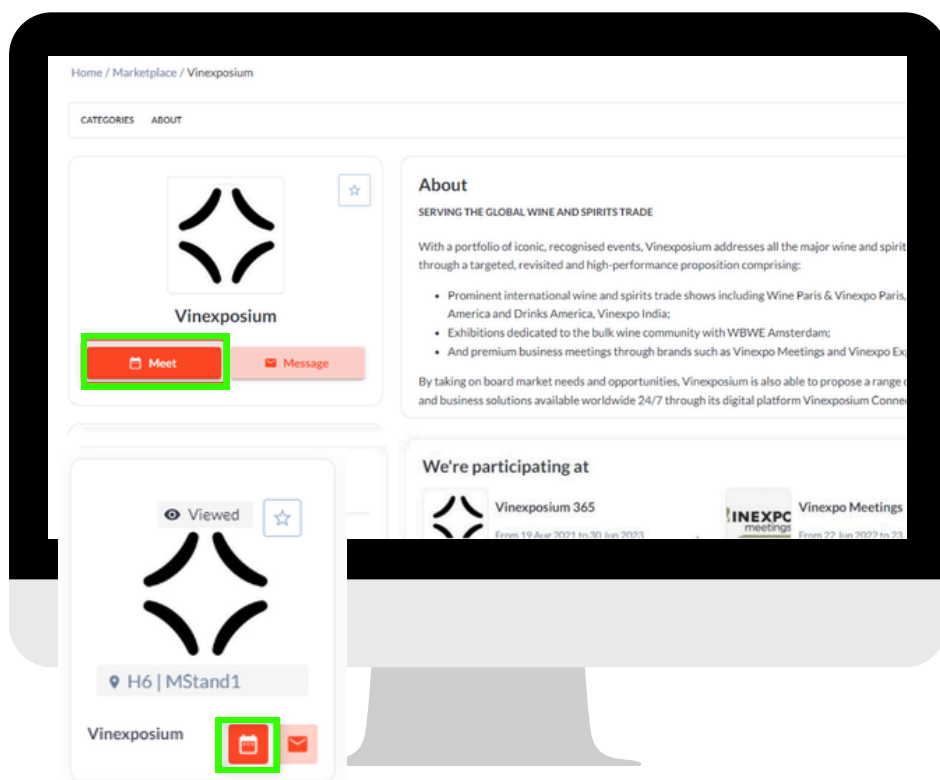
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STEP 5

MAKE A MEETING

There are two ways to make a meeting:

- By clicking directly on the "calendar" icon from the producers list.
- By clicking on the producer or the product.



- The star allows you to add the producer/product to your favourites.
- Whether you make the request via a producer or a product form, the contact form will be the same.

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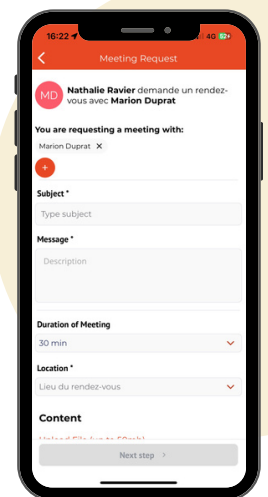
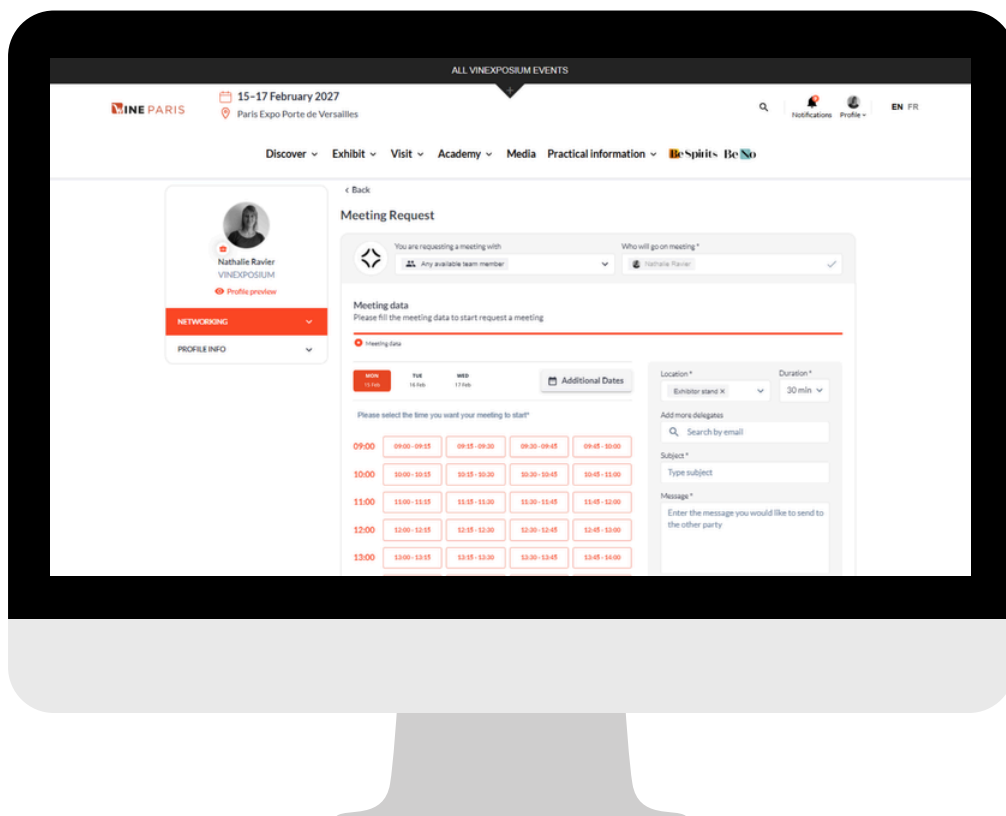
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You can choose the slot before writing your message to book your meeting.

- **'You are requesting a meeting with':** select the company member.s you'd like to meet.
- **'Add more delegates'** : you can invite other buyers by using their email address (they must already have an account).



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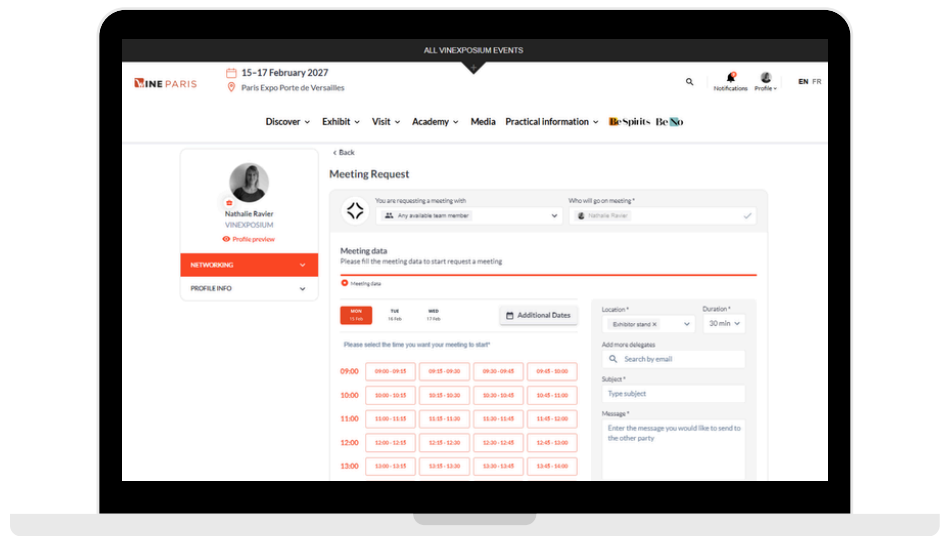
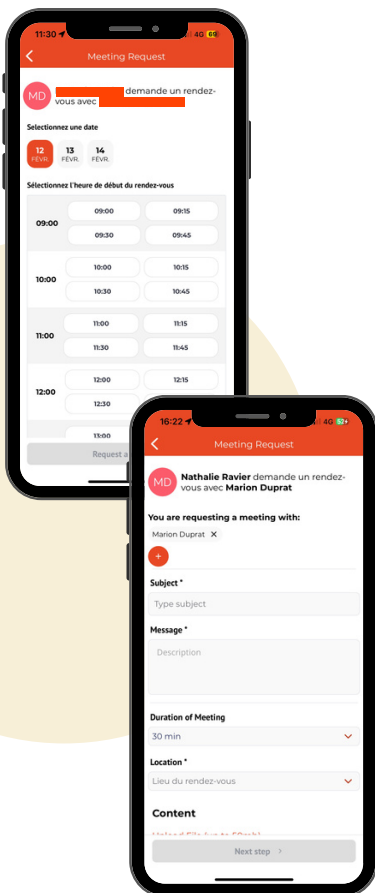
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- '**Location**': select the stand location.
- '**Duration**': from 15 to 30 minutes.
- '**Subject**': reason you are making a meeting.
- '**Message**': briefly explain your request.
- Select the **date** and then the **time**.
- Click on 'Request meeting'.



Step 6



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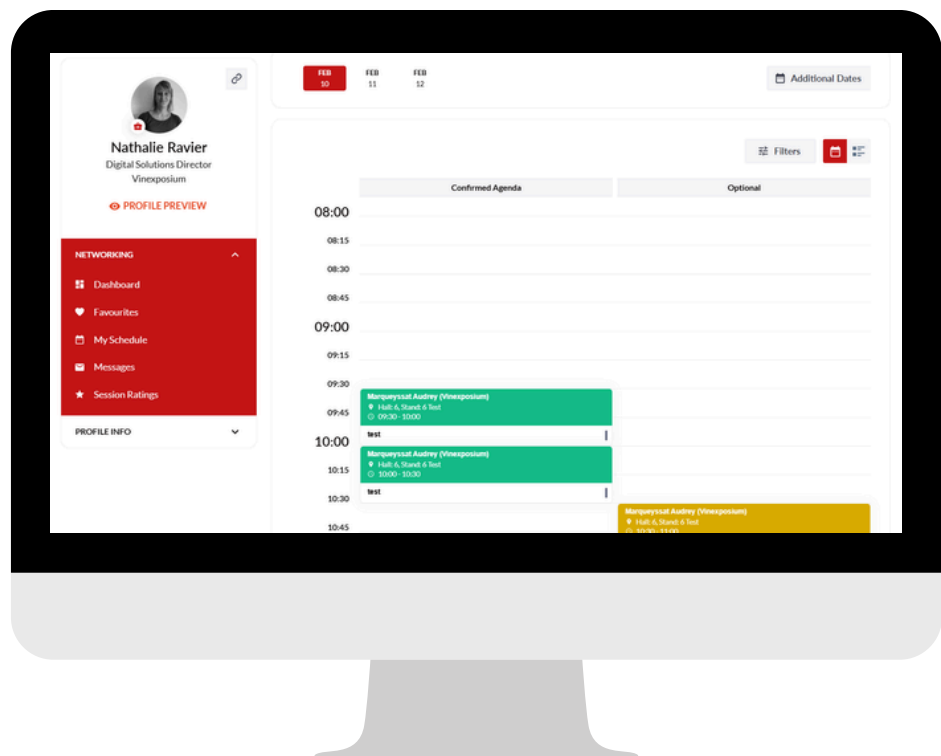
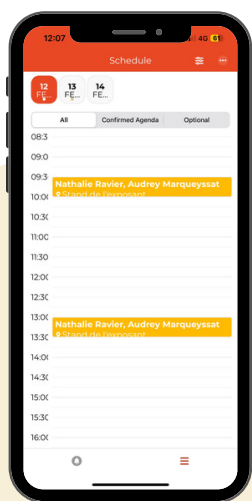
STEP 6

FOLLOW-UP ON YOUR MEETING REQUESTS

Thanks to the different color codes, you can follow the status of your meetings in the 'My meetings' tab.

A notification on your profile and an e-mail to the address you specified will be sent when the producer has accepted the meeting.

A number of reminders will be sent to you ahead of the meeting.



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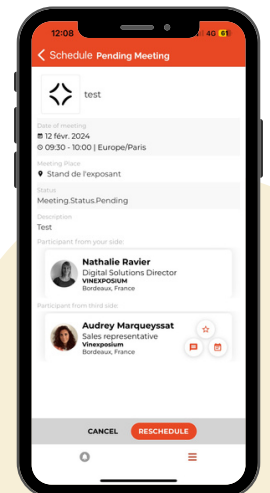
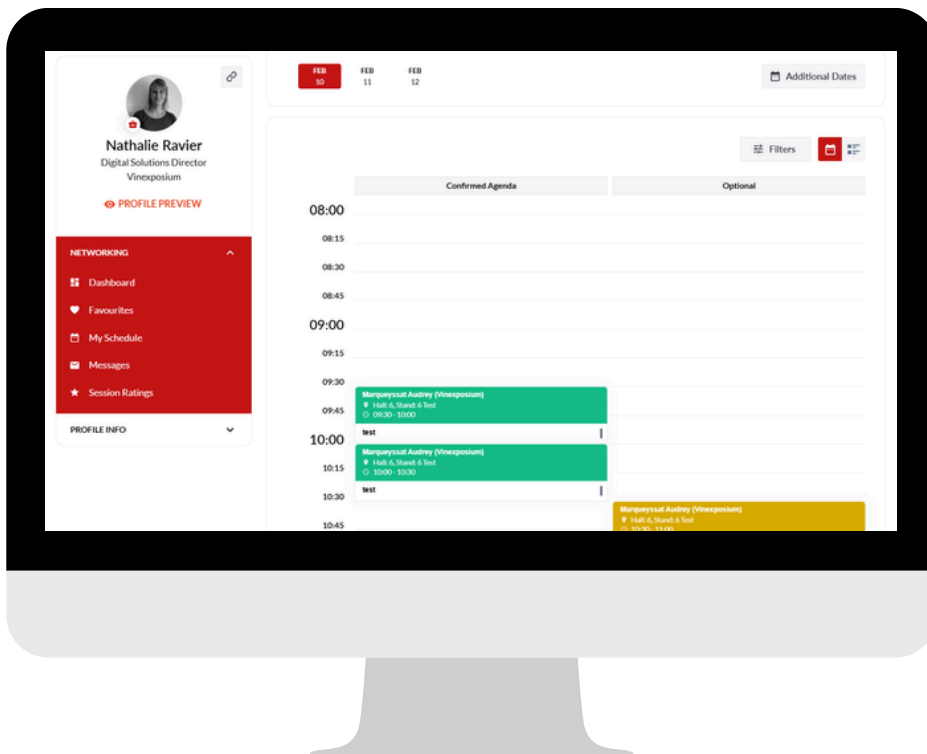
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- If a producer requests a meeting with you, **it is essential that you respond by accepting or declining it**. It is also possible to reschedule the meeting by suggesting another date and/or time.
- Meeting are only scheduled and the time slots reserved for each part once both parties have accepted the meeting request.



Step 7



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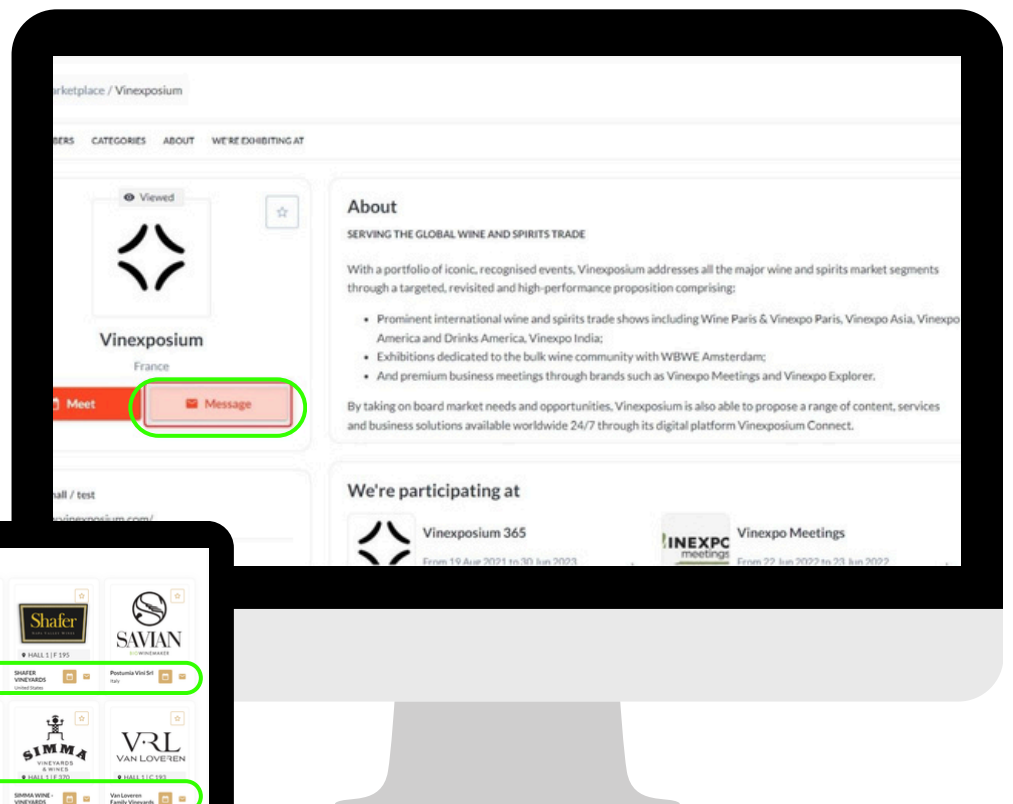
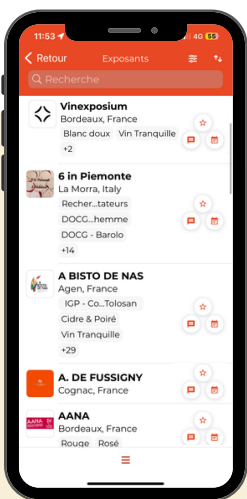
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STEP 7

SEND MESSAGES

You have found the producer and/or the product you are looking for?

- You can send a message to connect with him/her by clicking on the message icon, it will open a chat box.
- Once the message has been sent, the person will receive a notification informing him or her that they have a new message to view. When they answer it, you will receive a notification informing you that you have a new message.



Step 8



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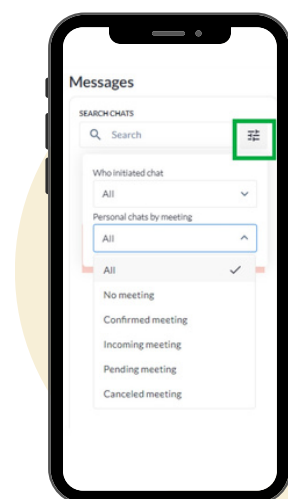
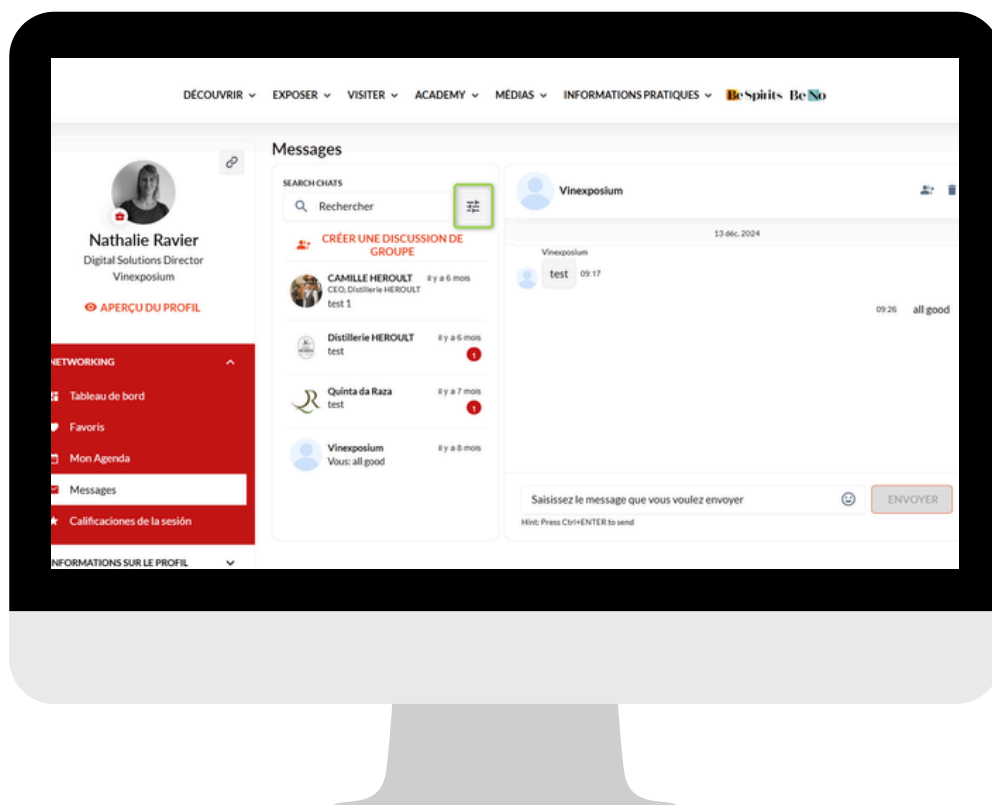
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STEP 8

FOLLOW-UP OF YOUR MESSAGES

Now you can sort your messages with filters:

- One filter lets you see who has initiated the chat.
- The other lets you select contacts with whom you have validated, pending, incoming, cancelled or no appointments.



CONTACT

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:

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

For any question related to invoicing:

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