# Online Exhibitor Manual (OEM)

# User Guide

Held alongside:

FHA FOOD & BEVERAGE

Supported by:

ProWein

Official Media Partner:

Spirited SINGAPORE
All about whiskies, wines, spirits, beers.

Co-organisers of ProWine Asia (Singapore):

informa markets

Messe Düsseldorf Asia

Information Classification: General

# Login ID & Password

- Each exhibitor should have received their Login ID and Password that was sent to them via email.

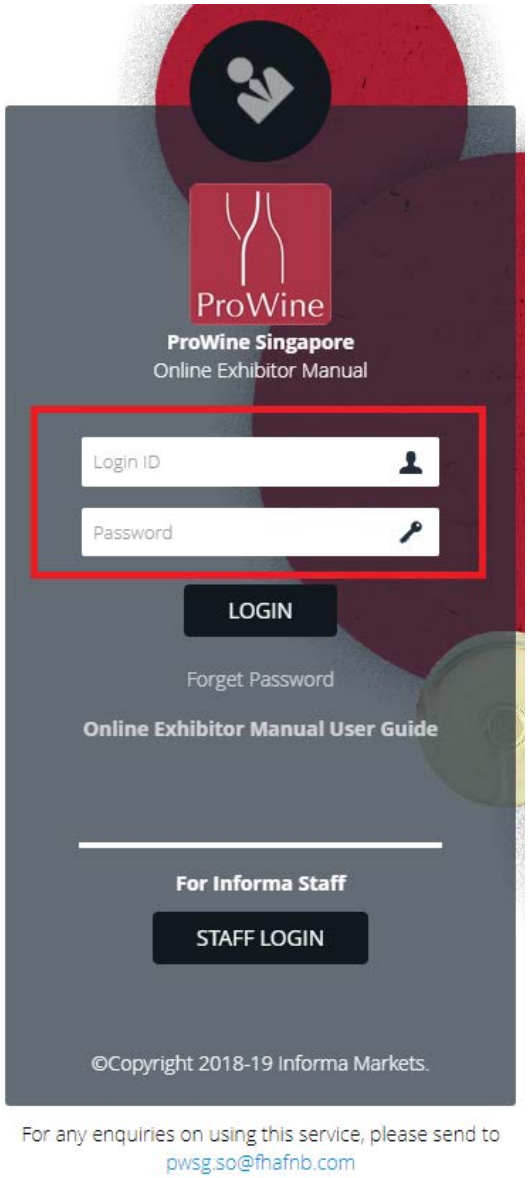
- If you did not receive your Login ID and Password, please contact:
  - Daniel Ng at Daniel.Ng@informa.com

Information Classification: General

# Login to OEM

[Click here to Login Page>]

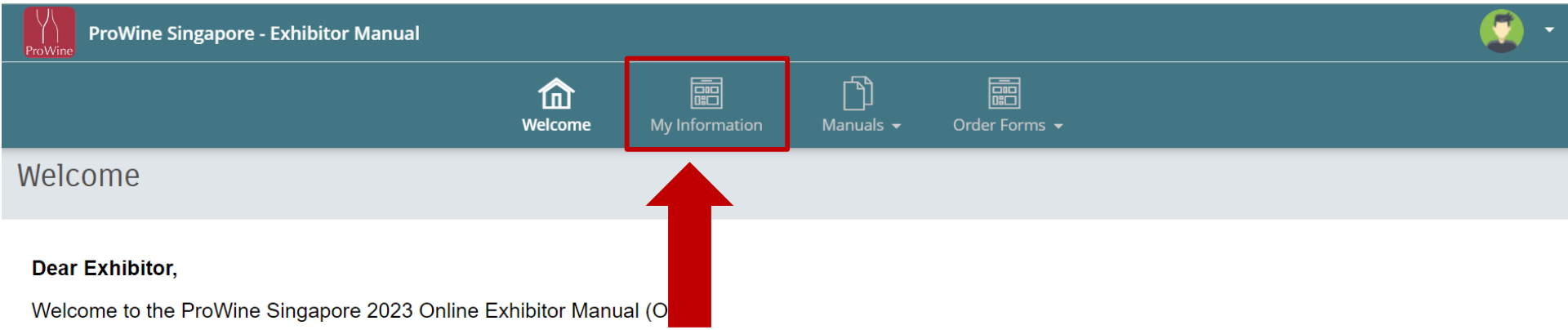
Login using the ID and Password that was sent to you.




**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.

Information Classification: General

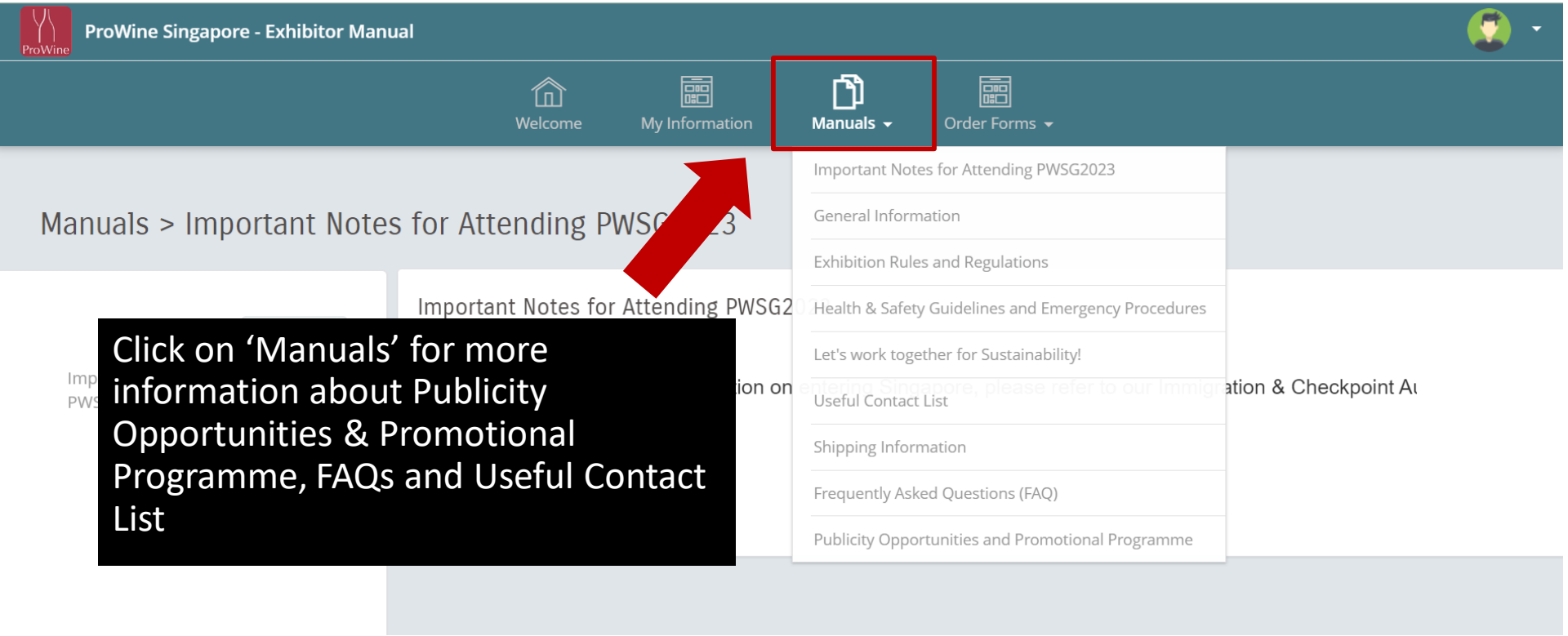
# Welcome Page after Login




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

Information Classification: General

# Welcome Page after Login

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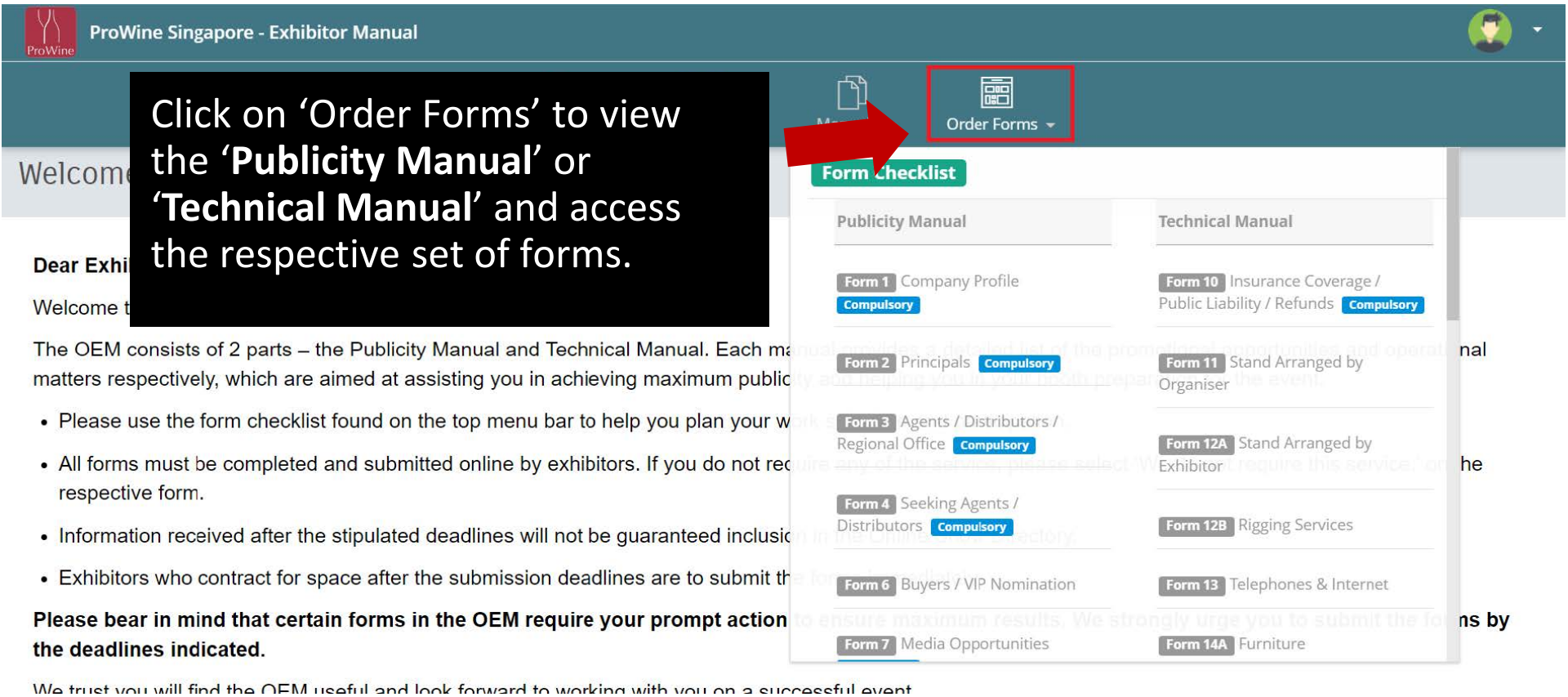


Information Classification: General

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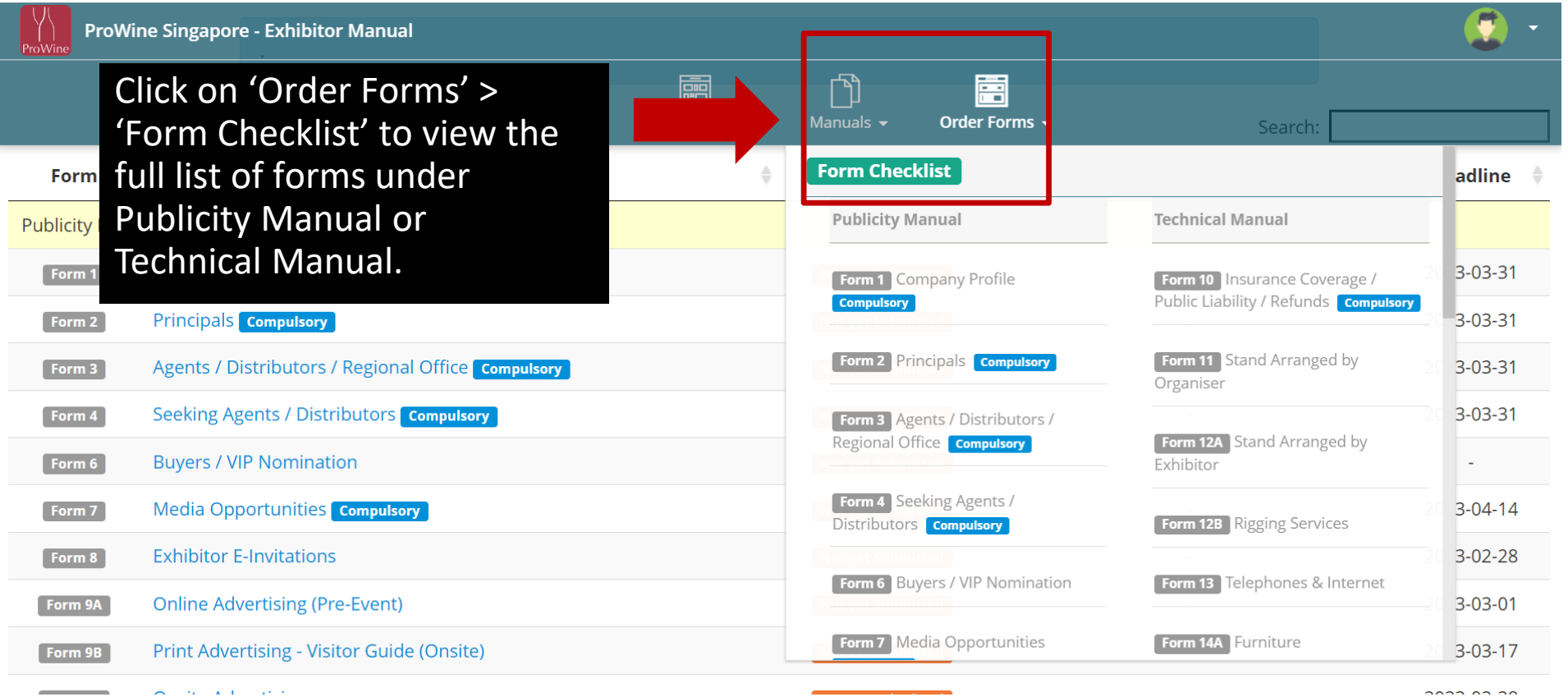



Information Classification: General

# Form Checklist

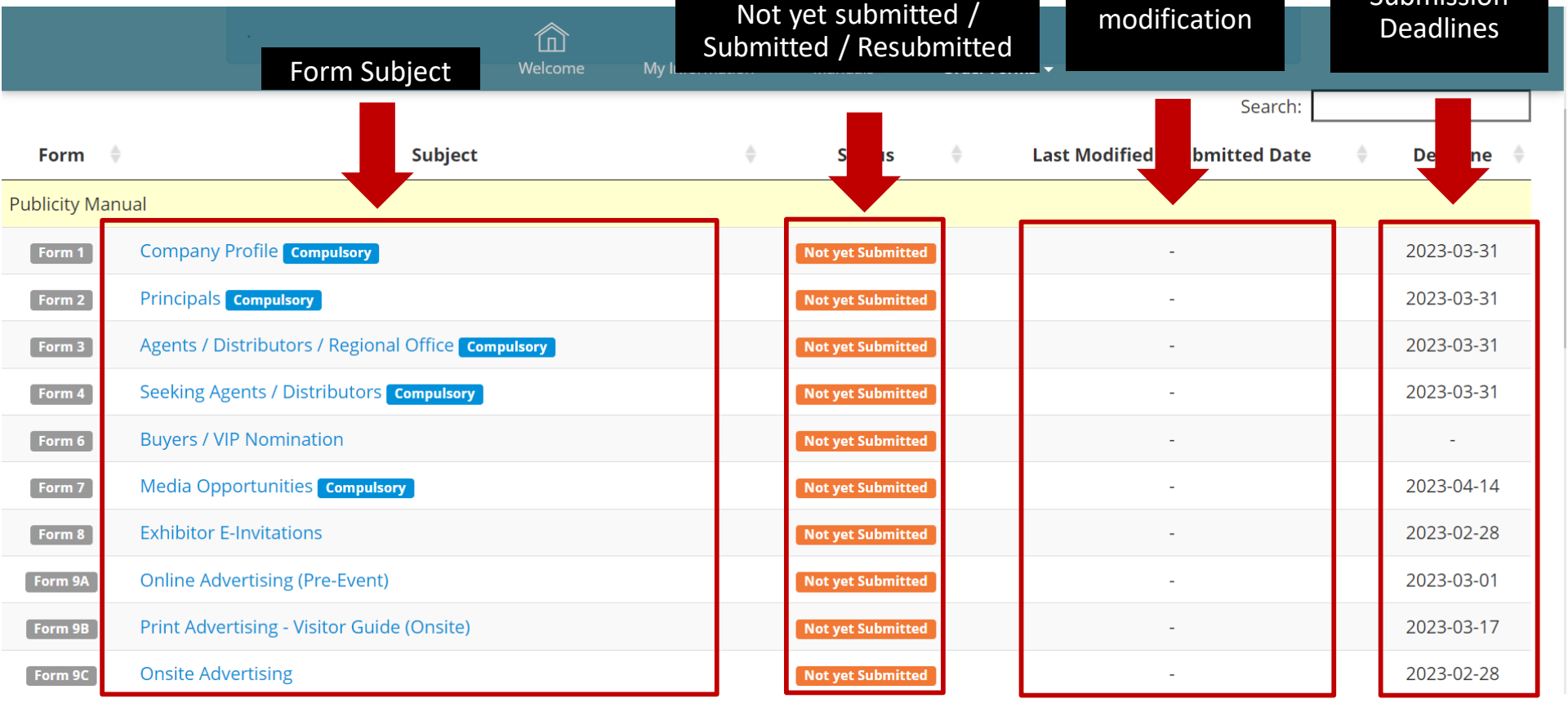
Your Form Submission Status:

Not yet submitted / Submitted / Resubmitted

Your date of submission / modification

**IMPORTANT:** Form Submission Deadlines

Form Subject




Information Classification: General

# Compulsory Forms

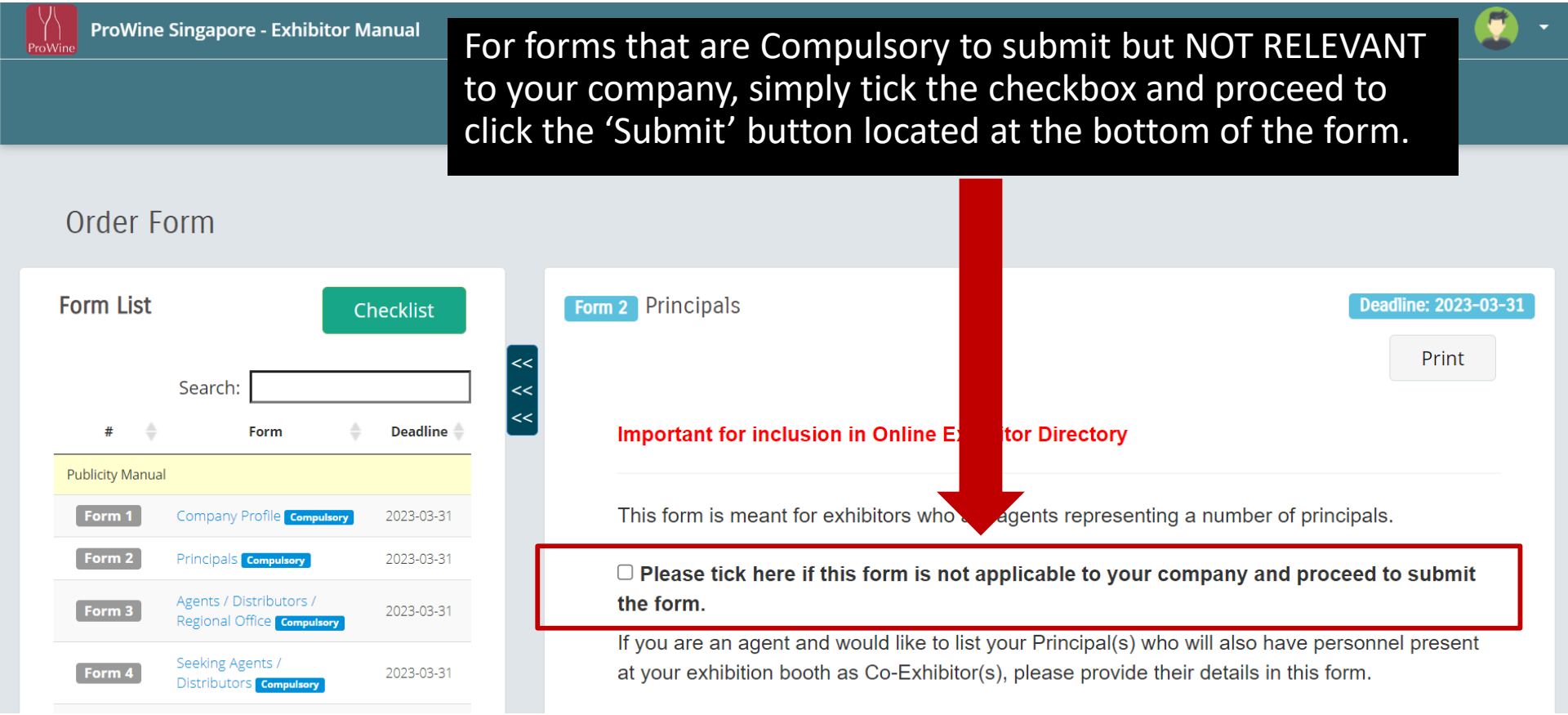
Ensure all the forms marked **'Compulsory'** are submitted on time

Search:

| Form | Subject | Status | Last Modified / Submitted Date | Deadline |
|---|---|---|---|---|
| Publicity Manual | | | | |
| Form 1 | Company Profile Compulsory | Not yet Submitted | - | 2023-03-31 |
| Form 2 | Principals Compulsory | Not yet Submitted | - | 2023-03-31 |
| Form 3 | Agents / Distributors / Regional Office Compulsory | Not yet Submitted | - | 2023-03-31 |
| Form 4 | Seeking Agents / Distributors Compulsory | Not yet Submitted | - | 2023-03-31 |
| Form 6 | Buyers / VIP Nomination | Not yet Submitted | - | - |
| Form 7 | Media Opportunities Compulsory | Not yet Submitted | - | 2023-04-14 |
| Form 8 | Exhibitor E-Invitations | Not yet Submitted | - | 2023-02-28 |
| Form 9A | Online Advertising (Pre-Event) | Not yet Submitted | - | 2023-03-01 |
| Form 9B | Print Advertising - Visitor Guide (Onsite) | Not yet Submitted | - | 2023-03-17 |
| Form 9C | Onsite Advertising | Not yet Submitted | - | 2023-02-28 |

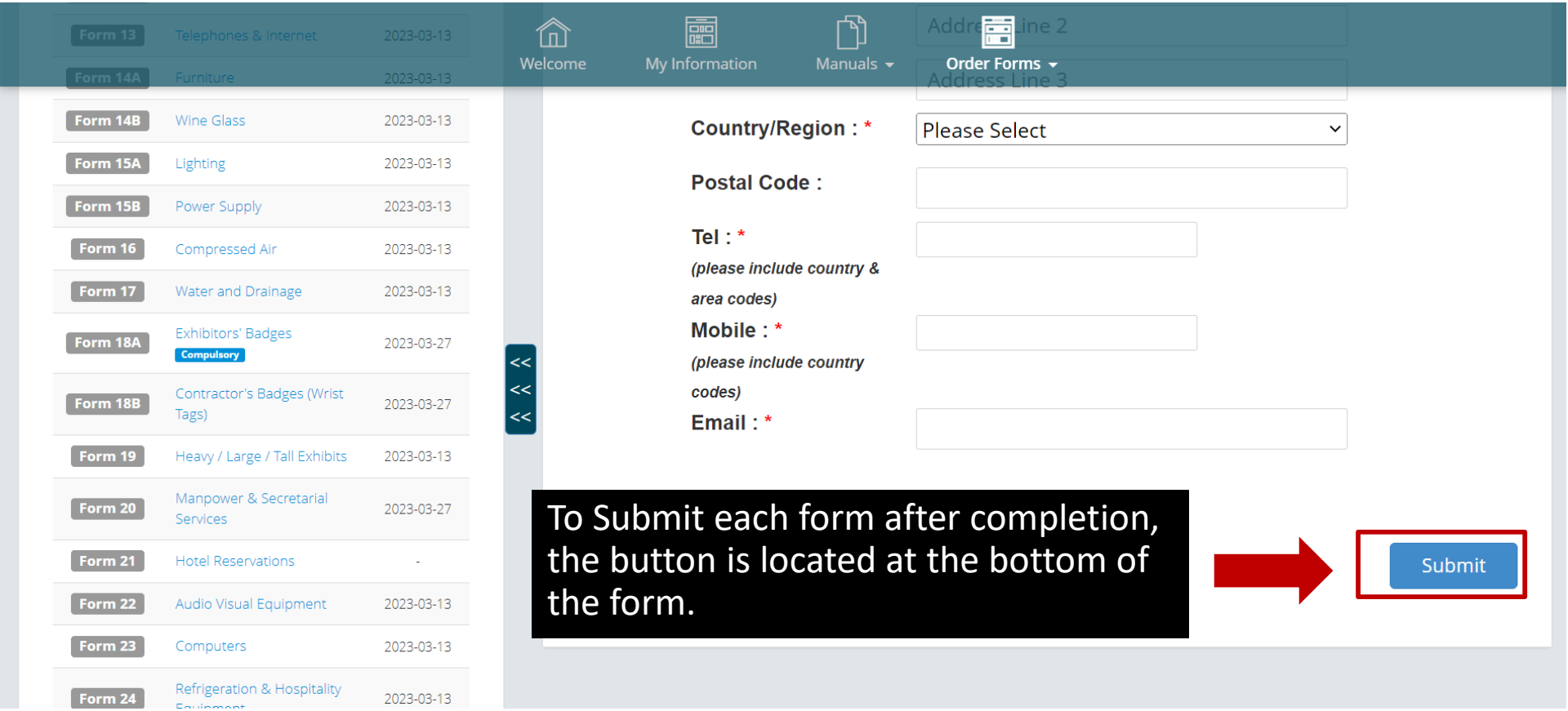
Information Classification: General

# Compulsory Forms that are not applicable to your company



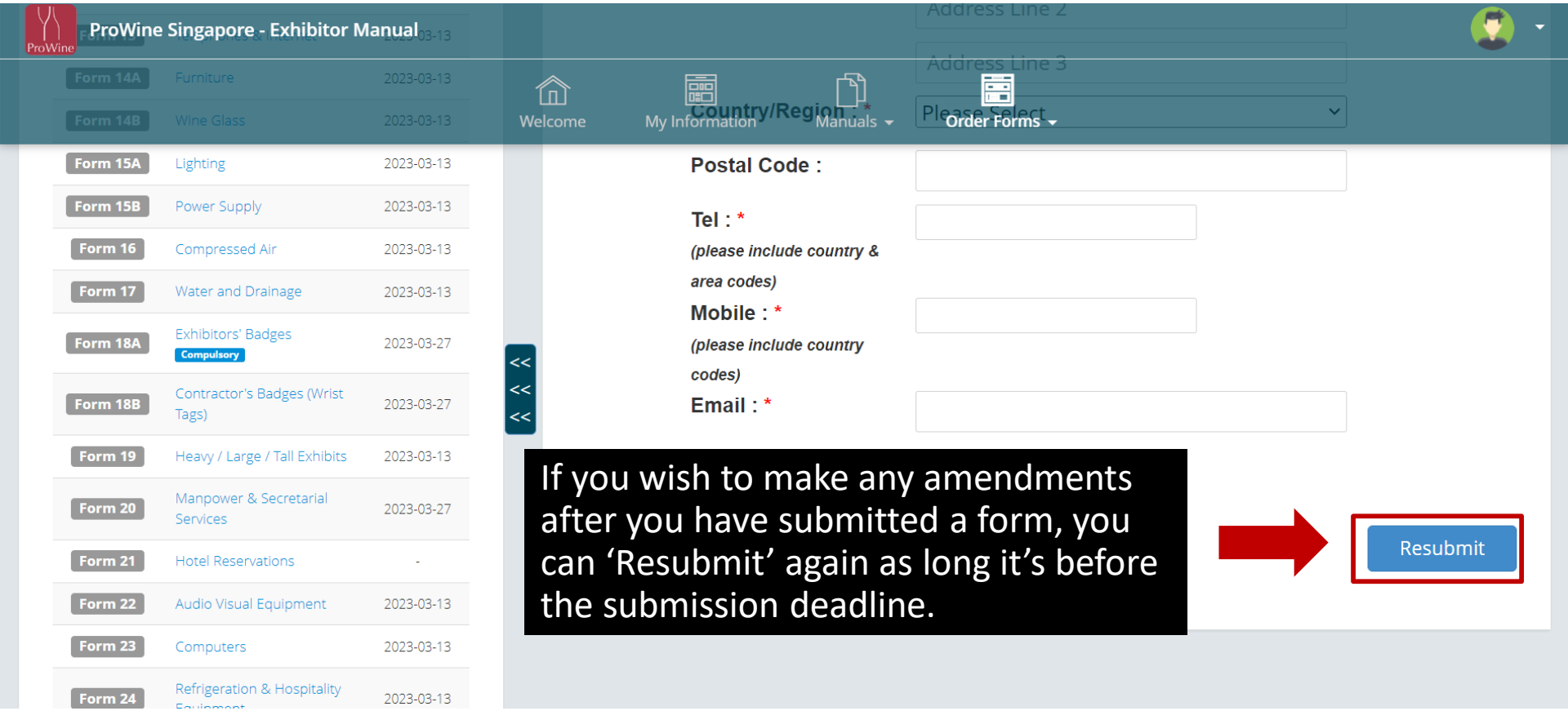

Information Classification: General

# Submitting the forms



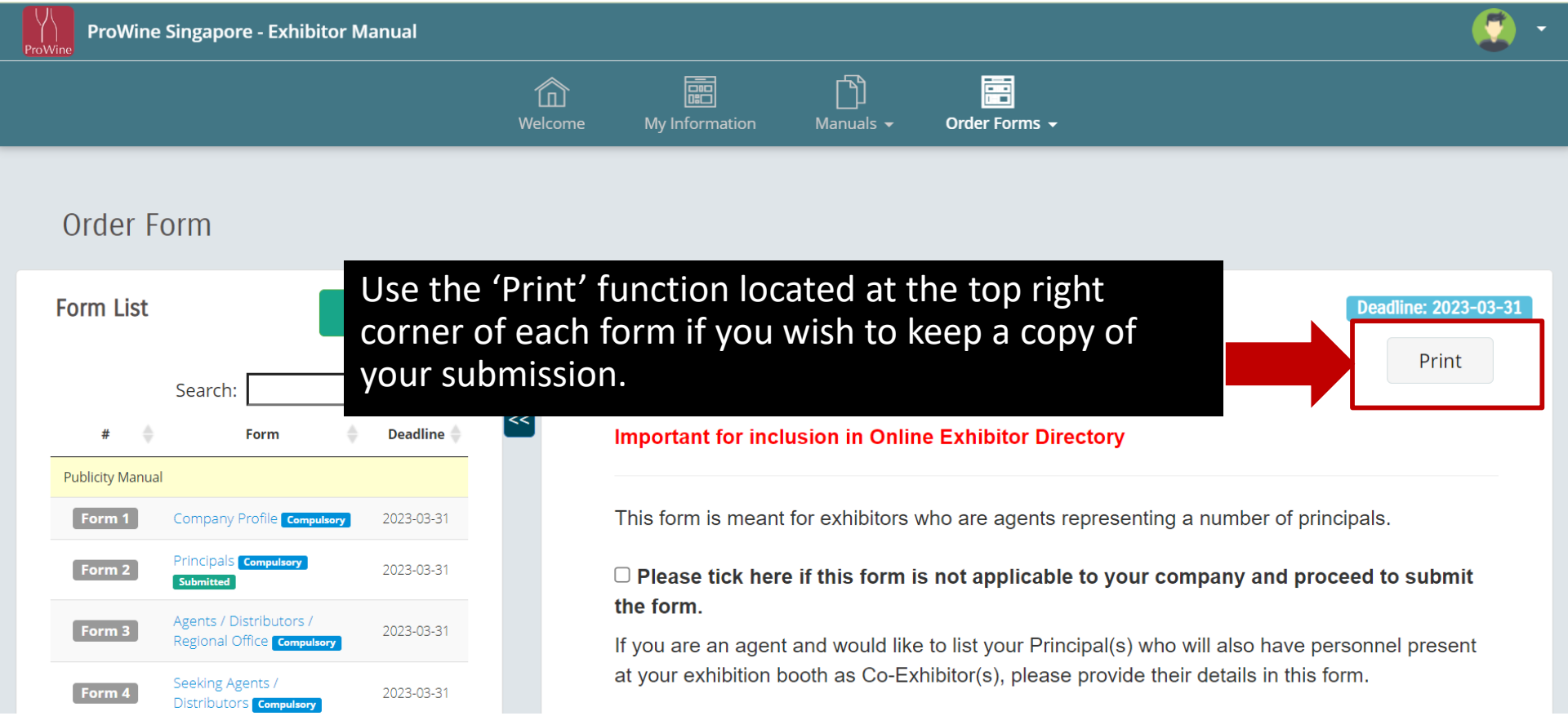

Information Classification: General

# Resubmitting the forms




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




Information Classification: General

# Thank You

If you have any questions, please contact:

**Daniel Ng**

Sales Operations Executive

E: Daniel.Ng@informa.com

T: +65 6991 0895

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