

**2024 MYBA CHARTER SHOW**

**EXHIBITORS' GUIDE**





## 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.....	<b>Error! Bookmark not defined.</b>
REMINDER OF THE RULES FOR ELECTRICAL INSTALLATION .....	7
EXHIBITOR'S LIABILITY.....	7
STAND SET UP/BREAKDOWN AND SHOW TIMETABLE.....	8
ACCESS CONTROL .....	8
PEDESTRIAN ENTRANCE & EXIT .....	8
VEHICLE ACCESS POLICY .....	8
SHOW PASSES .....	10
SHOW HOURS.....	11
DELIVERIES .....	11
PARKING.....	11
SPECIAL PARKING CONDITIONS.....	11
REFRIGERATED TRUCKS .....	11
DAILY CLEANING SERVICE .....	12
COLLECTION OF EXCESS RUBBISH DURING SET UP AND DISMANTLING.....	12
SECURITY .....	13
HOSTESSES .....	13
STAND INSURANCE.....	14



CATERING SERVICES.....14

GENERAL COOPERATION WITH MARINA MOLO VECCHIO.....14

HEALTH AND SAFETY: EXTERNAL SUPPLIERS .....14

ANIMALS .....14

EMERGENCY PROCEDURE .....14

SUSPICIOUS PACKAGES .....14

SHIPPING & HANDLING GUIDELINES.....15



## STANDS

Stands are 4x4m and are free-standing tented structures with white perimeter PVC curtains, company signboard at the front top of the stand, one spotlights 100w and a 3.3 kw switchboard. Upgrades of any of this material can be made to the stand and enquiries should be sent to [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it).

Each 4x4m stand includes €120 in electricity. Should you need more power please contact [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it).

### Structure Technical Details

#### Technical Specifications

*Side Curtains:* sliding pvc side panel windowed

*Roof Covers:* white opaque

*Floor:* wooden platform

*Lighting:* led spotlights

#### Size Details

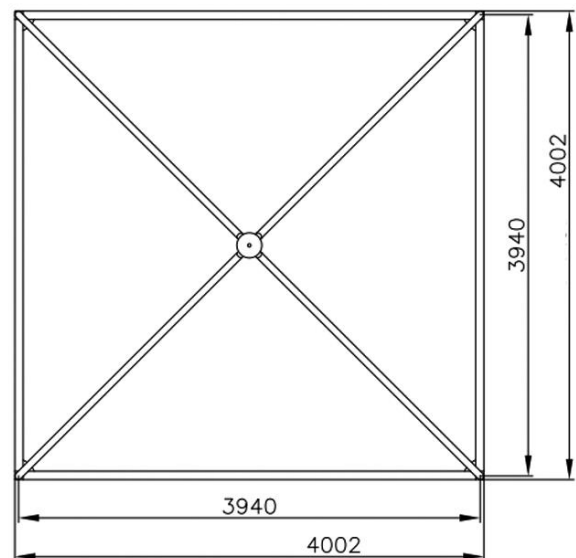
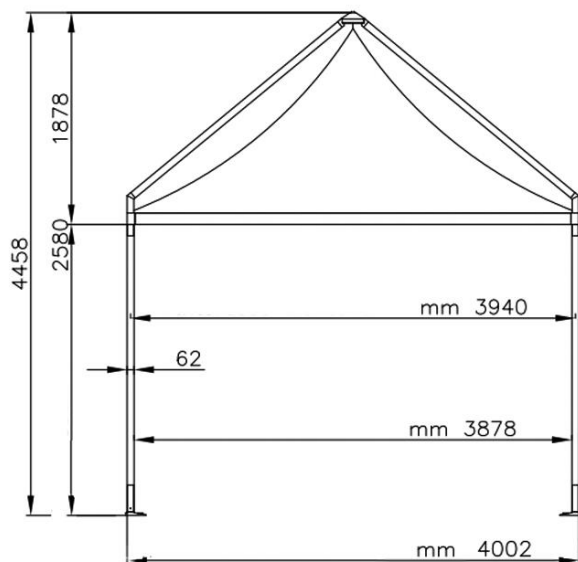
*Side wall height:* 2.580mt

*Width/length - external:* 4.002mt

*Width/length - internal:* 3.878 mt

*Wind load:* 485 kN/m<sup>2</sup> = 100 km/h

*Snow load:* 0 kN/m<sup>2</sup>





## 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 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@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it), by **15 March 2024**.**

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





## INTERIOR STRUCTURE

### Flooring

Raised wooden platform 6 cm

Should you wish to drill holes into the floor, please contact **Claudio Spigno** at [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.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 16m<sup>2</sup> 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 22 March 2024. 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, please contact **Claudio Spigno** at [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it). 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 **Claudio Spigno** at [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it), by 22 March 2024.

## ADDITIONAL ELECTRIC POWER

All additional electric power requests will be made directly to **Claudio Spigno** at [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it). Requests need to be received before **22 March 2024**

## 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 €3503	4 per single stand	1 per single stand	€249 each and limited to 4	1 extra ticket can be purchased online at 147€
EX2 €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 may be requested).

## STAND ALLOCATION

Stand allocation will occur once all available stands have been reserved. The Show managers, Pesto Sea Group will advise Exhibitors of their stand location as soon as possible. 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 25 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 25 April 2024 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, [www.stand-innovation.it](http://www.stand-innovation.it)

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

<https://www.stand-innovation.it/category/all-products>

- 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 **3 April 2024. 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 Claudio Spigno at [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.it), for any requests by **16 February 2024.**

## **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 21 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 25 April and must remain manned until that time. In the case of vacating the stand before 17h00 on Thursday 25 April the deposit will not be returned. Once vacated, the Show Managers will carry out an inspection of all stands.

## **ACCESS CONTROL**

### **New to 2024:**

**The layout of the stands is different to the previous Shows held in Genoa.**

**You may visualise the new layout from [this link](#).**

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

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

## **PEDESTRIAN ENTRANCE & EXIT**

Porto Antico, Via Magazzini del Cotone, Modulo 11, sala Maestrale (16128 Genova) is the main entrance to the Show.

Please note the Show pass will need to be shown upon arrival at the entrance. It will be scanned once every day and, except for Exhibitors' Guests, a different daily bracelet will be given.

During Show hours, entrances along Marina Molo Vecchio quay that give access to the yachts, can be used to enter/exit, only by those who have a Show pass and wear a daily 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 trucks or transport companies will be permitted to enter the marina for unloading.**

### **21.04.2024 – SET UP DAY**

In order to avoid any vehicle congestion at the Public Park entrance, a special parking location has been designated at the end of *Molo Vecchio*, to park and unload your own material for the Show.

Exhibitors and their suppliers 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.



Please send details of vehicle and all persons travelling (full names and ID type and number of driver and passengers, vehicle licence plate number) by 10 April at [mybашow.desk@pestoseagroup.com](mailto:mybашow.desk@pestoseagroup.com). A Special Parking Pass will be provided in order to enter the dedicated area, reachable as per following instructions illustrated 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 Express Global, that can move all stand items from your vehicle in the parking area to your stand. For this option, please contact [mybашow@expressglobal.com](mailto:mybашow@expressglobal.com).
- The second option is to unload your material using your own trolley.

### **25.04.2024 – 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 *Molo Vecchio*, to load your own material after the Show.



Please send details of vehicle and all persons travelling (full names and ID type and number of driver and passengers, vehicle licence plate number) by 18 April at [mybашow.desk@pestoseagroup.com](mailto:mybашow.desk@pestoseagroup.com). A Special Parking Pass will be provided in order to enter the dedicated area, reachable as per following instructions illustrated 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 Express Global who can move all stand items from your stand to your vehicle in the parking area. For this option, please contact [mybашow@expressglobal.com](mailto:mybашow@expressglobal.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 main entrance of the Show (Modulo 11, Sala Maestrale). For those who are eligible, a different bracelet will be given every day for access to the yachts.

## **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 (modulo 11, Sala Maestrale) and the Molo Vecchio 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**

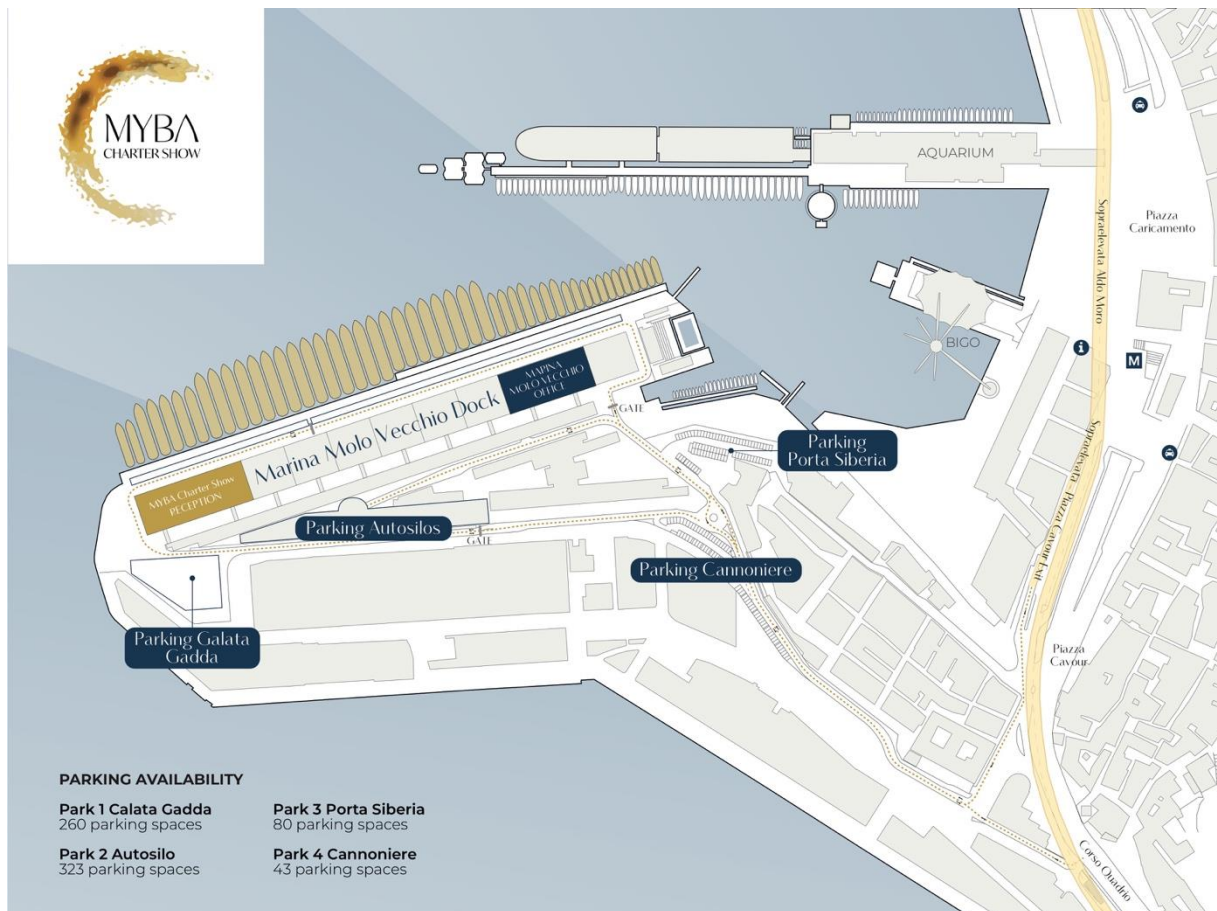
#### **REFRIGERATED TRUCKS**

For exhibitors who require **parking with an electrical connection**, please contact [mybashow.stands@stand-innovation.it](mailto:mybashow.stands@stand-innovation.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**

Discounted rates at nearby car parks are available for registered exhibitors. The car parks that offer a discount are: Calata Gadda, Autosilo, Cannoniere and Porta Siberia, as indicated in the map below. In order to benefit from the discounted rate, please contact the Courtesy Desk during the Show with your registration details in order to be issued a coupon (30% discount) to be presented at the car park office before leaving the car park.

Parking is open 24h (Customer service opens on 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 [sedegenova@snafat.it](mailto:sedegenova@snafat.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 Marina Molo Vecchio waste management fees.





Marina Molo Vecchio 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.marina@mmv.it](mailto:mybashow.marina@mmv.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. Pesto Sea Group 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 [mybashow.desk@pestoseagroup.com](mailto:mybashow.desk@pestoseagroup.com) (writing MYBA in the email subject). 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 Eleonora Repetto at [enecoeventi@live.it](mailto:enecoeventi@live.it) (writing MYBA in the email subject), tel.+39 3703348156

## **TERMS & CONDITIONS FOR HOSTING A PARTY AT STANDS**

Please bear in mind that on Monday 22 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 Ilaria Alzona [ilaria.alzona@gemi-eventi.com](mailto:ilaria.alzona@gemi-eventi.com) (writing MYBA in the email subject),+39 348 249 8669

**All events to be organised during or around the MYBA Charter Show should be submitted to [mybashow.marina@mmv.it](mailto:mybashow.marina@mmv.it) or [mybashow.desk@pestoseagroup.com](mailto:mybashow.desk@pestoseagroup.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 [mybashow.marina@mmv.it](mailto:mybashow.marina@mmv.it) for more information.**



## **STAND INSURANCE**

Although we have 24-hour security during the Show, Pesto Sea Group 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 Ilaria Alzona, [ilaria.alzona@gemi-eventi.com](mailto:ilaria.alzona@gemi-eventi.com) (writing MYBA in the email subject), +39 348 249 8669

## **FLOWERS**

For flowers and plants, please contact Simone Rossetti, [simone.rossetti@artefiori.it](mailto:simone.rossetti@artefiori.it) (writing MYBA in the email subject), +39 328 9855592. You may also use any company of your choice.

## **GENERAL COOPERATION WITH MARINA MOLO VECCHIO**

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 Molo Vecchio 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 [mybashow.desk@pestoseagroup.com](mailto:mybashow.desk@pestoseagroup.com).

This form needs to be received by **2 April 2024**

**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 Molo Vecchio staff at [mybashow.marina@mmv.it](mailto:mybashow.marina@mmv.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 Marina Molo Vecchio (tel: +39 010 27011) immediately, and do not touch nor move the package.



## **SHIPPING & HANDLING GUIDELINES**

Global Express Srl has been appointed as the exclusive official freight forwarder and onsite handling contractor. For more details, please contact:

Express Global Srl at [mybashow@expressglobal.com](mailto:mybashow@expressglobal.com).

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.**

Global Express will deliver all exhibition goods to the stands on **Sunday 21 April** and will assist you on **Thursday 25 April**, if you require their services to dismantle your stand.

Collection of empty freight & boxes will be done only on Sunday 21 April during the morning.

**It is not permitted to send packages directly to the Marina Molo Vecchio office. All delivered packages will be refused.**





<b>INFORMATION</b>	<b>Deadlines</b>	<b>Contact person &amp; Company name</b>	<b>Email addresses</b>
Fascia board logo	15 March 2024	Claudio Spigno Stand Innovation	mybashow.stands@stand-innovation.it
Modification electronic installation	22 March 2024		
Internal decoration & furniture	22 March 2024		
Flooring	22 March 2024		
Lighting	22 March 2024		
Extra electricity in your stand	22 March 2024		
EXTRA - External & Internal design	16 March 2024		
VEHICLE ACCESS SET UP DAY	10 April 2024		<a href="mailto:mybashow.desk@pestoseagroup.com">mybashow.desk@pestoseagroup.com</a>
VEHICLE ACCESS DISMANTLING DAY	18 April 2024		<a href="mailto:mybashow.desk@pestoseagroup.com">mybashow.desk@pestoseagroup.com</a>
Collection of material on dismantling day		MMV	<a href="mailto:mybashow.marina@mmv.it">mybashow.marina@mmv.it</a>
Extra security service		Pesto Sea Group	<a href="mailto:mybashow.desk@pestoseagroup.com">mybashow.desk@pestoseagroup.com</a>
Extra cleaning service		SNAFAT	<a href="mailto:sedegenova@snafat.it">sedegenova@snafat.it</a> (writing MYBA in the email subject)
Private party at stands during the Show			<a href="mailto:mybashow.marina@mmv.it">mybashow.marina@mmv.it</a> <a href="mailto:mybashow.desk@pestoseagroup.com">mybashow.desk@pestoseagroup.com</a>
Deliveries		Express Global Srl	<a href="mailto:mybashow@expressglobal.com">mybashow@expressglobal.com</a>
Set up and dismantling			
Flowers		Simone Rossetti +39 328 9855592	<a href="mailto:simone.rossetti@artefiori.it">simone.rossetti@artefiori.it</a> (writing MYBA in the email subject)
Hostess services		Eleonora Repetto +39 3703348156	<a href="mailto:enecoeventi@live.it">enecoeventi@live.it</a> (writing MYBA in the email subject)
Catering service		Ilaria Alzona +39 348 249 8669	<a href="mailto:ilaria.alzona@gemi-eventi.com">ilaria.alzona@gemi-eventi.com</a> (writing MYBA in the email subject)
Supplier passes & documentation		MMV	<a href="mailto:mybashow.marina@mmv.it">mybashow.marina@mmv.it</a>
Health and safety: external suppliers	2 April 2024	Pesto Sea Group	<a href="mailto:mybashow.desk@pestoseagroup.com">mybashow.desk@pestoseagroup.com</a>