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POWERED BY



**NOVEMBER 4TH TO 7TH, 2025.**

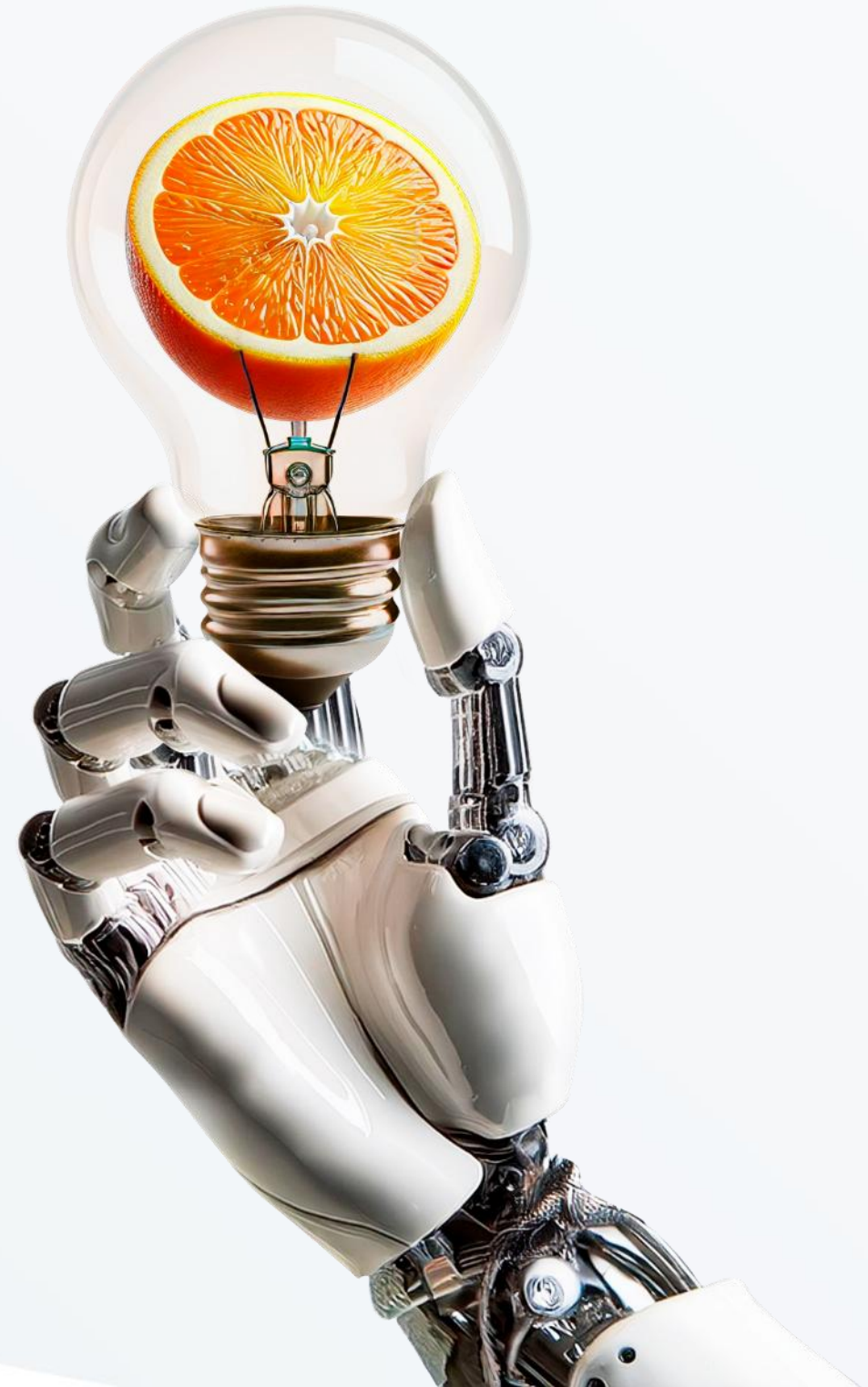
VIRTUAL MARKETING  
INVITATIONS INSTRUCTIONS  
**ANDINA PACK 2025** powered  
by **ANUGA FOOD TEC**

 @AndinaPack

Institutional ally:



Organizers:





## DEAR EXHIBITOR

As part of the modernization and virtualization processes, **Corferias** has developed a module within the exhibitors' platform, which will allow you to manage your marketing invitations in an agile and secure way.

Marketing invitations are a complimentary benefit given for your participation as an exhibitor at the **ANDINA PACK 2025 powered by ANUGA FOOD TEC** trade fair, so you can share with your potential clients or suppliers and they can access the exhibition **at no cost**.



Institutional ally:



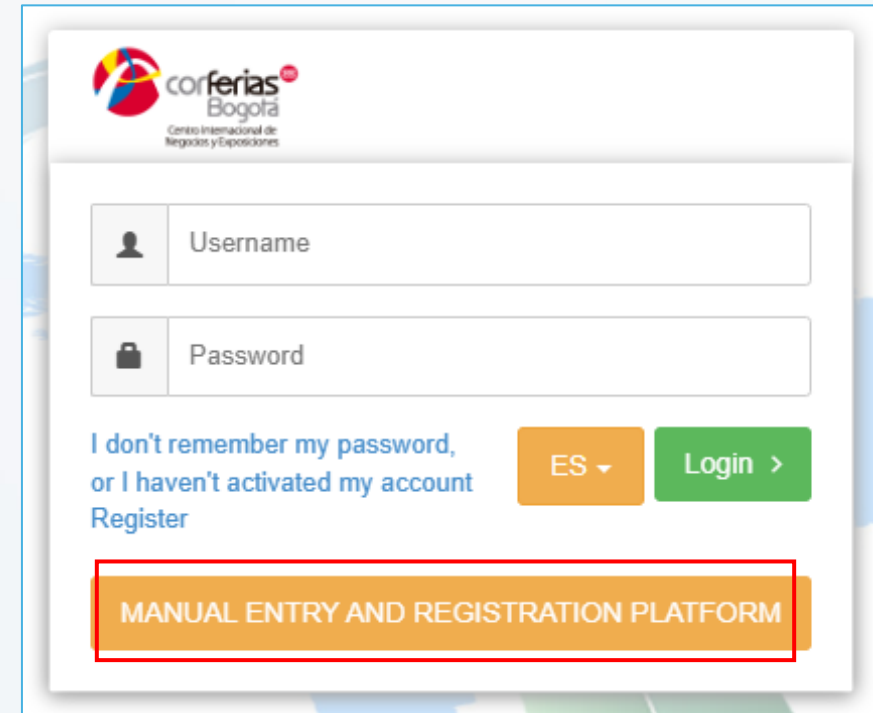
Organizers:



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## 1. ACCESS THE EXHIBITORS' PLATFORM: EXTRANET

- Login to the Exhibitor Platform <https://extranet.corferias.com/> with your **Username** and **Password**.
- If you do not remember your password, click on “**I don't remember my password, or I haven't activated my account**”. Type your email address in the window displayed, a code and a step-by-step guide for account activation will be sent to your email.
- If it is the first time you are logging in, click on “**Register**”. You will receive an email to activate your account.



**IMPORTANT:** The username must match with the email address registered in the contract as the person responsible of the participation.

## 2. EXHIBITORS' PLATFORM

1. Verify and select the trade show in which you are going to participate.
2. Then select the option "Virtual invitations" and in the displayed list "**Marketing Invitations**".



**IMPORTANT:** The username must match with the email address registered in the contract as the person responsible of the participation.

### 3. INVITATION UPLOAD

- Platform will allow you to send invitations in 2 options:
- **1. Upload one by one:** You will be able to manually type each person's information by clicking on "Invitations".
- **2. Bulk upload:** Using an Excel file, you can send all the invitations at the same time by clicking on "Bulk Upload Invitations".

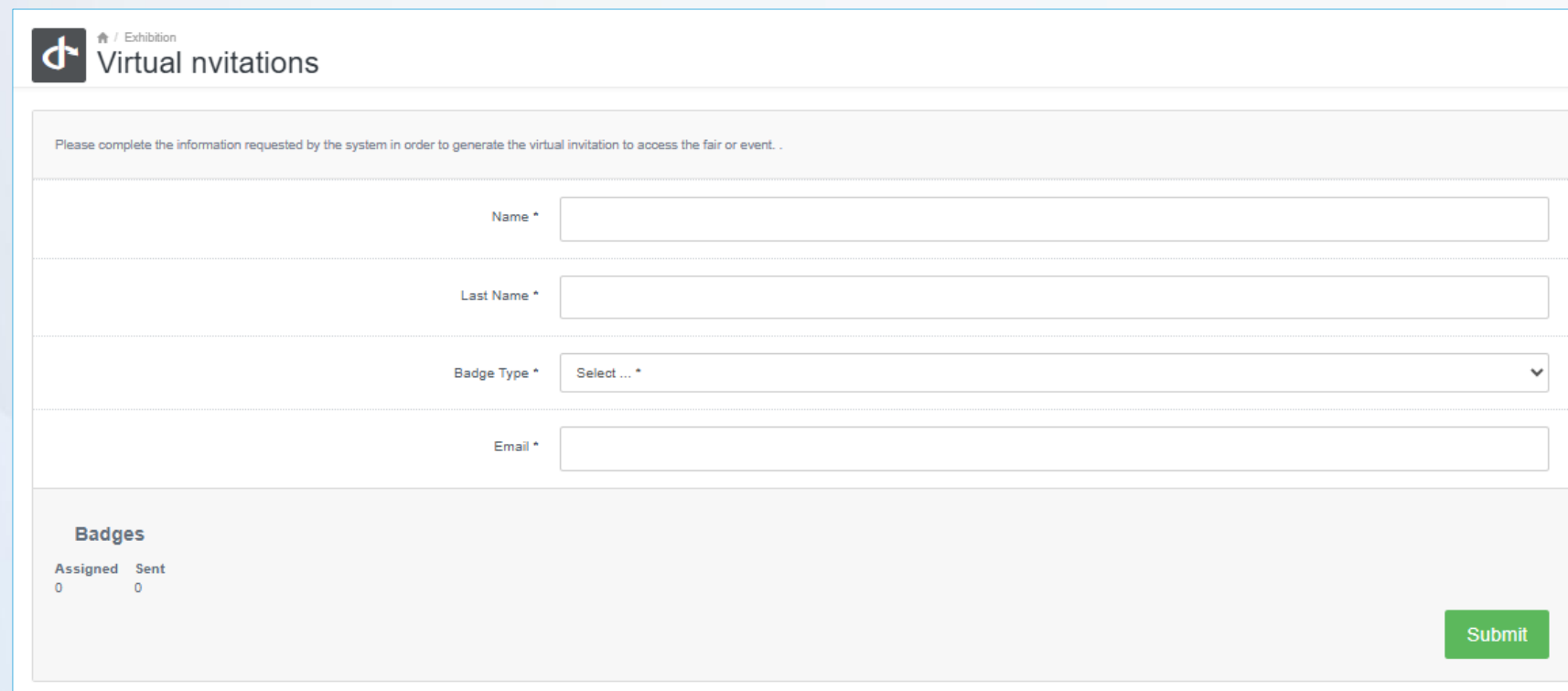


A virtual invitation to the trade show will be sent to the e-mail address of the persons registered, **which must be activated**.  
**\*The e-mails must be unique** (if repeated emails are filled in, the invitation will only be sent to the first registered guest).

### 3.1 UPLOAD ONE BY ONE

When you select the **"Invitations"** option, the form will be displayed to fill in your guest's information. Complete the fields **(name, surname, type of invitation and email)**, verify the information and click on **"SUBMIT"**. The invitation to the trade show will be sent to the registered email , which must be activated.

**The e-mails must be unique.**



The screenshot shows a web form titled "Virtual invitations" with a breadcrumb "Exhibition". Below the title is a message: "Please complete the information requested by the system in order to generate the virtual invitation to access the fair or event .". The form contains four input fields: "Name \*", "Last Name \*", "Badge Type \*" (a dropdown menu with "Select ... \*"), and "Email \*". At the bottom left, there is a "Badges" section with a table:

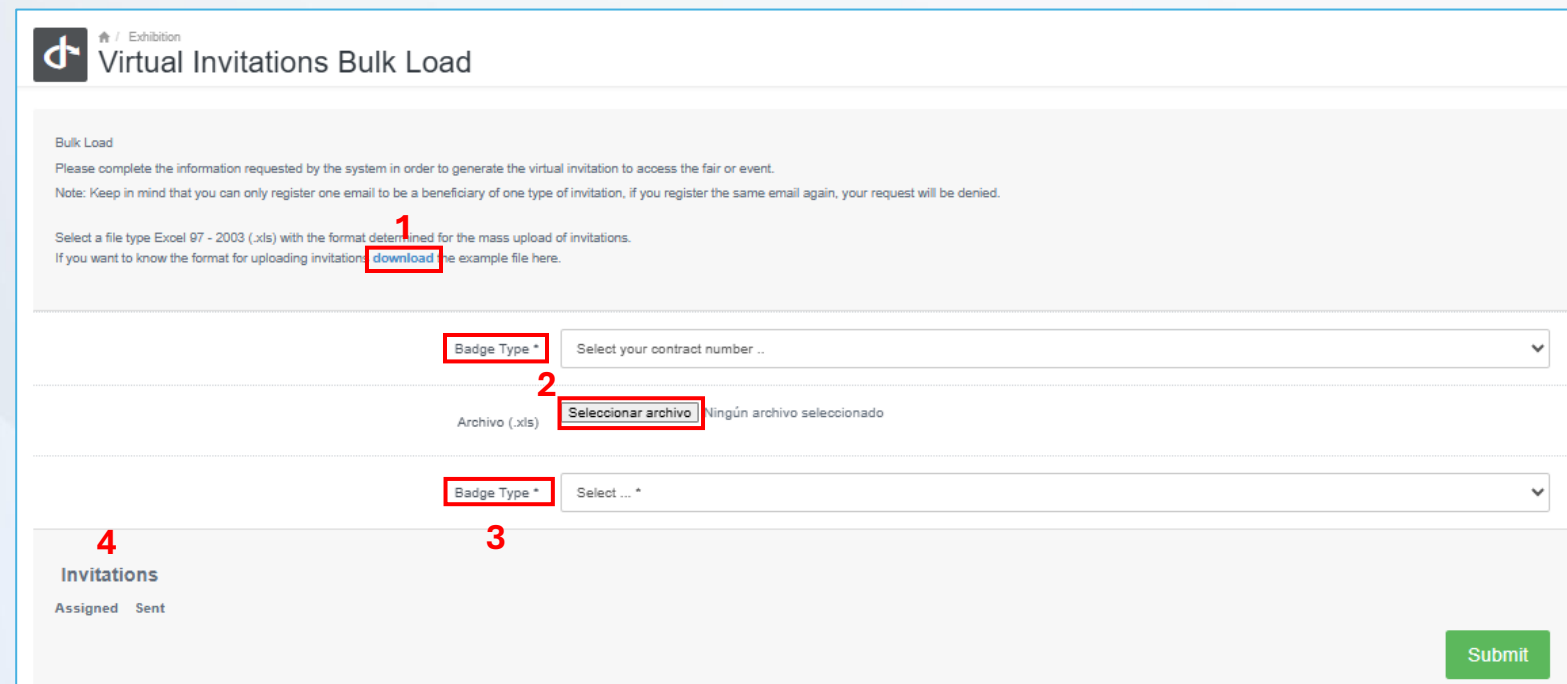
Assigned	Sent
0	0

A green "Submit" button is located at the bottom right of the form.

### 3.2 BULK UPLOAD

The bulk upload of invitations is made through a list of your guests' information in Excel 97-2003 file format. Click on the option "Bulk Upload Invitations" and accept the data protection policy.

1. Download the Excel where says "download", fill in the information and save it to your computer.
2. Upload the Excel file with the data in "Select file".
3. Select the contract number, badge type and click on "SUBMIT". The invitations will automatically be sent to your guests.
4. In the left bottom corner you can see how many invitations have already been sent and how many are still available.

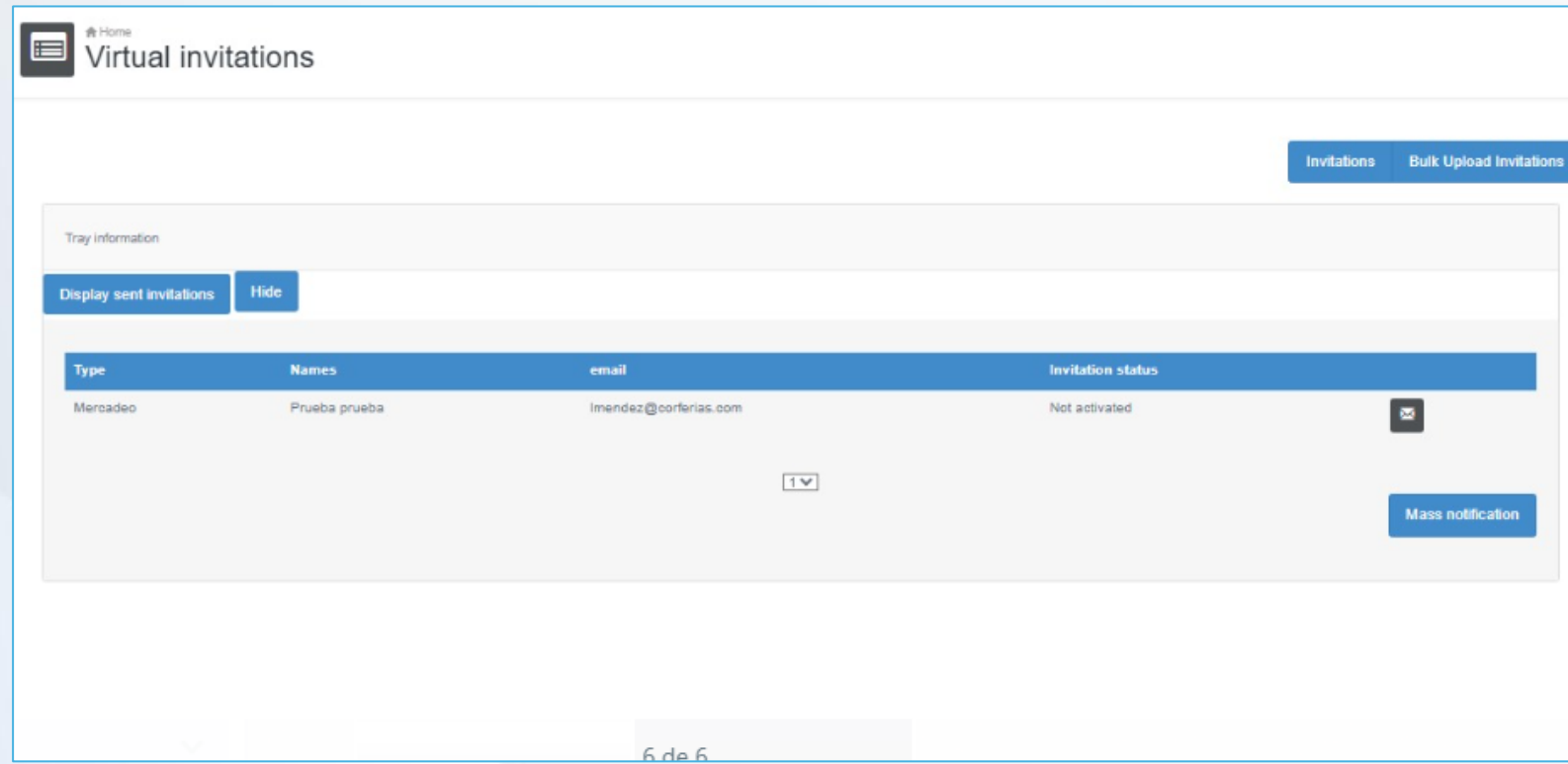


The screenshot shows a web form titled "Virtual Invitations Bulk Load" under the "Exhibition" section. The form contains the following elements:


- A "Bulk Load" section with instructions: "Please complete the information requested by the system in order to generate the virtual invitation to access the fair or event. Note: Keep in mind that you can only register one email to be a beneficiary of one type of invitation, if you register the same email again, your request will be denied. Select a file type Excel 97 - 2003 (.xls) with the format determined for the mass upload of invitations. If you want to know the format for uploading invitations, [download](#) the example file here." A red box labeled "1" highlights the "download" link.
- A "Badge Type \*" dropdown menu with the placeholder text "Select your contract number ..". A red box labeled "3" highlights this dropdown.
- An "Archivo (.xls)" field with a "Seleccionar archivo" button and the text "Ningún archivo seleccionado". A red box labeled "2" highlights the "Seleccionar archivo" button.
- A second "Badge Type \*" dropdown menu with the placeholder text "Select ... \*". A red box labeled "3" highlights this dropdown.
- A table at the bottom left with the heading "Invitations" and columns "Assigned" and "Sent". A red box labeled "4" highlights this table area.
- A green "Submit" button at the bottom right.

## 4. GENERATED INVITATIONS

1. On the main screen of the **"Marketing virtual invitations"** menu, you can view your sent invitations by clicking on **"Display sent invitations"**.
2. On **"Invitation status"** you can see if your guest has already activated the invitation to join.
3. You can resend the invitation by clicking on the message symbol or notify all your guests by clicking on **"Mass Notification"**.



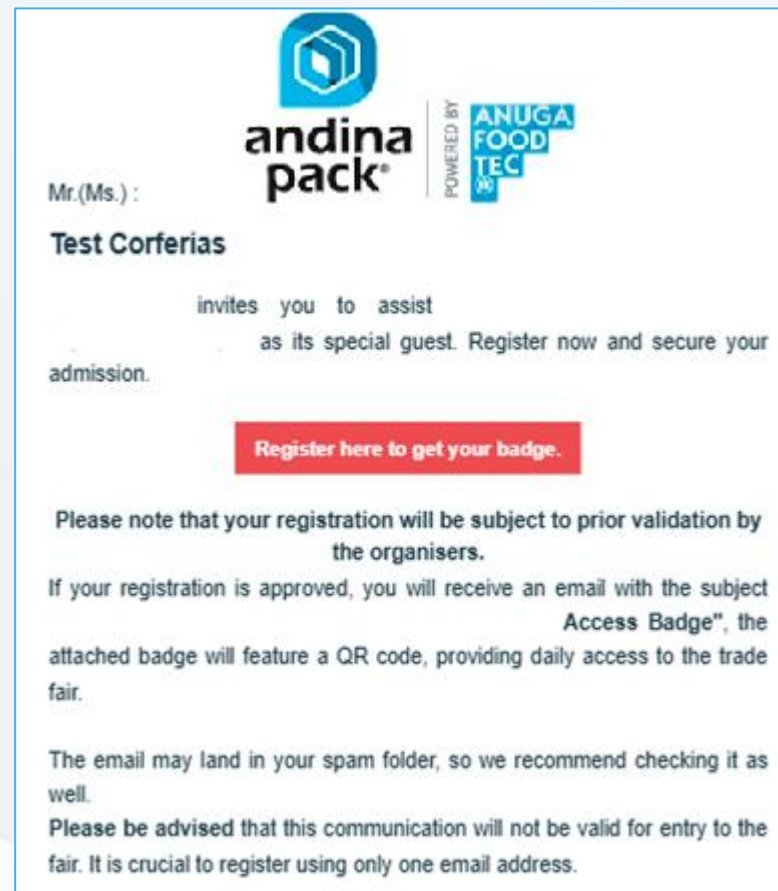
The screenshot shows the 'Virtual invitations' dashboard. At the top right, there are buttons for 'Invitations' and 'Bulk Upload Invitations'. Below this is a 'Tray information' section with 'Display sent invitations' and 'Hide' buttons. The main area contains a table with the following data:

Type	Names	email	Invitation status	
Mercadeo	Prueba prueba	lmendez@corferias.com	Not activated	

Below the table, there is a dropdown menu showing '1' and a 'Mass notification' button.

## 5. INVITATION ACTIVATION

The registered emails will receive a request to activate the invitation to the International Security Fair – ESS+ 2025. Your guests should click on the “**Register Here to get your badge**” button, which will redirect them to the registration form (required in order to receive the Access credential at no cost).

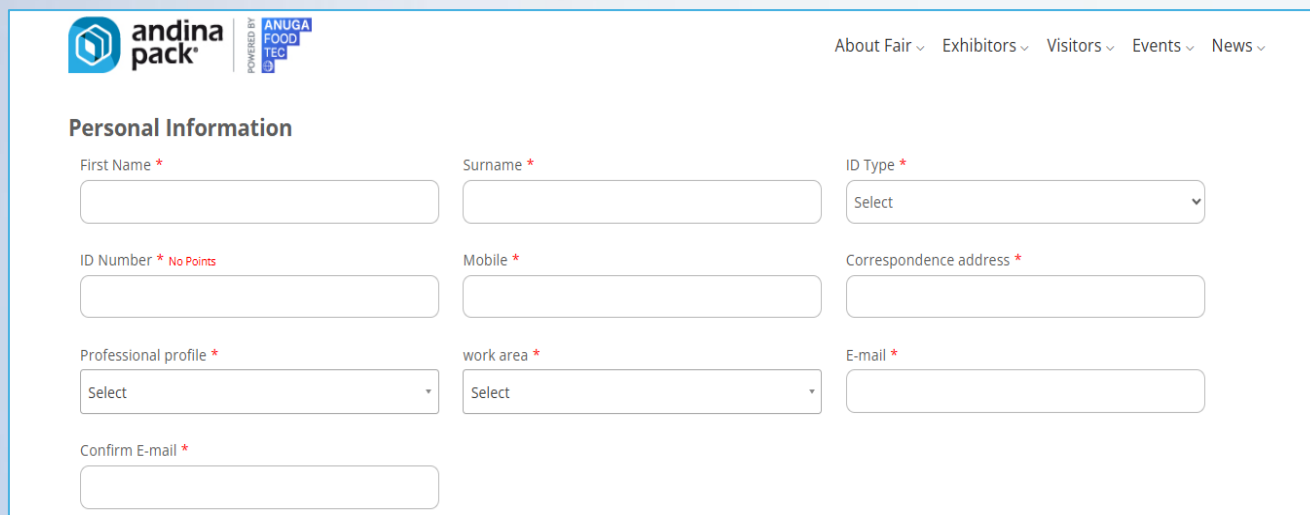


## 6. FILLING OUT THE FORM

Once you have filled in the preregistration form, click on **"SEND FORM"**.

The data will be verified by the Organizing Committee, who will send the personal and nontransferable credential to your guest's email address\*

*\*Check carefully the data provided as it will be included in the access credential.*



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### Personal Information

First Name \*

Surname \*

ID Type \*

ID Number \* No Points

Mobile \*

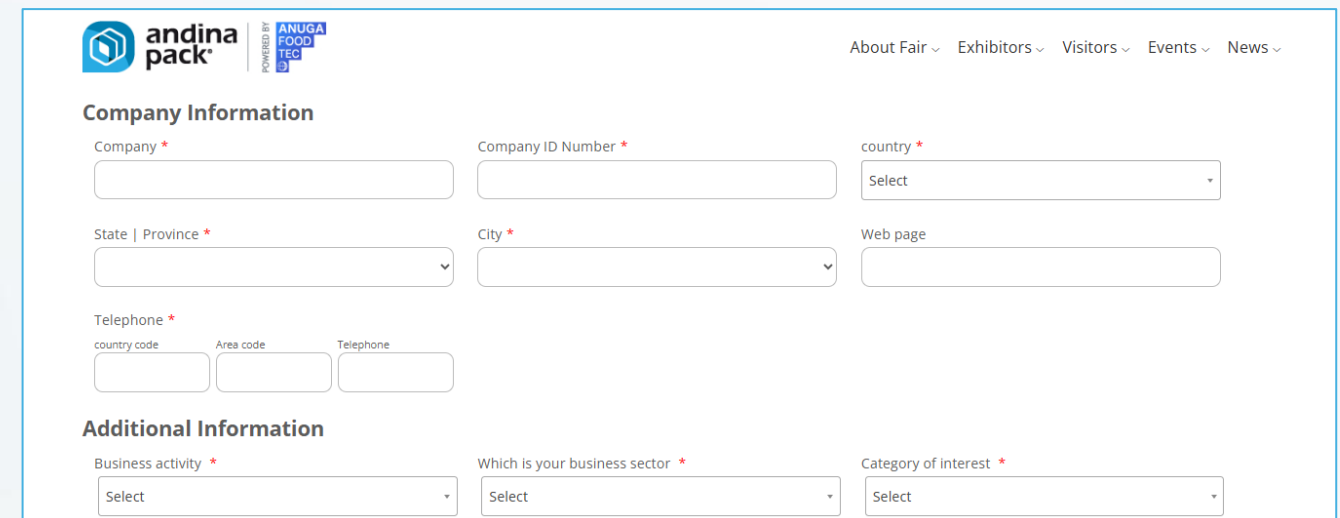
Correspondence address \*

Professional profile \*

work area \*

E-mail \*

Confirm E-mail \*



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### Company Information

Company \*

Company ID Number \*

country \*

State | Province \*

City \*

Web page

Telephone \*

### Additional Information

Business activity \*

Which is your business sector \*

Category of Interest \*

## 7. INVITATIONS APPROVAL

Once the registration has been approved, the QR code will be sent to the email address, which must be presented at the designated entrances of the trade fair.

Sender's email:  
[lmendez@corferias.com](mailto:lmendez@corferias.com)



The image shows a digital representation of an invitation approval email. At the top, it features the 'andina pack' logo and 'ANUGA FOOD TEC' logo on the left, and the event dates '04 - 07 NOV. 2025' and location 'CORFERIAS, BOGOTÁ COLOMBIA' on the right. The main body of the email is white with black text. It identifies the recipient as an 'INTERNATIONAL VISITOR' and 'Mr./Mrs.: INTERNATIONAL TEST'. A welcome message follows: 'Welcome to ANDINAPACK. Thank you for registering, your access code has been approved.' Below this is a large QR code. To the left of the QR code is a 3D rendering of a red and white visitor badge with a QR code on it. To the right of the QR code, under the heading 'Please note:', there are two bullet points: 'This invitation is strictly personal.' and 'Limited admission, in accordance with current regulations. Terms and conditions apply.' At the bottom of the email, a red-bordered box contains the instruction: 'Please print out the attached badge and present it at the venue's entrance to gain access to the fair. This will avoid crowds and queues.'

## 8. ACCESS BADGE

In addition to the QR code your guest will find attached his or her **BADGE** in PDF format personalized with his or her data, a general map of the trade show, information of interest and recommendations to be taken into account during his or her visit.

In order to access to the trade show, the guest may print **the badge and present it at the entrance** to the fairgrounds thus avoiding lines and crowds.



## FURTHER INFORMATION

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**¡THANKS!**

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