



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 for FHA-HoReCa
 - Megan Seow at so@fhafnb.com for FHA-Food & Beverage



Login to OEM

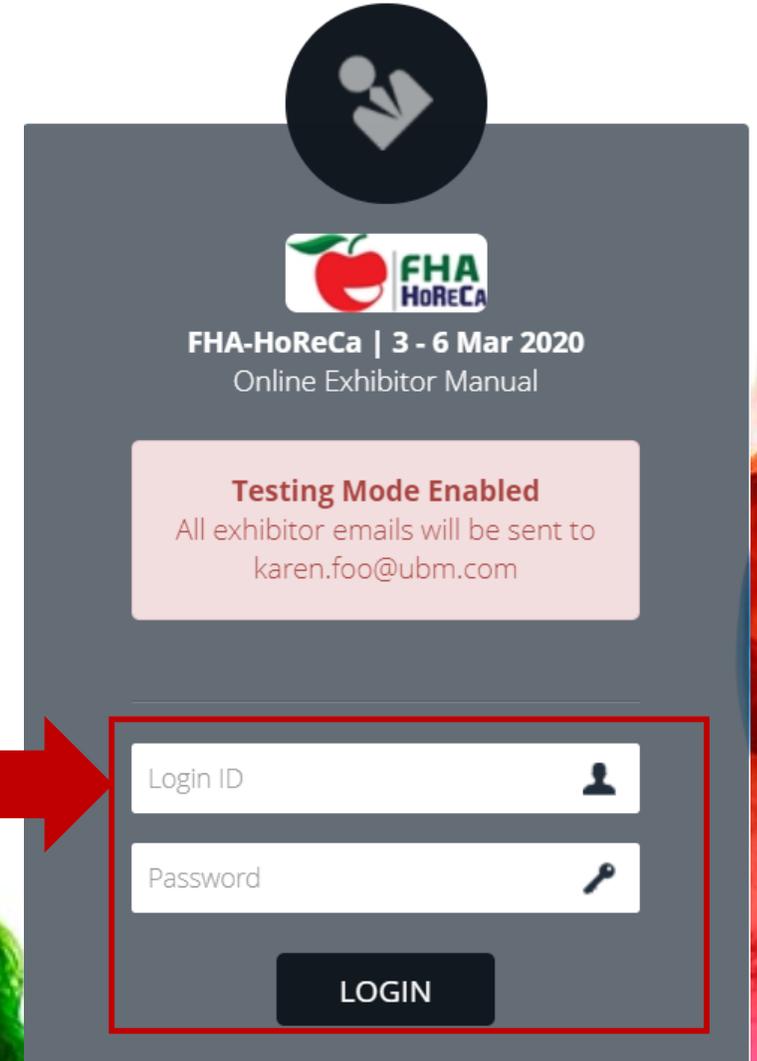
FHA-HoReCa : [Click here to Login Page >](#)

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.



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

Login ID 

Password 

LOGIN

Welcome Page after Login



Publicity Manual ▼



Karen ▼



My Information

Logout

Welcome

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 complete the forms.
- 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

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

- so@fhahoreca.com for FHA-HoReCa
- so@fhafnb.com for FHA-Food & Beverage

Welcome Page after Login



Publicity Manual ▾



Karen ▾



Information



Manuals ▾



Order Forms ▾

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



Manuals > P

Programme, FAQs and Useful Contact

Programme

Publicity Opportunities & Promotional Programme

Frequently Asked Questions (FAQ)

Print

Publicity Opportunities & Promotional Programme

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

Welcome Page after Login



Publicity Manual

Publicity Manual

Technical Manual

Welcome

My Information

Manuals

Order Forms

Karen

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

Welcome

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.
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Welcome Page after Login



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 1A Company Profile - Food & Beverage **Compulsory**

Form 1B Company Profile - FoodTech **Compulsory**

Form 2 Principals **Compulsory**

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

Form 4 Seeking Agents / Distributors **Compulsory** and operational matters

Form 5 Online Business Matching Programme

Form 6 FHA Buyers Programme

Form 7 Media Opportunities **Compulsory**

Form 8 Exhibitor E-Invitations / Visitor Tickets

Form 9A Sponsorship - Exhibition / Competition

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 to 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



Publicity Manual

Order Form > Form Checklist

Form Subject

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

Your date of submission / modification

IMPORTANT:
Form Submission Deadlines

Form

Subject

Status

Last Modified / Submitted Date

Deadline

Form 1A

Company Profile - Bakery & Pastry **Compulsory**

Resubmitted

2019-08-08 11:02:23

2019-11-01

Form 1B

Company Profile - Foodservice & Hospitality Equipment **Compulsory**

Resubmitted

2019-08-08 11:04:55

2019-11-01

Form 1C

Company Profile - Hospitality Style **Compulsory**

Resubmitted

2019-08-08 11:10:26

2019-11-01

Form 1D

Company Profile - Hospitality Technology **Compulsory**

Resubmitted

2019-08-08 11:12:07

2019-11-01

Form 1E

Company Profile - Speciality Coffee & Tea **Compulsory**

Resubmitted

2019-08-08 11:17:36

2019-11-01

Form 2

Principals **Compulsory**

Resubmitted

2019-08-08 11:21:48

2019-11-01

Form 3

Agents / Distributors / Regional Office **Compulsory**

Resubmitted

2019-08-08 11:27:30

2019-11-01

Form 4

Seeking Agents / Distributors **Compulsory**

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

Compulsory Forms

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 Compulsory | Resubmitted | 2019-08-09 11:51:07 | 2019-11-01 |
| Form 1B | Company Profile - FoodTech Compulsory | Submitted | 2019-08-09 12:03:03 | 2019-11-01 |
| Form 2 | Principals Compulsory | Resubmitted | 2019-08-09 12:31:56 | 2019-11-01 |
| Form 3 | Agents / Distributors / Regional Office Compulsory | Resubmitted | 2019-08-09 12:32:20 | 2019-11-01 |
| Form 4 | Seeking Agents / Distributors Compulsory | 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 Compulsory | Resubmitted | 2019-08-09 12:39:33 | - |
| Form 8 | Exhibitor E-Invitations / Visitor Tickets | Submitted | 2019-08-09 12:43:03 | 2019-11-01 |

Compulsory Forms that are not applicable to your company

Publicity Manual

Karen

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 Resubmitted | 2019-11-01 |
| Form 1B | Company Profile - Foodservice & Hospitality Equipment Resubmitted | 2019-11-01 |
| Form 1C | Company Profile - Hospitality Style Resubmitted | 2019-11-01 |
| Form 1D | Company Profile - Hospitality Technology Resubmitted | 2019-11-01 |
| Form 1E | Company Profile - Speciality Coffee & Tea Resubmitted | 2019-11-01 |
| Form 2 | Principals Resubmitted | 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.

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 : *

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



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Order Forms ▾

Order Form

Form List

Checklist

Search:

| # | Form | Deadline |
|-----------------|--|------------|
| Form 1A | Company Profile - Bakery & Pastry Resubmitted | 2019-11-01 |
| Form 1B | Company Profile - Foodservice & Hospitality Equipment Resubmitted | 2019-11-01 |
| Form 1C | Company Profile - Hospitality Style Resubmitted | 2019-11-01 |
| Form 1D | Company Profile - Hospitality Technology Resubmitted | 2019-11-01 |
| Testing Pte Ltd | Stand No.: 1A-01 Quality Coffee & Tea Resubmitted | 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

Go to Top

If you have any questions, please contact:



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Thank You

