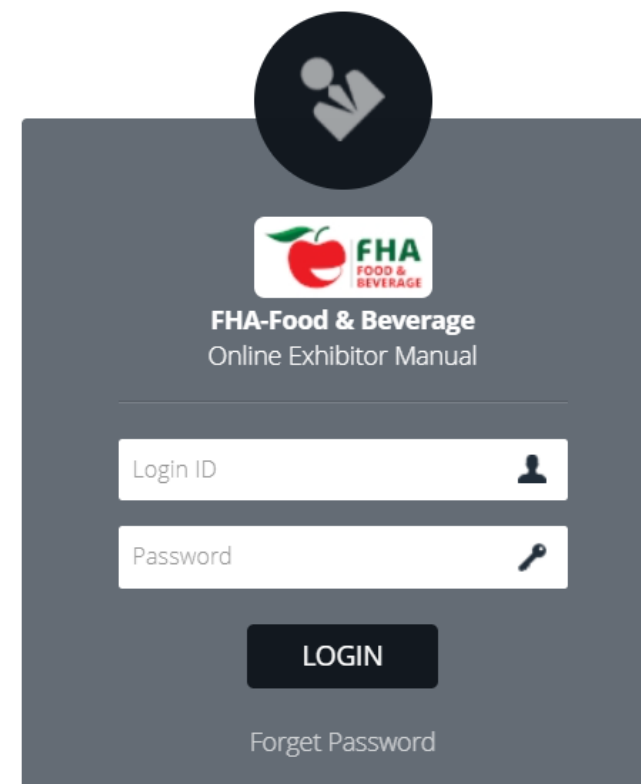


User Guide: Online Exhibitor Manual (OEM)



The login interface is displayed on a dark grey background. At the top, there is a circular icon with a white silhouette of a person. Below it is the FHA logo (a red apple with a green leaf) and the text 'FHA FOOD & BEVERAGE'. Underneath the logo is the title 'FHA-Food & Beverage Online Exhibitor Manual'. The login section consists of two white input fields: 'Login ID' with a person icon on the right, and 'Password' with a key icon on the right. Below these fields is a dark grey 'LOGIN' button. At the bottom of the login section is a link that says 'Forget Password'.

Organiser



Endorsed by



Supported by



Held in



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:
 - Daniel Ng at Daniel.Ng@informa.com for FHA-Food & Beverage

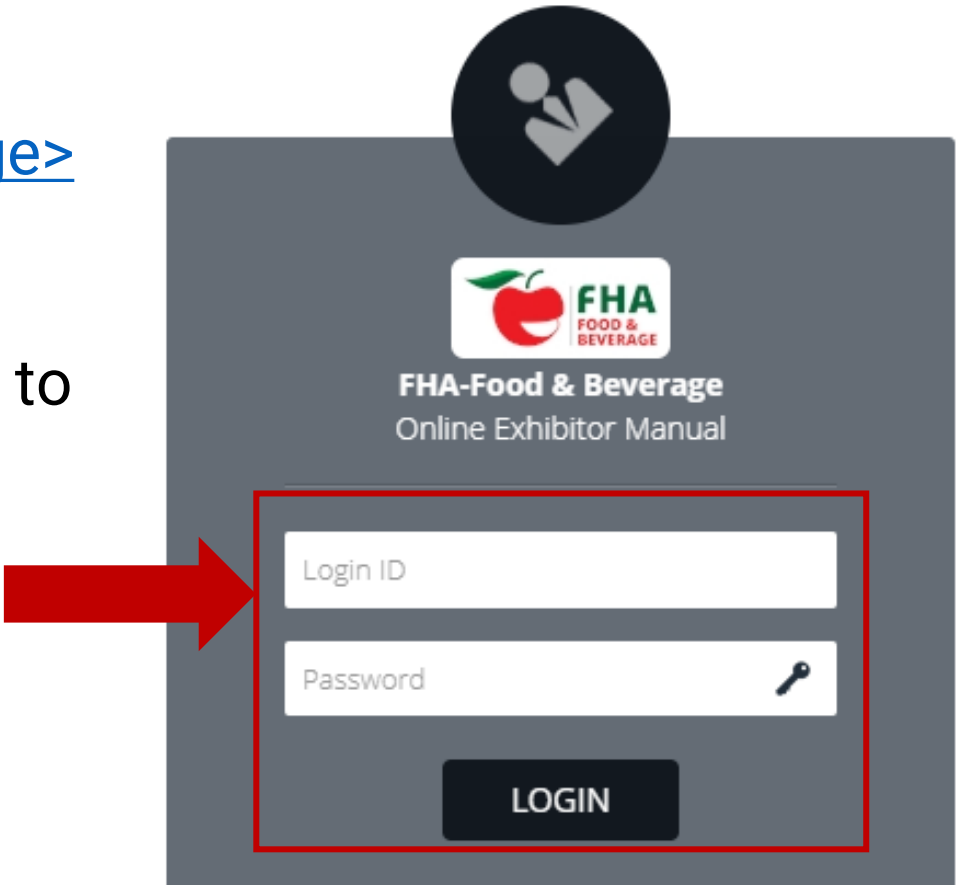
Login to OEM

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.



The screenshot shows the login interface for the FHA-Food & Beverage Online Exhibitor Manual. At the top, there is a circular icon with a person and a document. Below it is the FHA logo and the text "FHA-Food & Beverage Online Exhibitor Manual". The login fields are highlighted with a red box and a red arrow pointing to them. The fields are labeled "Login ID" and "Password" with a key icon. Below the fields is a "LOGIN" button.

Welcome Page after Login

FHA-Food & Beverage - Exhibitor Manual (Pico) Hall 2 - Hall 4

Welcome

My Information

Manuals

Order Forms

My Information

Logout

test

Dear Exhibitor,

Welcome to the FHA-Food & Beverage 2023 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical Manual. Each manual provides a detailed list of information to help 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 indicate so.
- Information received after the stipulated deadlines will not be guaranteed inclusion in the Online Show Directories.
- 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 trust you will find the OEM useful and look forward to working with you on a successful event.

Yours sincerely,

Organiser of FHA-Food & Beverage

informa markets

Note:

All Singapore registered companies are subject to the prevailing Goods & Services Tax (GST). For foreign exhibitors GST is zero-rated, i.e. you do not have to pay GST for services offered in this manual.

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@fhafnb.com for FHA-Food & Beverage

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

Publicity Opportunities and Promotional Programme

If you have newsworthy content, please submit the information on [Form 7](#) to be considered for the media relations campaign.

Welcome Page after Login


FHA-Food & Beverage - Exhibitor Manual (Bico) Hall 3 Hall 4
test ▾

Welcome

Dear Exhibitor,

Welcome to the FHA-Food & Beverage 2023 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'.
- 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 before the submission deadlines indicated.

We trust you will find the OEM useful and look forward to working with you on a successful event.

Yours sincerely,


Organiser of FHA-Food & Beverage




Order Forms ▾

Form Checklist

Publicity Manual	Technical Manual
Form 1A Company Profile - Food & Beverage (Compulsory) Compulsory	Form 10 Insurance Coverage / Public Liability / Refunds Compulsory
Form 1B Company Profile - Food Technology (Compulsory) Compulsory	Form 11 Stand Arranged by Organiser
Form 2 Principals Compulsory	Form 12A Stand Arranged by Exhibitor
Form 3 Agents / Distributors / Regional Office Compulsory	Form 12B Rigging Services
Form 4 Seeking Agents / Distributors Compulsory	Form 13 Telephones & Internet
	Form 14A Furniture



Note:

Form Checklist



FHA-Food & Beverage - Exhibitor Manual (Pico) Hall 2 - Hall 4

Order Form > Form Checklist



Welcome

Form Subject

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

Your date of submission / modification

IMPORTANT:
Form Submission Deadline

Search:

Form	Subject	Status	Last Modified / Submitted Date	Deadline
Publicity Manual				
Form 1A	Company Profile - Food & Beverage (Compulsory) Compulsory	Submitted	2023-01-18 16:59:37	2023-03-31
Form 1B	Company Profile - Food Technology (Compulsory) Compulsory	Submitted	2023-01-18 17:09:28	2023-03-31
Form 2	Principals Compulsory	Submitted	2023-01-18 17:30:47	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory	Submitted	2023-01-18 17:31:14	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory	Submitted	2023-01-18 17:31:45	2023-03-31
Form 6	Buyers / VIP Nomination	Submitted	2023-01-18 17:33:19	2023-02-17
Form 7	Media Opportunities Compulsory	Submitted	2023-01-18 17:34:10	2023-04-14
Form 8	Exhibitor E-Invitations	Submitted	2023-01-18 17:39:15	2023-02-28
Form 9A	Sponsorship - Exhibition / Competition	Submitted	2023-01-18 17:43:40	2023-02-28
Form 9B	Online Advertising (Pre-Event)	Submitted	2023-01-18 17:44:22	2023-02-28
Form 9C	Print Advertising - Visitor Guide (Onsite)	Submitted	2023-01-18 17:44:32	2023-02-10



Compulsory Forms

FHA-Food & Beverage - Exhibitor Manual (Pico) Hall 2 - Hall 4

Order Form > Form Checklist

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

Form	Subject	Status	Last Modified / Submitted Date	Deadline
Publicity Manual				
Form 1A	Company Profile - Food & Beverage (Compulsory) Compulsory	Submitted	2023-01-18 16:59:37	2023-03-31
Form 1B	Company Profile - Food Technology (Compulsory) Compulsory	Submitted	2023-01-18 17:09:28	2023-03-31
Form 2	Principals Compulsory	Submitted	2023-01-18 17:30:47	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory	Submitted	2023-01-18 17:31:14	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory	Submitted	2023-01-18 17:31:45	2023-03-31
Form 6	Buyers / VIP Nomination	Submitted	2023-01-18 17:33:19	2023-02-17
Form 7	Media Opportunities Compulsory	Submitted	2023-01-18 17:34:10	2023-04-14
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Form 9C	Print Advertising - Visitor Guide (Onsite)	Submitted	2023-01-18 17:44:32	2023-02-10

Compulsory Forms that are not applicable to your company



Order Form

Form List

Checklist

Search:



#	Form	Deadline
Publicity Manual		
Form 1A	Company Profile - Food & Beverage (Compulsory) Compulsory Submitted	2023-03-31
Form 1B	Company Profile - Food Technology (Compulsory) Compulsory Submitted	2023-03-31
Form 2	Principals Compulsory Submitted	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory Submitted	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory Submitted	2023-03-31
Form 6	Buyers / VIP Nomination Submitted	2023-02-17
Form 7	Media Opportunities Compulsory Submitted	2023-04-14
Form 8	Exhibitor E-Invitations Submitted	2023-02-28
Form 9A	Sponsorship - Exhibition / Competition Submitted	2023-02-28
Form 9B	Online Advertising (Pre-Event) Submitted	2023-02-28
Form 9C	Print Advertising - Visitor Guide (Onsite) Submitted	2023-02-10

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 2 Principals

Deadline: 2023-03-31

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.

Please TYPE in UPPER CASE for clarity.

Additional Principal(s) required:

Submitting the forms



The screenshot shows a web form with a sidebar on the left containing three blue navigation buttons with white double arrows. The main content area has a list of categories, each with a checkbox and a label. The categories are: Concentrates / Cocktails / Mixes (300A_2), Drinks (Non-Alcoholic) (300A), Flavoured Tea (200B_4), Instant Coffee / Tea (200B_6), Juices (300A_10), Water (300A_13), Milk Alternatives (200D_1), Health Organic Drinks (300A_7), Instant Beverages (300A_8), Industry Services, Consultancy and Management (900C), Education / Training (900D), Food Quality Measurement and Control (900E), Franchises (900F), Government Agencies / Trade Associations (900G), Media (900H), Private Label Manufacturing (900J), and Others. The 'Others' category has a checkbox and a text input field.

Concentrates / Cocktails / Mixes (300A_2)

☐ Drinks (Non-Alcoholic) (300A)

☐ Flavoured Tea (200B_4)

☐ Instant Coffee / Tea (200B_6)

☐ Juices (300A_10)

☐ Water (300A_13)

☐ Milk Alternatives (200D_1)

☐ Health Organic Drinks (300A_7)

☐ Instant Beverages (300A_8)

Industry Services

☐ Consultancy and Management (900C)

☐ Education / Training (900D)

☐ Food Quality Measurement and Control (900E)

☐ Franchises (900F)

☐ Government Agencies / Trade Associations (900G)

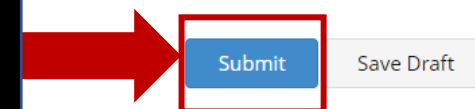
☐ Media (900H)

☐ Private Label Manufacturing (900J)


Others

☐ Others, please specify:

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



Resubmitting the forms


FHA-Food & Beverage - Exhibitor Manual (Pico) Hall 2 - Hall 4
2023-02-28

Technical Manual

Form 10

Insurance Coverage / Public Liability / Refunds

Compulsory

Submitted

2023-03-03

Form 11

Stand Arranged by Organiser

Submitted

2023-03-03

Form 12A

Stand Arranged by Exhibitor

Submitted

2023-03-13

Form 12B

Rigging Services

2023-03-13

Form 13

Telephones & Internet

2023-03-13

Form 14A

Furniture

Submitted

2023-03-13

Form 14B

Wine Glass

Submitted

2023-03-13

Form 15A

Lighting

Submitted

2023-03-13

Form 15B

Power Supply

Submitted

2023-03-13

Form 16

Compressed Air

Submitted

2023-03-13

Form 17

Water and Drainage

Submitted

2023-03-13

Form 18A

Exhibitors' Badges

Compulsory

Submitted

2023-03-27

Form 18B

Contractor's Badges (Wrist Tags)

Submitted

2023-03-27

Form 19

Heavy / Large / Tall Exhibits

Submitted

2023-03-13

Form 20

Manpower & Secretarial Services

Submitted

2023-03-27

Form 21

Hotel Reservations

1

Name of Company : *

test

test

Contact Person : *

test

test

Company Address : *

Address Line 2

Address Line 3

Country/Region : *

SINGAPORE

Postal Code :

Tel : *

(please include country & area codes)

Mobile : *

(please include country codes)

Email : *

Home

Welcome

My Information

Manuals

Order Forms

Resubmit

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



FHA-Food & Beverage - Exhibitor Manual (Pico) Hall 2 - Hall 4



Welcome



My Information



Manuals ▾



Order Forms ▾

Order Form

Form List

Checklist

Search:



#	Form	Deadline
Publicity Manual		
Form 1A	Company Profile - Food & Beverage (Compulsory) Compulsory Submitted	2023-03-31
Form 1B	Company Profile - Food Technology (Compulsory) Compulsory Submitted	2023-03-31
Form 2	Principals Compulsory Submitted	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory Submitted	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory Submitted	2023-03-31
Form 6	Buyers / VIP Nomination Submitted	2023-02-17
Form 7	Media Opportunities Compulsory Submitted	2023-04-14
Form 8	Exhibitor E-Invitations Submitted	2023-02-28

Form 3 Agents / Distributors /

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

Deadline: 2023-03-31

Print

Important for inclusion in

This form is meant for exhibitors with Overseas Representatives in Asia who will have their personnel present at the exhibition booth. Overseas Representatives refer to agents, distributors or regional offices.

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

Note:

- Do not list your Principals in this form. Principals should be submitted in [Form 2](#).
- Do not provide your company's details in this form. Your company details should be completed in Form 1.

Please TYPE in UPPER CASE for clarity.

If you have any questions, please contact:

Daniel Ng

Sales Operations Executive

E: Daniel.Ng@informa.com

T: +65 6991 0895

Thank You



CONNECTING THE **WORLD'S BEST**
AT **FHA-FOOD & BEVERAGE**