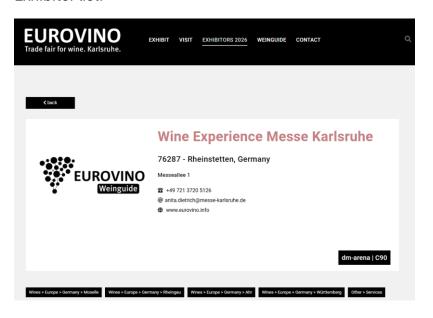
How-to: EUROVINO wine database + exhibitor list

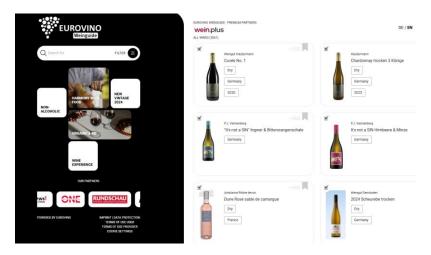
In the following document we will explain to you, how to add your winery/your company into the EUROVINO wine data base, so that it will show up in the Exhibitor Search.

We will also explain to you how to add your wines, so that they will show up in the exhibitor search and our <u>Weinguide</u>.

Exhibitor list:



Weinguide:



<u>Important:</u> Please use the Microsoft Edge or Google Chrome browsers to work in the Wine database. Problems may arise when working with other browsers!

1. Please check the data recorded with us

Post your products with just a few simple cand present yourself and your company. Do you want to change your stored data? For contact info@eurovino.info.	Address Wine Experience Mess	se Kartsruhe 121 3720 5126 ovino.info amesse kartsruhe.de
? Notes on uploading images:		
	-	are best suited for uploading. This must not be larger than 8 MB. r the process must be canceled by clicking on the cross.
Company logo		Company image
Final format: 800 x 800 px		Final format: 1920 x 640 px
		Company image

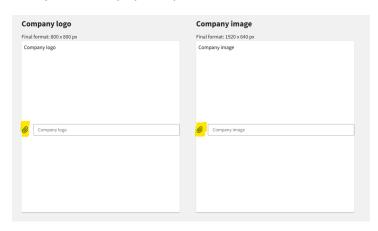
Please check the recorded name of your company, address, telephone number, email address, and your current stand number. If there are any errors or if you would like to make changes, please write to us at: info@eurovino.info.

2. Edit company logo and company

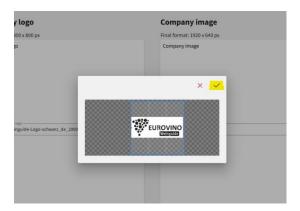
For the presentation in the exhibitor search, you can add your company's logo as well as a photo banner. The display aspect ratios must be 800 x 800 for the logo and 1920 x 640 for the company image. However, if your image files do not have the correct aspect ratio, they can be cropped to the correct format in your browser.

Please note that the image files must be in JPG or PNG format and must not be larger than 8MB.

1) Use the paperclip icon to select the desired image file from your computer.



2) Scroll with the mouse wheel to adjust the image size to the crop. You can change the scale of the crop using the blue dots (however, the aspect ratio is fixed).

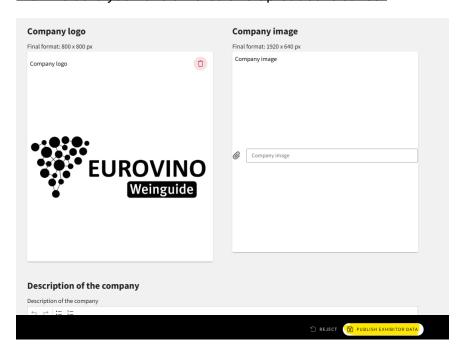


3) Finish the editing process by clicking on the green check mark in the upper right corner.

3. Enter company description and complete the editing process

In the last step, you can now add a company description that will be displayed online in your entry in the exhibitor search.

You can now save the data and release it for publication by clicking on the "Publish exhibitor data" button at the bottom right of the screen. This step is necessary to ensure that the data you have entered and uploaded is saved!



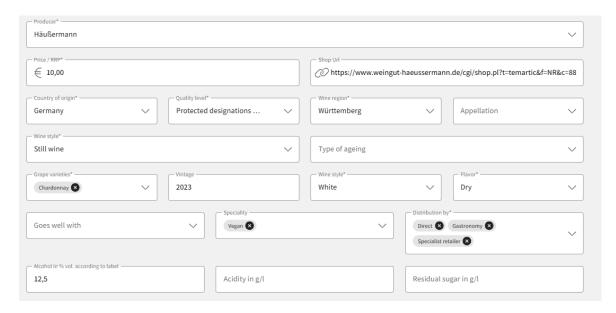
4. Check and update entries

You can add new wines or update existing ones. If you have been an exhibitor at EUROVINO in the past, you will find your entries for EUROVINO 2025 under "Current Wines" and the wines from EUROVINO 2024 under "Wine Guide 2024" (important: these are not visible to visitors and are "only" in the archive).

All products entered under "Current wines" are now visible in the wine guide for EUROVINO – we have pre-filled the wines from previous EUROVINO events for you. Please check this and delete any wines that you no longer have in your range. You can easily update outdated data (e.g., vintage, price, etc.).

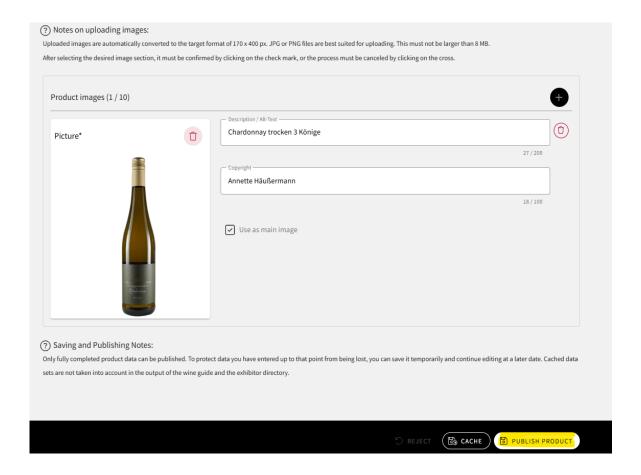


Please check this and delete any wines that you no longer have in your range. You can easily update outdated data (e.g., vintage, price, etc.). <u>Important: Fields marked with an asterisk must be filled in, while those without an asterisk are optional.</u>



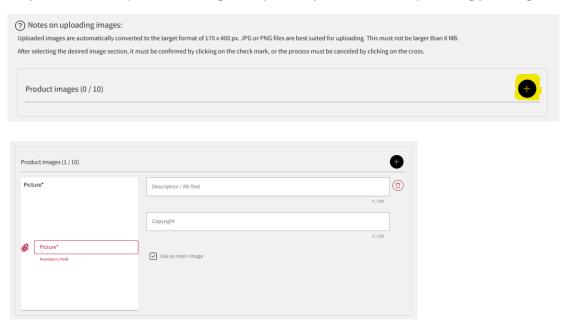
→ Complete the process by selecting "Publish Product."

(For more information on adding product images, see the previous section on adding your logo).



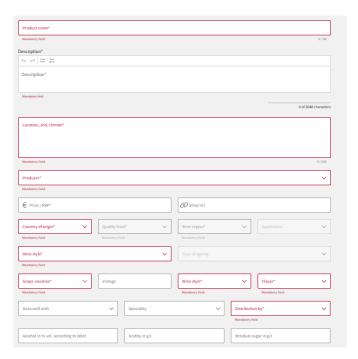
5. Adding new wines

- 1) Select the "Add product" button in the overview.
- 2) Use the "+" in the Product Images section to expand the image upload area. Here you can now upload an image file, just as you did when uploading your logo.



This image should show your bottle with its label and will later be displayed next to the wine name in the wine guide and the exhibitor search. The specified aspect ratio (WxH) is 170×400 . The wine is now visible in the wine guide. Scroll with the mouse wheel to adjust the image size to the crop.

3) Now add the required product information and additional details, you'd like to add.



4) In the final step, complete the process by clicking the "Publish product" button at the bottom right. Your product will then appear in the wine guide and in your entry in the exhibitor directory straightaway.

