



# Eisteddfod yr Urdd

Pen-y-Bont ar Ogwr, Taf ac Elái  
29/05-03/06/2017

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## Trade Stands and Stalls Application Forms



# Form A



Eisteddfod

OFFICE USE ONLY	
RHIF CAIS	
DYDDIAD	
BLAENDAL	

## APPLICATION FOR A TRADE STAND URDD NATIONAL EISTEDDFOD PEN-Y-BONT AR OGWR, TAF AC ELÁI 29 MAY - 03 JUNE 2017

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 **03 March 2017**

### 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 MAESHIRING 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 <sup>2</sup> )	Total (£)
Plot Only: (minimum 10m <sup>2</sup> )	£30 per m <sup>2</sup> (+VAT)	Front: Depth: Total (m <sup>2</sup> ): (including area for guy ropes /canopy/stairs etc)	

HIRING A UNIT IN MARCHNAD MISTAR URDD

		Number of Units	Days	Total (£)
Marchnad Mistar Urdd Whole Week	£200 Per Unit (+ VAT)		Monday ✓      Tuesday ✓ Wednesday ✓      Thursday ✓ Friday ✓      Saturday ✓	
Marchnad Mistar Urdd 4 Consecutive Days	£140 Per Unit (+ VAT)		Monday      Tuesday Wednesday      Thursday Friday      Saturday	
Marchnad Mistar Urdd 2 Consecutive Days	£80 Per Unit (+ VAT)		Monday      Tuesday Wednesday      Thursday Friday      Saturday	

If you wish to order a bespoke 'Neptunus' structure, contact [ruth@urdd.org](mailto:ruth@urdd.org) / 01678 541 012

Sub-total	£	+ 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

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

### Electricity – Please read page 7 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)	£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 <sup>st</sup> Broadband Internet Connection via RJ45 cable (One Device)	£185		
Additional Broadband Internet Connection via cable	£70 each		
1 <sup>st</sup> Wireless Internet Connection (One Device)	£160		
Additional Wireless Internet Connection	£55 each		
<b>* PDQ (card payment machine) - £180</b>  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.	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.  <div style="border: 1px solid black; width: 80px; height: 50px; margin: 0 auto;"></div>		
13 Amp Electricity Connection – for PDQ machine	£195		

<b>Merchant Account Number (if ordering a PDQ machine.) :</b>	
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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 20<sup>th</sup> April 2017.**
- 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"*

<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:

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

For every additional unit or plot 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 **28 April 2017**, tickets prices will revert to the full price and you will need to order any further tickets through our website [www.urdd.cymru/eisteddfod](http://www.urdd.cymru/eisteddfod) or by phoning our ticket line 0845 257 1639.  
**IT WILL NOT BE POSSIBLE TO INVOICE.**

	Price**	No.	Total (£)
Monday 29 May	£13		
Tuesday 30 May	£13		
Wednesday 31 May	£13		
Thursday 01 June	£13		
Friday 02 June	£13		
Saturday 03 June	£6.50		
		<b>TOTAL</b>	£

*\*\*Prices inclusive of VAT*

**Payment Details**

A **£100** deposit or the full amount payable must be sent with every application no later than 03 March 2017

I will pay by:

- ☐ **Cheque** ..... payable to Eisteddfod yr Urdd 2017.
- ☐ **Credit card**..... phone 01678 541 009 to pay by card
- ☐ **Or BACS payments** .....using the following information:

**Account Name:** Urdd Gobaith Cymru Eisteddfod Genedlaethol 2017

**Account Number:** 21696351

**Sort Code:** 40-08-09

If paying via BACS please email [iwantudur@urdd.org](mailto:iwantudur@urdd.org) to confirm payment.

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

<b>Purchase Order No.:</b>	
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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 28 April 2017.**

	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)	
<b>TOTAL</b>	<b>£</b>

**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 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"> <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>