

2023 MYBA CHARTER SHOW

EXHIBITORS' GUIDE



MYBA
CHARTER SHOW

MARINA PORT VELL
BARCELONA



Index

.....	
STANDS.....	3
EXTERIOR STRUCTURE.....	4
Curtains.....	4
Company logo board.....	4
INTERIOR STRUCTURE.....	5
Flooring.....	5
Lighting.....	5
ADDITIONAL ELECTRIC POWER.....	5
ATTENDANCE.....	5
STAND ALLOCATION.....	6
DEPOSIT.....	6
REQUESTS FOR FURNITURE, ELECTRONIC EQUIPMENT OR BESPOKE STAND DESIGN.....	7
External & Internal Design - EXTRA.....	7
REMINDER OF THE RULES FOR ELECTRICAL INSTALLATION.....	8
EXHIBITOR'S LIABILITY.....	8
STAND SET UP/BREAKDOWN AND SHOW TIMETABLE.....	8
ACCESS CONTROL.....	8
PEDESTRIAN ENTRANCE & EXIT.....	9
VEHICLE ACCESS POLICY.....	9
SHOW PASSES.....	10
SHOW HOURS.....	11
DELIVERIES.....	11
PARKING.....	11
SPECIAL PARKING CONDITIONS – REFRIGERATED TRUCKS.....	11



TELPARK	11
SABA BAMSA BARCELONETA.....	12
PARKING TRAIN STATION – ESTACION DE FRANCIA	13
DAILY CLEANING SERVICE	13
COLLECTION OF EXCESS RUBBISH	13
SECURITY.....	14
HOSTESSES	14
TERMS & CONDITIONS FOR HOSTING A PARTY AT STANDS	14
STAND INSURANCE	15
CATERING SERVICES	15
FLOWERS	15
GENERAL COOPERATION WITH MARINA PORT VELL	15
HEALTH AND SAFETY: EXTERNAL SUPPLIERS.....	15
ANIMALS	16
EMERGENCY PROCEDURE.....	16
SUSPICIOUS PACKAGES	17
SHIPPING & HANDLING GUIDELINES.....	17



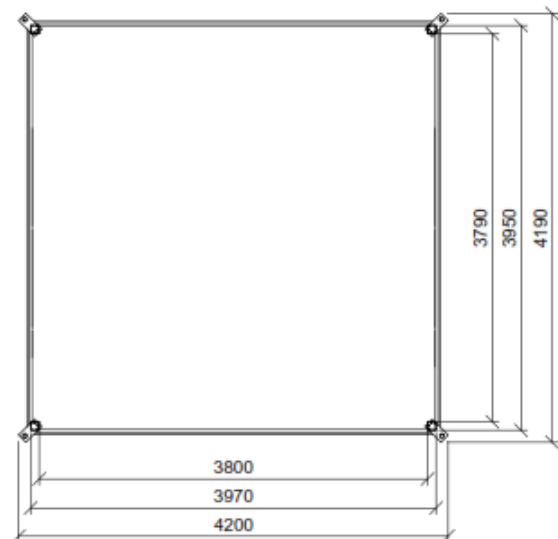
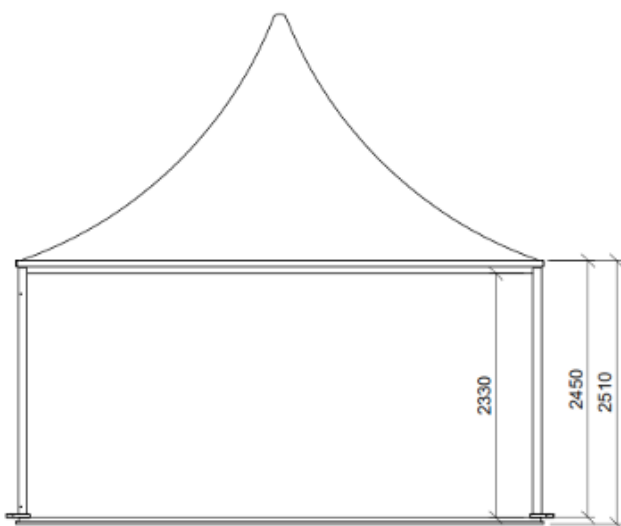
STANDS

Stands are 4x4m and are free-standing tented structures with white perimeter PVC curtains, company signboard at the front top of the stand, two spotlights 100w, and a 3.3 kw switchboard with three integrated European Union type F plugs providing standard 230V at 50Hz. Upgrades of any of this material can be made to the stand and enquiries should be sent to Alexandra Ströbl at Alexandra.stroeb@losbergerdeboer.com

Each 4x4m stand includes €120 in electricity. Should you need more power please contact Iva Doci mybashowassistance@marinaportvell.com

Structure Technical Details

Side curtains	3 x White opaque	Technical specifications	
Arched windows	1 x White opaque	Incline of roof	Membrane
Roof covers	White opaque	Side wall height – external	2.515 mm
		Side wall height – internal	2.330 mm
		Upright dimension	63 mm
Floor	Available with or without floor	Floor bearing capacity	500kg/m ²
Connection to other De Boer structures	Yes	Roof tensioning system	Yes
Connection to fixed buildings	Yes	Roof span	No
Awning	No	Wind load	0,50 kN/m ²
Wall linings	No	Snow load	0 kN/m ²





EXTERIOR STRUCTURE

Curtains

The stand comes with white pvc curtains on all four sides and with arched windows at the front. The stand opens and closes with a zip. It is strictly forbidden to remove/open the middle curtain in order to join up stands from different companies.

Company logo board

All the structures are provided with a personalised company signboard on the front of the tent.

The board will have the MYBA Show logo on the right hand side, the exhibitor logo in the centre and the stand number on the left hand side.

LOGO:

The signboard is included in the exhibition fee. The exhibitor must send their company name/logo in a ready-to-print archive:

Format AI, JPG or EPS - 100% final format full colour (CMYK 4 colour printing).

Logos smaller than 1MB will be refused.

Abbreviations may be used, according to space limitations.

Send your logo to the following email address

alejandra.salazar@losbergerdeboer.com by the 17 March 2023.

Losberger Deboer, which is the tenting supplier, will send you the signboard draft design with a deadline for your final approval. Should there be no response from you, Losberger Deboer will consider the design as approved.

Please ensure you send your logo on time to the correct email address (mentioned above). Should we not receive anything from you, we will use your company logo from a previous attendance (if applicable), otherwise only your company name will be printed.

Signboard measurements: 4m x 0.40m. Space for exhibitor logo: 2m x 0.30m.





INTERIOR STRUCTURE

Flooring

Anti-skid, top-layered multiplex plate on aluminium tube structure in rail system with a load capacity of 500kg/m². Should you wish to drill holes into the floor, contact Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.com, and note there will be a charge per panel. In the case you do not obtain prior written permission and/or do not pay the charge per panel, your deposit will not be returned.

Please note that a 16m² blue carpet (per single stand size) is included in the stand registration fee. **It is possible to personalise the flooring at your own cost by 24 March 2023. If the colour has not been confirmed on time, the flooring will be the standard blue.**

Lighting

A 3.3kw switchboard will be placed against the back wall. If you wish to have it somewhere else, contact Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.com. The structures come with a one light track with 2 spotlights of 100W and 3 sockets for Type F European Union 2-pin plugs.

For any additional switchboard or spotlights, please contact Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.com by 24 March 2023.

ADDITIONAL ELECTRIC POWER

All additional electric power requests will be made directly to Iva Doci mybashowassistance@marinaportvell.com

Requests need to be received before **24 March 2023**

ATTENDANCE

Companies and individuals whose business activity is not yacht charter or management can only attend the Show as Exhibitors.

Attendance at the Show is subject to the MYBA Charter Show Panel's final approval.

Companies that have been refused access to YACHTFOLIO are not allowed to hire a stand at the Show.

If demand for stands is very high, the MYBA Charter Show Panel reserves the right to restrict the number of stands per exhibitor.

It is not permitted for companies to share a stand and Exhibitors cannot market other companies on their stand.

Exhibitors should only be representing the company that has been accepted by the MYBA Charter Show Panel and only perform the activities under which they registered.



Stands must be manned at all times during Show hours by at least one person.

The registration fee (per single stand) includes NAMED passes for up to 4 employees.

For Show and Opening Cocktail passes, please see below:

EXHIBITORS CATEGORIES & single STAND FEES	PASSES INCLUDED in stand fee		EXTRA PASSES	
	Show passes	Show Opening Cocktail passes	Show Passes	Show opening cocktail passes*
EX1 €2900	4 per single stand	2 per single stand	€180 each and limited to 4	1 extra ticket can be purchased online at 147€
EX2 €3503	4 per single stand	1 per single stand	€249 each and limited to 4	1 extra ticket can be purchased online at 147€
EX3 €3729	4 per single stand	1 per single stand	€249 each and limited to 4	1 extra ticket can be purchased online at 147€

* Subject to availability

All the prices mentioned are excluding VAT

Rotation of passes is NOT permitted.

N.B. The 4 named passes and extra passes may only be attributed to the named employees (proof of this may be required).

STAND ALLOCATION

Stand allocation will occur once all available stands have been reserved. The Show Managers will advise Exhibitors of their stand location as soon as possible. **Stand location may vary from the previous Show.** Note the Exhibitor fee is non-refundable.

DEPOSIT

A 1000€ break-down deposit (per single stand size) must be paid with each stand registration. The deposit will be refunded at the end of the Show, on the condition that:

- i) the dismantling of the stand has not begun before 17h00 on Thursday 27 April, in such case 100% of the deposit will be charged.
- ii) any external element on/in the tent that requires removal/dismantling is left behind, any damages to your stand, or any material that are left such as sales brochures etc., in such case 300€ from the total of your deposit will be deducted.



Stands must remain manned until that time. The stand must be returned in the same condition as at handover and no rubbish other than that which fills a standard waste-paper bin will be accepted. Any external elements attached to the tent, such as images, vinyls etc. must be removed prior to leaving the stand. An official inspection will be carried out in order to verify the condition of the stands on 27 April 2023 at the end of the Show.

Please provide an IBAN bank account number for the refund of the deposit by wire transfer.

Note that any additional electricity consumption (above the amount set and included in the stand fee) will be charged to each Exhibitor and deducted from the deposit.

REQUESTS FOR FURNITURE, ELECTRONIC EQUIPMENT OR BESPOKE STAND DESIGN

All furniture/additional equipment requests will be done through the supplier's website, Losberger Deboer.

To order furniture, audio-visual equipment, electricity items, décor and for any other services on your stand, please check the following link: <http://losberger-de-boer.webshopapp.com/>

All these items are available on a rental basis, except for the canvas structures which will be removed by Losberger Deboer at the end of the Show. Losberger Deboer can also send it to your office by special courier service upon request and at an extra cost.

In order to proceed with your order, please open an account and select your items. **It is very important to enter the VAT number of your company.**

The website does not permit online payments, therefore:

- Please select the items you wish to order.
- Please confirm your order and click on NEXT STEP until the final stage, at which point you will receive your ORDER CONFIRMATION.
- Please FORWARD THE ORDER CONFIRMATION received by email to Alexandra.stroebl@losbergerdeboer.com
- You will promptly receive a proforma invoice with the total amount to be paid by wire transfer.
- The order will only become effective once proof of payment is received by email and funds have been received on LosBerger DeBoer bank account by **3 April 2023**.
No other requests can be made after these dates
- No refunds will be made once the payment is received.

External & Internal Design - EXTRA

Full interior customisation is available for these structures at project-design stage, as well as more basic interior stand fittings – wall and ceiling cladding, partitioning into separate areas etc.



Furniture and other items as such as fridges, brochure racks and coat stands are also available.

A wide range of Warehouse/Office areas can also be provided, from modular closures to carpentry design.

These prices do not include stock images, editing or design, only printing, application and removal. Should you wish us to carry out design work, enquire regarding charges.

You should note that restrictions apply to these structures, which may only display branding in low-tack vinyl.

Contact Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.com for any requests by the **31 March 2023**.

REMINDER OF THE RULES FOR ELECTRICAL INSTALLATION

The electrical connections made by the exhibitors should comply with the C15-100, C12-200 Spanish norms.

The conductors used should be of no flame propagator, with a section appropriate to the power to supply, and will never have a section lower than 1,5 mm².

EXHIBITOR'S LIABILITY

The exhibitor will be held responsible for any damage caused by themselves or any external company acting on their behalf. Should the exhibitor modify in any way the electrical set up, they will be liable for any damage caused.

STAND SET UP/BREAKDOWN AND SHOW TIMETABLE

Stands are available for set up from 09h30 to 18h00 on Sunday 23 April and must be fully set up by 18h00 on the same day. It is forbidden to make any changes to the stand during the show hours. Stands must not be dismantled before 17h00 on Thursday 27 April and must remain manned until that time. In the case of vacating the stand before 17h00 on Thursday 27 April the deposit will not be returned. Once vacated, the Show Managers will carry out an inspection of all stands.

ACCESS CONTROL

All exhibitors must wear their pass at all times and show it when requested by the security team.



PEDESTRIAN ENTRANCE & EXIT

Palau de Mar (Moll de la Barceloneta 1; 08039) is the main entrance to the Show.

Please note that your Show pass will need to be shown at the entrance. It will be scanned on your arrival every day and you will be given a different day bracelet.

During Show hours, the Spanish Quay gate can be used as an entrance/exit only for those who have a Show pass and wear a day bracelet.

VEHICLE ACCESS POLICY

Please note that in order to ensure a safe working environment before, during and after the Show, a **'no vehicle movement'** policy at the exhibition area will be enforced and no **other trucks or transport companies will be permitted to enter the marina for unloading.**

23.04.2023 – SET UP DAY

Exhibitors arriving with their own vehicle and wishing to unload material for their stand will only be allowed on Sunday during the set-up hours, from 09h30 to 18h00.

Due to restricted space on the dock, only a few cars will be able to access the dock at the same time and cars will be allowed to remain for a maximum of 15 minutes. The designated access control is the main entrance in Moll de Barceloneta 1, Barcelona, Spain.

In order to access the dock, exhibitors previously need to schedule a time slot. The time slot can be requested by contacting Iva Doci mybashowassistance@marinaportvell.com. Access for vehicles without a scheduled time slot will be denied.

Access is extremely limited, if you are dropping off portable items, such as boxes of brochures etc. we strongly advise that you do not try to enter the marina by car. During periods of high transit, security may refuse entry to those trying to gain vehicle access with portable goods.

27.04.2023 – DISMANTLING DAY

Due to restricted space on the docks, **exhibitors will not be able to access the marina with their own vehicles.**

In order to avoid any vehicle congestion at the main entrance, a special parking location has been designated at the end of *Calle Escar* (located at the end of *Passeig Joan de Borbó* street), to load your own material after the Show.

It is extremely important that you are aware that no cars can be parked in front of the main entrance in Moll de Barceloneta, 1 at Palau de Mar. Port Authority has advised that any cars parked in the area, will be removed by the port police.

Exhibitors will have the opportunity to choose one of the following options to pick up all materials. Kindly note that for both options, **it is compulsory to have a time slot** previously scheduled to access the respective loading areas:



1. The first option is to use our official freight forwarder and onsite handling contractor DB Schenker who can directly transport all the stand items to your vehicles in the area marked in Orange in the map below. **Time slot will be determined by DB Schenker.**

For this option, please contact DB Schenker directly by email:

Mar.botija@dbschenker.com

2. The second option is to load your material by your own means. In this scenario, your car will need to be parked in the area marked in green in the map below. Buggies will be circulating and may help you to move your material. **Time slot will be given by Iva Doci and for a maximum of 20 minutes.**

For this option, please contact Iva Doci directly at

mybашowassistance@marinaportvell.com

Security at the access control will refuse those vehicles without a time slot previously reserved.



<https://drive.google.com/open?id=1-Aqr-9OOebTyKkkPHoMvws38CyViMWej&usp=sharing>

SHOW PASSES

Please note: Show passes will need to be self-printed by attendees on A4 size standard paper, which will be folded and placed in a transparent pouch held with a lanyard. Pouch and lanyard will be given on set-up day, when passes get shown and scanned at the main entrance of the marina.



SHOW HOURS

The Exhibition area will be open from 9h30 to 18h30 from Monday to Wednesday; and from 9h30 to 17h00 on Thursday.

Yacht Viewing will be open from 9h30 to 17h30 from Monday to Wednesday and from 9h30 to 17h00 on Thursday. It will be interrupted Monday to Thursday from 13h00 to 14h30 for Brokers' onboard lunches and Monday to Wednesday from 17h30 to 18h30 to allow Captains and Crew to visit the Exhibition area.

Entrance to the Show will be through the main Entrance and the Spanish Quay gate can only be used as entrance/exit for those who have a Show pass and wear a day bracelet.

DELIVERIES

Deliveries to the stands during the Show must be arranged outside of the Show hours and therefore before 9h00 in the morning and after 19h00 in the evening.

PARKING

SPECIAL PARKING CONDITIONS – REFRIGERATED TRUCKS

For exhibitors who require **parking with an electrical connection** contact Iva Doci mybashowassistance@marinaportvell.com and clearly state your requirements, vehicle measurements etc. Note that for these vehicles it will **NOT be possible to park behind the stand**.

TELPARK (former EMPARK)

Vehicle maximum height: 1.95m

Location: in front of the marina

The Sat Nav address for parking is Passeig de Joan Borbó s/n, 08039 Barcelona:

Latitude N 41°22' 51.185"

Longitude E 2°11' 9.741"

No parking is available inside the marina. Preferential parking rates have been negotiated at the **TELPARK** car park next to the marina.

For parking services contact Iva Doci mybashowassistance@marinaportvell.com who will issue a letter that you will need to present at the parking office once you have parked in order to benefit from the rate.

The parking office is open on Saturday 22 April from 10h00 to 15h00, Sunday 23 from 10h00 to 22h00 and from Monday 24 April to Thursday 27 from 07h00 to 23h00.



If you pay at the ticket machine you will be charged the public rates. You need to address to the main office to get preferential rates. Payment is **upon arrival** and can be made by cash or credit card. If you leave earlier the amount is not refundable.

You will be able to enter and exit the car park as many times as you wish.

Special rates for the Show will be applied. Final rates will be available by the end of February.



SABA BAMSA BARCELONETA



Vehicle maximum height: 2.20m

Location: approx. 700m from the marina

The Sat Nav address for parking is Carrer del Baluard, 27, 08003 Barcelona

Latitude N 41°22'47.5"

Longitude E 2°11'20.8"

Rates are the following and are inclusive of VAT. 2023 public rates might slightly increase in April 2023.

- ✓ 3 days €63.40
- ✓ 4 days €77.75
- ✓ 5 days €92
- ✓ 6 days €106.40



Please note that the day passes **can be reserved and purchased** via the website or onsite. Payment must be made by credit card.

<https://www.saba.es/en/>



PARKING TRAIN STATION – ESTACION DE FRANCIA

Vehicle maximum height: 2.60m

Location: approx. 700m from the marina

The Sat Nav address for parking is Avenida Marqués de la Argentera, S/N, 08003 Barcelona

(next to the train station)

Latitude N 41°23'02.3"

Longitude E 2°11'11.4"

Public rates are the following and are inclusive of VAT. 2023 public rates will be available by the end of February.

✓ per hour €3.50

Parking is open 24h (Customer service opens on working hours). For parking services kindly address to the parking area.

DAILY CLEANING SERVICE

Stands will be cleaned first thing in the morning from Monday to Thursday. The flooring will be hoovered and wastepaper bin emptied. Anything that is not in the waste bin will not be removed.

Should you require additional cleaning contact Iva Doci for a quote

mybashowassistance@marinaportvell.com

COLLECTION OF EXCESS RUBBISH DURING SET UP AND DISMANTLING

During the Show, all excess rubbish that does not fit in the wastepaper bin must be removed by the exhibitor and placed in the bins located along the docks. Should this not be removed



by the exhibitor, it will cause an additional charge. Please note that it will be charged additionally as per MPV waste management fees.

Marina Port Vell provides recycling bins for glass, plastic and paper.

Should you need to leave part of your stand structure or other items such as images, marketing material, boxes etc. when you vacate the stand, please contact Iva Doci mybashowassistance@marinaportvell.com for a quote. In the case that material is left without prior notification, 300€ from the total of your deposit will be deducted and not returned.

SECURITY

There will be general security 24/7 during the set up, the Show and break down. MPV does not assume any liability of individual custody and/or surveillance towards any stand that will be considered under the exclusive custody and/or surveillance of the exhibitor. Any exhibitor requiring additional security for their stand should contact Iva Doci mybashowassistance@marinaportvell.com. Each exhibitor is responsible for their own belongings and possessions and it is recommended that all personal items are removed at night or kept in a locked cupboard. We would advise you to take your laptops back to your hotel every evening.

HOSTESSES

If you would like any hostess service during the show, contact Elena de Paz at elena@nicepeopleforevents.com - +34 938 134 783

TERMS & CONDITIONS FOR HOSTING A PARTY AT STANDS

Please bear in mind that on Monday 24 April, there will be the Quay Party Evening from 17h30 and all Exhibitors are encouraged to participate.

On other days, parties at stands will only be allowed on the sole condition that they end by 19h30.

For safety reasons, only electrical induction systems will be authorised.

For all catering service needs and catering companies contacts, please contact Laura Garcia l.garcia@marinaportvell.com.

All events to be organised during or around the MYBA Charter Show should be submitted to Laura Garcia l.garcia@marinaportvell.com for pre-approval by the MYBA Charter Show Panel or they will not be permitted to run.



All external suppliers involved in your parties, would need to request a specific pass. Please contact Iva Doci mybashowassistance@marinaportvell.com for more information.

STAND INSURANCE

Although we have 24-hour security during the Show, MPV does not assume any liability of individual custody and surveillance towards any stand we recommend you contact your insurer for any additional coverage required for your possessions, valuables and equipment.

CATERING SERVICES

For all catering service needs and catering companies contacts , please ask Laura Garcia l.garcia@marinaportvell.com

FLOWERS

For flowers and plants contact Marie Lynch from Paradiso Barcelona paradisobarcelona@gmail.com or +34 635 36 98 24.

GENERAL COOPERATION WITH MARINA PORT VELL

During the set up and dismantling of the Show, the marina will be open to clients and yachts that are not part of the Show. All exhibitors and any other third parties collaborating with exhibitors must follow the marina rules and regulations and cooperate fully with the Marina Port Vell staff to ensure the safety and security of everyone inside the facility.

HEALTH AND SAFETY: EXTERNAL SUPPLIERS

All external suppliers must be approved beforehand and will be issued with a specific pass.

In order to enter the marina, all external suppliers must complete the Health & Safety document. This form must be filled in and signed by all external suppliers who will be working at your stand. To receive the forms contact **Iva Doci** mybashowassistance@marinaportvell.com

This form needs to be received by **3 April 2023**

Should this form not be submitted on or after the cut-off date, entrance to the marina will be denied. It is strictly forbidden to consume alcohol during the set up and break down periods.



ANIMALS

No animals are allowed into the Show with the exception of guide dogs.

EMERGENCY PROCEDURE

In case of an emergency, please contact one of the Marina Port Vell staff member (tel: +34 930098332 Security control or +34 934842300 Marina Port Vell Reception) who will immediately activate the marinas emergency protocol.

In the event the marina needs to be evacuated, an announcement will be made over the loud speaker system and all exhibitors should make their way to the meeting point. Meeting point below in the picture (Main Entrance of the marina – Palau de Mar).



All emergency exits must be kept clear. A 5m lane must be kept clear at all times on the docks to allow emergency vehicles to pass. Any vehicles blocking the emergency route or not in a designated parking space will be towed away at the owner's cost.



SUSPICIOUS PACKAGES

In case you notice a suspicious package, please inform a staff member of Marina Port Vell (tel: +34 930098332 or +34 934842300) immediately, and do not touch nor move the package.

SHIPPING & HANDLING GUIDELINES

DB Schenker has been appointed as the exclusive official freight forwarder and onsite handling contractor. For more details please contact: Mar Botija

Phone: +34 934042780
e-mail: mar.botija@dbschenker.com

Please note that in order to ensure a safe working environment before, during, and after the Show, a **'no vehicle movement'** policy at the exhibition area will be enforced and no **other trucks or transport companies will be permitted to access into the marina for unloading.**

DB SCHENKER will deliver all exhibition goods to the stands on **Sunday 23 April** and will assist you on **Thursday 27 April**, if you require their services to dismantle your stand.

Collection of empty freight & boxes will be done only on Sunday 23 April during the morning.

It is not permitted to send packages directly to the Marina Port Vell office. All delivered packages will be refused.



<i>INFORMATION</i>	<i>Contact person & Company name</i>	<i>Email address</i>
Tenting & stand Modification electronic installation Deadline 24/03/2023 Internal decoration & furniture Deadline 31/03/2023 Flooring Deadline 24/03/2023 Lighting Deadline 24/03/2023	Alexandra Stroebel Losberger Deboer	Alexandra.stroebel@losbergerdeboer.com
Fashiaboard logo Deadline 17/03/2023	Alejandra Salazar Losberger Deboer	alejandra.salazar@losbergerdeboer.com
Extra electricity in your stand Deadline 24/03/2023 Water connection at your stand Deadline 24/03/2023 Set up vehicle time slot Dismantling vehicle time slot Truck parking Parking special rates Extra cleaning service Extra security service Collection of material on the dismantling day Supplier passes & documentation	Iva Doci Marina Port Vell	mybashowassistance@marinaportvell.com
Private party at the stand during the show Catering service	Laura Garcia Marina Port Vell	l.garcia@marinaportvell.com
Deliveries Set up and dismantling	Mar Botija DB Schenker	Mar.botija@dbschenker.com
Flowers	Marie Lynch Paradiso Barcelona	paradisobarcelona@gmail.com
Hostess services	Elena de Paz Nice People for Events	elena@nicepeopleforevents.com