

TUTORIAL

HOW TO ARRANGE A MEETING WITH AN EXHIBITOR?

For VINEXPO DISCOVER INDIA

THE 8 STEPS TO FOLLOW

- 1 Go to the event website.
- 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. Go to the event website

- [Vinexpo Discover India](https://vinexpo-discover.com/) – <https://vinexpo-discover.com/>

Step 2



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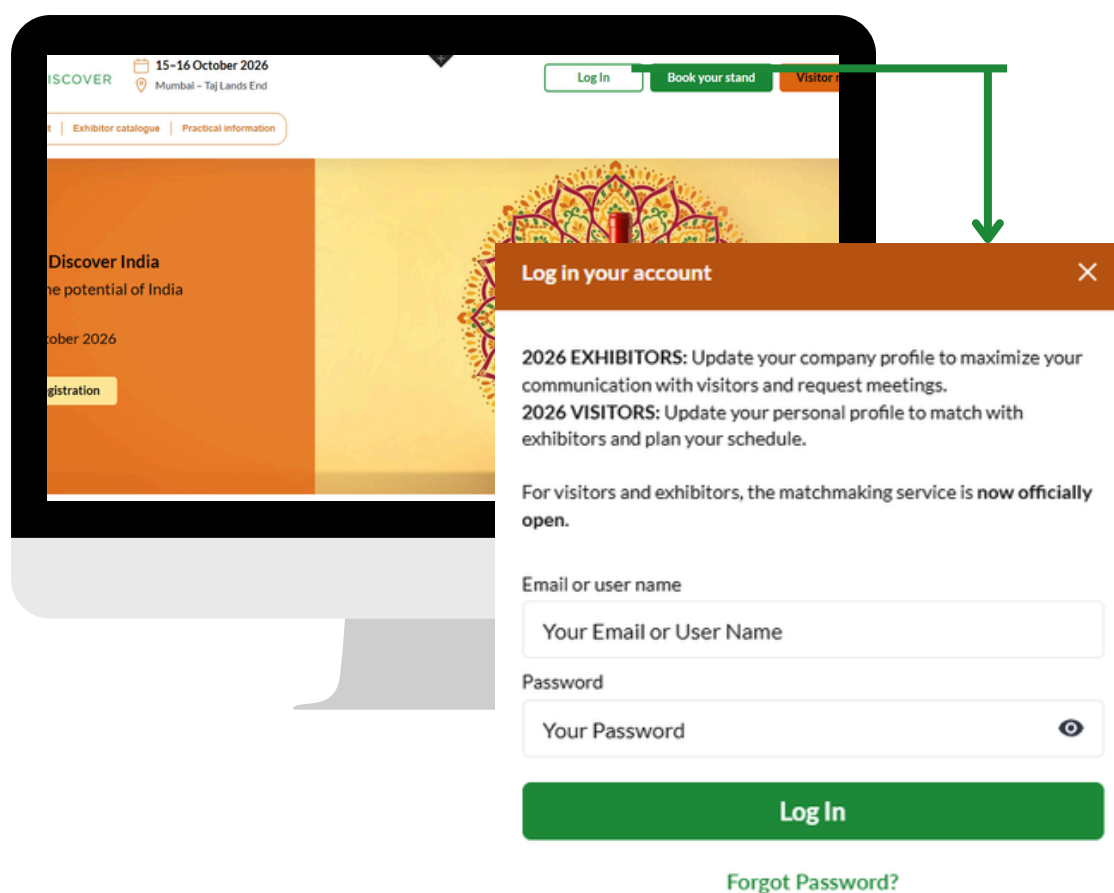
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STEP 2

YOUR ACCOUNT

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



DISCOVER 15-16 October 2026 Mumbai - Taj Lands End

Log In Book your stand Visitor

Exhibitor catalogue Practical information

Discover India
the potential of India

October 2026
Registration

Log in your account ✕

2026 EXHIBITORS: Update your company profile to maximize your communication with visitors and request meetings.

2026 VISITORS: Update your personal profile to match with exhibitors and plan your schedule.

For visitors and exhibitors, the matchmaking service is **now officially open.**

Email or user name
Your Email or User Name

Password
Your Password

Log In

[Forgot 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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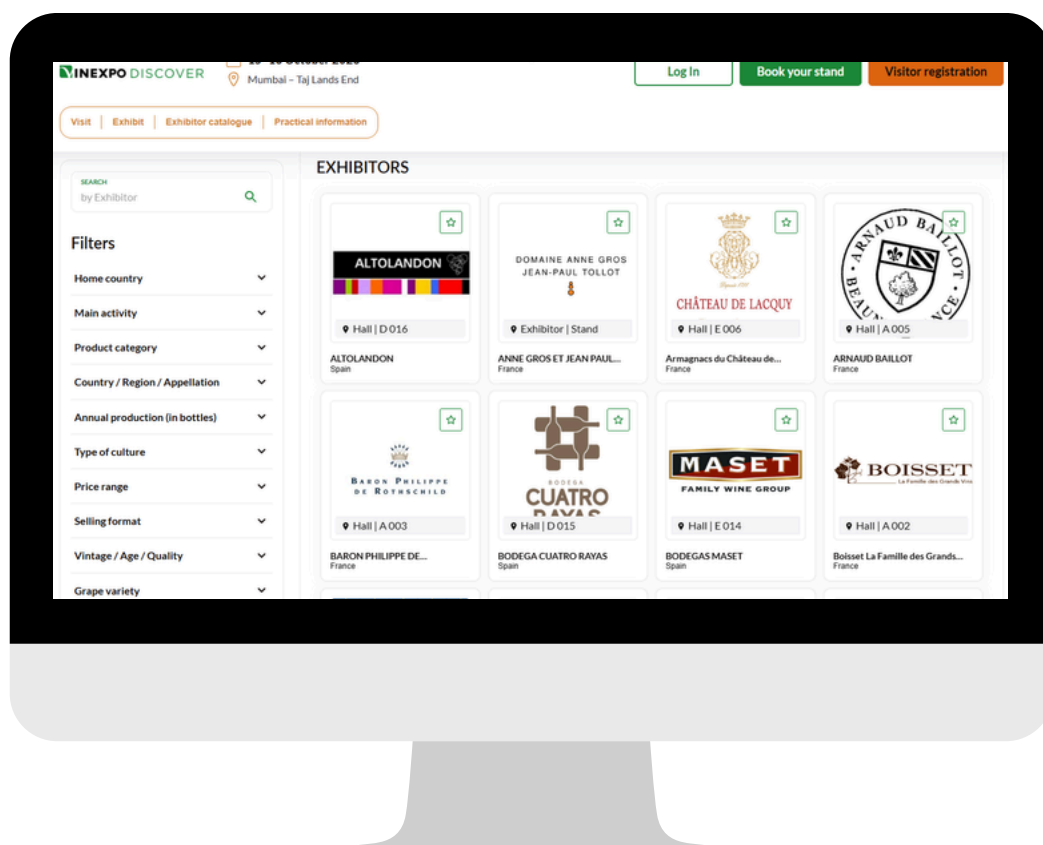
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STEP 3

EXHIBITOR CATALOGUE

- Click on the 'Exhibitor catalogue' menu.
- Producers appear.



Step 4



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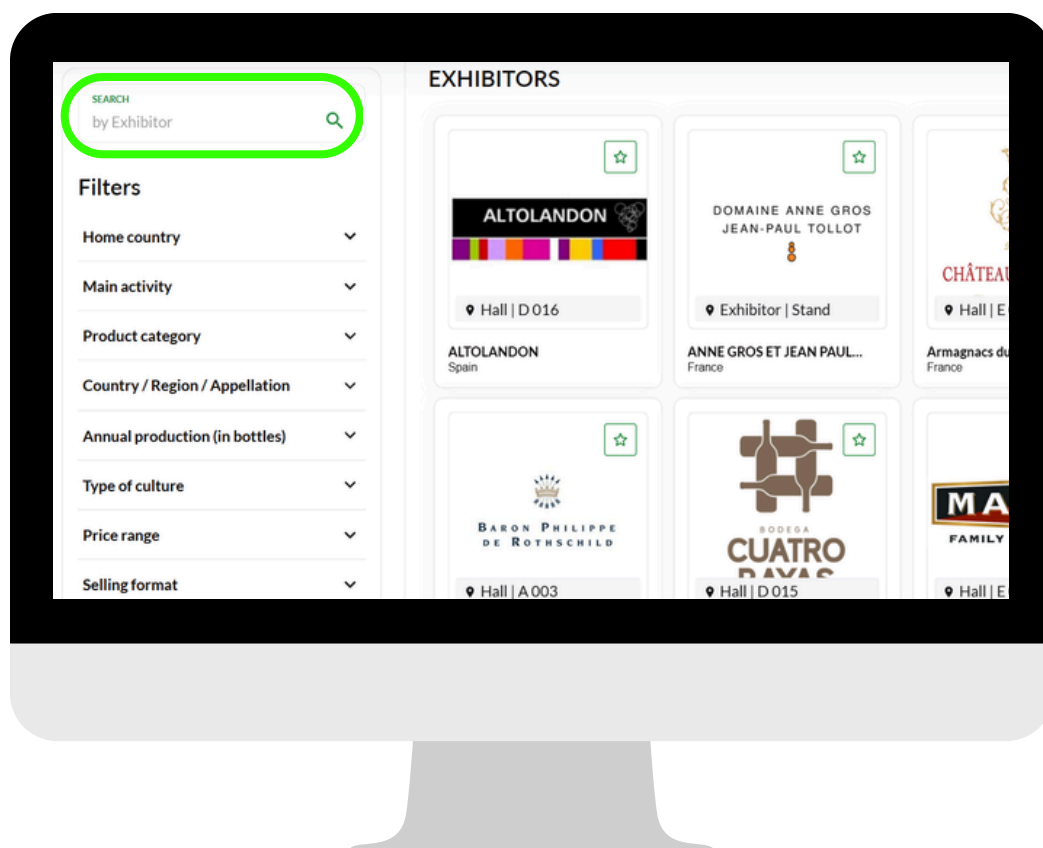
STEP 4

SELECT THE PRODUCER

To search the exhibitors list, there are several options:

4.1 Using the search bar

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



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4.2 Using the filters

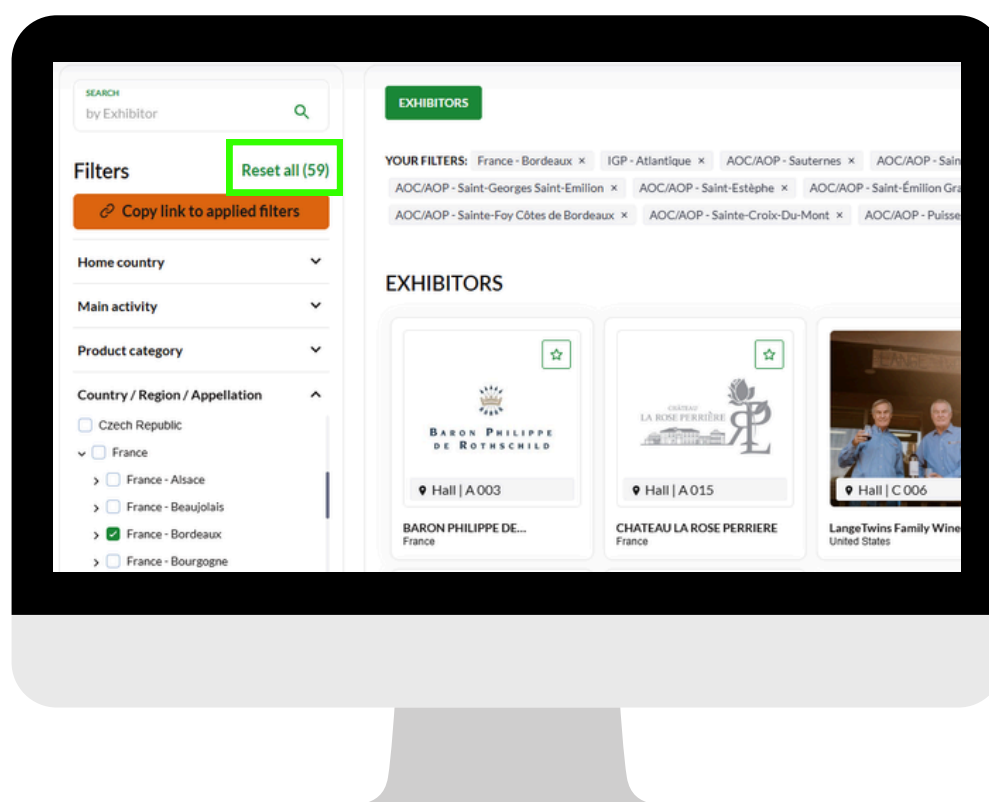
Depending on the selection of filters provided on the left-hand side, select the one/those you would like.

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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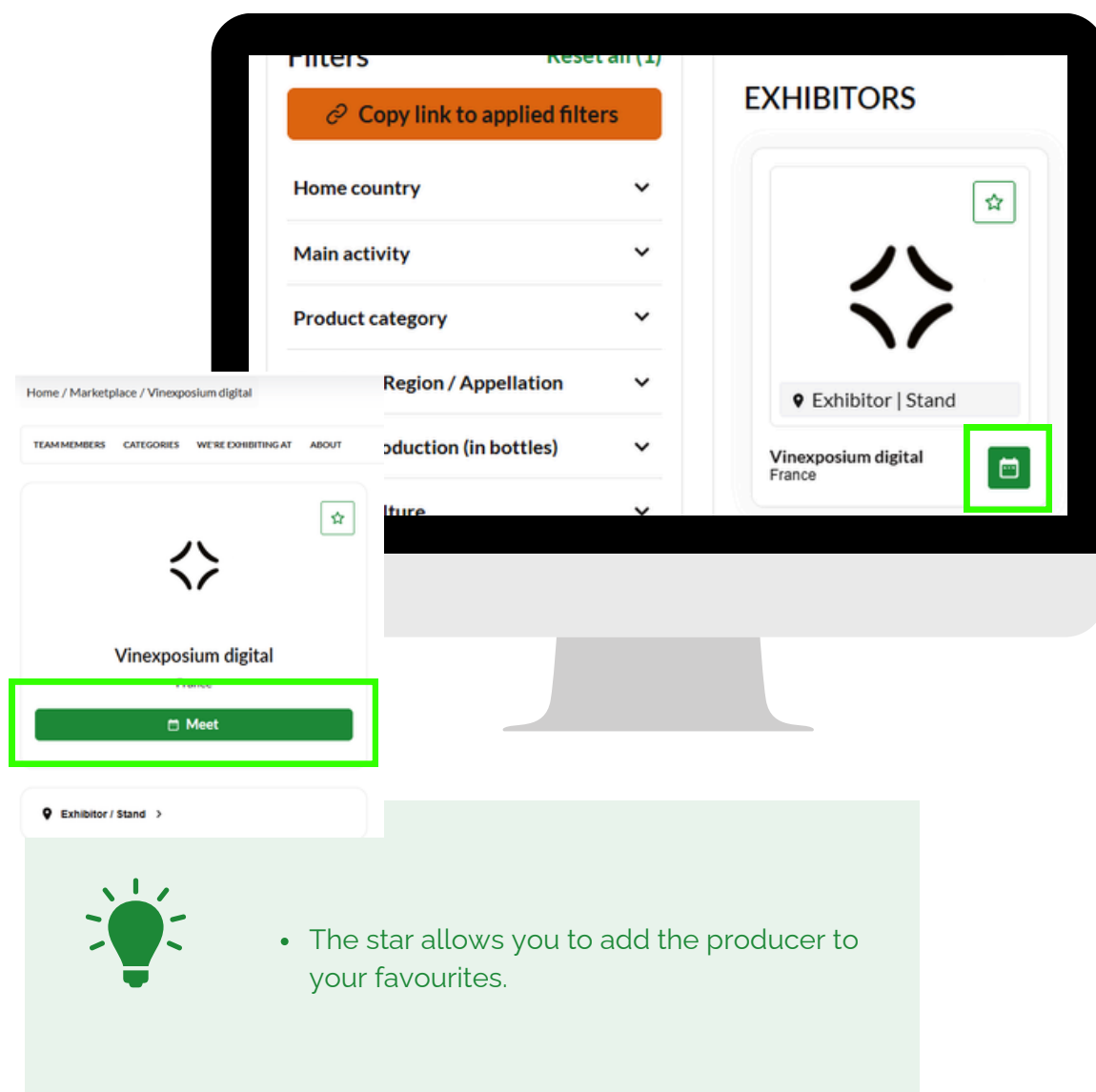
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STEP 5

SEND A MEETING REQUEST

There are two ways to send a meeting request:

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



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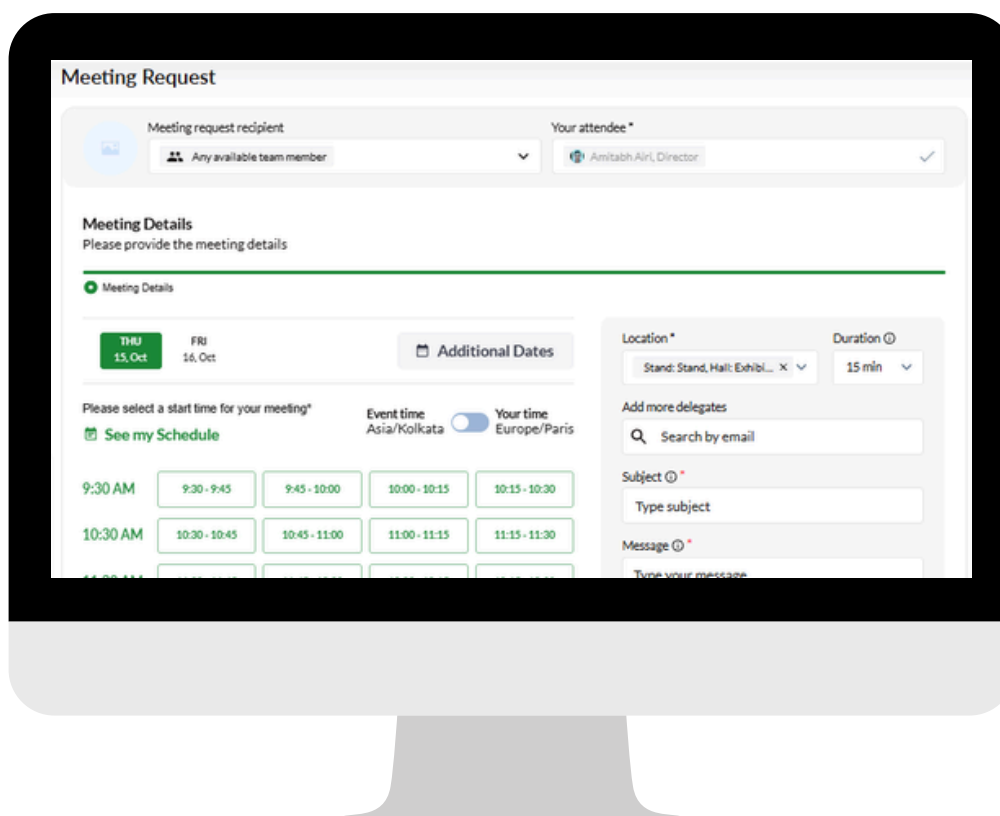
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You can choose the slot before writing your message to book your meeting.

- **'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).



The screenshot shows a 'Meeting Request' form on a computer monitor. The form is titled 'Meeting Request' and has two main sections: 'Meeting request recipient' and 'Your attendee *'. The 'Meeting request recipient' section has a dropdown menu with 'Any available team member' selected. The 'Your attendee *' section has a dropdown menu with 'Amitabh Airl, Director' selected. Below these sections is the 'Meeting Details' section, which includes a calendar view for 'THU 15, Oct' and 'FRI 16, Oct'. The calendar shows a grid of time slots from 9:30 AM to 11:30 AM. The 'Event time' is set to 'Asia/Kolkata' and the 'Your time' is set to 'Europe/Paris'. The 'Location *' is set to 'Stand: Stand, Hall: Exhibi...' and the 'Duration' is set to '15 min'. The 'Add more delegates' section has a search bar labeled 'Search by email'. The 'Subject *' section has a text input field labeled 'Type subject'. The 'Message *' section has a text input field labeled 'Type your message'.

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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'.

Meeting Details
Please provide the meeting details

Meeting Details

THU 15 Oct FRI 16 Oct Additional Dates

Please select a start time for your meeting*

See my Schedule

Event time Asia/Kolkata Your time Europe/Paris

	9:30 - 9:45	9:45 - 10:00	10:00 - 10:15	10:15 - 10:30
9:30 AM				
10:30 AM				
11:30 AM				
12:30 PM				
1:30 PM				
2:30 PM				
3:30 PM				

Location * Stand, Stand, Hall, Exhibit... X

Duration 15 min

Add more delegates

Search by email

Subject * Type subject

Message * Type your message

Media file

Step 6



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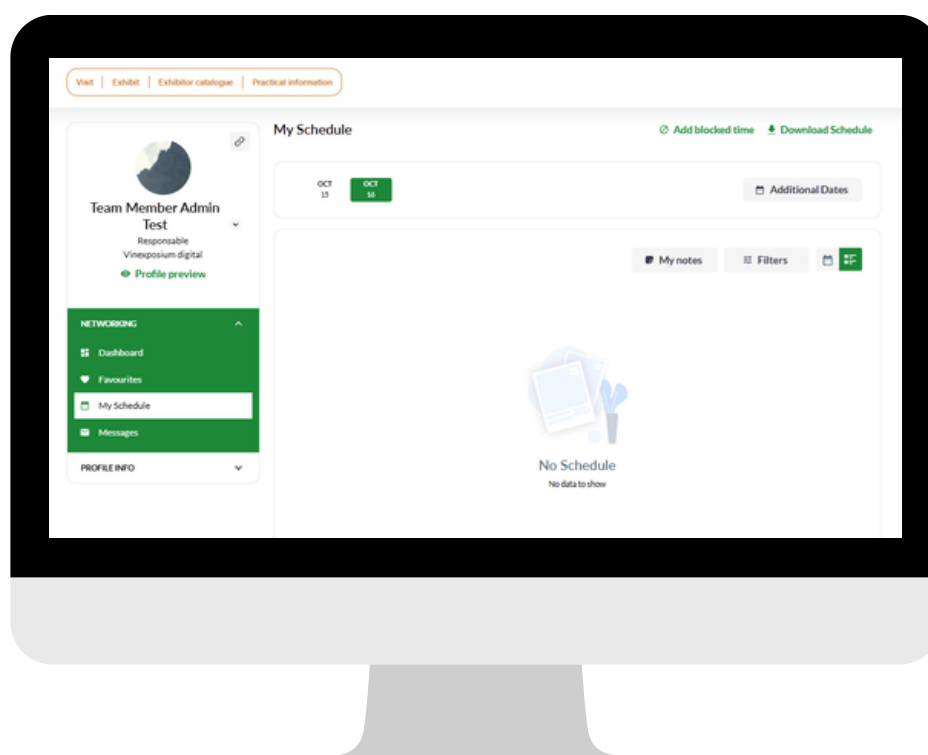
STEP 6

FOLLOW-UP ON YOUR MEETING REQUESTS

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

You can add blocked time and download your schedule.



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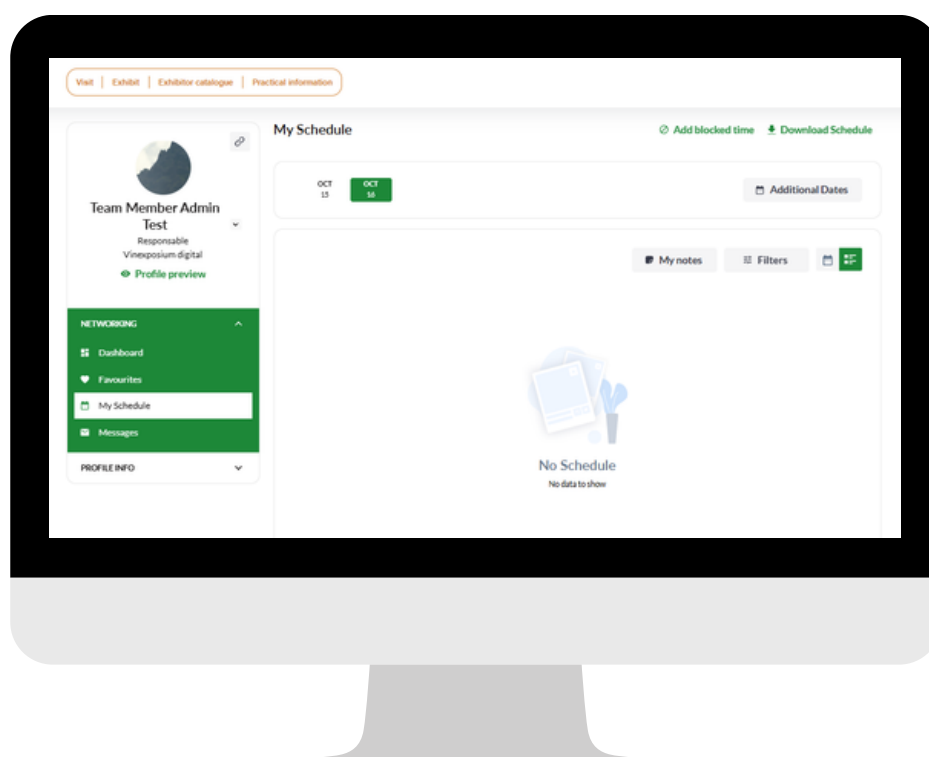
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- If a producer requests a meeting with you, **it is essential that you respond by accepting or declining it**. It is also possible to reschedule the meeting by suggesting another date and/or time.
- Meeting are only scheduled and the time slots reserved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



Step 7



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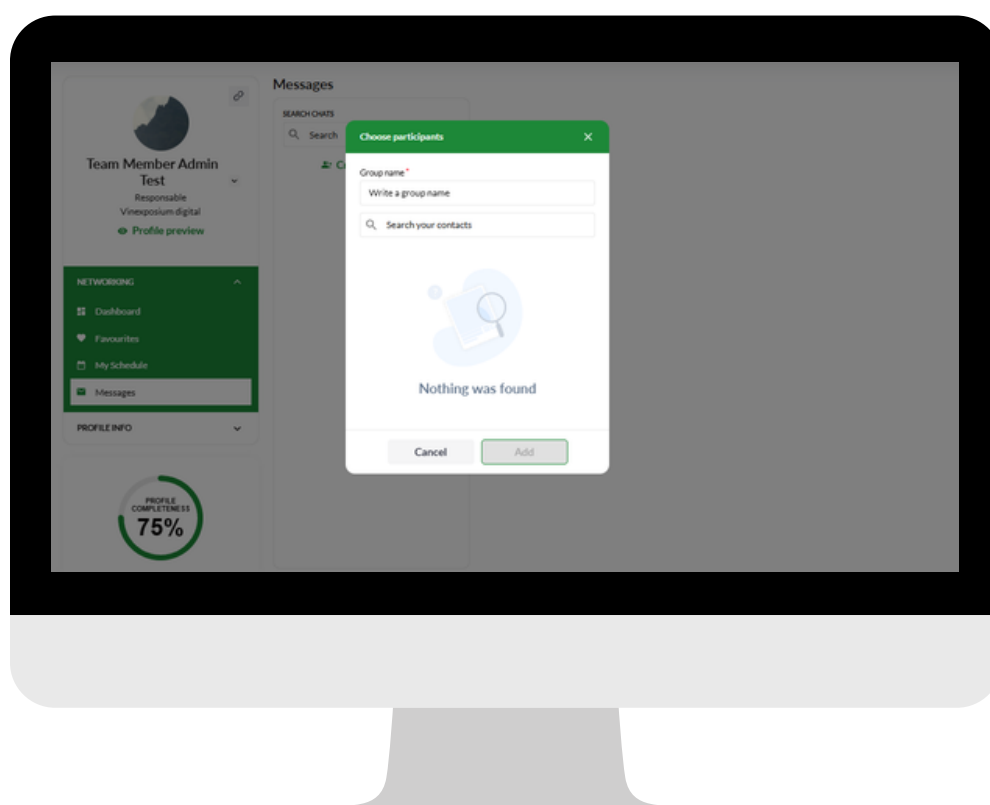
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STEP 7

SEND MESSAGES

You have found the producer you are looking for?

- You can send a message to connect with him/her by clicking on the messages tab, then you can create a group.
- 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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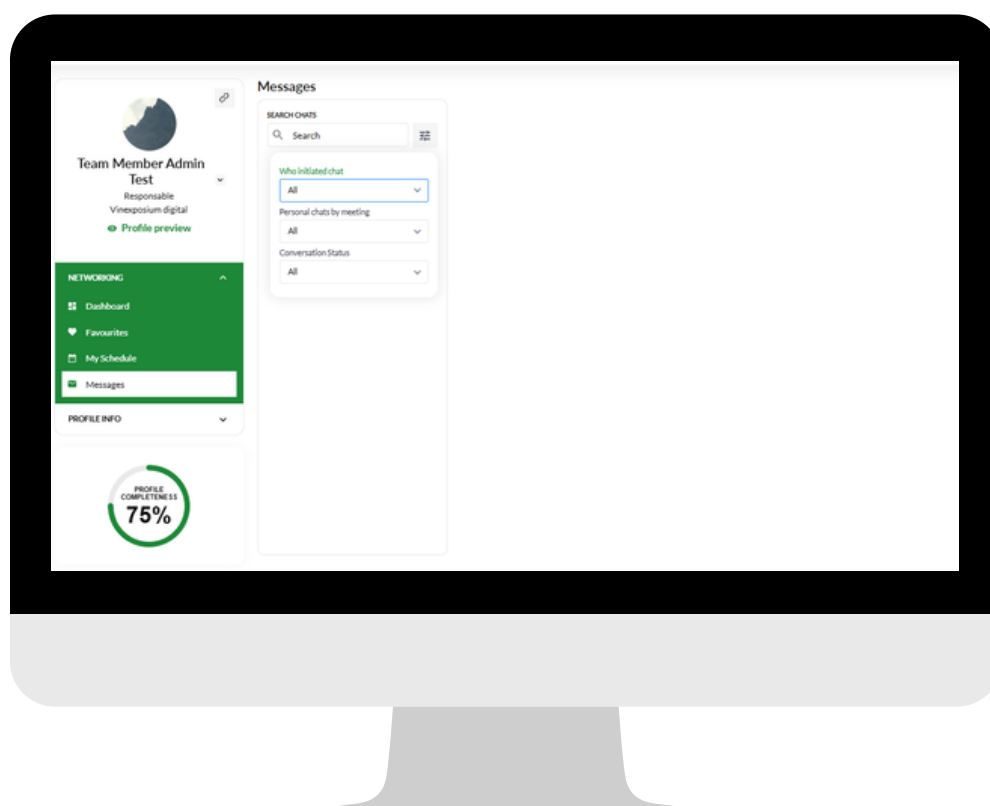
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STEP 8

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/>