



# Online Exhibitor Manual (OEM)

## User Guide

# 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:
  - Elyn Lee at [so@fhahoreca.com](mailto:so@fhahoreca.com) for FHA-HoReCa
  - Megan Seow at [so@fhafnb.com](mailto:so@fhafnb.com) for FHA-Food & Beverage



# Login to OEM

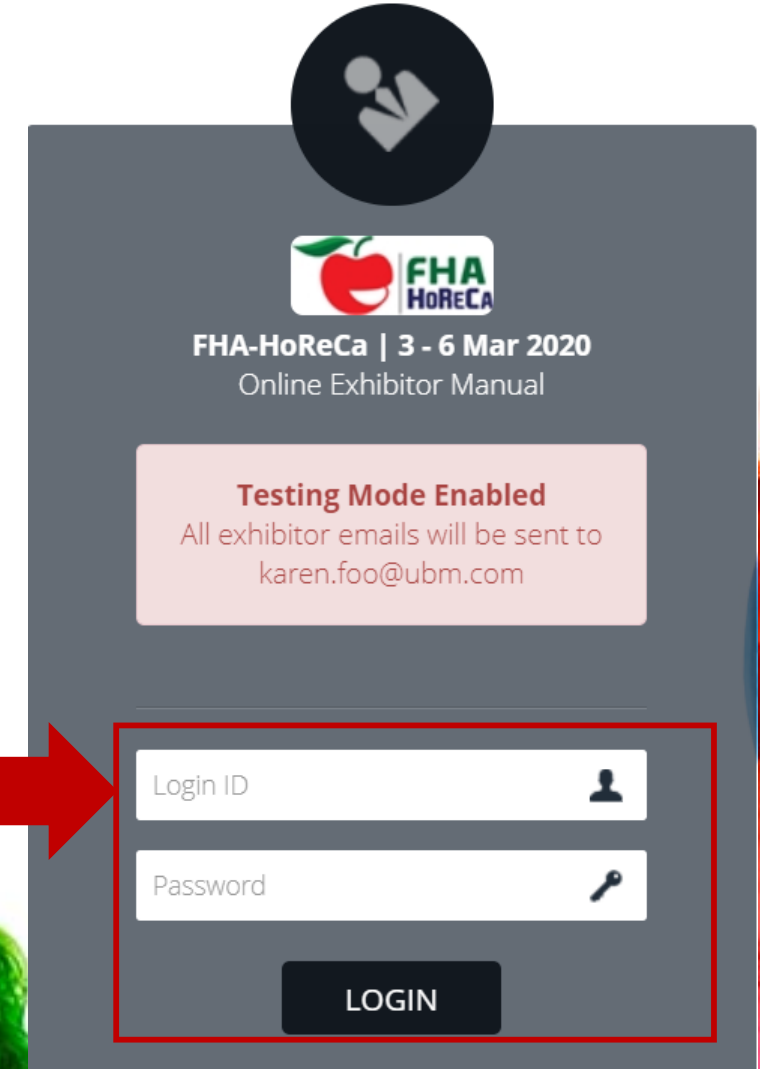
**FHA-HoReCa** : [Click here to Login Page >](#)


**FHA-Food & Beverage** : [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.









**FHA-HoReCa** | 3 - 6 Mar 2020  
Online Exhibitor Manual

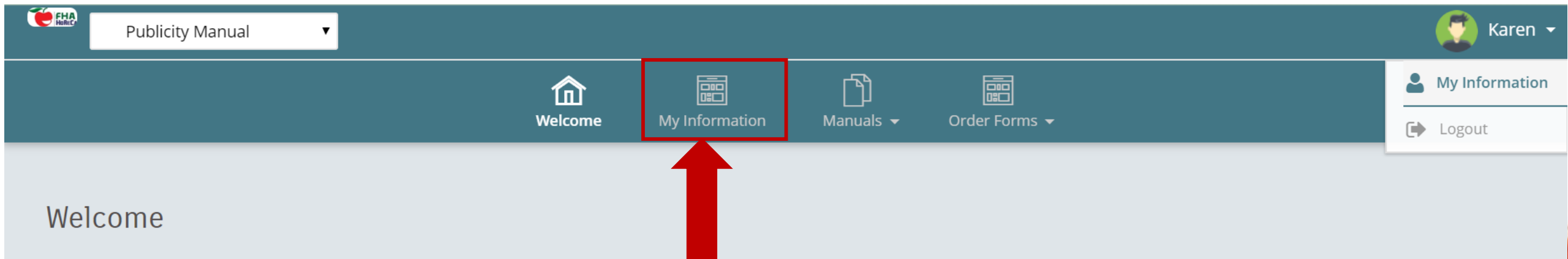
**Testing Mode Enabled**  
All exhibitor emails will be sent to  
karen.foo@ubm.com

Login ID 

Password 

**LOGIN**

# Welcome Page after Login



**Dear Exhibitor,**

Welcome to the FHA-HoReCa 2020 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical Manual respectively, which are aimed at assisting you in achieving maximum results.

- Please use the form checklist found on the top menu bar to help you.
- 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 Exhibitor 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**

# Welcome Page after Login



Manuals ▼

Order Forms ▼

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

Manuals > P



Publicity Opportunities & Promotional Programme

Frequently Asked Questions (FAQ)

Programme

## Publicity Opportunities & Promotional Programme

Print

Publicity Opportunities & Promotional Programme

Here's a brief outline of the valuable publicity opportunities you should seize to maximise your participation at FHA-HoReCa 2020.

### Publicity Opportunities (Complimentary)

- **Online Exhibitor Directory**

Available on FHA-HoReCa website 6 months before the event, the online exhibitor 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**.

- **Online Business Matching Programme**

Make use of the free online business platform to find potential buyers and arrange meetings with them prior to event [Go to Top](#)



# Welcome Page after Login



Welcome

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

Dear Exhibitor,

Welcome to the FHA-HoReCa 2020 Online Exhibitor Manual (OEM).

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 Exhibitor Directory.
- Exhibitors who contract for space after the submission deadlines are to submit the forms immediately.

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# Welcome Page after Login



FHA-Food & Beverage | 31 Mar - 3 Apr 2020 - 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

Welcome

Dear Exhibitor,

Welcome to the FHA-Food & Beverage 2020 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical Manual. Each manual provides a detailed guide for exhibitors on how to prepare for the event 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 services, please select 'We do not require this service' in the respective form.
- Information received after the stipulated deadlines will not be guaranteed inclusion in the Online Show.
- 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

# Form Checklist

**Your Form Submission Status:**  
Not yet submitted / Submitted / Resubmitted

**Your date of submission / modification**

**IMPORTANT: Form Submission Deadlines**

Order Form > Form Checklist				
Publicity Manual				
<div> <a href="#">Home</a> <a href="#">My Information</a> <a href="#">Manuals</a> <a href="#">Order Forms</a> </div>				
Form	Form Subject	Status	Last Modified / Submitted Date	Deadline
Form 1A	Company Profile - Bakery & Pastry <b>Compulsory</b>	Resubmitted	2019-08-08 11:02:23	2019-11-01
Form 1B	Company Profile - Foodservice & Hospitality Equipment <b>Compulsory</b>	Resubmitted	2019-08-08 11:04:55	2019-11-01
Form 1C	Company Profile - Hospitality Style <b>Compulsory</b>	Resubmitted	2019-08-08 11:10:26	2019-11-01
Form 1D	Company Profile - Hospitality Technology <b>Compulsory</b>	Resubmitted	2019-08-08 11:12:07	2019-11-01
Form 1E	Company Profile - Speciality Coffee & Tea <b>Compulsory</b>	Resubmitted	2019-08-08 11:17:36	2019-11-01
Form 2	Principals <b>Compulsory</b>	Resubmitted	2019-08-08 11:21:48	2019-11-01
Form 3	Agents / Distributors / Regional Office <b>Compulsory</b>	Resubmitted	2019-08-08 11:27:30	2019-11-01
Form 4	Seeking Agents / Distributors <b>Compulsory</b>	Resubmitted	2019-08-08 11:27:42	2019-11-01
Form 5	Online Business Matching Programme	Resubmitted	2019-08-08 11:29:55	2019-11-01
<div> <a href="#">Testing Pte Ltd   Stand No.: 1A-01</a> <a href="#">FAQ</a> <a href="#">Go to Top</a> </div>				



# Compulsory Forms



FHA-Food & Beverage 2020 | 31 Mar - 3 Apr 2020 - Publicity Manual



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Order Form > Form C

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

 Manuals ▾

 Order Forms ▾

Search:

Form	Subject	Status	Last Modified / Submitted Date	Deadline
Form 1A	Company Profile - Food & Beverage <b>Compulsory</b>	Resubmitted	2019-08-09 11:51:07	2019-11-01
Form 1B	Company Profile - FoodTech <b>Compulsory</b>	Submitted	2019-08-09 12:03:03	2019-11-01
Form 2	Principals <b>Compulsory</b>	Resubmitted	2019-08-09 12:31:56	2019-11-01
Form 3	Agents / Distributors / Regional Office <b>Compulsory</b>	Resubmitted	2019-08-09 12:32:20	2019-11-01
Form 4	Seeking Agents / Distributors <b>Compulsory</b>	Resubmitted	2019-08-09 12:33:14	2019-11-01
Form 5	Online Business Matching Programme	Submitted	2019-08-09 12:31:36	2019-11-01
Form 6	FHA Buyers Programme	Resubmitted	2019-08-09 12:37:33	2019-11-01
Form 7	Media Opportunities <b>Compulsory</b>	Resubmitted	2019-08-09 12:39:33	-
Form 8	Exhibitor E-Invitations / Visitor Tickets	Submitted	2019-08-09 12:43:03	2019-11-01

FAQ

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# 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.

## Form List

Checklist

Search:

#	Form	Deadline
Form 1A	Company Profile - Bakery & Pastry <span>Resubmitted</span>	2019-11-01
Form 1B	Company Profile - Foodservice & Hospitality Equipment <span>Resubmitted</span>	2019-11-01
Form 1C	Company Profile - Hospitality Style <span>Resubmitted</span>	2019-11-01
Form 1D	Company Profile - Hospitality Technology <span>Resubmitted</span>	2019-11-01
Form 1E	Company Profile - Speciality Coffee & Tea <span>Resubmitted</span>	2019-11-01
Form 2	Principals <span>Resubmitted</span>	2019-11-01

## Form 2 Principals

Deadline: 2019-11-01

Print

### 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.

#### Note:

- Do not list distributors, agents or regional offices in this form.
- Do not provide your company's details in this form. Your company details should be completed in Form 1.

FAQ

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# Submitting the forms



Form 9D Onsite Advertising 2019-12-16

Display 1 to 16 of 16 records

Welcome My Information Manuals Order Forms

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

# Resubmitting the forms



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 : \*

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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

# Print Function

Publicity Manual ▾

 Karen ▾

  
Welcome

  
My Information

  
Manuals ▾

  
Order Forms ▾

## Order Form

### Form List

Checklist

Search:

#	Form	Deadline
Form 1A	Company Profile - Bakery & Pastry <span>Resubmitted</span>	2019-11-01
Form 1B	Company Profile - Foodservice & Hospitality Equipment <span>Resubmitted</span>	2019-11-01
Form 1C	Company Profile - Hospitality Style <span>Resubmitted</span>	2019-11-01
Form 1D	Company Profile - Hospitality Technology <span>Resubmitted</span>	2019-11-01
Testing Pte Ltd	Stand No.: 1A-01 <span>Resubmitted</span>	2019-11-01

Form

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

Print

### IMPORTANT for inclusion in Editorial Coverage and Online Exhibitor Directory

Each contracted stand in the exhibition is entitled to a free listing in the [Online Exhibitor Directory](#).

- Complete all sections. **Please TYPE entry using upper & lower cases for clarity.**
- Text should not be in the form of advertising copy, ie. no paragraph headings, capital letters at random, italics, bold prints, underlining, exclamation marks, etc. Do not use I, We, Our, etc.
- It should be presented in prose form.
- Information may be extracted by the Organiser at their discretion, for use in other marketing collaterals for the purpose of promoting the show.
- The Organiser reserves the right to edit the write-up submitted without further consultation with the

FAQ

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# If you have any questions, please contact:



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# Thank You

