

2025 MYBA CHARTER SHOW

EXHIBITORS' GUIDE





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STANDS

STANDS WILL BE ALIGNED ALONG THE QUAYS, DIRECTLY BEHIND THE YACHTS.

Stands are **3x3m** and are free-standing tented structures with white perimeter PVC curtains, company signboard at the front top of the stand, one central soft-light 100w and a 3 kw switchboard. Upgrades of any of this material can be made to the stand and enquiries should be sent to mybashow.stands@henoto.com

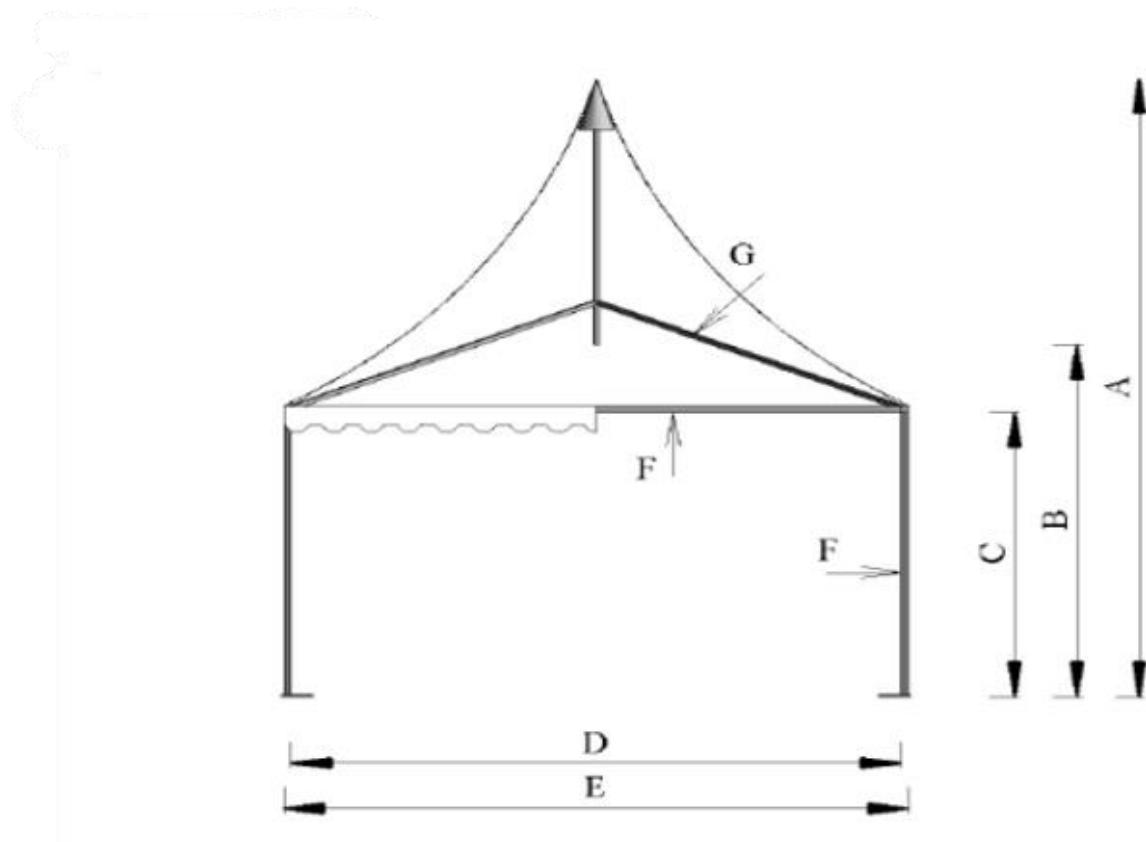
Each 3x3m stand includes €120 in electricity. Should you need more power please contact mybashow.stands@henoto.com

Structure Technical Details

BEARING STRUCTURE IN ALUMINUM

PVC COVER

ANCHORING WITH PEAKETS AND BALLASTS



CHARACTERISTICS		STAND 3 x 3 m
TOTAL HEIGHT	A	3,94 m
INTERNAL HEIGHT (under structure)	B	2,60 m
PORTAL HEIGHT (under perimeter bar)	C	2,30 m
DISTANCE BETWEEN AXIS	D	2,90 m
EXTERNAL WIDTH	E	3,00 m
LEG SECTION AND HORIZONTAL CROSSBAR	F	63 x 63 mm
DIAGONAL UPRIGHTS SECTION	G	40 x 40 mm





EXTERIOR STRUCTURE

Curtains

The stand comes with white pvc curtains on all four sides. The stand opens and closes with straps with buckle. 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 righthand side, the exhibitor name/logo in the centre and the stand number on the lefthand 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 JPG, PDF or EPS - 100% final format full colour (CMYK 4 colour printing).

Non vector logos smaller than 1MB will be refused.

Abbreviations may be used, according to space limitations.

Send your logo to the following email address: mybashow.stands@henoto.com,
[mailto:](mailto:mybashow.stands@henoto.com)by 1 March 2025.

Our supplier will send you the signboard draft design with a deadline for your final approval. Should there be no response from you, the design will be considered 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: 3m x 0.40m.





INTERIOR STRUCTURE

Flooring

Raised wooden platform 10 cm.

Should you wish to drill holes into the floor, please contact mybashow.stands@henoto.it, 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 9m² 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 **1 March 2025**. If the colour has not been confirmed on time, the flooring will be the standard blue.

Lighting

A 3kw switchboard will be placed against the back wall. If you wish to have it somewhere else, please contact mybashow.stands@henoto.it. The structures come with a soft-light track and 2 sockets for Type F European Union 2-pin plugs.

For any additional switchboard or spotlights, please contact mybashow.stands@henoto.com, by **1 March 2025**.

ADDITIONAL ELECTRIC POWER

All additional electric power requests will be made directly to mybashow.stands@henoto.com. Requests need to be received before **1 March 2025**.

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.

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 €3505	4 per single stand	1 per single stand	€249 each and limited to 4	1 extra ticket can be purchased online at 156€
EX2 €3730	4 per single stand	1 per single stand	€249 each and limited to 4	1 extra ticket can be purchased online at 156€

* 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 may be requested).

Please note that the Exhibitor fee is non-refundable.

For accounting reasons, the exhibitor fee cannot be transferred to the following year.

STAND ALLOCATION

Stand allocation will occur once all available stands have been reserved. The Show managers, PORTOSOLE will advise Exhibitors of their stand location as soon as possible.

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 1 May 2025, 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 **1 May 2025** at the end of the Show.

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

REQUESTS FOR FURNITURE, ELECTRONIC EQUIPMENT OR BESPOKE STAND DESIGN

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

mybashow.stands@henoto.com

or

Graphicando Solution – Barbara Gentile Tel. : 0039 3891808760

email: b.gentile@graphicandosolutions.com - <http://www.graphicandosolutions.com/>

<http://www.graphicandosolutions.com/shop>

To order furniture, audio-visual equipment, electrical items, décor and for any other services for your stand, please check the following link:

- 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.
- The order will only become effective once proof of payment is received.
- Orders should be placed by **1 March 2025. No other requests will be accepted after this date.**
- No refunds will be made once the payment is received.

Custom stand design

Complete stand customisation is available, as well as more basic stand fittings – Wall and ceiling linings, partitioning, etc... A wide range of modular or designed storage/office areas can also be provided.

- Contact mybashow.stands@henoto.com, for any requests by **20 February 2025**.



REMINDER OF THE RULES FOR ELECTRICAL INSTALLATION

The electrical connections made by the exhibitors should comply with CEI 64-8 standard for temporary electrical systems.

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 27 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 1 May 2025 and must remain manned until that time. In the case of vacating the stand before 17h00 on Thursday 1 May the deposit will not be returned. Once vacated, the Show Managers will carry out an inspection of all stands.

ACCESS CONTROL

Access to the yachts will only be permitted for those wearing a Show pass and a day bracelet.

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

PEDESTRIAN ACCES FOR EXHIBITORS AT THE MYBA BOAT SHOW IN PORTOSOLE SANREMO

The main entrance to Portosole is located at **Via del Castillo 17, Sanremo.**

The **exhibition areas** are divided into two distinct zones, each with its own designated **access gate:**

- **Gate 1:** Located near the main entrance of the port, on the right-hand side, where the marina begins.
- **Gate 2:** Situated at the far end of the port, where the breakwater starts.



Important Information:

- Upon arrival, all attendees must present their **Show Pass** at the main entrance, where it will be scanned once per day.
- All attendees will be issued a **day bracelet**, with a different color each day.

During Show hours, the entrances along **Darsena Portosole** and **Molo Portosole**, which provide direct access to the yachts, will be restricted to individuals who:

- Hold a **valid Show Pass**;
- Wear the **day bracelet**.

VEHICLE ACCESS POLICY

To ensure a safe working environment before, during, and after the Show, a “no vehicle movement” policy will be strictly enforced within the exhibition area. Trucks and transport companies will not be permitted to enter the marina for unloading operations.

27.04.2025 – SET-UP DAY

To avoid vehicle congestion inside the marina, dedicated areas will be designated near the respective exhibition zones. Exhibitors may use these areas for temporary parking and unloading of materials required for the Show.

Exhibitors and their suppliers arriving with their own vehicles and needing to unload stand materials will be permitted to do so exclusively on Sunday, during the set-up hours from 09h30 to 18h00.

Details Required by 1 April:

Please submit the following information to mybashow.desk@portosole2025.it:

- Vehicle details (license plate number)
- Full names and ID document details (type and number) for the driver and passengers

Entry and Exit Procedure:

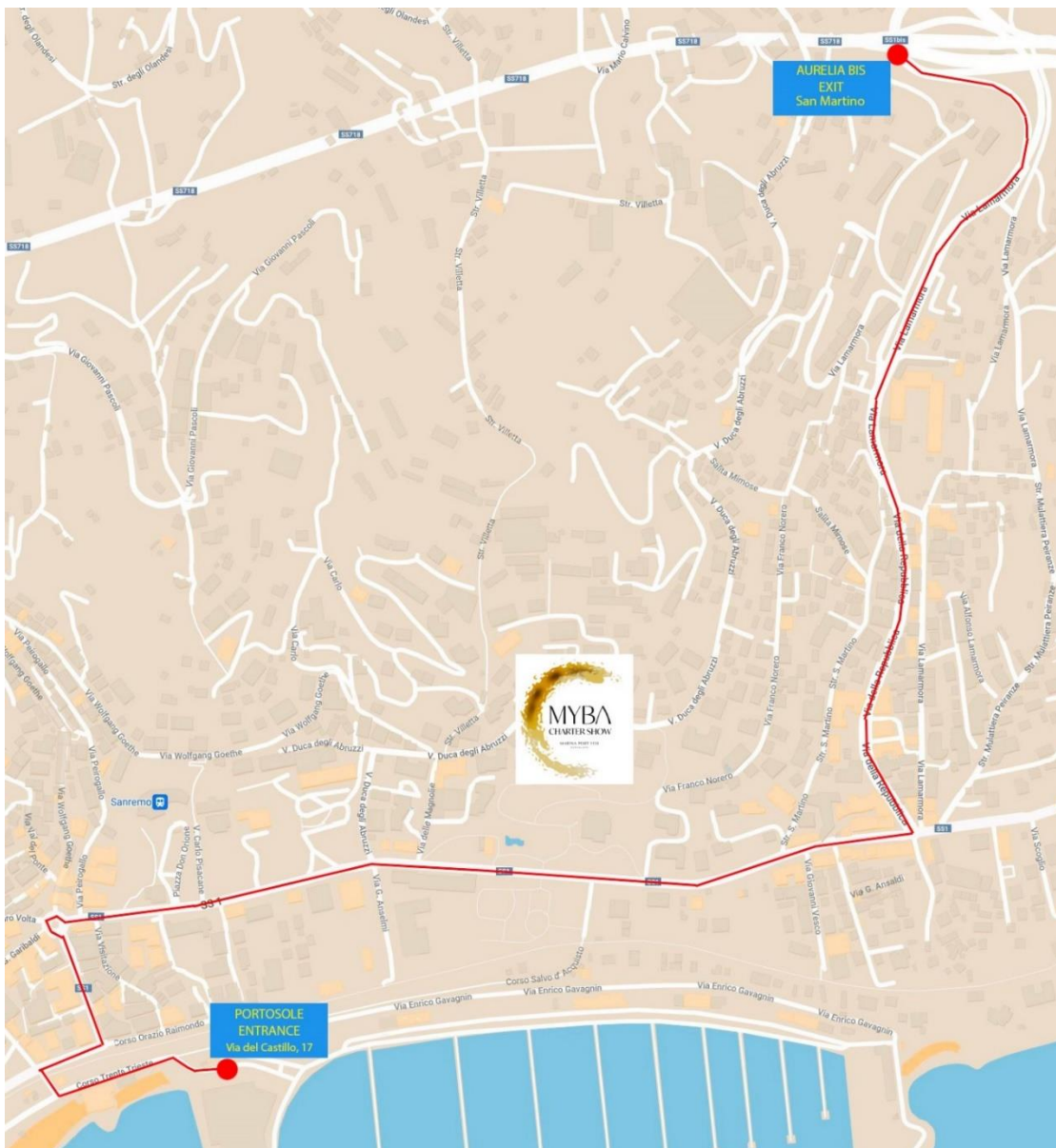
Upon arrival at Portosole, collect a Ticket at the access totem located at the port entrance. Proceed to the designated Gate, where staff will provide guidance for accessing the dedicated area and issue a valid Ticket for exit.



Important Notes:

- **Vehicles are permitted to remain parked only during stand set-up operations**
- **Once unloading is complete, vehicles must be moved to the external parking areas outside the port.**

Instructions for accessing the respective gates are provided in the map below:





Access for vehicles without a Special Parking Pass will be denied.

Exhibitors will have the opportunity to choose one of the following options to unload all materials. Kindly note that for both options, **it is compulsory to have the Special Parking Pass.**

- The first option is to use our official freight forwarder and onsite handling contractor HENOTO, that can move all stand items from your vehicle in the parking area to your stand. For this option, please contact mybashow.stands@henoto.com.
- The second option is to unload your material using your own trolley.

01.05.2025 – DISMANTLING DAY – from 17h00

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

To avoid vehicle congestion at the main entrance, two special parking areas have been designated in the two exhibition zones for loading materials after the Show.

Please send the details of the vehicle and all persons traveling (full names and ID type and number of the driver and passengers, vehicle license plate number) by **1 April** to mybashow.desk@portosole2025.it.



A Special Parking Pass will be provided to enter the dedicated area, accessible according to the instructions shown in the map below:



Access for vehicles without a Special Parking Pass will be denied.

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 the Special Parking Pass.**

- The first option is to use our official freight forwarder and onsite handling contractor HENOTO who can move all stand items from your stand to your vehicle in the parking area. For this option, please contact mybashow.stands@henoto.com.
- The second option is to load your material using your own trolley.

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 at the Reception Desk. Passes will be scanned once every day at the entrance of the Show (Gate 1, Gate2). A different bracelet will also be given every day.

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 and exit to the Show are available through either Gate 1 or Gate 2, as the exhibition area is divided into two separate zones of the port: the Darsena Portosole and the Molo Portosole. Access is permitted only for those with a Show pass and a day bracelet.

OUTSIDE SUPPLIERS & 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.

During Show hours, suppliers will not be allowed in the Show and Exhibitor's staff will have to meet suppliers at the Show entrance to pick up deliveries.

In order to avoid unfair competition in relation to other exhibitors in the Show, outside suppliers will not be allowed in to do tastings or demonstrations, nor host parties and exhibitors should not give exposure to outside suppliers.

For demonstrations or tastings on stands, Exhibitors are encouraged to work with other exhibitors in the Show that supply goods or services.

Entertainers and photo/videographers (not registered in the Show under Press) that are invited by Exhibitors, will only be allowed to go to stands at the end of the day, for evening events. They will be met at the entrance of the Show by an Exhibitor's staff in order to be taken to the stand directly.

PARKING

REFRIGERATED TRUCKS

For exhibitors who require **parking with an electrical connection**, please contact mybashow.marina@portosole2025.it and clearly state your requirements, vehicle measurements etc. Note that for these vehicles it will **NOT be possible to park behind the stand.**



EXHIBITORS

Paid parking is available near Portosole, as shown in the map below.

The available parking areas are:

- New train station – Piazza Don Orione – 0039 0184 5801
- Autosilo via Volta – Via Volta 99A – 0039 0184 542219
- Autosilo Colombo – Piazza Cristoforo Colombo 51/A – 0039 0184 591283
- Palafiori Parking – Corso Garibaldi 36 – 0039 0184 591600

The parking is open 24 hours a day (customer service is available during working hours).



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, please contact scentofrose@tiscali.it (writing MYBA in the email subject).



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 PORTOSOLE waste management fees.

PORTOSOLE provides recycling bins for 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 mybashow.stands@henoto.it 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 days and break down. PORTOSOLE 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 Barbara Boeris at barbara@timeline20.com (writing MYBA in the email subject); Tel. +39.011.5626264 Mob. +39.335.5290762 **OR** Jet Log Group Srl - business@jet-log.it +39 340 227 8279.

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, please contact Barbara Boeris at barbara@timeline20.com (writing MYBA in the email subject); Tel. +39.011.5626264 –

Mob. +39.335.5290762;

TERMS & CONDITIONS FOR HOSTING A PARTY AT STANDS

Please bear in mind that on Monday 28 April, there will be the Exhibitors 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 customer@afevents.eu (writing MYBA in the email subject), Tel. +39 3934336084.



All events to be organised during or around the MYBA Charter Show should be submitted to mybashow.desk@portosole2025.it for pre-approval by the MYBA Charter Show Panel or they will not be permitted to run.

STAND INSURANCE

Although we have 24-hour security during the Show, PORTOSOLE 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, please contact customer@afevents.eu (writing MYBA in the email subject), Tel. +39 3934336084.

FLOWERS

For flowers and plants, please contact (writing MYBA in the email subject), Sanremo Piante 0039 0184 66 86 08, email: sanremopiante@libero.it
You may also use any company of your choice.

GENERAL COOPERATION WITH PORTOSOLE

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 PORTOSOLE 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 exhibition area, 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 form, please contact

Jet Log Group Srl - business@jet-log.it - Tel.: +39 340 227 8279

This form needs to be received by **1 April 2025**

Should this form not be submitted on or after the cut-off date, entrance to the show area 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 Marina PORTOSOLE staff at

mybashow.marina@portosole2025.it , who will immediately activate the marina's emergency protocol.

SUSPICIOUS PACKAGES

In case you notice a suspicious package, please inform a staff member of PORTOSOLE immediately, and do not touch nor move the package.

SHIPPING & HANDLING GUIDELINES

Jet Log Group Srl - business@jet-log.it has been appointed as the exclusive official freight forwarder and onsite handling contractor. For more details, please contact:

Jet Log Group Srl - business@jet-log.it , Tel.: +39 340 227 8279

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

JET LOG GROUP will deliver all exhibition goods to the stands on **Sunday 27 April** and will assist you on **Thursday 1 May 2025**, if you require their services to dismantle your stand.

Collection of empty freight & boxes will be done only on Sunday 27 April during the morning.

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



INFORMATION	Deadlines	Contact person & Company name	Email addresses
Signboard logo Modification electronic installation <u>Internal decoration & furniture</u> Flooring Lighting	1 March 2025	HENOTO	mybashow.stands@henoto.com
Extra electricity on your stand EXTRA - External & Internal design			
VEHICLE ACCESS SET UP DAY	1 April 2025		mybashow.desk@portosole2025.it
VEHICLE ACCESS DISMANTLING DAY	1 April 2025		mybashow.desk@portosole2025.it
Collection of material on dismantling day	1 March2025	HENOTO	mybashow.stands@henoto.com
Extra security service	1 March2025	Jet LOG SRL	Jet Log Group Srl - business@jet-log.it Tel.: +39 340 227 8279
Extra cleaning service	1 March2025	SCENT OF ROSE	scentofrose@tiscali.it Debora Barale Tel. 0039+39 338 288 3418 (writing MYBA in the email subject)
Private party at stands during the Show	1 March2025	A&F EVENTS	customer@afevents.eu (writing MYBA in the email subject), Tel. +39 3934336084
Deliveries Set up and dismantling	1 March2025	Jet LOG	Jet Log Group Srl - business@jet-log.it, Tel. +39 340 227 8279
Flowers	1 March2025	Sanremo Piante	0039 0184 66 86 08; sanremopiante@libero.it



			(writing MYBA in the email subject)
Hostess services	1 March 2025	TIMELINE EVENTS	Barbara Boeris barbara@timeline20.com (writing MYBA in the email subject) Tel. +39.011.5626264 Mob. +39.335.5290762;
Catering service	1 March 2025	A&F EVENTS	customer@afevents.eu (writing MYBA in the email subject), Tel. +39 3934336084
Health and safety: external suppliers	1 April 2025	Jet LOG	Jet Log Group Srl - business@jet-log.it Tel.: +39 340 227 8279
Merchandising and extra personalization for stand, events, special signage, totem, roll up.	1 March 2025	Graphicando Solution	Barba Gentile b.gentile@graphicandosolutions.com (writing MYBA in the email subject) www.graphicandosolution.com Tel.: +39 389 180 8760