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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 Anaïs Saturio at anais.Saturio@deboer.com.

Each 4x4m stand includes €100 in electricity. Should you need more power please contact Laura Bianchetti l.bianchetti@oneoceanportvell.com

**Structure Technical Details**

<table>
<thead>
<tr>
<th>Side curtains</th>
<th>3 x White opaque</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arched windows</td>
<td>1 x White opaque</td>
</tr>
<tr>
<td>Roof covers</td>
<td>White opaque</td>
</tr>
<tr>
<td>Floor</td>
<td>Available with or without floor</td>
</tr>
<tr>
<td>Connection to other De Boer structures</td>
<td>Yes</td>
</tr>
<tr>
<td>Connection to fixed buildings</td>
<td>Yes</td>
</tr>
<tr>
<td>Awning</td>
<td>No</td>
</tr>
<tr>
<td>Wall linings</td>
<td>No</td>
</tr>
<tr>
<td>Technical specifications</td>
<td></td>
</tr>
<tr>
<td>Incline of roof</td>
<td>Membrane</td>
</tr>
<tr>
<td>Side wall height – external</td>
<td>2.515 mm</td>
</tr>
<tr>
<td>Side wall height – internal</td>
<td>2.330 mm</td>
</tr>
<tr>
<td>Upright dimension</td>
<td>63 mm</td>
</tr>
<tr>
<td>Floor bearing capacity</td>
<td>500kg/m²</td>
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<tr>
<td>Roof tensioning system</td>
<td>Yes</td>
</tr>
<tr>
<td>Roof span</td>
<td>No</td>
</tr>
<tr>
<td>Wind load</td>
<td>0.50 kN/m²</td>
</tr>
<tr>
<td>Snow load</td>
<td>0.3 kN/m²</td>
</tr>
</tbody>
</table>

![Diagram of stand structure](image)
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 side.

The board will have the MYBA Show logo on the right 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.

Send your logo to Anaïs Saturio at anais.Saturio@deboer.com by the 27th March

Abbreviations may be used, according to space limitations.

Sign board 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 Anaïs Saturio at anaïs.Saturio@deboer.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 personalize the flooring at your own cost by the 27th March. 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 Anaïs Saturio at anaïs.Saturio@deboer.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 Anaïs Saturio at anaïs.Saturio@deboer.com by the 27th March

ADDITIONAL ELECTRIC POWER
All additional electric power requests will be made directly to Laura Bianchetti l.bianchetti@oneoceanportvell.com

Requests need to be received before the **1st March 2018**

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 Anaïs Saturio at anais.Saturio@deboer.com for any requests by the 19th March.

**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 Shows 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 under which they registered and was accepted by the Show Organiser.

It is not permitted to represent more than one company at the Show.

A business card will be required when collecting Show badges.

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

The price per single stand includes 4 NAMED entry passes to the Show and 2 tickets to the MYBA Show Opening Cocktail. Rotation of passes is NOT permitted. N.B. The 4 named passes may only be attributed to the named employees (proof of this may be required).

Additional personnel: additional passes will be charged at Euro 150 + 21% VAT per person up to a maximum of two additional employees per single stand. Proof of employment may be required.

**STAND ALLOCATION**

Stand allocation will occur once all available stands have been reserved. The Show Organisers will advise Exhibitors of their stand location as soon as possible. **Stand location may vary from last year.** Note the Exhibitor fee is non-refundable.
DEPOSIT
A 1000€ break-down deposit (per single stand size) must be paid with each stand registration. Stands must remain manned until 1700h on Thursday 26th April. 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.

In the case 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., 300€ from the total of your deposit will be deducted. An official inspection will be carried out in order to verify the condition of the stands on the 26th April 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 ELECTRONIC EQUIPMENT, FURNITURE OR BESPOKE STAND DESIGN
All furniture/additional equipment requests will be done through the supplier´s website, which will be available by the beginning of February. Exhibitors will be notified in due course when the information is available.

For all enquiries, please contact directly Anais Saturio anais.Saturio@deboer.com.

Orders will be confirmed only once payment has been received. A proof of payment needs to be sent to anais.Saturio@deboer.com. Should proof of payment not be received by the 5th April 2018, corresponding orders will be cancelled.

DEADLINES
1. Additional electric power 1st March 2018 at 15.00.

2. Furniture, electronic equipment, bespoke stand design is 6th April 2018 at 15.00. The final invoice has to be paid by the 6th April 2018.

No other requests can be made after these dates.

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 09.30 to 18.00 on Sunday April 22nd and must be fully set up by 18.00 on the same day. It is forbidden to make any changes to the stand during the show hours. Stands must not be dismantled before 17.00 on Thursday 26th April and must remain manned until that time. In the case of vacating the stand before 17.00 on Thursday 26th April the deposit will not be returned. Once vacated, the show organisers will carry out an inspection of all stands.

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

PEDESTRIAN ENTRANCE & EXIT
Palau de Mar ( Moll de la Barceloneta 1; 08039 ) is the main entrance to the Show. From Monday, April 23rd, another entrance will be open at the Spanish Quay only for pass holders. Please note that your Show pass will need to be shown at all times at the entrance.

During the set up and the duration of the Show, the Spanish Quay entrance, can be used as an exit as well.

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 access into the marina for unloading.

Sunday, April 22nd:
Exhibitors arriving with their own vehicle and wishing to unload material to their stand, will only be allowed in on Sunday and during the set up hours. 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. Access is extremely limited, if you are dropping off carriable 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 carriable goods.
Thursday, April 26th:

Please be aware that the procedure for dismantling stands has changed from last year. Cars will not be allowed to drive in due to lack of space in the marina.

Exhibitors will be notified of details on the new procedure in due course, before and during the Show.

BADGE COLLECTION

Badges can be collected from the Registration Desk on the set-up day, Sunday April 22nd between 09.30 and 17.00. The deadline to upload the names and photos to your registration is 15th March by 16.00.

SHOW HOURS

The Exhibition area will be open from 10.00 to 18.30 from Monday to Wednesday; and from 10.00 to 17.00 on Thursday.

Yacht Viewing will be open from 10.00 to 18.00 from Monday to Wednesday and from 10.00 to 17.00 on Thursday. It will be interrupted Monday to Thursday from 13.30 to 15.00 for Brokers’ onboard lunches and Monday to Wednesday from 18.00 to 18.30 to allow Captains and Crew to visit the Exhibition area.

Entrance to the Show will be through the main Entrance. From Tuesday 24th, the gate on Spanish Quay can also be used for pass holders only.

DELIVERIES

Deliveries to the stands during the Show must be arranged outside of the Show hours and therefore before 10.00 in the morning and after 18.30 in the evening.

Please note that deliveries will not be allowed before 22.00 on Monday 23 April due to the Quay Party Night.
PARKING

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 41º22’ 51.185’’

Longitude E 2º11’ 9.741’’

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

For parking services contact Laura Bianchetti: lbianchetti@oneoceanportvell.com who will issue a letter that you will need to present at the parking office once you have parked (arrival day) in order to benefit from the rate.

The parking office is open on Saturday 21st from 10h-3am and Sunday 22nd 10.00-23.00.

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 January.

For exhibitors who require parking with an electrical connection contact Laura Bianchetti lbianchetti@oneoceanportvell.com and clearly state your requirements, vehicle measurements etc. Note that for these vehicles it will NOT be possible to park behind the stand.
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"

Public rates are the following and are inclusive of VAT:

- 3 days  €55.10
- 4 days  €67.60
- 5 days  €79.95
- 6 days  €92.45

Please note that this day passes can be reserved and purchased via web

https://www.saba.es/sites/en/particulares-o

The parking office is open from Monday to Sunday from 06.00 to 22.00.
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:

✓ per day €31.50

The parking office not available. Open 24h

For parking services kindly address to the parking area.

DAILY CLEANING SERVICE

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

Should you require additional cleaning contact Laura Bianchetti for a quote l.bianchetti@oneoceanportvell.com

COLLECTION OF EXCESS RUBBISH

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 placed along the docks. OneOcean 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 Laura Bianchetti: l.bianchetti@oneoceanportvell.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. Any exhibitor requiring additional security for their stand should contact Laura Bianchetti: l.bianchetti@oneoceanportvell.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.

**HOSTESSES**
If you would like any hostess service during the show, contact Violeta Alsina from Toté Vignau at comercial@totevignau.com - +34 934 181 985

**TERMS & CONDITIONS FOR HOSTING A PARTY AT STANDS**
Parties at stands will only be allowed on the sole condition that they end by 19.30 every day of the Show. Please bear in mind that on Monday, 23rd April a Quay Party Event will be hosted from 19.30 to 21.30. Cooking at stands will be forbidden if it involves any kind of gas/electricity cooking systems or barbecues, however cooking may be allowed if using electrical induction systems only, nevertheless it is not encouraged.

All events to be organised during or around the MYBA Charter Show should be submitted to the MYBA Charter Shows Panel for pre-approval or they will not be permitted to run.

**STAND INSURANCE**
Although we have 24-hour security during the Show, we recommend you to contact your insurer for any additional coverage required for your possessions, valuables and equipment.

**STAND SECURITY**
Stands must be manned at all times and valuables kept safely locked away. We would advise you to take your laptops back to your hotel every evening.

**CATERING SERVICES**
Gau Catering will supply glass wear and cutlery to the stand each day, collect them every evening and return them the following morning. They also supply coffee machines and can provide lunch boxes and food for the stand.

To receive a quote for the above services, please contact Gau Catering at comercial@gaucatering.com

Orders need to be placed by 17th April.

Any orders placed from 17th April to the 20th April will have a supplement of 15% applied.

Any orders placed from 21st April and during the Show will have a supplement of 20% applied.
FLOWERS
For flowers and plants contact Marie Darwin from Paradiso Barcelona paradisobarcelona@gmail.com or +34 635 36 98 24.

If you wish to shop locally, we can recommend an excellent local florist in Barceloneta called Floristeria Lola located 5 minutes walk from the marina on Carrer del Baluard 44.

GENERAL COOPERATION WITH ONEOCEAN 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 OneOcean 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 Laura Bianchetti l.bianchetti@oneoceanportvell.com

This form needs to be received by the 1st April 2018

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 when a fire engine or ambulance is required, please contact one of the OneOcean Port Vell staff member (tel: +34 930098332 or +34 934842300) 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 OneOcean 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:

Mr. Jose Tost-Project Manager       Phone:     +34 934820136

e-mail:   jose.tost@dbschenker.com / barcelona-fairs.spain@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, 22nd April and will assist you on Thursday, 26th April, if you require their services to dismantle your stand.

Collection of empty freight & boxes will be done only on Sunday, 22nd April in the morning.

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