

# 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](mailto:Daniel.Ng@informa.com)

# Login to OEM

[Click here to Login Page>](#)

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



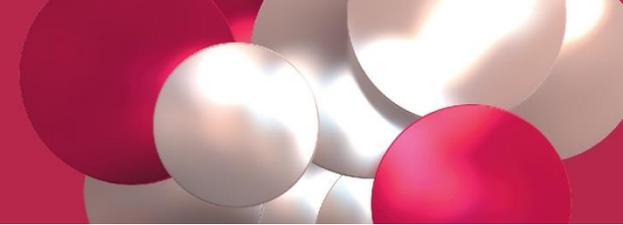
## Note:

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.

A screenshot of the ProWine Singapore Online Exhibitor Manual login page. The page features a dark background with a cityscape and a wine barrel. At the top, there is a circular icon with a person and a wine glass. Below it is the ProWine logo, which consists of a stylized wine glass icon and the text "ProWine". Underneath the logo, it says "ProWine Singapore" and "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 input fields is a "LOGIN" button. Further down, there is a "Forgot Password" link and the text "Online Exhibitor Manual User Guide". At the bottom, there is a horizontal line and the text "For Informa Staff" above a "STAFF LOGIN" button.

# Welcome Page after Login



ProWine Singapore - Exhibitor Manual 

[Welcome](#) [My Booth Details](#) [Important Information](#) [Order Forms](#) [Sub-Exhibitors](#)



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: [pwsg.so@fhafnb.com](mailto:pwsg.so@fhafnb.com)

Welcome

**Dear Exhibitor,**

Welcome to the ProWine Singapore 2024 Online Exhibitor Manual (OEM)

The OEM consists of 2 parts – the Publicity Manual and Technical Manual assisting you in achieving maximum publicity and helping you in your booth

- Please use the form checklist found on the top menu bar to help you plan
- All forms must be completed and submitted online by exhibitors. If you
- Information received after the stipulated deadlines will not be guaranteed
- Exhibitors who contract for space after the submission deadlines are to submit the forms immediately.

ly, which are aimed at

**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.

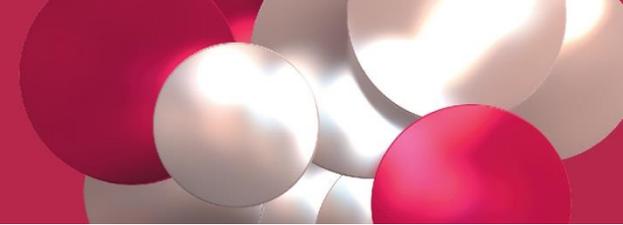
Yours sincerely,

The Organisers



FAQ

# Welcome Page after Login



ProWine Singapore - Exhibitor Manual

Welcome My Booth Details **Important Information** Order Forms Sub-Exhibitors

Manuals > Important Notes for Attending PWSG2024

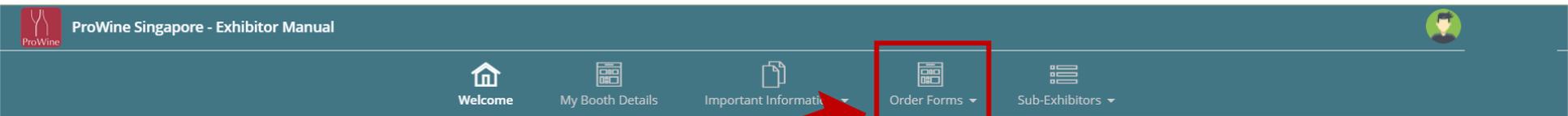
Important Notes for Attending PWSG2024

- Important Notes for Attending PWSG2024
- General Information
- Exhibition Rules and Regulations
- Health & Safety Guidelines and Emergency Procedures
- Useful Contact List
- Publicity Opportunities and Promotional Programme
- Sustainability and Better Stands

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

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# Welcome Page after Login



Dear Exhibitor,  
Welcome to the  
The OEM consists of  
assisting you in  
• Please use the  
• All forms must be  
• Information re  
• Exhibitors who

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

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.  
Yours sincerely,  
The Organisers

### Form Checklist

Publicity Manual	Technical Manual
<b>Form 1</b> Company Profile <b>Compulsory</b>	<b>Form 8</b> Insurance Coverage / Public Liability / Refunds <b>Compulsory</b>
<b>Form 2</b> Principals / Agents / Distributors / Regional Office <b>Compulsory</b>	<b>Form 9</b> VISA Invitation Letters - For Exhibitors only
<b>Form 3</b> Seeking Agents / Distributors <b>Compulsory</b>	<b>Form 10</b> Stand Arranged by Organiser
<b>Form 4</b> VIP Nomination	<b>Form 11</b> Stand Arranged by Exhibitor
<b>Form 5</b> Media Opportunities <b>Compulsory</b>	<b>Form 12</b> Rigging Services



# Welcome Page after Login



ProWine Singapore - Exhibitor Manual

Welcome

My Booth Details

Important Information

**Order Forms**

Sub-Exhibitors

**Form Checklist**

Publicity Manual

Technical Manual

**Form 1** Company Profile  
**Compulsory**

**Form 2** Principals / Agents / Distributors / Regional Office  
**Compulsory**

**Form 3** Seeking Agents / Distributors  
**Compulsory**

**Form 4** VIP Nomination

**Form 5** Media Opportunities  
**Compulsory**

**Form 8** Insurance Coverage / Public Liability / Refunds  
**Compulsory**

**Form 9** VISA Invitation Letters - For Exhibitors only

**Form 10** Stand Arranged by Organiser

**Form 11** Stand Arranged by Exhibitor

**Form 12** Rigging Services

Dear Exhibitor,  
Welcome to the ProWine S...  
The OEM consists of 2 par... assisting you in achieving...  
• Please use the form che...  
• All forms must be completed and submitted online by exhibitors. If you do not require any of the service, please se...  
• 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**  
We trust you will find the OEM useful and look forward to working with you on a successful event.  
Yours sincerely,  
The Organisers

informa markets  
Messe Düsseldorf Asia

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

# Form Checklist



Form Subject

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

Your date of submission / modification

IMPORTANT: Form Submission Deadlines



Form	Subject	Status	Last Modified / Submitted Date	Deadline
Publicity Manual				
Form 1	Company Profile <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 3	Seeking Agents / Distributors <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 4	VIP Nomination	Not yet Submitted	-	2024-02-16
Form 5	Media Opportunities <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 6	Exhibitor E-Invitations	Not yet Submitted	-	2024-03-29
Form 7A	Online Advertising (Pre-Event)	Not yet Submitted	-	2024-03-18
Form 7B	Print Advertising - Visitor Guide (Onsite)	Not yet Submitted	-	2024-03-01
Form 7C	Onsite Advertising	Not yet Submitted	-	2024-03-04
Technical Manual				
Form 8	Insurance Coverage / Public Liability / Refunds <b>Compulsory</b>	Not yet Submitted	-	2024-03-25
Form 9	VISA invitation Letters - For Exhibitors only	Not yet Submitted	-	2024-03-25

# Compulsory Forms

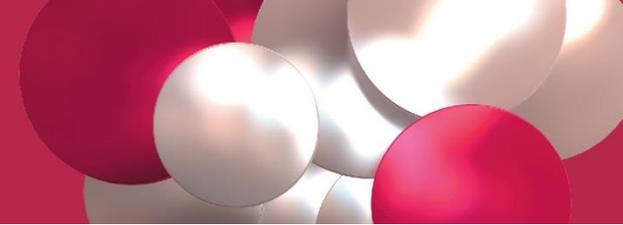
Ensure all the forms marked 'Compulsory' are submitted on time

Order Forms ▾ Sub-Exhibitors ▾

Search:

Form	Subject	Status	Last Modified / Submitted Date	Deadline
Publicity Manual				
Form 1	Company Profile <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 3	Seeking Agents / Distributors <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 4	VIP Nomination	Not yet Submitted	-	2024-02-16
Form 5	Media Opportunities <b>Compulsory</b>	Not yet Submitted	-	2024-03-29
Form 6	Exhibitor E-Invitations	Not yet Submitted	-	2024-03-29
Form 7A	Online Advertising (Pre-Event)	Not yet Submitted	-	2024-03-18
Form 7B	Print Advertising - Visitor Guide (Onsite)	Not yet Submitted	-	2024-03-01
Form 7C	Onsite Advertising	Not yet Submitted	-	2024-03-04
Technical Manual				
Form 8	Insurance Coverage / Public Liability / Refunds <b>Compulsory</b>	Not yet Submitted	-	2024-03-25
Form 9	VISA invitation Letters - For Exhibitors only	Not yet Submitted	-	2024-03-25
	Stand Approved by Organizer	Not yet Submitted	-	2024-03-25

# 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.

## Order Form

### Form List

Checklist

Search:

#	Form	Deadline
Publicity Manual		
Form 1	Company Profile <b>Compulsory</b>	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office <b>Compulsory</b>	2024-03-29
Form 3	Seeking Agents / Distributors <b>Compulsory</b>	2024-03-29
Form 4	VIP Nomination	2024-02-16
Form 5	Media Opportunities <b>Compulsory</b>	2024-03-29
Form 6	Exhibitor E-Invitations	2024-03-29
Form 7A	Online Advertising (Pre-Event)	2024-03-18
Form 7B	Print Advertising - Visitor Guide (Onsite)	2024-03-01

### Form 2 Principals / Agents / Distributors / Regional Office

Deadline: 2024-03-29

Print

**Important for inclusion in Online Exhibition 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.

Please **TYPE** in **UPPER CASE** for clarity.

# Submitting the forms



Welcome

My Booth Details

Important Information

Order Forms

Sub-Exhibitors

If the orders are to be billed to a third party company (e.g. appointed stand contractor), please edit the fields below.

3rd Party Company Name

Person in charge \*

Job Title

Address \*

Postal Code

Country/Region \*

Tel

Mobile Phone \*

Email \*

<<

<<

<<

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 ProWine Singapore Exhibitor Manual website. On the left, there is a list of forms categorized by type:

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

On the right, there is a registration form with the following fields:

- Address Line 2
- Address Line 3
- Country/Region (dropdown menu)
- Postal Code
- Tel (required, with note: *(please include country & area codes)*)
- Mobile (required, with note: *(please include country codes)*)
- Email (required)

A red arrow points from a text box to a blue 'Resubmit' button.

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 Booth Details



Important Information



Order Forms



Sub-Exhibitors

## Order Form

### Form List

Checklist

Search:

#	Form	Deadline
Publicity Manual		
Form 1	Company Profile <b>Compulsory</b>	2024-03-29
Form 2	Principals / Agents / Distributors / Regional Office <b>Compulsory</b>	2024-03-29
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Form 5	Media Opportunities <b>Compulsory</b>	2024-03-29
Form 6	Exhibitor E-Invitations	2024-03-29
Form 7A	Online Advertising (Pre-Event)	2024-03-18
Form 7B	Print Advertising - Visitor Guide (Onsite)	2024-03-01
Form 7C	Onsite Advertising	2024-03-04

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

Deadline: 2024-03-29

Print

Each contracted stand in the exhibition is entitled to a free listing in the [Online Show Directory](#) available.

- Complete all sections. **Please TYPE entry using upper & lower cases for clarity.**
- Text should not be in the form of advertising copy, ie. no paragraph headings, capital letters at random, italics, bold prints, underlining, exclamation marks, etc. Do not use I, We, Our, etc.
- It should be presented in prose form.
- Information may be extracted by the Organisers at their discretion, for use in other marketing collaterals for the purpose of promoting the show.
- The Organisers reserves the right to edit the write-up submitted without further consultation with the exhibitor.

**Submission Deadline: 29 March 2024 at 12pm**

# Thank You



If you have any questions, please contact:

**Daniel Ng**

Sales Operations Executive

E: [Daniel.Ng@informa.com](mailto:Daniel.Ng@informa.com)

T: +65 6991 0895