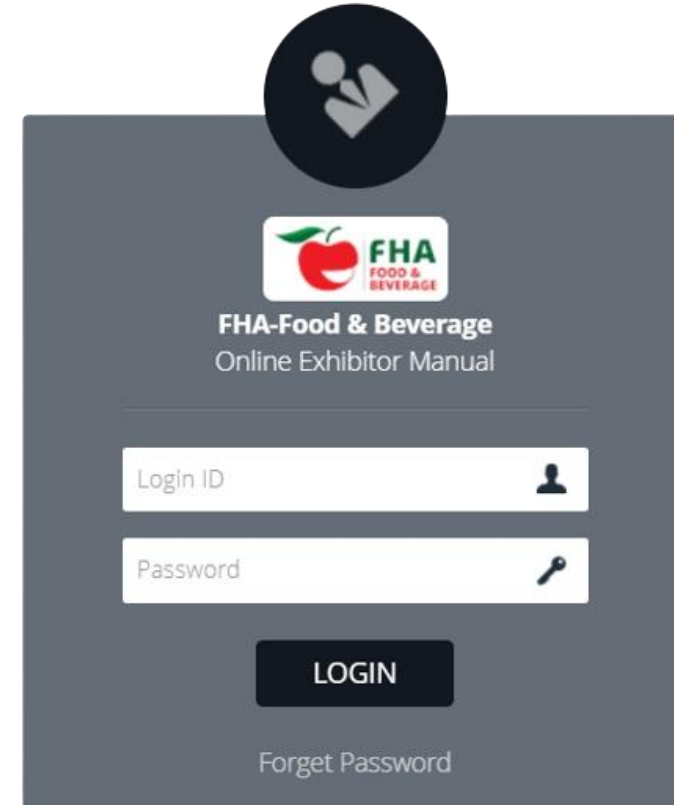




USER GUIDE





ASIA'S
LEADING INTERNATIONAL
FOOD & BEVERAGE EVENT

ONLINE EXHIBITOR MANUAL (OEM)





FHA-Food & Beverage
Online Exhibitor Manual

Login ID 

Password 

LOGIN

[Forgot 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

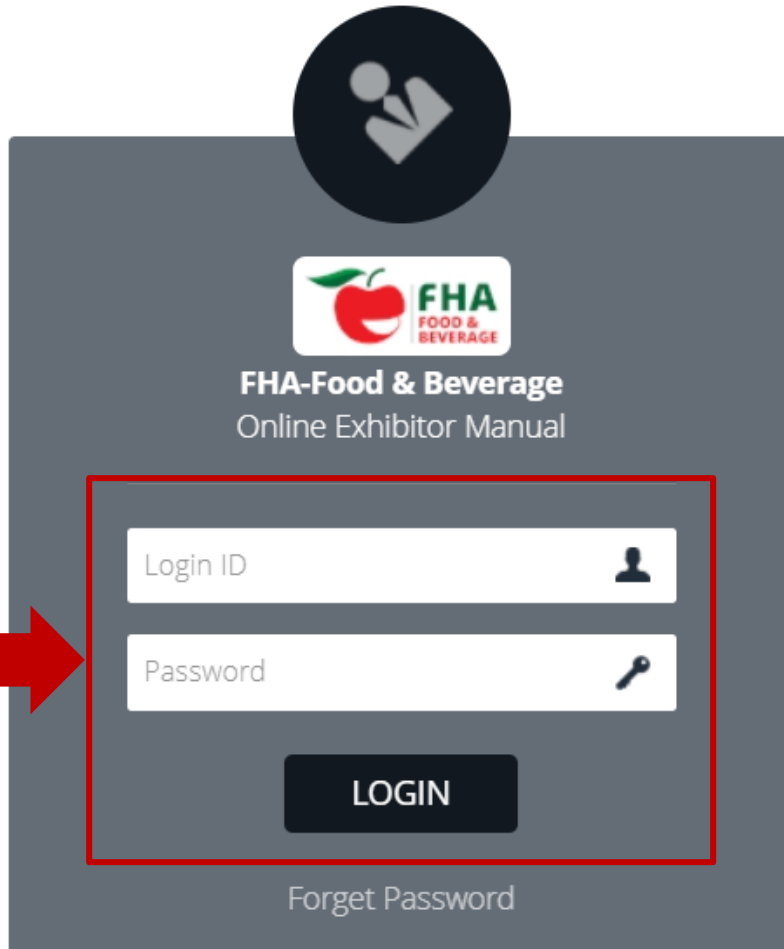
Login to OEM

FHA-Food & Beverage : [Click here to Login Page>](#)

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

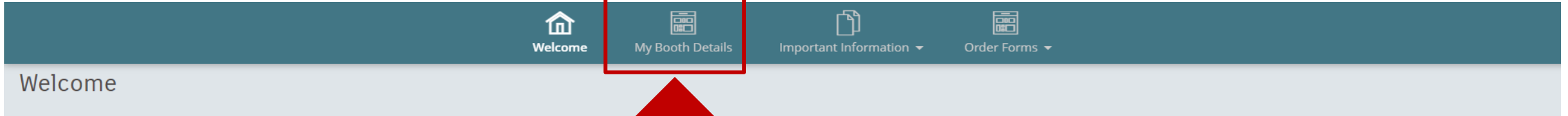
Note:

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 form consists of two input fields: "Login ID" with a person icon and "Password" with a key icon. A red box highlights these two fields, and a red arrow points to the "Password" field. Below the fields is a black "LOGIN" button and a "Forget Password" link.

Welcome Page after Login



Welcome

Dear Exhibitor,

Welcome to the FHA-Food & Beverage 2024 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
- All forms must be completed and submitted online by exhibitors. If
- Information received after the stipulated deadlines will not be guaranteed
- Exhibitors who contract for space after the submission deadlines are

Please bear in mind that certain forms in the OEM require your presence

We trust you will find the OEM useful and look forward to working with you.

Yours sincerely,

Organiser of FHA-Food & Beverage



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 Booth Details' 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

Welcome Page after Login

Manuals > Publicity Opportunities and Promotional Programme

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

Publicity Opportunities and Promotional Programme

Here's a brief outline of the valuable publicity opportunities you should know about.

Publicity Opportunities (Complimentary)

- **Online Show Directory**

Available 3 months before the event, the Online 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 – 3](#).

- **Online Event Platform & Mobile App**

Maximise your networking opportunities by scheduling meetings with your targeted buyers before the event on the FHA-Food & Beverage Online Event Platform & Mobile App by submitting [Form 1](#). [Find out more here](#).

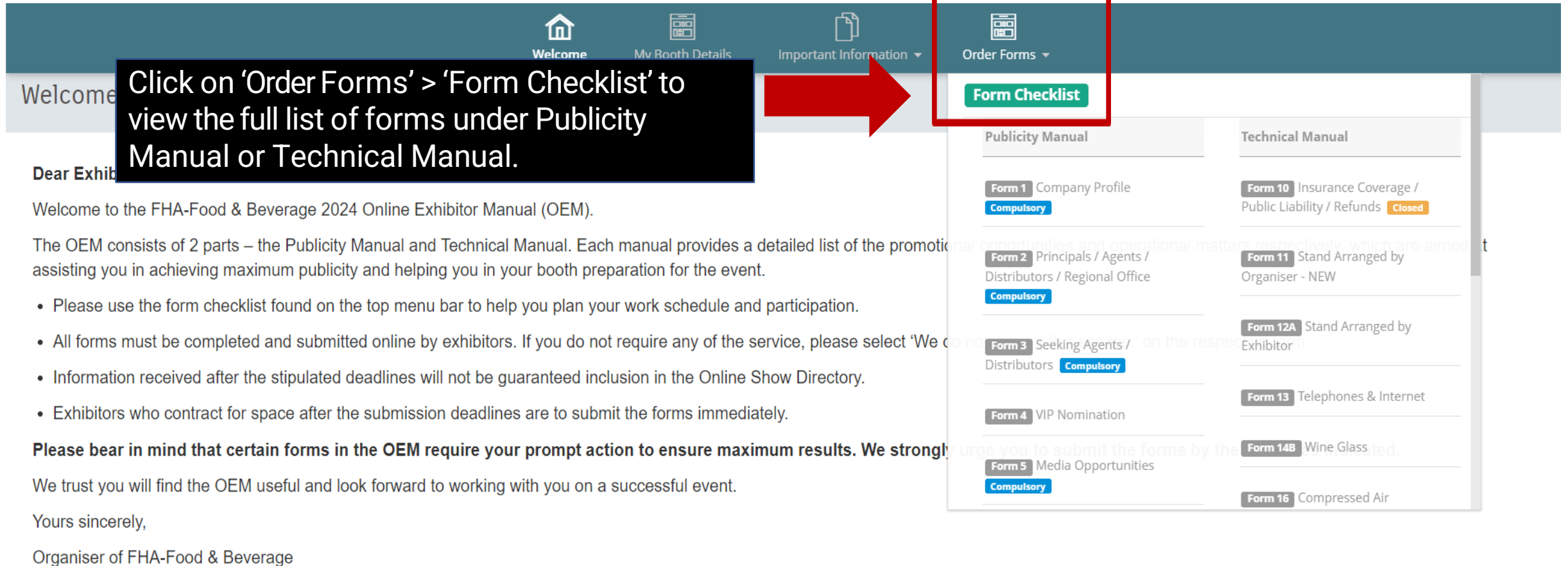
- **VIP Nomination**

Your important clients are our key priority. Nominate your important clients to visit the event as VIPs so they get to enjoy additional privileges such as priority registration at dedicated counters, access to the exclusive lounge on event days and more. Submit their names on [Form 4](#).

- **Media Relations**

If you have newsworthy content, please submit the information on [Form 5](#) to be considered for the media relations campaign.

Welcome Page after Login



Welcome

Dear Exhibitor,

Welcome to the FHA-Food & Beverage 2024 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.
- 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 respective deadlines.

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

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

Form Checklist

Publicity Manual

Technical Manual

Form 1 Company Profile
Compulsory

Form 10 Insurance Coverage /
Public Liability / Refunds **Closed**

Form 2 Principals / Agents /
Distributors / Regional Office
Compulsory

Form 11 Stand Arranged by
Organiser - NEW

Form 3 Seeking Agents /
Distributors **Compulsory**

Form 12A Stand Arranged by
Exhibitor

Form 4 VIP Nomination

Form 13 Telephones & Internet

Form 5 Media Opportunities
Compulsory

Form 14B Wine Glass

Form 16 Compressed Air

Form Checklist

Order Form > Form Checklist

Welcome My B...

Form Subject

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

Your date of submission / modification

IMPORTANT:
Form Submission Deadline

Form	Subject	Status	Last Modified / Submitted Date	Deadline
Search: <input style="width: 100px;" type="text"/>				
Publicity Manual				
Form 1	Company Profile Compulsory	Not yet Submitted	-	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office Compulsory	Not yet Submitted	-	2024-03-29
Form 3	Seeking Agents / Distributors Compulsory	Not yet Submitted	-	2024-03-29
Form 4	VIP Nomination	Not yet Submitted	-	2024-03-29
Form 5	Media Opportunities Compulsory	Not yet Submitted	-	2024-03-29
Form 6	Exhibitor E-Invitations	Not yet Submitted	-	2024-03-29
Form 7A	Sponsorship – Exhibition	Not yet Submitted	-	2024-02-29
Form 7B	Online Advertising (Pre-Event)	Not yet Submitted	-	2024-03-15
Form 7C	Print Advertising - Visitor Guide (Onsite)	Not yet Submitted	-	2024-03-01
Form 7D	Onsite Advertising	Not yet Submitted	-	2024-02-29

Compulsory Form

Order Form > Form Checklist

Welcome My Booth Details Important Information Order 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	-	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office Compulsory	Not yet Submitted	-	2024-03-29
Form 3	Seeking Agents / Distributors Compulsory	Not yet Submitted	-	2024-03-29
Form 4	VIP Nomination	Not yet Submitted	-	2024-03-29
Form 5	Media Opportunities Compulsory	Not yet Submitted	-	2024-03-29
Form 6	Exhibitor E-Invitations	Not yet Submitted	-	2024-03-29
Form 7A	Sponsorship - Exhibition	Not yet Submitted	-	2024-02-29
Form 7B	Online Advertising (Pre-Event)	Not yet Submitted	-	2024-03-15

Compulsory Form that is not applicable to your company

Order Form

Form List Checklist

Search:

#	Form	Deadline
	Publicity Manual	
Form 1	Company Profile Compulsory	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office Compulsory	2024-03-29
Form 3	Seeking Agents / Distributors Compulsory	2024-03-29
Form 4	VIP Nomination	2024-03-29
Form 5	Media Opportunities Compulsory	2024-03-29
Form 6	Exhibitor E-Invitations	2024-03-29
Form 7A	Sponsorship – Exhibition	2024-02-29

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.

Important for inclusion in Online Exhibitor Directory

This form is meant for exhibitors who are agents representing a number of Principals/ Agents/ Distributors/ Regional Office.

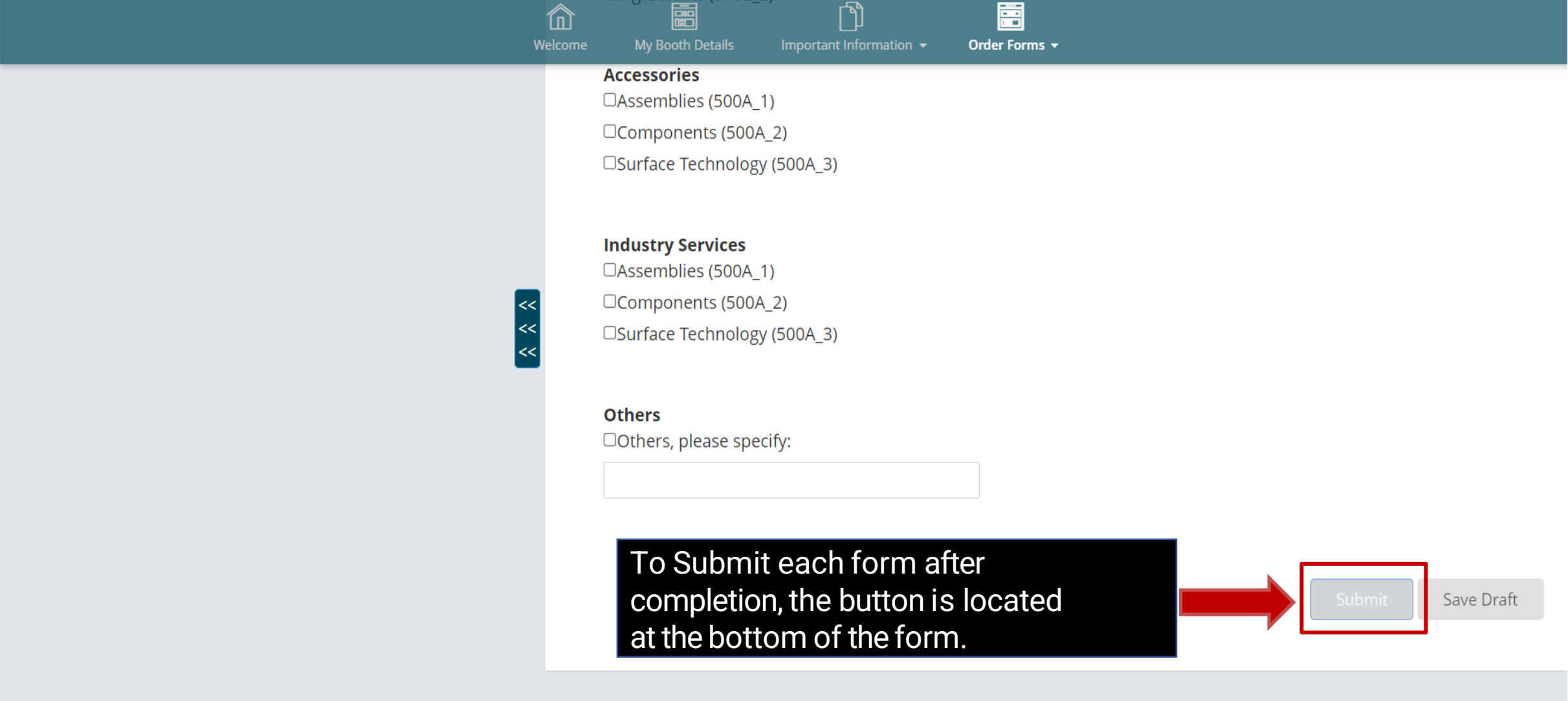
Please tick here if this form is not applicable to your company and proceed to submit the form.

If you are an agent and would like to list your Principals/ Agents/ Distributors/ Regional Office who will also have personnel present at your exhibition booth as Co-Exhibitor(s), please provide their details in this form.

Note:

- Do not provide your company's details in this form. Your company details should be completed in Form 1.

Submitting the forms



Navigation: Welcome | My Booth Details | Important Information | Order Forms

Accessories

- Assemblies (500A_1)
- Components (500A_2)
- Surface Technology (500A_3)

Industry Services

- Assemblies (500A_1)
- Components (500A_2)
- Surface Technology (500A_3)

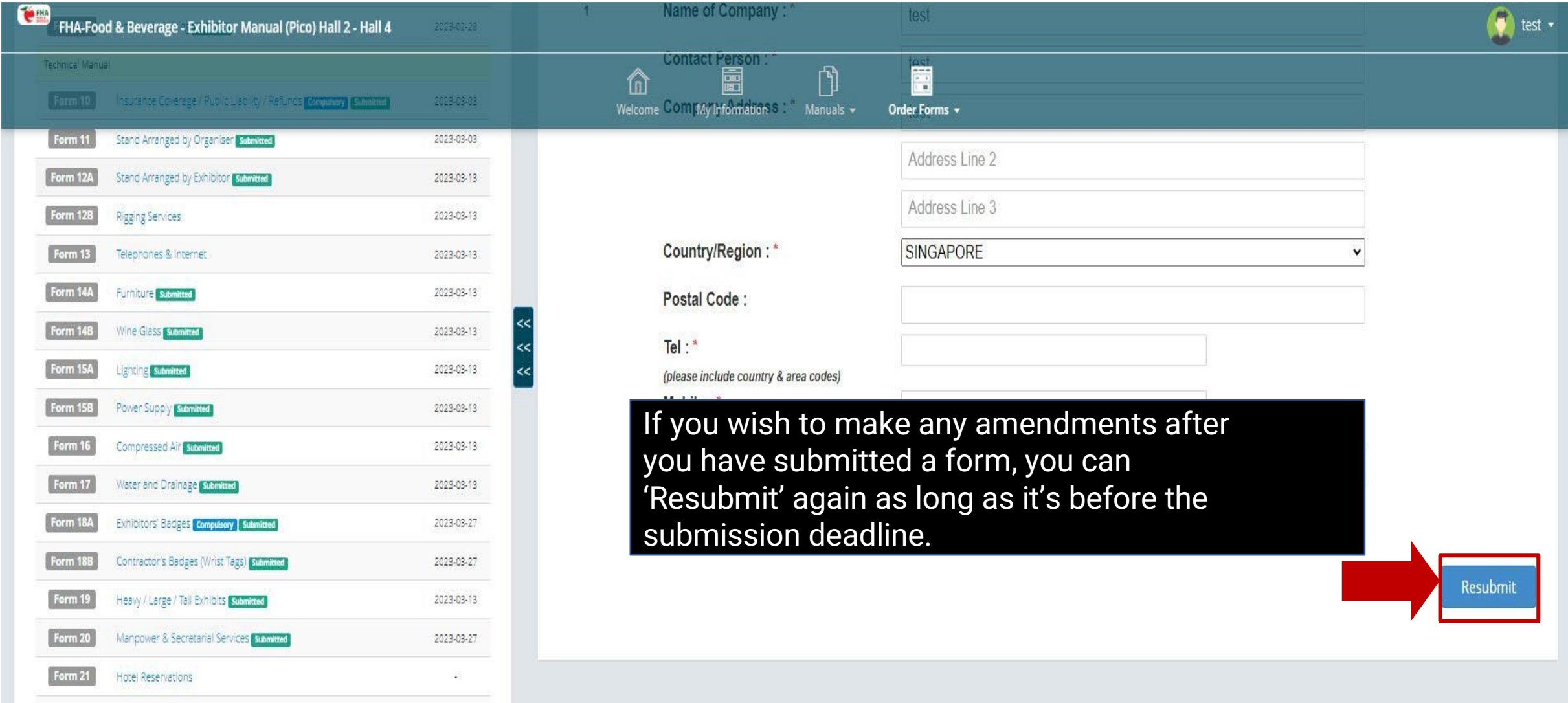
Others

- Others, please specify:

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

Submit | Save Draft

Resubmitting the forms



The screenshot shows the FHA exhibitor portal interface. On the left is a sidebar with a list of forms, including Form 10 through Form 21. The main area displays a form submission page for 'test' with fields for Name of Company, Contact Person, Company Address (Address Line 2, 3), Country/Region (SINGAPORE), Postal Code, and Tel. A text box with a black background and white text states: "If you wish to make any amendments after you have submitted a form, you can 'Resubmit' again as long as it's before the submission deadline." A red arrow points from this text box to a blue 'Resubmit' button.

Form ID	Form Name	Status	Submission Date
Form 10	Insurance Coverage / Public Liability / Refunds	Compulsory Submitted	2023-08-08
Form 11	Stand Arranged by Organiser	Submitted	2023-08-08
Form 12A	Stand Arranged by Exhibitor	Submitted	2023-08-13
Form 12B	Rigging Services		2023-08-13
Form 13	Telephones & Internet		2023-08-13
Form 14A	Furniture	Submitted	2023-08-13
Form 14B	Wine Glass	Submitted	2023-08-13
Form 15A	Lighting	Submitted	2023-08-13
Form 15B	Power Supply	Submitted	2023-08-13
Form 16	Compressed Air	Submitted	2023-08-13
Form 17	Water and Drainage	Submitted	2023-08-13
Form 18A	Exhibitors' Badges	Compulsory Submitted	2023-08-27
Form 18B	Contractor's Badges (Wrist Tags)	Submitted	2023-08-27
Form 19	Heavy / Large / Tall Exhibits	Submitted	2023-08-13
Form 20	Manpower & Secretarial Services	Submitted	2023-08-27
Form 21	Hotel Reservations		

Print Function

Order Form

Form List

Checklist

Search:

#	Form	Deadline
	Publicity Manual	
Form 1	Company Profile Compulsory	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office Compulsory	2024-03-29
Form 3	Seeking Agents / Distributors Compulsory	2024-03-29
Form 4	VIP Nomination	2024-03-29
Form 5	Media Opportunities Compulsory	2024-03-29
Form 6	Exhibitor E-Invitations	2024-03-29
Form 7A	Sponsorship – Exhibition	2024-02-29

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

Form 2 Principals / Agents / Distributors / Regional Office

Deadline: 2024-03-29

Print

Important for inclusion in Online Exhibitor Directory

This form is meant for exhibitors who are agents representing a number of Principals/ Agents/ Distributors/ Regional Office.

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 Principals/ Agents/ Distributors/ Regional Office who will also have personnel present at your exhibition booth as Co-Exhibitor(s), please provide their details in this form.

Note:

- Do not provide your company's details in this form. Your company details should be completed in Form 1.

If you have any questions, please contact:

Daniel Ng

Sales Operations Executive

E: Daniel.Ng@informa.com

T: +65 6991 0895



ASIA'S **LEADING INTERNATIONAL**
FOOD & BEVERAGE EVENT



Thank You