



Eisteddfod yr Urdd

Brycheiniog a Maesyfed

28/05 — 02/06/2018

Trade Stands and Stalls Application Forms



Form A



Eisteddfod

OFFICE USE ONLY	
RHIF CAIS	
DYDDIAD	
BLAENDAL	

APPLICATION FOR A TRADE STAND URDD NATIONAL EISTEDDFOD BRYCHEINIOG A MAESYFED 28 MAY - 02 JUNE 2018

Please return to: Stondinau, Eisteddfod yr Urdd, Gwersyll yr Urdd Glan-Ilyn, Llanuwchllyn, Y Bala, Gwynedd LL23 7ST or ruth@urdd.org by no later than **02 March 2018**

CONTACT DETAILS

Contact Name: _____

Name of Organisation: _____

Stand Name (if different to above. For use on Map / publicity): _____

Nature of business/organisation: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Mobile: _____

E-mail: _____

N.B. Most communication will be made via e-mail. Please ensure that the e-mail address above is correct and all emails from ruth@urdd.org can be received in your inbox.

Website: _____

☐ Please ☒ the box if you **DO NOT** wish for your company name and website to be released to the press and listed on our website.

On behalf of the above organisation/company, I confirm that I have read and understood the Rules and Guidelines for Traders at the Urdd National Eisteddfod as noted in the Event Guide. I agree to conform to these rules and ensure that all staff members/volunteers working on the stand during the Eisteddfod week are aware of the rules and agree to adhere to them.

☐ By ticking this box I agree to:

- Ensure that all signage and pamphlets are in Welsh or bilingual.
- Ensure that at least one Welsh speaker will be on the stall at all times.
- Pay a deposit of £100 and the balance as soon as possible and I understand that I will not be permitted on the Eisteddfod Maes until payment has been made in full.
- Fill in the enclosed Risk Assessment form for the activities of our organisation and agree to adhere to them and any Health and Safety Regulations.

NAME: _____

DATE: _____

APPLICATION FOR A TRADE STAND OR PLOT ON THE MAES

HIRING A BASIC TRADE STAND

	Third Sector (charities, voluntary / community groups)	No.	Total (£)		Private Sector or Public Sector	No.	Total (£)
Stand 3m (width) x 6m (depth)	£629 (+VAT)				£729 (+VAT)		
Stand 3m (width) x 9m (depth)	£729 (+VAT)				£829 (+VAT)		
Carpet (per unit)	£120 (+VAT)				£120 (+VAT)		

HIRING A PLOT FOR YOUR OWN TRAILER / STAND

	Price	Measurements (m) (minimum 10m ²)	Total (£)
Plot Only: (minimum 10m ²)	£30 per m ² (+VAT)	Front: Depth: Total (m ²): (including area for guy ropes /canopy/stairs etc)	

HIRING A 3m x 3m UNIT INSIDE THE SOUTH GLAMORGAN EXHIBITION HALL

		Number of 3m x 3m units	Total (£)
South Glamorgan Hall Full Week (Monday - Saturday)	£250 (+ VAT) per 3m x 3m unit		
South Glamorgan Hall Beginning of Week (Monday - Wednesday)	£150 (+ VAT) per 3m x 3m unit		
South Glamorgan Hall End of Week (Thursday - Saturday)	£150 (+ VAT) per 3m x 3m unit		

Sub-total: (excluding VAT)	£	+ VAT @ 20%	£	TOTAL	£
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Additional Services

Item	Price	No.	Total (£)
Table (1.8m x 1.2m)	£18 (+VAT)		
Chair	£8 (+VAT)		

Water (Not available inside the South Glamorgan Exhibition Hall)

Supply	Price	No.	Total (£)
External Cold Water Tap	£250 (+VAT)		
Cold water tap, sink and waste water unit	£395 (+VAT)		

Electricity – Please read page 5 in the Information Pack before ordering electricity supply

Supply	Price	No.	Total (£)
13 amp (double socket, enough to power 3kw appliance such as a boiler / 1 computer)	£195 (+VAT)		
16 amp (blue plug, for exhibition trailers)	£195 (+VAT)		
32 amp 1 phase (Blue plug)	£395 (+VAT)		
63 amp 1 phase (Blue plug)	£600 (+VAT)		
32 amp 3 phase (Red plug)	£800 (+VAT)		
63 amp 3 phase (Red plug)	£950 (+VAT)		
Light (fluorescent)	£100 first then £30 each subsequent (+VAT)		

Sub-total	£
+ VAT @ 20%	
TOTAL*	£



Information Technology Services

Service	Price (not including VAT)	No.	Total (£)
1 st Broadband Internet Connection via RJ45 cable (One Device)	£185		
Additional Broadband Internet Connection via cable	£70 each		
1 st Wireless Internet Connection (One Device)	£160		
Additional Wireless Internet Connection	£55 each		
<p>* PDQ (card payment machine) - £180</p> <p>The Urdd will transfer your contact details to an external company (123 Hire Ltd) and the company will invoice you directly for the cost of the unit (including Internet connection) An electricity supply will need to be ordered through the Urdd if you wish to have a PDQ machine.</p>	<p>Please tick the box if you are willing for the Urdd to share your contact details with 123 Hire Ltd.who will provide the PDQ unit.</p> <div style="text-align: center;"> <input type="checkbox"/> </div>		
13 Amp Electricity Connection – for PDQ machine	£195		

Merchant Account Number (if ordering a PDQ machine.) :	
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*When ordering a PDQ machine, please note the following:

- The Urdd will transfer your details to an external provider (123 Hire Ltd.), and they will invoice you directly for the cost of the PDQ unit.
- You will need an electricity supply for your PDQ machine to function.
- **Orders for PDQ Machines cannot be accepted after 20th April 2018.**
- When ordering a PDQ Machine, please ensure that you have a Merchant Account Number.
- You will not need to order an internet connection for the PDQ machine. A hardwired connection will be provided.

Please Note: High speed mobile connectivity via public 3G/4G mobile telecommunications is widely available across Wales, however signal and performance may be affected by congestion where large crowds are in attendance at events. In these cases the service may perform very slowly or in some cases become unavailable, please consider this if you require business critical internet services"

Sub Total	
VAT @ 20%	
Total	£



Additional Admission Tickets

All staff and volunteers who will be working on your unit will need a valid entry ticket to gain entry to the Eisteddfod Maes. Tickets can only be used once.

Please use this form if you need to order extra tickets.

You will receive a certain number of entry 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
Plot 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
Plot over 18m² to 36m²
6m x 6m Structure } **6 daily admission tickets**
- Structure over 36m² : **12 daily admission tickets**

For every additional unit or plot up to 18m² you will receive an additional 3 daily admission tickets. A maximum number of 12 tickets will be issued

After **30 April 2018**, tickets prices will revert to the full price and you will need to order any further tickets through our website www.urdd.cymru/eisteddfod or by phoning our ticket line 0845 257 1639.

IT WILL NOT BE POSSIBLE TO INVOICE.

	Price**	No.	Total (£)
Monday 28 May	£13.50		
Tuesday 29 May	£13.50		
Wednesday 30 May	£13.50		
Thursday 31 May	£13.50		
Friday 01 June	£13.50		
Saturday 02 June	£6.75		
'Any Day' Entry Ticket	£13.50		
		TOTAL	£

***Prices inclusive of VAT*

Payment Details

A **£100** deposit or the full amount payable must be sent with every application no later than 02 March 2018

I will 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.

Purchase Order: Please note the Purchase Order number for the payment (if applicable)

Purchase Order No.:	
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You will receive an invoice for the remaining balance. **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.**

	SubTotal
Total of Form B (Stand/Plot)	
Total of Form C (Extra Services)	
Total of Form Ch (IT Services)	
Total of Form D (Additional Tickets)	
TOTAL	£

RISK ASSESSMENT FORM

Name of Organisation.....

Address

.....

The Person Responsible.....

SignatureDate of Assessment

Hazard	Person at Risk?	Controls to minimise Risk

FIRE ASSESSMENT

LPG (Liquified Petroleum Gas) On Site Yes/No	Cylinder Size	

RISK ASSESSMENT GUIDELINES FOR TRADE STAND EXHIBITORS

(All Trade Stand Exhibitors MUST complete the form overleaf)

Using the guidelines shown below please consider what risk there is to those assembling the stand prior to the Eisteddfod and to visitors to the stand during the Eisteddfod week. Outline the steps you propose to take to minimise the risks that you have identified in the table overleaf. Please copy this page if more space is required. If in your opinion there is no risk please print **NO RISK**.

Hazard	Who might be harmed	Is more needed to control the risk
<p>Look only for hazards, which could reasonably be expected to result in significant harm in your workplace (trade stand). Use the following examples as a guide.</p> <ul style="list-style-type: none"> • Slipping/tripping hazards • Chemicals • Moving parts of machinery (e.g. blades) • Working at height (e.g. erecting banners/flags) • Pressure systems (e.g. gas cylinders/boilers) • Vehicles (e.g. fork lift trucks/delivery vehicles) • Electricity • Dust (e.g. from grinding/wood turning) • Fumes • Manual handling • Noise • Falling objects (e.g. display overturning) • Hot surfaces (e.g. heaters, spotlights) 	<p>There is no need to list individuals by name – just think about groups of people doing the similar work or who may be affected e.g.</p> <ul style="list-style-type: none"> • Office staff • Maintenance personnel • Contractors • People sharing your workplace • Operators • Cleaners • Members of the public in particular inquisitive children <p>Pay particular attention to:-</p> <ul style="list-style-type: none"> • Staff with disabilities • Visitors • Inexperienced staff • Lone workers 	<p>For the hazards listed, do the precautions already taken</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Reduce the risk as far as is reasonably practical? <p>Have you provided :-</p> <ul style="list-style-type: none"> • Adequate information, instruction and training? • Adequate systems or procedures? <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place.</p> <p>Where the risk is not adequately controlled, indicate what more you intend to do adequately control the risk (an 'action list')</p>
<p>Fire Hazard e.g. combustible materials (rubbish, flammable materials, LPG, packing materials etc) and ignition sources (naked flames, smoking, overloaded electrical equipment etc.)</p>	<p>As above</p>	<p>Means of escape, means of raising the alarm and summoning assistance. Fire fighting equipment appropriate to the risk (e.g. correct & tested extinguishers/fire blankets)</p>