

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

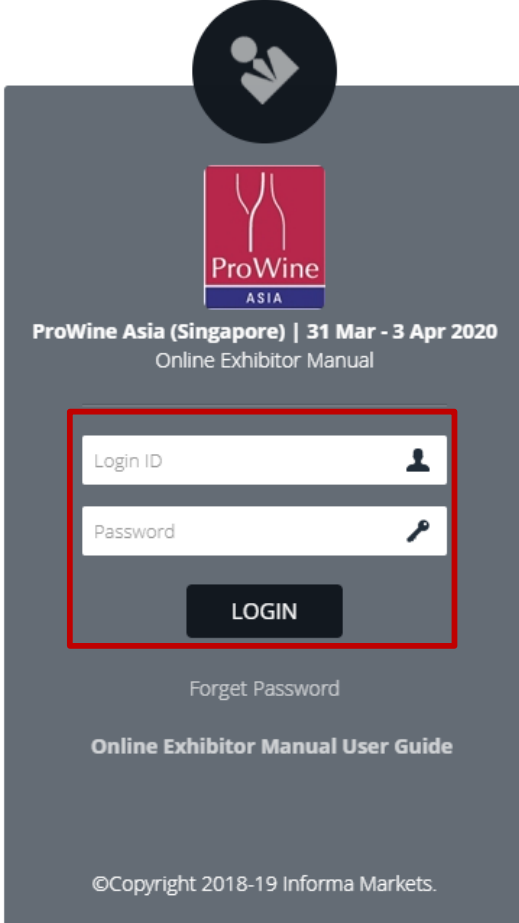
Login to OEM

[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.

A screenshot of the ProWine Asia login page. At the top, there is a circular icon with a person and a document. Below it is the ProWine ASIA logo, which consists of a red square with a white wine glass icon and the text 'ProWine ASIA' in white. The page title is 'ProWine Asia (Singapore) | 31 Mar - 3 Apr 2020' and the subtitle is 'Online Exhibitor Manual'. The login form is highlighted with a red border and contains two input fields: 'Login ID' with a person icon and 'Password' with a key icon. Below the fields is a black 'LOGIN' button. At the bottom of the form area, there is a 'Forget Password' link. Below the login form is the text 'Online Exhibitor Manual User Guide' and at the very bottom, '©Copyright 2018-19 Informa Markets.'

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 using the 'My Information' 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

Welcome Page after Login



Publicity Manual

Karen Foo

Welcome

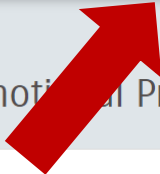
My Information

Manuals

Order Forms

Manuals > Publicity Opportunities and Promotional Programme

- Publicity Opportunities and Promotional Programme
- Frequently Asked Questions (FAQ)



Print

Publicity Opportunities and Promotional Programme

Publicity Opportunities and Promotional Programme

Here's a brief overview of the programme to help you maximise your participation

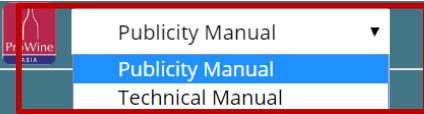
maximise your participation

Publicity Opportunities & Promotional Programme, FAQs and Useful Contact List

- Online Show Directory

Available online, 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**.

Welcome Page after Login



Karen Foo ▾

Welcome

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Welcome

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

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



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Order Forms ▾
Form Checklist

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



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 matters respectively, which are aimed at assisting you in achieving maximum publicity and helping

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

Please bear in mind that certain forms in the OEM require payment to be made to the exhibitor. We encourage you to submit the forms...

Form Checklist



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

Your date of submission / modification

IMPORTANT:
Form Submission Deadlines

ProWine ASIA Publicity Manual

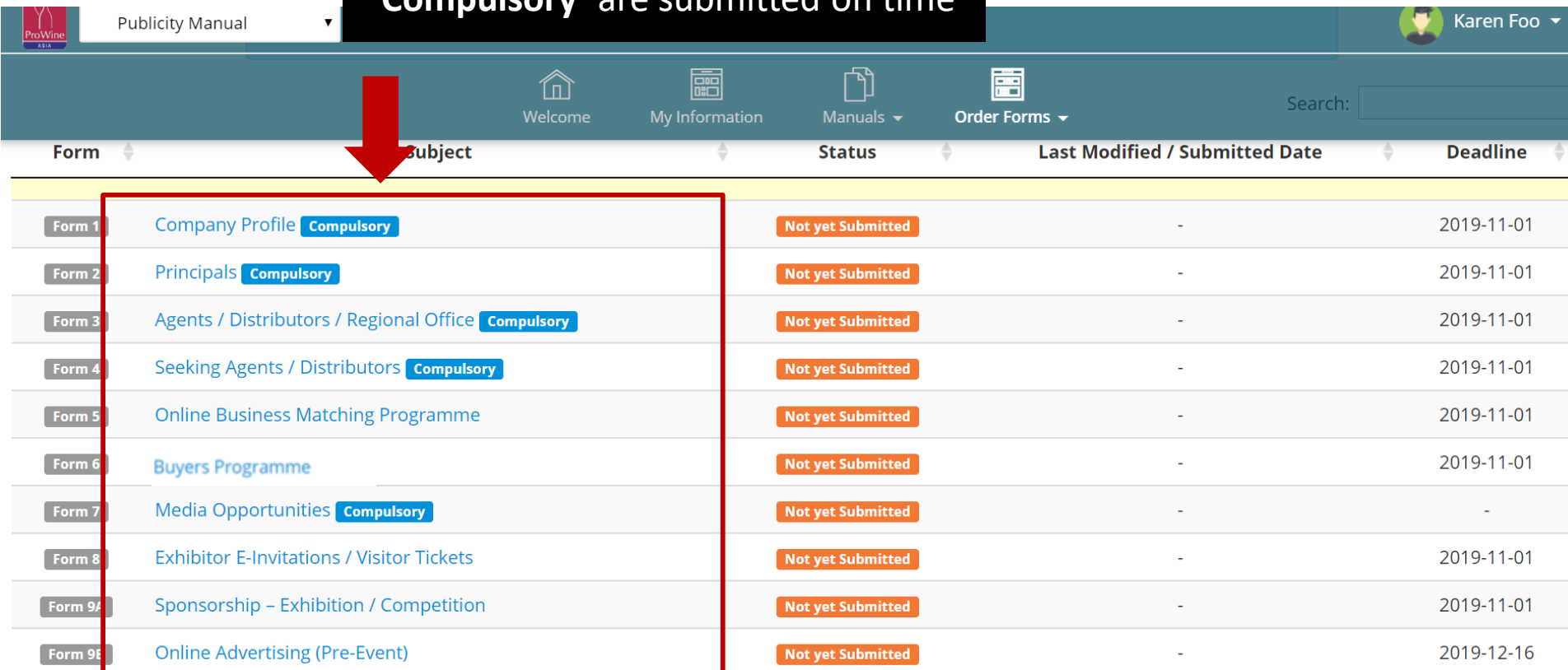
Form Subject

Welcome My Information News Alerts 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

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



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 ▾

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Order Form

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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

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

FAQ Go to Top

Informa Markets | Stand No.: 1A1-09

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 : *

09-10

Resubmit

FAQ Go to Top

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

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.



Print Function

Publicity Manual ▾

 Karen Foo ▾


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Order Form

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

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

Deadline: 2019-11-01

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Thank You



If you have any questions, please contact:

Megan Seow

Senior Sales Operations Executive

E: Megan.Seow@informa.com

T: +65 6233 6656