

Form A



Eisteddfod

OFFICE USE ONLY	
RHIF CAIS	
DYDDIAD	
BLAENDAL	

APPLICATION FOR A TRADE STAND  
 EISTEDDFOD GENEDLAETHOL YR URDD CAERFFILI A'R CYLCH  
 25 – 30 MAY 2015

Please return to: Stodinau, Eisteddfod yr Urdd, Gwersyll yr Urdd Glan-Ilyn, Llanuwchllyn, Y Bala, Gwynedd LL23 7ST or [ruth@urdd.org](mailto:ruth@urdd.org) by no later than **6 March 2015**

**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. All communication will be made via e-mail. Please ensure that the e-mail address above is correct and all emails from [ruth@urdd.org](mailto: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 adhere 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 SPACE**

**HIRING A BASIC TRADE STAND**

	Third Sector Organisations (charity/ volunteer/community)	No.	Total (£)		Private Sector or Public Sector	No.	Total (£)
Stand 3m (width) x 6m (depth)	£595 (+VAT)				£695 (+VAT)		
Stand 3m (width) x 9m (depth)	£695 (+VAT)				£795 (+VAT)		
Carpet (per unit)	£120 (+VAT)				£120 (+VAT)		

**HIRING A SPACE FOR YOUR OWN TRAILER / STAND**

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

**HIRING A SPACE IN MARCHNAD MISTAR URDD**

		Measurements (minimum 3m x 2m)	Total (£)
Space in Marchnad Mistar Urdd	£50 / m <sup>2</sup> (+VAT)	Width: Depth: 2m Total: _____m <sup>2</sup>	

To order a Structure, please contact [ruth@urdd.org](mailto:ruth@urdd.org) or 01678 541012

Sub Total	
+ VAT @ 20%	
<b>TOTAL</b>	£



## Additional Services

Item	Price	No.	Total (£)
Table (1.8m x 1.2m)	£18.00 (+VAT)		
Chair	£8.00 (+VAT)		

### Water

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

### Electricity – Please read page 17 in the Event Guide 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 – enough to power 1 kettle, computer, lights)	£195 (+VAT)		
32 amp 1 phase	£395 (+VAT)		
60 amp 1 phase	£600 (+VAT)		
32 amp 3 phase	£800 (+VAT)		
60 amp 3 phase	£950 (+VAT)		
Light (fluorescent)	£100 first then £30 each subsequent (+VAT)		

<b>Sub-total</b>	£
<b>+ VAT @ 20%</b>	
<b>TOTAL*</b>	£

## Information Technology Services

Service	Price (not including VAT)	No.	Total (£)
Broadband Internet Connection with cable RJ45 (one PC/ first PC)	£185		
Additional Broadband Internet Connection with cable	£70		
1 <sup>st</sup> Wireless Internet Connection (one computer/log in)	£160		
Additional Wireless Internet Connection	£55		
Dedicated Satellite Connection	POA		
*PDQ Machine (to accept payment by card) - Hardwired connection	£160 + deposit (see below)		
13 Amp Electricity Connection – for PDQ machine	£195		

**Merchant Account No. (if ordering a PDQ machine):**

\*When ordering a PDQ machine, please note the following:

- You will need an electricity supply to recharge the batteries of the PDQ machine.
- **We cannot accept orders for PDQ Machines after 06 March 2015**
- When ordering a PDQ Machine, please ensure that you have a Merchant Account Number. Smaller stands will be able to get a temporary number directly from the IT company but please note there will be a %age charge from transactions for this service.
- A deposit of **£150** will be required for every PDQ before collection on the Eisteddfod Site. This will be refunded with the return of the equipment at the end of the week.
- You will not need to order an internet connection for the PDQ machine. A hardwired connection will be provided.
- 2 till rolls will be provided with every PDQ and you are able to buy more directly from the IT company during Eisteddfod week.

<b>Sub Total</b>	
<b>VAT @ 20%</b>	
<b>Total*</b>	£



## Additional Admission Tickets

Tickets are exchangeable between staff members on the stand. Please use this form if you need to order extra tickets.

You will receive admission tickets for free as follows:

- Space in Marchnad Mistar Urdd: **2 daily admission tickets**
- Single 3m x 6m unit  
Space up to and including 18m<sup>2</sup> } **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 18m<sup>2</sup> to 36m<sup>2</sup> } **6 daily admission tickets**  
6m x 6m Structure
- Structure over 36m<sup>2</sup> : **12 daily admission tickets**

For every additional unit or space up to 18m<sup>2</sup> you will receive an additional 3 daily admission tickets. A maximum number of 12 tickets will be issued

After **1 May 2015**, tickets prices will be at full price and you will need to order any further tickets through our website [www.urdd.cymru/en/eisteddfod](http://www.urdd.cymru/en/eisteddfod) or by phoning our ticket line 0845 257 1639.  
IT WILL NOT BE POSSIBLE TO INVOICE.

	Price**	No.	Total (£)
<b>Week ticket (6 daily tickets)</b>	<b>£65</b>		
<b>Monday 25 May</b>	<b>£12</b>		
<b>Tuesday 26 May</b>	<b>£12</b>		
<b>Wednesday 27 May</b>	<b>£12</b>		
<b>Thursday 28 May</b>	<b>£12</b>		
<b>Friday 29 May</b>	<b>£12</b>		
<b>Saturday 30 May</b>	<b>£6</b>		
		<b>TOTAL</b>	<b>£</b>

\*\*Prices inclusive of VAT



**Payment Details**

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

I will pay by:

- Cheque** ..... payable to Eisteddfod yr Urdd Caerffili 2015.
- Credit card**..... phone 01678 541 009 to pay with card or fill in the form below.
- Or BACS payments** .....using the following information:

**Account Name:** Eisteddfod yr Urdd Caerffili 2015  
**Account Number:** 51682032  
**Sort Code:** 40-08-09

If paying via BACS please email [wantudur@urdd.org](mailto:wantudur@urdd.org) to confirm payment. If you require a PO number, you must include it in your application.

You will receive an invoice for the remaining balance and the Urdd must receive full payment by **24 April 2015**. A location on the site plan will not be allocated to your or tickets and passes sent if payment has not been received in full by 24 April 2015.

	<b>SubTotal</b>
<b>Total of Form B (Stand/Space)</b>	
<b>Total of Form C (Extra Services)</b>	
<b>Total of Form Ch (IT)</b>	
<b>Total of Form D (Additional Tickets)</b>	
<b>TOTAL</b>	<b>£</b>

**Credit Card Payment:**

Name on card: \_\_\_\_\_

Address and Post Code associated with card: \_\_\_\_\_

**Total: £** \_\_\_\_\_

Type of card (please circle): Visa / Mastercard / Maestro  
 Number on card:

--	--	--	--

Start Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Security No. (on back of card): \_\_\_\_\_ Issue No. (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

**RISK ASSESSMENT FORM**

Name of Organisation.....

Address .....

The Person Responsible.....

Signature .....Date of Assessment .....

Hazard	Person at Risk?	Controls to minimise Risk

**FIRE ASSESSMENT**

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

# RISK ASSESMENT 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"> <li>• Slipping/tripping hazards</li> <li>• Chemicals</li> <li>• Moving parts of machinery (e.g. blades)</li> <li>• Working at height (e.g. erecting banners/flags)</li> <li>• Pressure systems (e.g. gas cylinders/boilers)</li> <li>• Vehicles (e.g. fork lift trucks/delivery vehicles)</li> <li>• Electricity</li> <li>• Dust (e.g. from grinding/wood turning)</li> <li>• Fumes</li> <li>• Manual handling</li> <li>• Noise</li> <li>• Falling objects (e.g. display overturning)</li> <li>• Hot surfaces (e.g. heaters, spotlights)</li> </ul>	<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"> <li>• Office staff</li> <li>• Maintenance personnel</li> <li>• Contractors</li> <li>• People sharing your workplace</li> <li>• Operators</li> <li>• Cleaners</li> <li>• Members of the public in particular inquisitive children</li> </ul> <p><b>Pay particular attention to:-</b></p> <ul style="list-style-type: none"> <li>• Staff with disabilities</li> <li>• Visitors</li> <li>• Inexperienced staff</li> <li>• Lone workers</li> </ul>	<p>For the hazards listed, do the precautions already taken ....</p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard?</li> <li>• Represent good practice?</li> <li>• Reduce the risk as far as is reasonably practical?</li> </ul> <p>Have you provided :-</p> <ul style="list-style-type: none"> <li>• Adequate information, instruction and training?</li> <li>• Adequate systems or procedures?</li> </ul> <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 &amp; tested extinguishers/fire blankets)</p>