

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:
 - Daniel Ng at Daniel.Ng@informa.com

Login to OEM

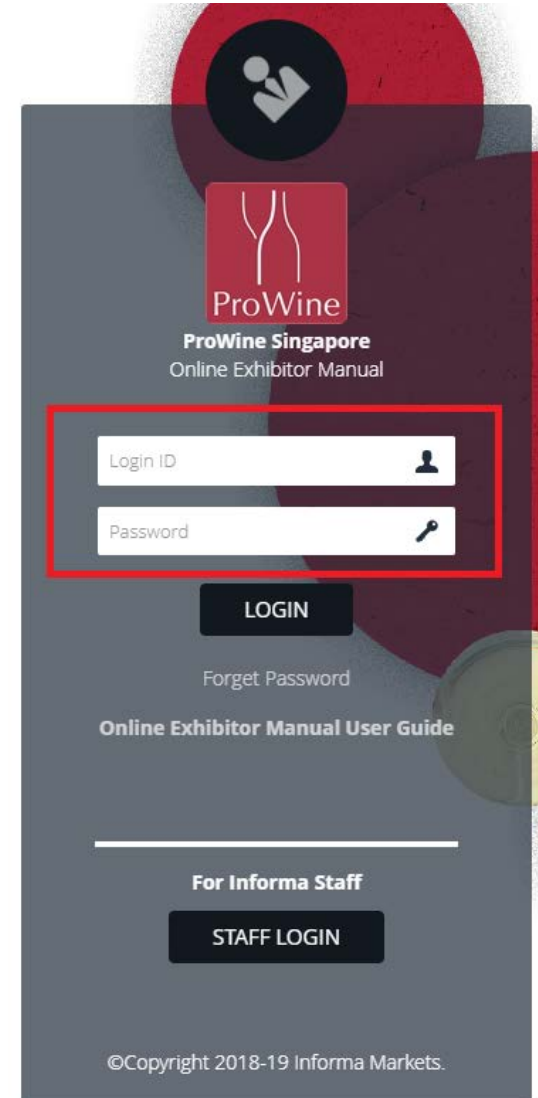
[Click here to Login Page>](#)

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.



ProWine
ProWine Singapore
Online Exhibitor Manual

Login ID 

Password 

LOGIN

[Forget Password](#)

[Online Exhibitor Manual User Guide](#)

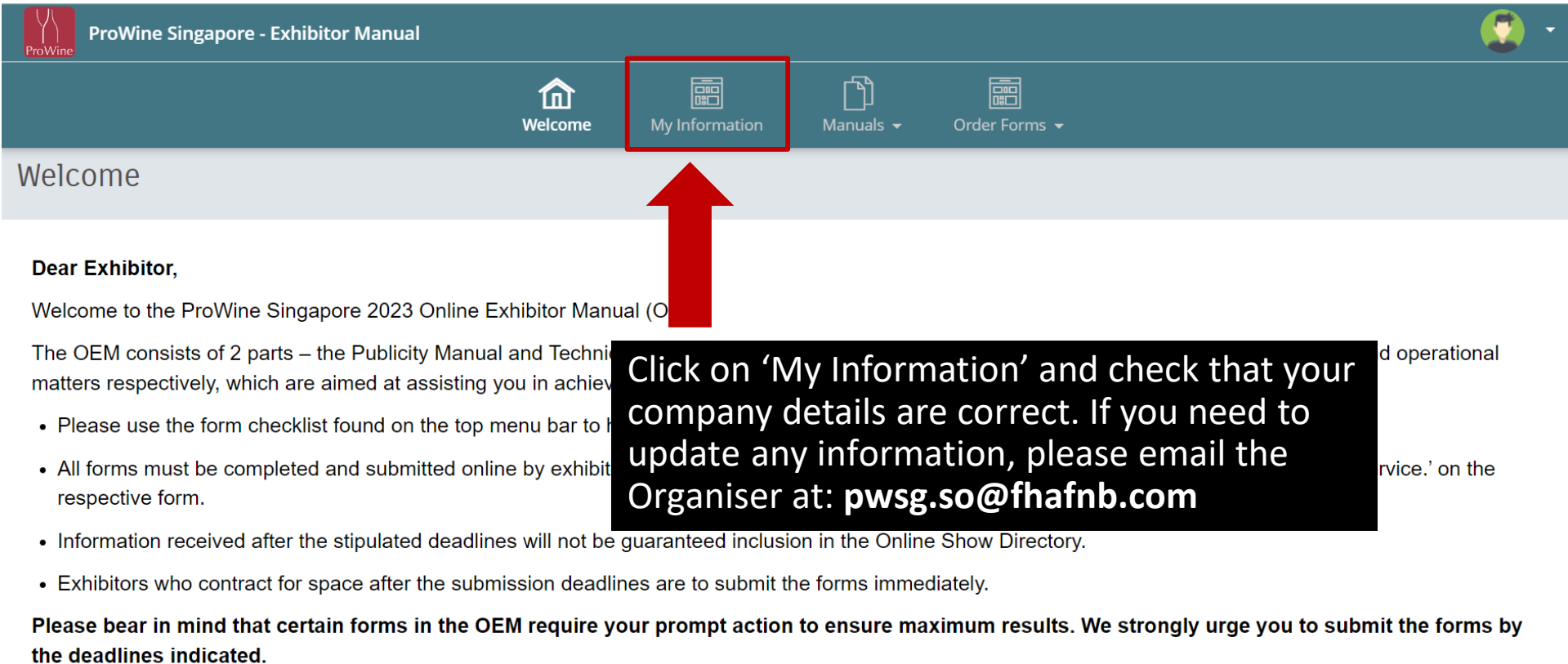
For Informa Staff

STAFF LOGIN

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For any enquiries on using this service, please send to
pwsq.so@fhafnb.com

Welcome Page after Login



ProWine Singapore - Exhibitor Manual

Welcome

My Information

Manuals

Order Forms

Welcome

Dear Exhibitor,

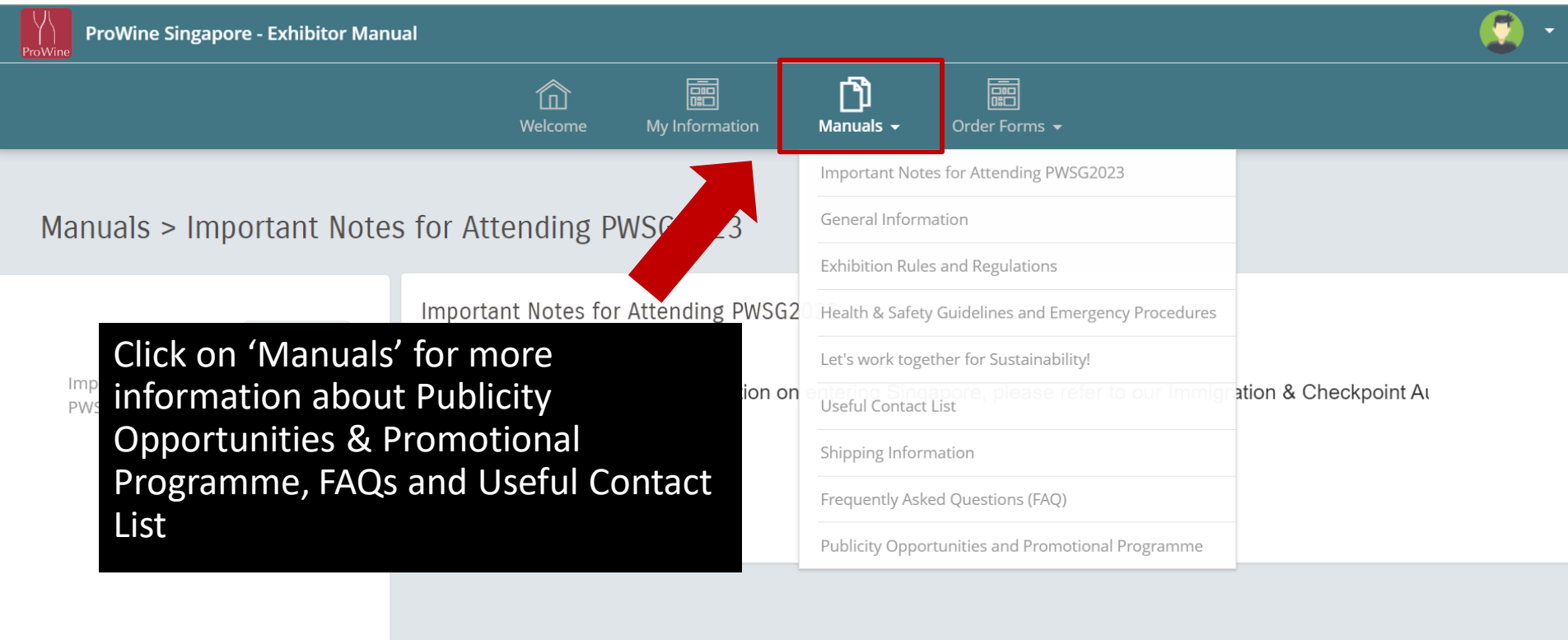
Welcome to the ProWine Singapore 2023 Online Exhibitor Manual (OEM).

The OEM consists of 2 parts – the Publicity Manual and Technical Manual, which are aimed at assisting you in achieving maximum results from your exhibition. The OEM also contains information on the operational matters respectively, which are aimed at assisting you in achieving maximum results from your exhibition.

- 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 need to update any information, please email the Organiser at: **pwsg.so@fhafnb.com**
- 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.

Welcome Page after Login



The screenshot shows the 'ProWine Singapore - Exhibitor Manual' website. The top navigation bar includes a 'ProWine' logo, the title 'ProWine Singapore - Exhibitor Manual', and a user profile icon. Below this, a secondary navigation bar features icons and labels for 'Welcome', 'My Information', 'Manuals', and 'Order Forms'. The 'Manuals' menu is highlighted with a red box and a red arrow pointing to it. A dropdown menu is visible under 'Manuals', listing various topics. A black text box with white text is overlaid on the left side of the page, providing instructions on how to use the 'Manuals' section.

ProWine Singapore - Exhibitor Manual

Welcome My Information **Manuals** Order Forms

Manuals > Important Notes for Attending PWSG2023

Important Notes for Attending PWSG2023

General Information

Exhibition Rules and Regulations

Health & Safety Guidelines and Emergency Procedures

Let's work together for Sustainability!

Useful Contact List


Shipping Information


Frequently Asked Questions (FAQ)

Publicity Opportunities and Promotional Programme

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

Welcome Page after Login

 ProWine Singapore - Exhibitor Manual



Welcome

Dear Exhibitor

Welcome to the ProWine Singapore Exhibitor Manual.

Click on 'Order Forms' to view the 'Publicity Manual' or 'Technical Manual' and access the respective set of forms.

Form Checklist

Publicity Manual	Technical Manual
Form 1 Company Profile Compulsory	Form 10 Insurance Coverage / Public Liability / Refunds Compulsory
Form 2 Principals Compulsory	Form 11 Stand Arranged by Organiser
Form 3 Agents / Distributors / Regional Office Compulsory	Form 12A Stand Arranged by Exhibitor
Form 4 Seeking Agents / Distributors Compulsory	Form 12B Rigging Services
Form 6 Buyers / VIP Nomination	Form 13 Telephones & Internet
Form 7 Media Opportunities	Form 14A Furniture

The OEM consists of 2 parts – the Publicity Manual and Technical Manual. Each manual contains a set of forms, which are aimed at assisting you in achieving maximum publicity for your company.

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

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.

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

Welcome Page after Login

ProWine Singapore - Exhibitor Manual

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	Publicity Manual	Technical Manual	Deadline
Form 1	Company Profile Compulsory	Form 10 Insurance Coverage / Public Liability / Refunds Compulsory	2023-03-31
Form 2	Principals Compulsory	Form 11 Stand Arranged by Organiser	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory	-	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory	Form 12A Stand Arranged by Exhibitor	-
Form 6	Buyers / VIP Nomination	Form 12B Rigging Services	2023-04-14
Form 7	Media Opportunities Compulsory	-	2023-02-28
Form 8	Exhibitor E-Invitations	Form 13 Telephones & Internet	2023-03-01
Form 9A	Online Advertising (Pre-Event)	Form 14A Furniture	2023-03-17
Form 9B	Print Advertising - Visitor Guide (Onsite)		

Form Checklist

Form Subject

Welcome

My I

Your Form Submission Status:

Not yet submitted / Submitted / Resubmitted

Your date of submission / modification

IMPORTANT:

Form Submission Deadlines

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

Compulsory Forms

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

Compulsory Forms that are not applicable to your company



ProWine Singapore - Exhibitor Manual



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.

Order Form

Form List

Checklist

Search:

#

Form

Deadline

Publicity Manual

Form 1 Company Profile **Compulsory** 2023-03-31

Form 2 Principals **Compulsory** 2023-03-31

Form 3 Agents / Distributors / Regional Office **Compulsory** 2023-03-31

Form 4 Seeking Agents / Distributors **Compulsory** 2023-03-31

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.

Submitting the forms

Form 13	Telephones & Internet	2023-03-13
Form 14A	Furniture	2023-03-13
Form 14B	Wine Glass	2023-03-13
Form 15A	Lighting	2023-03-13
Form 15B	Power Supply	2023-03-13
Form 16	Compressed Air	2023-03-13
Form 17	Water and Drainage	2023-03-13
Form 18A	Exhibitors' Badges Compulsory	2023-03-27
Form 18B	Contractor's Badges (Wrist Tags)	2023-03-27
Form 19	Heavy / Large / Tall Exhibits	2023-03-13
Form 20	Manpower & Secretarial Services	2023-03-27
Form 21	Hotel Reservations	-
Form 22	Audio Visual Equipment	2023-03-13
Form 23	Computers	2023-03-13
Form 24	Refrigeration & Hospitality Equipment	2023-03-13

Welcome

My Information

Manuals ▾

Address Line 2

Order Forms ▾

Address Line 3

Country/Region : *

Please Select ▾

Postal Code :

Tel : *

(please include country & area codes)

Mobile : *


(please include country codes)

Email : *


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


Submit


Resubmitting the forms


**ProWine Singapore - Exhibitor Manual**


Form 14A	Furniture	2023-03-13
Form 14B	Wine Glass	2023-03-13
Form 15A	Lighting	2023-03-13
Form 15B	Power Supply	2023-03-13
Form 16	Compressed Air	2023-03-13
Form 17	Water and Drainage	2023-03-13
Form 18A	Exhibitors' Badges Compulsory	2023-03-27
Form 18B	Contractor's Badges (Wrist Tags)	2023-03-27
Form 19	Heavy / Large / Tall Exhibits	2023-03-13
Form 20	Manpower & Secretarial Services	2023-03-27
Form 21	Hotel Reservations	-
Form 22	Audio Visual Equipment	2023-03-13
Form 23	Computers	2023-03-13
Form 24	Refrigeration & Hospitality Equipment	2023-03-13

Welcome

My Information

Country/Region *

Manuals

Order Forms

Address Line 2

Address Line 3

Please Select

Postal Code :

Tel : *


(please include country & area codes)

Mobile : *

(please include country 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



Welcome



My Information



Manuals ▾



Order Forms ▾

Order Form

Form List

Search:

#	Form	Deadline
Publicity Manual		
Form 1	Company Profile Compulsory	2023-03-31
Form 2	Principals Compulsory Submitted	2023-03-31
Form 3	Agents / Distributors / Regional Office Compulsory	2023-03-31
Form 4	Seeking Agents / Distributors Compulsory	2023-03-31

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 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.

Thank You



If you have any questions, please contact:

Daniel Ng

Sales Operations Executive

E: Daniel.Ng@informa.com

T: +65 6991 0895