

Online Exhibitor Manual (OEM)

User Guide



Held alongside:

Supported by:

Official Media Partner:

Co-organisers of ProWine Asia (Singapore):



Login ID & Password



- Each exhibitor should have received their Login ID and Password that was sent to them via email.
- If you did not receive your Login ID and Password, please contact:
 - Megan Seow at Megan.Seow@informa.com

Login to OEM

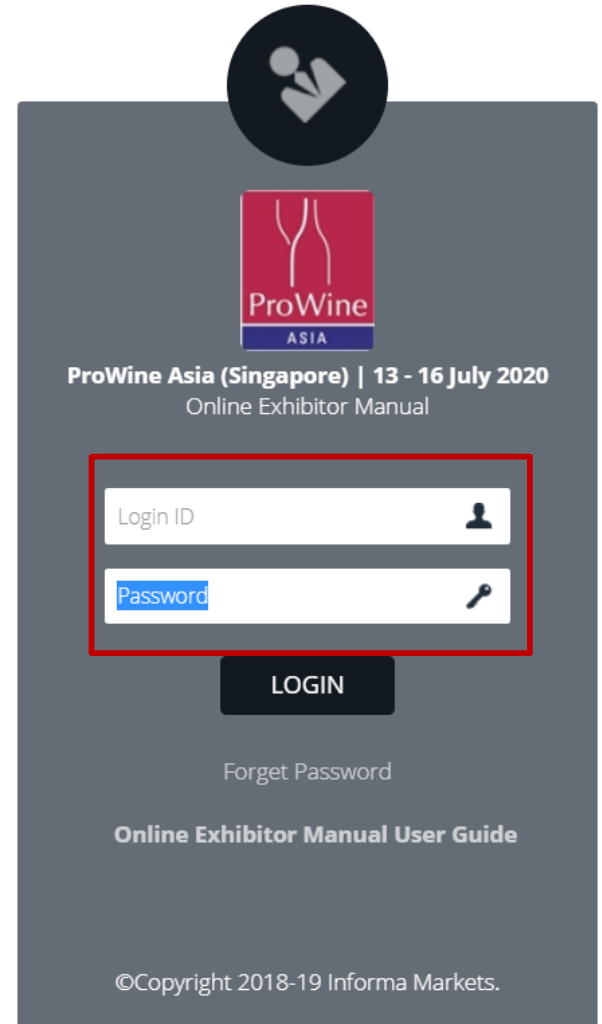
[Click here to Login Page>](#)

Login using the ID and Password that was sent to you.



Note:

It is recommended to use **Google Chrome** or **Mozilla Firefox** when using the Online Exhibitor Manual. Internet Explorer and Safari may not be as compatible.

The image shows a login page for ProWine Asia (Singapore). At the top, there is a circular logo with a stylized figure. Below it is the ProWine ASIA logo. The text 'ProWine Asia (Singapore) | 13 - 16 July 2020' and 'Online Exhibitor Manual' is displayed. The login form consists of two input fields: 'Login ID' and 'Password'. The 'Password' field has a blue highlight on the word 'Password'. Below the input fields is a black 'LOGIN' button. There is a link for 'Forgot Password' and a link for 'Online Exhibitor Manual User Guide'. At the bottom, it says '©Copyright 2018-19 Informa Markets.'

ProWine ASIA

ProWine Asia (Singapore) | 13 - 16 July 2020
Online Exhibitor Manual

Login ID

Password

LOGIN

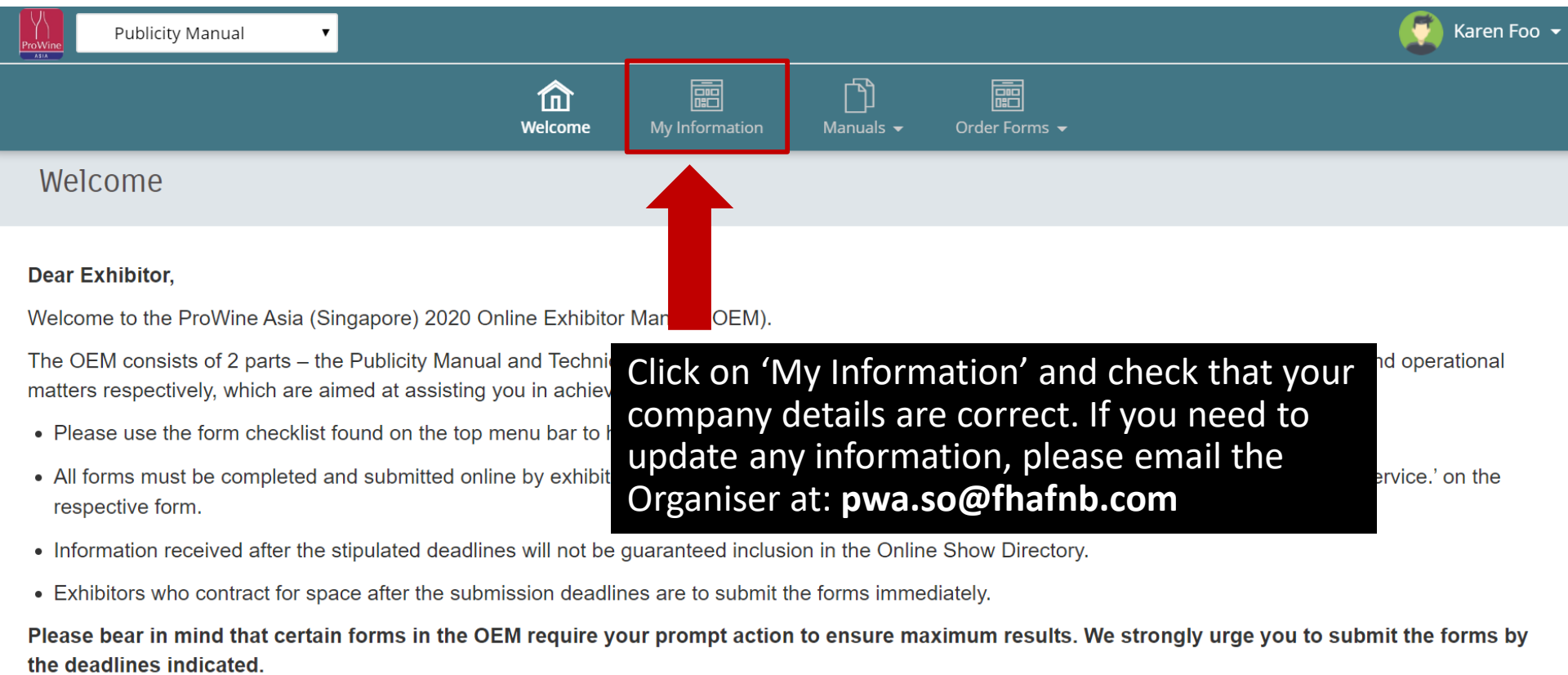
[Forgot Password](#)

[Online Exhibitor Manual User Guide](#)

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For any enquiries on using this service, please send to
pwa.so@fhafnb.com

Welcome Page after Login



Publicity Manual ▼

Karen Foo ▼

Welcome My Information Manuals ▼ Order Forms ▼

Welcome

Dear Exhibitor,

Welcome to the ProWine Asia (Singapore) 2020 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical and operational matters respectively, which are aimed at assisting you in achieving your marketing objectives.

- Please use the form checklist found on the top menu bar to help you complete the forms.
- All forms must be completed and submitted online by exhibitors. Please refer to the 'Service.' on the respective form.
- Information received after the stipulated deadlines will not be guaranteed inclusion in the Online Show Directory.
- Exhibitors who contract for space after the submission deadlines are to submit the forms immediately.

Please bear in mind that certain forms in the OEM require your prompt action to ensure maximum results. We strongly urge you to submit the forms by the deadlines indicated.

Click on 'My Information' and check that your company details are correct. If you need to update any information, please email the Organiser at: pwa.so@fhafnb.com



Karen Foo ▾



My Information



[Publicity Opportunities and Promotional Programme](#)

[Frequently Asked Questions \(FAQ\)](#)

Print

Publicity Opportunities and Promotional Programme

Publicity Opportunities and Promotional Programme

Here's a br

maximise your participation

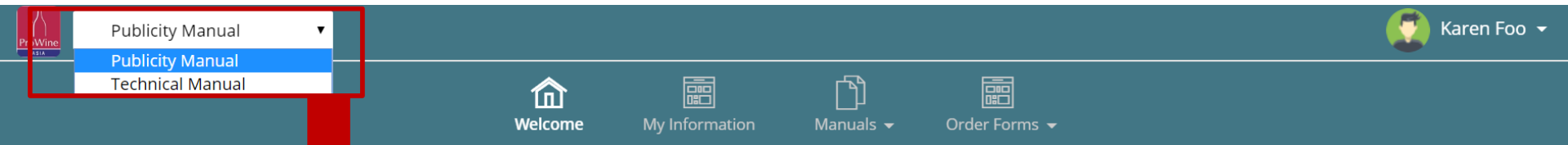
Publicity C

- Online S

Available on [REDACTED], the show directory is the most frequently used tool by visitors before the event to browse through the list of exhibitors, their product highlights and related information. Maximise your exposure on this online platform by submitting **Forms 1 – 4**.

Click on 'Manuals' for more information about Publicity Opportunities & Promotional Programme, FAQs and Useful Contact List

Welcome Page after Login



On the top left corner, select '**Publicity Manual**' or '**Technical Manual**' to access the respective set of forms.

Welcome

Dear Exhibitor,

Welcome to the ProWin

The OEM consists of 2 parts – the Publicity Manual and Technical Manual. Each manual provides a detailed list of the [promotional opportunities](#) and operational matters respectively, which are aimed at assisting you in achieving maximum publicity and helping you in your booth preparation for the event.

- Please use the form checklist found on the top menu bar to help you plan your work schedule and participation.
- All forms must be completed and submitted online by exhibitors. If you do not require any of the service, please select 'We do not require this service.' on the respective form.
- Information received after the stipulated deadlines will not be guaranteed inclusion in the Online Show Directory.
- Exhibitors who contract for space after the submission deadlines are to submit the forms immediately.

Welcome Page after Login



Publicity Manual ▼



Karen Foo ▼

Click on 'Order Forms' > 'Form Checklist' to view the full list of forms under Publicity Manual or Technical Manual.



Manuals ▼



Order Forms ▼

Form Checklist

Form 1 Company Profile **Compulsory**

Form 2 Principals **Compulsory**

Form 3 Agents / Distributors / Regional Office **Compulsory**

Form 4 Seeking Agents / Distributors **Compulsory**

Form 5 Online Business Matching Programme

Form 6 Buyers Programme

Form 7 Media Opportunities **Compulsory**

Form 8 Exhibitor E-Invitations / Visitor Tickets

Form 9A Sponsorship - Exhibition / Competition

Form 9B Online Advertising (Pre-Event)

Dear Exhibitor,

Welcome to the ProWine Asia (Singapore) 2020 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical Manual. Each manual provides a list of forms and instructions, which are aimed at assisting you in achieving maximum publicity and helping you in your booth preparation for the event.

- Please use the form checklist found on the top menu bar to help you plan your work schedule and prepare the forms.
- All forms must be completed and submitted online by exhibitors. If you do not require any of the forms, please select 'We do not require this service' on the respective form.
- Information received after the stipulated deadlines will not be guaranteed inclusion in the Online Business Matching Programme.
- Exhibitors who contract for space after the submission deadlines are to submit the forms immediately.

Please bear in mind that certain forms in the OEM require your payment to ensure maximum results. We strongly recommend you to submit the forms as early as possible.

Your date of submission / modification

IMPORTANT:
Form
Submission
Deadlines

Information Classification: General

Compulsory Forms

Ensure all the forms marked
'Compulsory' are submitted on time

ProWine ASIA		Publicity Manual		Karen Foo	
Welcome		My Information		Manuals	
Order Forms		Search:			
Form	Subject	Status	Last Modified / Submitted Date		Deadline
Form 1	Company Profile Compulsory	Not yet Submitted	-		2019-11-01
Form 2	Principals Compulsory	Not yet Submitted	-		2019-11-01
Form 3	Agents / Distributors / Regional Office Compulsory	Not yet Submitted	-		2019-11-01
Form 4	Seeking Agents / Distributors Compulsory	Not yet Submitted	-		2019-11-01
Form 5	Online Business Matching Programme	Not yet Submitted	-		2019-11-01
Form 6	Buyers Programme	Not yet Submitted	-		2019-11-01
Form 7	Media Opportunities Compulsory	Not yet Submitted	-		-
Form 8	Exhibitor E-Invitations / Visitor Tickets	Not yet Submitted	-		2019-11-01
Form 9A	Sponsorship – Exhibition / Competition	Not yet Submitted	-		2019-11-01
Form 9B	Online Advertising (Pre-Event)	Not yet Submitted	-		2019-12-16

Compulsory Forms that are not applicable to your company

For forms that are Compulsory to submit but NOT RELEVANT to your company, simply tick the checkbox and proceed to click the 'Submit' button located at the bottom of the form.

Publicity Manual ▾

Order Form

Welcome My Information Manuals ▾ Order Forms ▾

Form List

Checklist

Search:

#	Form	Deadline
Form 1	Company Profile	2019-11-01
Form 2	Principals	2019-11-01
Form 3	Agents / Distributors / Regional Office	2019-11-01
Form 4	Seeking Agents / Distributors	2019-11-01
Form 5	Online Business Matching Programme	2019-11-01

Form 2 Principals

Deadline: 2019-11-01

Print

Important for inclusion in Online Exhibition Directory

This form is meant for exhibitors who are agents representing a number of principals.

☐ Please tick here if this form is not applicable to your company and proceed to submit the form.

If you are an agent and would like to list your Principal(s) who will also have personnel present at your exhibition booth as Co-Exhibitor(s), please provide their details in this form.

Note:

Submitting the forms

Form 9D Onsite Advertising 2019-12-16

Welcome My Information Manuals Order Forms

Display 1 to 16 of 16 records

Country : * Please Select

Postal Code :

Tel : *
(please include country & area codes)

Fax :
(please include country & area codes)

Email : *

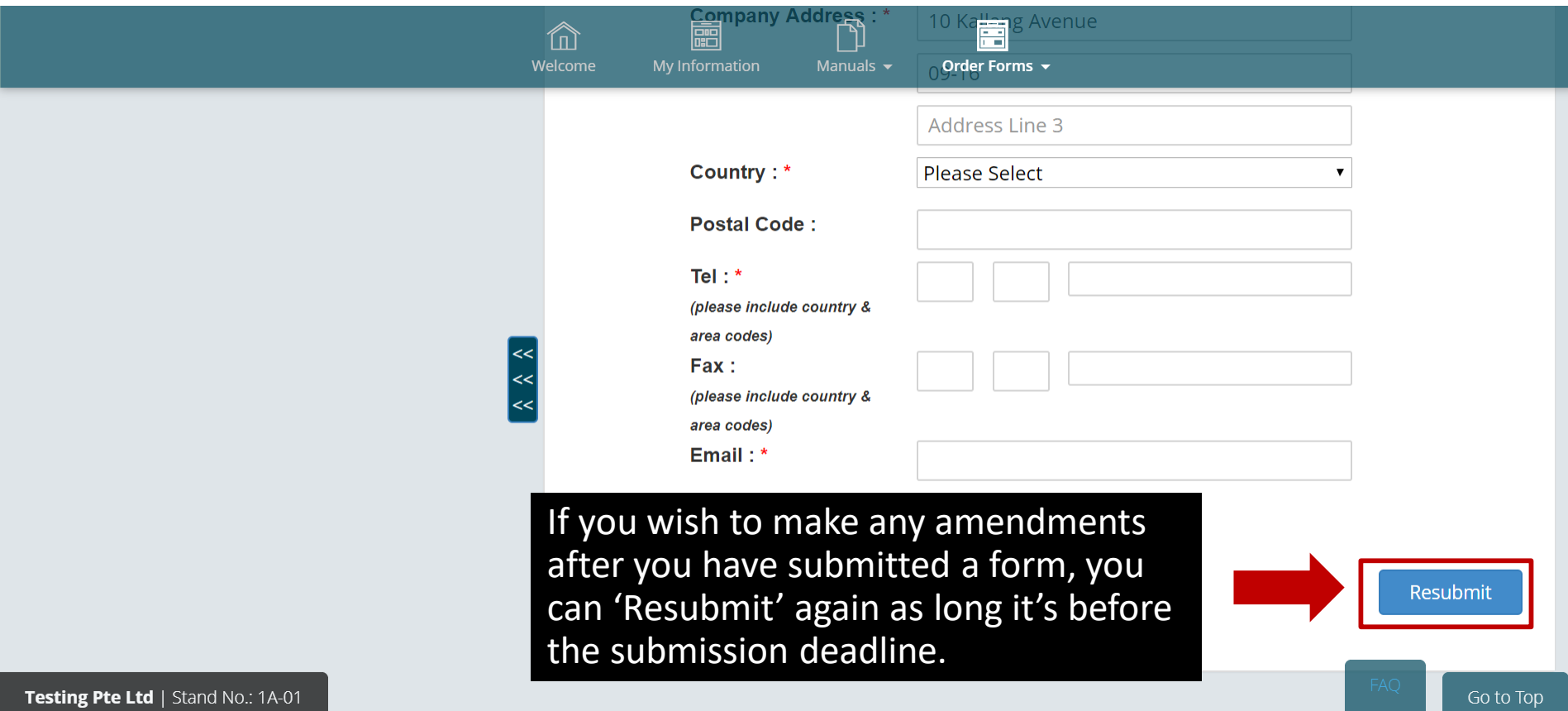
To Submit each form after completion, the button is located at the bottom of the form.

Submit

Informa Markets | Stand No.: 1A1-09

FAQ Go to Top

Resubmitting the forms



The screenshot shows a web interface with a teal header. The header contains navigation links: 'Welcome' (house icon), 'My Information' (ID card icon), 'Manuals' (document icon), and 'Order Forms' (calendar icon). The 'Company Address' field is highlighted in teal and contains the text '10 Kallang Avenue'. Below the header, the form fields are arranged in two columns. The left column contains labels for 'Country : *', 'Postal Code :', 'Tel : *', 'Fax :', and 'Email : *'. The right column contains input fields: 'Address Line 3', a dropdown menu for 'Country' with 'Please Select' as the selected option, three input boxes for 'Postal Code', three input boxes for 'Tel', three input boxes for 'Fax', and one input box for 'Email'. A black text box with white text is overlaid on the bottom right of the form, stating: 'If you wish to make any amendments after you have submitted a form, you can 'Resubmit' again as long it's before the submission deadline.' A red arrow points from this text box to a blue button labeled 'Resubmit' which is highlighted with a red border. At the bottom left, there is a dark grey bar with the text 'Testing Pte Ltd | Stand No.: 1A-01'. At the bottom right, there are two buttons: 'FAQ' and 'Go to Top'.

Company Address : * 10 Kallang Avenue

Welcome My Information Manuals Order Forms

Address Line 3

Country : * Please Select

Postal Code :

Tel : *
(please include country & area codes)

Fax :
(please include country & area codes)

Email : *

If you wish to make any amendments after you have submitted a form, you can 'Resubmit' again as long it's before the submission deadline.

Resubmit

FAQ Go to Top

Testing Pte Ltd | Stand No.: 1A-01

Print Function

Publicity Manual ▾

 Karen Foo ▾


Welcome


My Information


Manuals ▾


Order Forms ▾

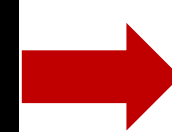
Order Form

Form List

Search:

#	Form	Deadline
Form 1	Company Profile	2019-11-01
Form 2	Principals	2019-11-01
Form 3	Agents / Distributors / Regional Office	2019-11-01
Form 4	Seeking Agents / Distributors	2019-11-01

Use the 'Print' function located at the top right corner of each form if you wish to keep a copy of your submission.



Deadline: 2019-11-01

Important for inclusion in Online Exhibitor Directory

This form is meant for exhibitors who are agents representing a number of principals.

☐ Please tick here if this form is not applicable to your company and proceed to submit the form.

If you are an agent and would like to list your Principal(s) who will also have personnel present at your exhibition booth as Co-Exhibitor(s), please provide their details in this form

Thank You



If you have any questions, please contact:

Megan Seow

Senior Sales Operations Executive

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T: +65 6233 6656