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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 Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.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>Arched windows</th>
<th>Roof covers</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 x White opaque</td>
<td>1 x White opaque</td>
<td>White opaque</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor</th>
<th>Connection to other De Boer structures</th>
<th>Connection to fixed buildings</th>
<th>Awning</th>
<th>Wall linings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available with or without floor</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclined roof</td>
</tr>
<tr>
<td>Side wall height – external</td>
</tr>
<tr>
<td>Side wall height – internal</td>
</tr>
<tr>
<td>Upright dimension</td>
</tr>
<tr>
<td>Floor bearing capacity</td>
</tr>
<tr>
<td>Roof tensioning system</td>
</tr>
<tr>
<td>Roof span</td>
</tr>
<tr>
<td>Wind load</td>
</tr>
<tr>
<td>Snow load</td>
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</tbody>
</table>
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 Alexandra Ströbl at Alexandra.stroebl@losbergerdeboer.com by the 28th March 2019

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 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 personalize the flooring at your own cost by the 28th March 2019. 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 the 28th March 2019.

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 28th March 2019.

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 MYBA Charter Shows Panel.

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 registration fee per single stand includes NAMED passes for up to 4 employees. For extra passes and Show Cocktail Invitations, please see below:

<table>
<thead>
<tr>
<th>PASSES INCLUDED</th>
<th>EXTRA PASSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Passes</strong></td>
<td><strong>Show opening cocktail passes</strong></td>
</tr>
<tr>
<td><strong>Show Passes</strong></td>
<td><strong>Show opening cocktail passes</strong></td>
</tr>
<tr>
<td>EX1 €2900</td>
<td>€180 limited to 4</td>
</tr>
<tr>
<td>4 per single stand</td>
<td>2 per single stand</td>
</tr>
<tr>
<td>EX2 €3100</td>
<td>€220 limited to 4</td>
</tr>
<tr>
<td>4 per single stand</td>
<td>1 per single stand</td>
</tr>
<tr>
<td>EX3 €3300</td>
<td>€220 limited to 4</td>
</tr>
<tr>
<td>4 per single stand</td>
<td>1 per single stand</td>
</tr>
</tbody>
</table>

* 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 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. It will be refunded at the end of the Show, only if dismantling of the stand has not begun before 17.00 on Friday, 3rd May. 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.

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 3rd May 2019 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, Deboer.

To order furniture, audiovisual equipment, electricity items, décor and for any other services on your stand, please check the following link: [http://losberger-de-boer.webshopapp.com/](http://losberger-de-boer.webshopapp.com/)

All these items are available on a rental basis, except for the canvas structures which can be taken away by Deboer at the end of the Show. 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.stroebel@losbergerdeboer.com](mailto:Alexandra.stroebel@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 DeBoer bank account by the 10th April 2019.
- **No other requests can be made after these dates**
- No refunds will be done 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 10th April 2019.

**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 Monday April 29th 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 Friday May 3rd and must remain manned until that time. In the case of vacating the stand before 17.00 on Friday May 3rd 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 by the security team.

**PEDESTRIAN ENTRANCE & EXIT**

Palau de Mar ( Moll de la Barceloneta 1; 08039 ) is the main entrance to the Show. From Tuesday, April 30th, 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.

29.04.19 – SET UP DAY

Exhibitors arriving with their own vehicle and wishing to unload material for their stand will only be allowed on Monday during the set-up hours, from 09.30hrs – 18.00hrs.

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 Laura Bianchetti at l.bianchetti@oneoceanportvell.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.

03.05.19 – 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: gerardo.rosales@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 Laura Bianchetti and for a maximum of 20 minutes.**

For this option, please contact Laura Bianchetti directly at l.bianchetti@oneoceanportvell.com

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

https://drive.google.com/open?id=1-Aqr-900ebTyKkkPHoMvws3BCyVjMWef&usp=sharing

**BADGE COLLECTION**

Badges can be collected from the Registration Desk on the set-up day, Monday April 29th between 09.30 and 17.00. **The deadline to upload the names and photos to your registration is March 22nd by 16.00.**

**SHOW HOURS**

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

Yacht Viewing will be open from 10.00 to 18.00 from Tuesday to Thursday and from 10.00 to 17.00 on Friday. It will be interrupted Tuesday to Friday from 13.30 to 15.00 for Brokers’ onboard lunches and Tuesday to Thursday 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 30th, 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 Tuesday April 30th due to the Quay Party Night.

PARKING

SPECIAL PARKING CONDITIONS – REFRIGERATED TRUCKS
For exhibitors who require parking with an electrical connection contact Laura Bianchetti l.bianchetti@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.

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 EMPARK car park next to the marina.

For parking services contact Laura Bianchetti : l.bianchetti@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 27th from 10h-3am and Sunday 28th from 10.00-22.00.

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.
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  €56.05
- 4 days  €68.70
- 5 days  €81.35
- 6 days  €94.05

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

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:

✓ per day €31.50 (2018 price – subject to increase )

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 From Tuesday – Friday. 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 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 located 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. 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 Violeta Alsina from Toté Vignau at comercial@totevignau.com - +34 934 181 985

TRANSPORTATION SERVICES
Mvips offers private and professional chauffeur 24/7, punctuality and discretion always, with languages (English, French, Arabic, Portuguese, Italian, German, Russian, and Chinese) that guarantee optimal communication with the passenger and at no additional charge.

For any additional information please contact Elisabet Jiménez López at mvips@mvips.net - +34 934 771 929

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 Tuesday, April 30th, a Quay Party Event will be hosted from 18.30 to 21.30. For safety reasons, only electrical induction system will be authorised.

For your comfort, we suggest you to request catering services from our official catering company supplier, Cal Blay. For any request, please contact Marta Serrano, marta.serrano@calblay.com

All events to be organised during or around the MYBA Charter Show should be submitted to the Cristina Guillamont e.guillamont@oneoceanportvell.com for pre-approval by the MYBA Charter Shows 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 Laura Bianchetti l.bianchetti@oneoceanportvell.com for more information

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.
CATERING SERVICES
Cal Blay can supply glass wear and cutlery to the stand each day, collect them every evening and return them the following morning. They can also supply coffee machines and can provide catering services to your stand.

To receive a quote for the above services, please contact Cal Blay at marta.serrano@calblay.com

Orders need to be placed by April 19th 2019.

Any orders placed from 19th April to the 26th April will have a supplement of 15% applied.

Any orders placed from 27th 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.

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 lbianchetti@oneoceanportvell.com

This form needs to be received by April 1st 2019

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 OneOcean Port Vell staff member (tel: +34 930098332 Security control or +34 934842300 OneOcean 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 loudspeaker 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: Gerardo Rosales

Phone: +34 934042589
e-mail: gerardo.rosales@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 Monday, April 29th and will assist you on Friday, May 3rd, if you require their services to dismantle your stand.

Collection of empty freight & boxes will be done only on Monday, April 29th during the morning.

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