Urdd

Eisteddfod yr Urdd

Brycheiniog a Maesyfed

28/05 – 02/06/2018

Trade Stands and Stalls

Information Pack









EISTEDDFOD GENEDLAETHOL YR URDD
28 MAY - 2 JUNE 2018

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IMPORTANT DATES

2 March 2018	Deadline for ordering a stand
27 April 2018	Last date to send payment for a stand
30 April 2018	Last date to order additional tickets at a reduced rate
Beginning of May 2018	Eisteddfod Packs issued
25 - 27 May 2018	Access for setting up your stand
28 May - 2 June 2018	Eisteddfod week
3 June 2018	Latest date to clear away your stand

CONTACT DETAILS

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STALL AND TRADE STAND OPTIONS

BASIC TRADE STAND

Basic trade stands for the Urdd National Eisteddfod are supplied by LH Woodhouse. Two sizes are available:

3m (width) x 6m (depth):

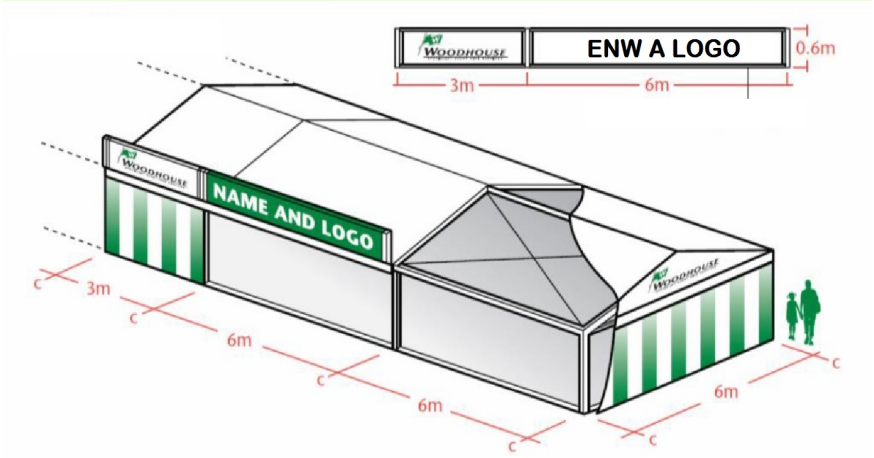
Cost:
Third sector (charitable/voluntary/community organisations) **£629 + VAT**
Private / Public Sector: **£729 + VAT**

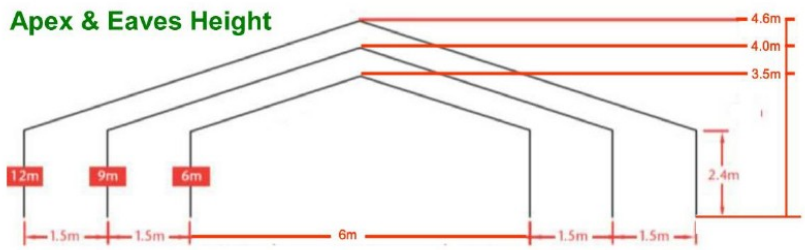
3m (width) x 9m (depth)*

Cost:
Third sector (charitable/voluntary/community organisations) **£729 + VAT**
Private / Public Sector: **£829 + VAT**
***Limited number of 3m x 9m units available**

The price includes wooden floors, banner rail, ramp and overnight protective cover.

For detailed measurements and dimensions, see below:





Please note: Due to the nature of the site in 2018, most if not all of the Woodhouse units will be located on a tarmac or hard standing surface.

Availability of Woodhouse units is limited.

HIRING A PLOT

Hiring a plot on the Maes for your own trailer/exhibition stand

Price: £30 per metre square + VAT (minimum of 10m²)

3m x 3m UNITS - IN THE SOUTH GLAM EXHIBITION HALL

The South Glamorgan Exhibition Hall





Images taken at the RWAS Winter Fair 2017. © Siân Evans

3m x 3m units (or multiples thereof) are available inside the large South Glamorgan Exhibition Hall pictured above.

The popular GwyddonLe (Science and Technology Pavilion) will also be located within the South Glamorgan Exhibition Hall along with the Craft, Design and Technology Exhibition and the Cwtsh, helping to attract visitors inside.

The 3m x 3m option offers a cost effective space for organisations and companies within one structure on the Eisteddfod Maes, and has the added benefit of being unaffected by whatever the weather throws at us, as the units are located indoors.

It is not permitted to sell food within the South Glam Exhibition Hall if in direct competition with mobile catering units and Ice Cream units on the Maes due to separate catering contracts. If you're unsure, contact the Eisteddfod office for advice.

Please Note:

- It will not be possible to order a water supply for any units located within the South Glamorgan Exhibition Hall due to logistical reasons. Other additional services, such as electricity and IT services will be available to order if required.
- It's not permitted to place your own signs or posters outside the South Glamorgan Exhibition Hall **.**
- It is not permitted to sell goods outside of the appointed space within the South Glamorgan Exhibition Hall.

The cost of a 3m x 3m unit will be **£250 (+ VAT) for the full 6 days or £150 (+ VAT) for three days:**
(either Monday - Wednesday or Thursday - Saturday)

Electricity and IT services are available by filling in the appropriate forms.

ADDITIONAL SERVICES

ELECTRICITY



13 Amp double socket.
Suitable for a basic trade stand
£195



16/32/63 Amp Single phase Blue Plug
Suitable for exhibition trailers
16A - £195
32A - £395
63A - £600



32/63 Amp 3 phase Red Plug
Suitable for exhibition trailers etc.
32A - £800
63A - £950



Fluorescent light
£100 for the first and £30 for each additional

Careful consideration should be made of the use of electricity on your stand. If you are unsure please contact the Eisteddfod Office.

Please read page 17 of the ‘Safe Use of Electricity’.

WATER

Cold water tap: **£250**

Cold water tap, sink and waste water collection unit: **£395**

NB: Water is not available inside the South Glamorgan Hall.

ADDITIONAL SERVICES

IT SERVICES

Information technology services are provided by an external company that creates temporary networks on the Eisteddfod site. There is a designated network for traders suitable for light browsing, checking email and streaming short videos. If you have additional requirements which may require greater bandwidth e.g. streaming large videos for a long time or broadcasting from the Maes, please contact the Eisteddfod Office.

Broadband Internet Connection via RJ45 cable:
First connection (1 Device): **£185.**
For each additional hardwired connection: **£70**
Please note: you cannot connect a switch/router as it may overload the network.

Broadband Internet Connection via Wi-Fi:
First connection (1 Device): **£160**
For each additional wi-fi connection: **£55**

PDQ (CARD PAYMENT MACHINE)

Traders are able to hire a PDQ machine to receive debit or credit card payments.

Price £180 (+ £195 for an electricity supply)

If you wish to order a PDQ machine, the Urdd will transfer your contact details to an external company (123 Hire Ltd) and the company will contact you and invoice you directly for the cost of the unit (including Internet connection)

Please note: An electricity supply will need to be ordered through the Urdd if you wish to have a PDQ machine.

When ordering a PDQ Machine, please ensure you have a Merchant Account Number in order to register the machine with your bank.

Orders for PDQ machines cannot be accepted after 20 April 2018.

BOOKING AND PAYMENT GUIDELINES

ORDERING YOUR STAND

Please send your application to the Eisteddfod Office with a £100 deposit or the full payment by **02 March 2018**. After this date, we will not be able to guarantee space on the Maes or that any services will be available to you.

All applicants must note their exact requirements when making an application (e.g. table, electricity, water etc.). The Urdd will not be responsible for any facilities not provided if the application form has not been filled correctly and fully.

Please note: The Urdd reserves the right to refuse applications.

PAYMENTS

A £100 deposit or the full amount payable must be sent with every application.

You can pay by **Cheque**.....payable to Eisteddfod yr Urdd 2018.
Credit card..........phone 01678 541 009 to pay by card.
Or BACS payments.......using the following information:

Account Name: Urdd Gobaith Cymru Eisteddfod Genedlaethol 2018
Account Number: 61713124
Sort Code: 40-08-09

If paying via BACS please email **iwantudur@urdd.org** to confirm payment.
Where appropriate, please include details of the Purchase Order number.

You will receive an invoice for the remaining balance and the Urdd must receive full payment by **27 April 2018**.

A location on the site plan will not be allocated to you or tickets and passes sent if payment has not been received in full by 27 April 2018.

CANCELLATIONS

Please contact the Office as soon as possible to cancel an application. If an application is cancelled, the deposit will not be refunded and where an application is cancelled after 27 April 2018 all payments will be forfeited.

TICKETS AND VEHICLE PASSES

TICKETS

The price of a stand/space includes admission tickets for staff/volunteers on the stand. No entry to the Maes will be permitted without an admission ticket between **Monday 28 May until Saturday 02 June 2018**.

Tickets will be sent approximately 3-4 weeks prior to the Eisteddfod if payment has been made in full.

You will receive admission tickets for free as follows:

Single 3m x 3m unit in the South Glamorgan Exhibition Hall**: 2 daily admission tickets**

Single 3m x 6m unit
Space up to and including 18m² } **3 daily admission tickets**

Single 3m x 9m unit: **4 daily admission tickets**

Two 3m x 6m units
Two 3m x 9m units
Space over 18m² to 36m²
6m x 6m Structure } **6 daily admission tickets**

Structure over 36m² : **12 daily admission tickets**

For every additional unit or space up to 18m² you will receive an additional 3 daily admission tickets. A maximum number of 12 tickets will be issued and if you would like to receive additional tickets, please fill in Form D or buy through our website: urdd.cymru/eisteddfod.

Please note: Tickets are sold at a reduced rate until 30 April 2018. After this date, you will have to order additional tickets at the full rate through our website urdd.org/eisteddfod or ticket line 0845 257 1639.
INVOICES WILL NOT BE AVAILABLE.

N.B.: The Eisteddfod Tickets rule and regulations apply. Please see the rules in full on our website www.urdd.cymru/eisteddfod.

Trader tickets are non-refundable, non-transferable and not for re-sale.

TICKETS AND VEHICLE PASSES

ADDITIONAL TICKETS

Additional tickets are available at a reduced rate until 30 April 2018 by completing Form D

Daily 'reduced rate' adult admission tickets: £13.50 [£6.75 on Saturday 02 June]

After this date, you will need to order through our ticket line: 0845 257 1639 or website urdd.cymru/eisteddfod. The prices will be as follows:

Daily 'full price' adult admission tickets: £16 [£8 on Saturday 02 June]

INVOICES WILL NOT BE AVAILABLE.

VEHICLE PASSES

Vehicle access on the Maes will only be permitted with the appropriate passes.

- A **Set Up + Breakdown Pass** is for vehicles needing access to the Maes in order to set up or dismantle a stall/unit prior to and after the Eisteddfod.

  This pass is to be collected from Security staff upon arrival and will allow access to the Maes on the following dates:
  Friday 25 May 2018 - Sunday 27 May 2018 [Times will vary. See page 10.]
  and Saturday 02 June 2018 (after 18:00) - Sunday 03 June 2018

- A **Trader/Stall Holder Pass** is for vehicles needing access to the Trader Car Park and the Eisteddfod Maes during Eisteddfod Week.

  This pass will be sent to you with your tickets, and will allow access onto the Maes (before 07:00 and after 18:00) and into theTrader Car Park on the following dates:
  Monday 28 May - Saturday 02 June 2018

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Please note: Vehicle access is closely monitored and in order to minimise disruption to traders, exhibitors, caterers and contractors, the Urdd will not supply more than 1 Vehicle Pass per application.

From Monday 28 May - Saturday 02 June, vehicle movement on the Maes is strictly monitored and all traders must adhere to the regulations. For more information, see page 10 'Vehicle Access'.

SETTING UP YOUR STAND

Stands will be available to set up from **09:00 - 18:00 on Friday 25 May and Saturday 26 May, and from 10:00 - 16:00 on Sunday 27 May 2018.**

You must set up according to the stand number or location allocated to you. If you are not in the correct location, the Eisteddfod Officers will ask you to move as soon as possible.

As the Eisteddfod Maes will still be a construction site until it opens to the public, **all individuals on site must wear appropriate hi-visibility tops at all times when setting up their stall/stands.** Anyone in breach of this HSE requirement may be asked to leave the Maes. A limited number of Hi-viz tops will be available to purchase if necessary.

VEHICLE ACCESS

All vehicles must keep to the track ways and roads on the Maes and follow any instructions given by the site staff on the movement of Vehicles.

Setting up your stand (25 – 27 May 2018):
Any Vehicle needing access to the Maes on these dates must display the appropriate **Set Up + Breakdown Pass**. Vehicles unloading goods and carrying heavy equipment will be permitted on the Maes. Any other members of staff will need to park in the car park and walk on site. Once the vehicle has been unloaded it should be moved and parked in the nearby Trader Car Park.

Sunday 27 May 2018:
Vehicle entrance on Sunday 27 May will only be permitted between 10:00 - 16:00 due to large numbers of children and members of the public being on site for rehearsals and the opening concert. However, entrance for traders on foot will be permitted from 09:00 in order to complete preparations on stands.

CONTRACTORS

If you intend to use external contractors to set up your stand, it is your responsibility to ensure that the information included in this booklet is passed on to the contractors.

SECURITY

There will be security staff on site 24 hours during the Eisteddfod week and the time leading up to the Eisteddfod. Traders are advised not to keep expensive goods or money in the stand overnight. Traders are not permitted to sleep in their stand overnight.

THE EISTEDDFOD WEEK

ENTRY: 28 May - 02 June 2018

All staff/volunteers on the stand must use an entry ticket to gain access to the Maes during the Eisteddfod week. If a trader doesn't have the appropriate ticket, a ticket must be bought at the ticket booths at the full price. No refund will be made.

VEHICLE ACCESS

During the Eisteddfod week, vehicle access on the Maes is strictly monitored. Access is permitted to trader vehicles between 06:00-07:00 on the following conditions:

That the appropriate vehicle Trader/Stallholder Pass is displayed
Vehicles must leave the Maes before 07:00 when we open to the public.
Vehicles can not be parked on the Maes all day. After re-stocking your stand, the vehicle must be moved and parked in the nearby Trader's car park.
If a vehicle remains on site after 07:00, action will be taken to move the vehicle and access will not be permitted for the remainder of the Eisteddfod.

Limited vehicle access entry will be permitted after 18:00 to re-stock stands if it is deemed safe to do so.

OPENING YOUR STAND

Large numbers of the public will be on the Maes from 07:00 onwards. Traders are permitted to open their stands from this time. **ALL** stands should be open by 09:00 at the latest.

GOODS TRANSPORTATION SERVICE

A free goods transportation service is available after 8.00am on request. Please contact the Eisteddfod Office on the Maes, who will pass on your request to the relevant staff.

TRADER'S PARKING

There is a designated car park for traders. You may park in the trader's car park by displaying the appropriate **Trader/Stallholder Pass**.

THE EISTEDDFOD WEEK

INSPECTION

Eisteddfod Officers may inspect your stand during the set up time and ensure that all rules and regulations are adhered to. The officers will have the authority to request alterations and traders must conform to the suggested alterations.

If you have any questions or queries, please contact the Trade Stand Co-ordinator as soon as possible so that we can act upon them immediately.

CLEARING/DISMANTLING YOUR STAND OR DISPLAY

You may begin to clear your stand from **17:00 on Saturday 02 June** but vehicles will not be permitted on the Maes until **18:00** to ensure the safety of the public. All traders must adhere to the rules.

Any vehicle needing access will need to display the appropriate **Set Up + Breakdown Pass**

Vehicle movement will be monitored by security staff on the Maes until 23:00 after which access will not be permitted.

Traders can return on **Sunday 03 June** to complete clearing.

ALL stands and sites must be cleared by 17:00 Sunday 03 June.

RUBBISH AND RECYCLING

All stands and structures must be completely cleared and left in an acceptable state.

Any rubbish/recycling should be put in the appropriate bins on the Maes or taken away by the trader.

HEALTH AND SAFETY

RISK ASSESSMENT AND PUBLIC SAFETY

Every trader must complete a Risk Assessment form and return it with the application. Guidelines are provided on the back of the form but should you have any queries or problems, please contact the Eisteddfod Office. It is the trader's responsibility to ensure the stand is safe.

GENERATORS

Generators are strictly forbidden on the Eisteddfod Maes.

VISITORS WITH DISABILITIES

Every effort should be made by traders to accommodate and facilitate the movement of disabled visitors to, from and around the stand. The Urdd will provide a ramp into each stand.

GAS CYLINDERS

If you intend to use helium gas on your stand, the cylinder in use must be in an upright position and secured to the frame of the stand or mounted in a purpose built frame so that it cannot be accidentally knocked over with potential damage to the gas regulator valve or the public. Laying the cylinder on the floor is not acceptable due to the likelihood of damage to the gas control valve. Spare cylinders of gas must be handed to Eisteddfod Site staff for safe storage in an appropriate gas cylinder cage.

FIRE FIGHTING EQUIPMENT

Traders must ensure that appropriate and suitable fire extinguishers are available in all stands in accordance with the findings of the Risk Assessment detailed above. If the findings note 'no Fire risk' we would still expect a small extinguisher to be present on each stand. All staff should be made aware of what to do in the event of a Fire.

FIRST AID

First Aid staff will be present on the Maes during Eisteddfod week. Contact a Steward or an Urdd staff member immediately if you require first aid assistance.

GENERAL RULES AND REGULATIONS

ALCOHOL

The sale of alcohol is not permitted by stallholders on the Eisteddfod Maes. Should an exhibitor wish to hold a function on their stand or other structure e.g. a book or strategy launch, they must apply to the Eisteddfod Office prior to the Eisteddfod for written permission to serve alcohol as part of the refreshments provided during the function. All exhibitors must conform to the guidelines and regulations of the Urdd on this matter which includes admission by invitation only, stewarding and control of admission to the function. For further clarification please contact the Eisteddfod Office.

APPEARANCE OF YOUR STAND

Every stand must be decorated attractively to a standard acceptable to the Eisteddfod. The Urdd has the right to ask for changes to be made to the stand. Every stand should be kept in a clean and tidy condition and be left in such a condition. An additional fee will be charged by the Urdd for clearing unnecessary waste. Failure to leave the site clean and tidy may result in an application for a stand in subsequent years being refused. Recycling bins will be provided and you are encouraged to use them.

BREACH OF TERMS

In the event of any breach of any terms or conditions of hiring a stand, the Urdd reserves the right to terminate the contract without notice and with immediate effect. In this event, no costs will be returned to the trader. The Urdd can in future refuse a stand or site to the trader who has been responsible for a breach of these terms.

COMPLAINTS

Complaints must be made to the Eisteddfod Office in writing within seven days of the Eisteddfod. If any issues arise during the Eisteddfod week, you are encouraged to contact the Eisteddfod office as soon as possible in order to ensure a swift resolution.

GUY ROPES

Traders who put up their own marquees must ensure that all external guy ropes are secured tightly and do not create a public trip hazard.
The marquee should be secured against high winds and bad weather.

GENERAL RULES AND REGULATIONS (con.)

HEALTH AND SAFETY

Your attention is drawn to the Eisteddfod's policy document on Health and Safety and you are expected to operate within this policy. Copies of the document may be obtained from the Eisteddfod Office.

Please complete and return the enclosed Risk Assessment form with your application. We will need these completed forms in order to provide copies to the Local Authority Safety Officer and the Fire Service. Should you have any queries or problems completing this form please contact the Eisteddfod Office.

If you intend to use helium gas on your stand the cylinder in use must be in an upright position and secured to the frame of the stand or mounted in a purpose built frame so that it cannot be accidentally knocked over with potential damage to the gas regulator valve or the public. Laying the cylinder on the floor is not acceptable due to the likelihood of damage to the gas control valve. Spare cylinders of gas must to handed to Eisteddfod site staff for safe storage in an appropriate gas cylinder cage.

HIRE PERIOD

The hire period will be from Monday 28 May to Saturday 02 June 2018 inclusive, with access to set up from Friday 25 May to Sunday 27 May 2018. All stands should be open no later than 9:00am from Monday to Saturday and remain open until at least 5:00pm every day during the Eisteddfod week.

INSURANCE

It is the trader's responsibility to ensure the safety of their own property whilst on the Urdd National Eisteddfod Maes and for all activities within their stand. Appropriate insurance and cover should be arranged. The trader will indemnify the Urdd against all monies, which the Eisteddfod may become legally liable to pay as damages in respect of activities on your stand leading to:

- bodily injury including death or disease to any person.
- loss or damage to property.

RULES AND REGULATIONS (con.)

LANGUAGE

The language of the Eisteddfod is Welsh therefore all notices inside and outside the stands and stalls must be in Welsh**.**

Activities and workshops must be conducted in **Welsh**. Any **music (live or recorded)** performed or played on your stand must be in **Welsh** or instrumental. If you are unfamiliar with the extremely diverse Welsh language music scene, contact the Urdd office for guidance.

Signage, displays and literature will be allowed in more than one language within the stand providing that priority is given to the Welsh language.

N.B. A list of translators is available by contacting The Eisteddfod Office.

Many customers and visitors will enquire and purchase through the medium of Welsh. Stallholders must ensure that bilingual staff are available at all times.

EVERY TRADER/STALLHOLDER MUST COMPLY WITH THESE RULES

LOCATION OF THE STAND

A specific location on the Maes cannot be guaranteed and the Eisteddfod does not accept responsibility for any perceived trading loss by any tenant**.**

NOISE OR OTHER NUISANCE

All traders and staff are expected to conduct themselves appropriately and to respect other traders and everyone on the Eisteddfod Maes. It is not permitted to hold protests or marches that impede on any activities or atmosphere of the Eisteddfod, prevent any activities or damage the possessions of other organisations or Urdd Gobaith Cymru. The Urdd will not tolerate any behaviour that will impair the enjoyment of others and the Urdd has the right to take appropriate action against any trader causing disruption to others which can lead to the trader being banned from the Maes immediately and without warning. The Urdd's decision will be final.

POST/PARSELS/CONSIGNMENTS

All deliveries by post, courier, road transport or other contractors must be clearly marked with the company name and stand number. Traders are asked to notify their suppliers of this rule in order to ensure the correct delivery of all mail.

POSTERS

It is not permitted to put posters around the Maes.

RULES AND REGULATIONS (con.)

PRS LICENCE AND LICENSABLE ACTIVITIES

If you intend to publicly play music on your stand (live performance or recorded), you are required by law to apply for a PRS licence. For further information, please go to www.prsformusic.com

If you intend to have any licensable activities on your stand (e.g. public performance of music (live or recorded), drama, films, dance) you may need a Local Authority Temporary Events Notice. Contact the Urdd office for advice and guidance.

PUBLICITY

Every year, requests are received from various sections of the media for a list of contact details of exhibitors at the Eisteddfod. Unless stated otherwise (by ticking the relevant Box on Form A) we will release the company name and website on the Urdd website and to any media representative that may ask.

SAFE USE OF ELECTRICITY

Any electrical installation on the Eisteddfod site must be undertaken, or approved by the Eisteddfod's contractors, and should comply with the requirements of the Institute of Electrical Engineers (BS7909: 2011) and/or any future amendments.

No person should interfere with or install any electrical equipment. The Eisteddfod reserves the right to refuse the installation/connection of sub-standard and/or untested electrical equipment or installations. No electricity generators are allowed on site.

When applying, careful consideration should be given to the use that will be made of the electrical supply, e.g. one 13 amp plug is sufficient to supply equipment up to 3kw (e.g. boiler). If the plug overloads, the supply will be cut off. If in doubt please contact the Eisteddfod Office.

SALE OF GOODS

You must indicate clearly on Form A the type of goods that you intend to sell from your stand.

The sale of goods immediately in front of the unit/site is permitted but the sale of goods around the Eisteddfod Maes is strictly prohibited, except the sale of newspapers, Welsh periodicals and the official publications of the Eisteddfod.

The sale of raffle tickets and collections is not permitted on the Maes however, you may do so within your stand.

The sale of food and drink in the stand is not allowed due to a separate catering tender process. If you are unsure, please contact the Eisteddfod Office. In certain circumstances and with the permission of the Eisteddfod, some foods may be permitted.

RULES AND REGULATIONS (con.)

SECURITY

The Eisteddfod has security staff on the site 24 hours a day. However, the Urdd is not responsible for the security of any goods within the stand/site. Traders who wish to arrange their own security presence or CCTV on their stand must notify the Eisteddfod Office. Traders are advised not to keep expensive goods or money within the unit overnight. Traders are not permitted to sleep in their stands overnight.

SHARING A STAND

The Eisteddfod will consider applications from more than one organisation/company who wish to share a stand. In this case, every company/organisation must fill Form A noting which companies/organisations will be sharing. You must state clearly the name of the company/organisation that will be the main contact. Invoices, further information and tickets will be sent to main contact company/organisation.

SUB-LETTING

Sub-letting or part letting of any/stand site is not permitted without the prior permission of the Urdd.

FORCE MAJEUR

CIRCUMSTANCES BEYOND THE CONTROL OF URDD GOBAITH CYMRU

The Urdd does not take responsibility for any incidences or circumstance not reasonably foreseeable and beyond the reasonable control of the Urdd. Such as (by way of example and not by way of limitation) bad weather, storms, natural disasters, floods, war, strikes, action by any governmental authority (whether valid or invalid). In the event of an incident of a nature such as listed above, the Urdd will endeavour to give notice to tenants and any affected party as soon as possible, although it is not guaranteed that it will be possible to do so every time. In the event of an unforeseeable event (such as bad weather) occurring during the Eisteddfod week, the Urdd will not be responsible for any monies lost.

By returning Form A, you agree that you have read and understood the above Rules and Regulations and agree to adhere to them

DIRECTIONS

EISTEDDFOD MAES ADDRESS

Urdd National Eisteddfod
RWAS Showground
Llanelwedd
Builth Wells
Powys
LD2 3SY

HOW TO GET THERE

The Urdd Eisteddfod will be held at the Llanelwedd Showground near Builth Wells in Powys.

Please follow official Eisteddfod signage when travelling to the Maes.



FAQ'S

- **When can I set up my stand?**

From 09:00 Friday 25 May until 16:00 Sunday 27 May

- **What size is a standard trade stand?**

Either 3m (width) x 6m (depth) or 3m (width) x 9m (depth)

- **What is the height of a standard trade stand?**

The height from the wooden floor to the 'eaves' is 2.4 m

The height from the wooden floor to the apex: 3m x 6m units = 3.5m height
3m x 9m units = 4m height

- **What size is the banner rail?**

3m (length) x 0.6m (height) or 6m (width) x 0.6m (height) for a double stand.

- **When will I receive my tickets?**

Beginning of May 2018. The pack will also contain a vehicle pass, site plan and stand number.

- **When can I open my stand during the Eisteddfod week?**

Stands can be opened from 07:00 onwards during the Eisteddfod week. All stands must be open by 09:00 at the latest.

- **I've have missed the closing date for applications but would like to order a stand.**

Contact Ruth on 01678 541012 Whenever possible we will accept orders after the closing date, but we cannot guarantee availability of structures or other services.

- **How can I advertise activities on my stand during the week of the Eisteddfod?**

All traders will be offered an opportunity through the Urdd to advertise activities on their stand. You will receive more information in May.

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