



# Eisteddfod yr Urdd

Caerdydd a'r Fro

27/05 — 01/06/2019

## Trade Stands and Stalls Information Pack



# EISTEDDFOD GENEDLAETHOL YR URDD

## 27 MAY - 1 JUNE 2019

### CONTENTS:

Page

Options .....	3
Booking and Payments.....	7
Tickets and Car Passes.....	8
Setting up .....	9
Eisteddfod week.....	10
Health and Safety... ..	12
Rules and Regulations.. ..	13
Directions for Travel.....	18
FAQ's.....	19
Index.....	20

### IMPORTANT DATES

**1 March 2019**

**26 April 2019**

**Beginning of May 2019**

**24 - 26 May 2019**

**27 May - 1 June 2019**

**2 June 2019**

Deadline for ordering a stand  
Last date to send payment for a stand  
Eisteddfod Packs issued  
Access for setting up your stand  
Eisteddfod week  
Latest date to clear away your stand

### CONTACT DETAILS

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email: **ruth@urdd.org**

Company: Urdd Gobaith Cymru.

Company no.: 263310

Charity no.: 524481

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Gwersyll yr Urdd Glan-Ilyn  
Llanuwchllyn  
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**0345 257 1613**



**Eisteddfod yr Urdd**



**@eisteddfodurdd**

# STALL AND TRADE STAND OPTIONS

## TRADE STAND

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) **£650 + VAT**

Private / Public Sector: **£750 + VAT**

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

**Cost:**

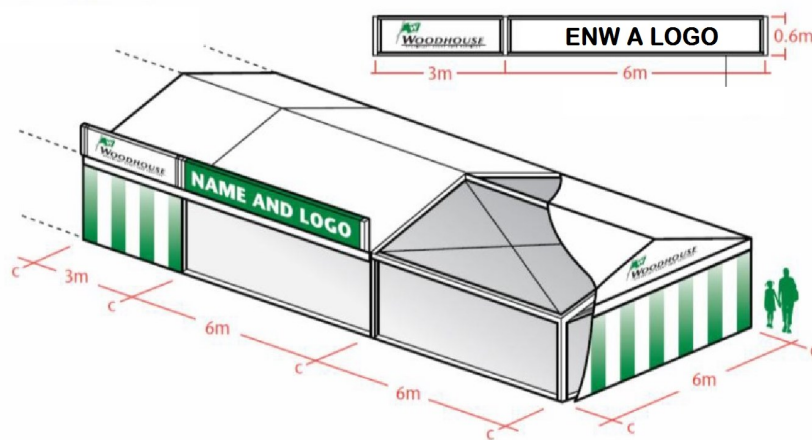
Third sector (charitable/voluntary/community organisations) **£750 + VAT**

Private / Public Sector: **£850 + VAT**

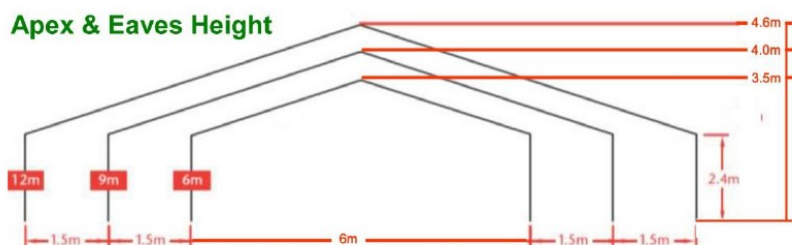
**\*Limited number of 3m x 9m units available**

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 2019, all of the Woodhouse units will be located on a tarmac or hard standing surface, and will need to be weighted down with blocks of concrete ballast.**



## HIRING A PLOT

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

**Price: £30 per metre square + VAT (minimum of 10m<sup>2</sup>)**

[Please note that space is very limited.]



## 3m x 2.5m WOODEN CHALETS

### Counter Chalets



### Barn Door Chalets



As an alternative to the larger Woodhouse units, 3m x 2.5m wooden chalets are available for the week. As the name suggests, the Counter Chalet offers a counter to display items, while the Barn Door Chalet can either be kept shut, or opened to allow customers to come inside to browse.

The Chalets are easy to open and close, and can be locked at night or when the unit is unattended.

#### **Please Note:**

- You're not permitted to sell food from your display unit 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.
- It will not be possible to order a water supply for any of the Chalet type units due to logistical reasons. Other additional services, such as electricity and IT services will be available to order if required.

The cost of a 3m x 2.5m Chalet will be **(£450 + VAT) for the full 6 days**

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 or Chalet  
£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 16 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 in any of the Chalets. A water supply can be provided to a limited number of 'Woodhouse' units.**

## ADDITIONAL SERVICES

### IT SERVICES

Information technology services are provided by our IT contractors who create temporary networks on the Eisteddfod site. There is a designated network for traders suitable for light browsing, checking e-mails 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 (Etherlive Ltd) and the company will 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 note the following:

- The Urdd will transfer your details to an external provider (Etherlive 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 19<sup>th</sup> April 2019.**
- 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.

## BOOKING AND PAYMENT GUIDELINES

### ORDERING YOUR STAND

Please send your application to the Eisteddfod Office with a £100 deposit or the full payment by **01 March 2019**. 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 2019.  
                             **Credit card**.....phone 01678 541 009 to pay by card.  
                             **Or BACS payments**.....using the following information:

**Account Name:** Urdd Gobaith Cymru Eisteddfod Genedlaethol Caerdydd a'r Fro 2019

**Account Number:** 91720503

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

If paying via BACS please email [iwantudur@urdd.org](mailto: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 **26 April 2019**.

**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 26 April 2019.**

### 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 26 April 2019 all payments will be forfeited.

# TICKETS AND VEHICLE PASSES

## TICKETS - Please note new arrangements for 2019

Entry to the Eisteddfod Maes will be **free of charge** in 2019, so no entry tickets will be required by any staff or volunteers who will be working on your stand.

Wrist bands will have to be purchased for any adults who intend to enter any of the competition venues (Donald Gordon Theatre, Prelim Studios, Dance Pavilion, Choral Pavilion etc.) Details on how to purchase the wrist bands will appear on our website from February 2019.

## 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 at Trader Parking/ Vehicle Reception Point** and will allow access to the Maes on the following dates: Friday 24 May 2019 - Sunday 26 May 2019; and Saturday 01 June 2019 (after 18:00) - Sunday 02 June 2019

**Due to space limitations and security requirements, trader vehicles will be directed from the Trader Car Parking Area to the Maes under escort.**

- 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 trader pack**, and will allow access onto The Maes (before 07:00 and after 18:00 if deemed safe to do so) and into the Trader Car Park on the following dates: Monday 27 May - Saturday 01 June 2019

**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.

Vehicle movement on the Maes will be strictly monitored, therefore it's vital that all traders adhere to the regulations.

**Due to the unique security considerations in and around Roald Dahl Plass (Oval Basin) and the Pierhead building, vehicle access to these areas will only be permitted if absolutely necessary.**



## SETTING UP YOUR STAND

### SETTING UP YOUR STAND

Stands will be available to set up from **09:00 - 18:00 on Friday 24 May and Saturday 25 May, and from 10:00 - 16:00 on Sunday 26 May 2019.**

You must set up according to the stand number or location allocated to you. If you are not in the correct location, the Eisteddfod staff 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 and security personnel on the movement of Vehicles.

#### **Setting up your stand (24 – 25 May 2019):**

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 elsewhere in Cardiff Bay and walk on site. Once the vehicle has been unloaded it should be moved and parked in the Trader Car Park.

#### **Sunday 26 May 2019:**

**Vehicle entrance on Sunday 26 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 a day 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. If you require your own security presence, get in touch with the Eisteddfod office for the contact details of the security companies we work with.

## THE EISTEDDFOD WEEK

### ENTRY: 27 May - 01 June 2019

In 2019, there will be no need for entry tickets to get onto the Maes during Eisteddfod week. The Maes will open to the public daily at 07:00

### 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 Trader 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**. Details of the location, and a site map will be included in the pack that you will receive at the beginning of May 2019.

# 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 01 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 02 June** to complete clearing.

**ALL stands and sites must be cleared by 17:00 Sunday 02 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 be handed to Eisteddfod site staff for safe storage in an appropriate gas cylinder cage.

### **HIRE PERIOD**

The hire period will be from Monday 27 May to Saturday 01 June 2019 inclusive, with access to set up from Friday 24 May to Sunday 26 May 2019. 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 THE ABOVE 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.

The postal address of the Urdd office in Cardiff Bay is:

**Swyddfa'r Urdd, Canolfan Mileniwm Cymru, Plas Bute, Caerdydd CF10 5AL**

### 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](http://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

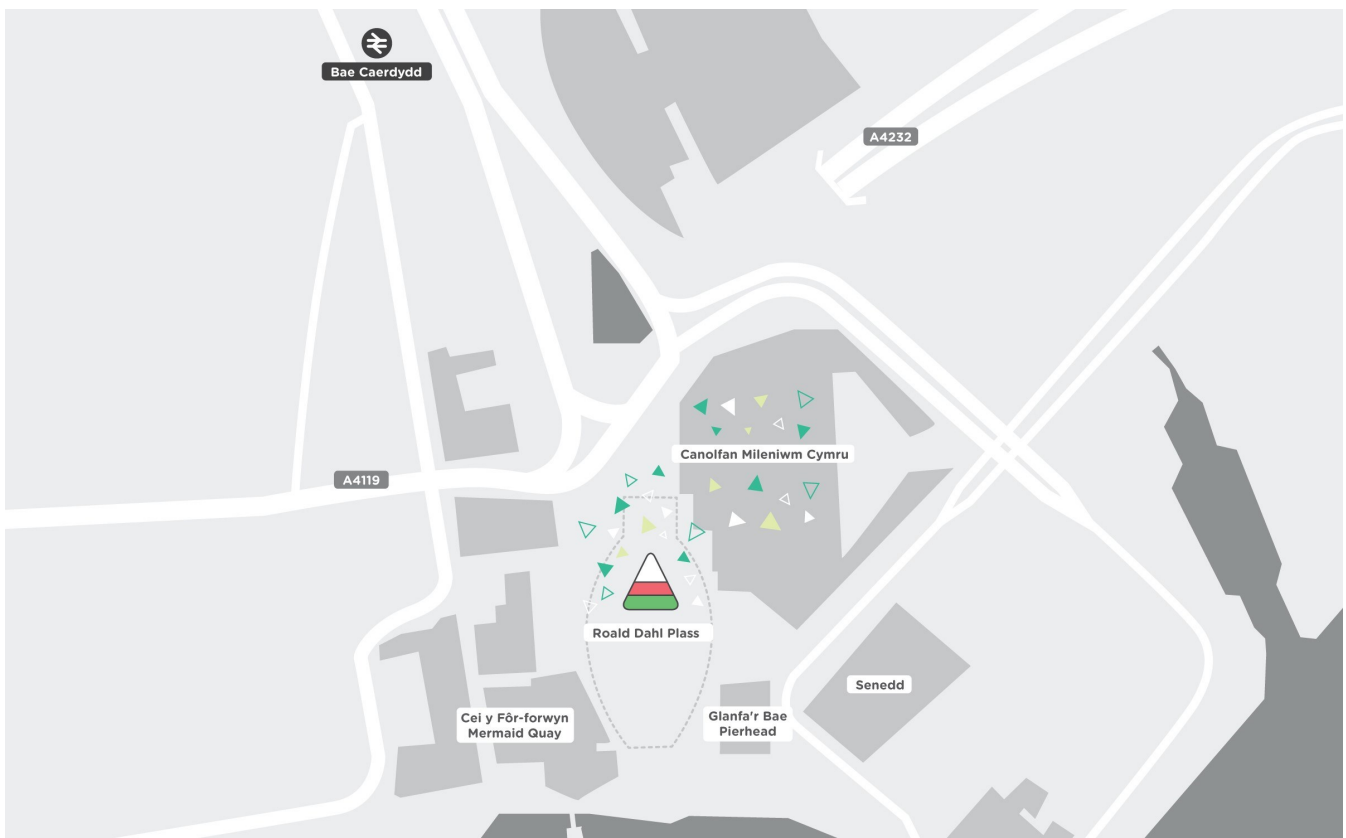
Urdd National Eisteddfod  
Cardiff Bay  
Cardiff  
CF10 4PZ

### HOW TO GET THERE

The Urdd Eisteddfod will be held in the heart of Cardiff Bay

**There will be no official Eisteddfod car parks for the general public due to the proliferation of parking facilities and public transport in Cardiff city centre and Cardiff Bay. There will however be a site allocated for traders and stallholders to park free of charge. (Passholders only)**

**Please follow official Eisteddfod signage when travelling to the Maes.**





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

From 09:00 Friday 24 May until 16:00 Sunday 28 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?**

There will be no need for entry tickets in 2019, however by the beginning of May 2019 you will be sent a pack that includes 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.

## A

Activities 19  
Address 18  
Advertising 19  
Alcohol 13  
Appearance 13

## B

Banner Rail 3, 19  
Breach of Terms 13  
Broadcasting 6

## C

Cancellations 7  
Clearing 11  
Closing Date 2, 7, 19  
Complaints 13  
Contractors 9  
Chalets 4

## D

Deposit 7

## E

Electricity 5, 16  
Entry 10

## F

Fire 12  
First Aid 12  
Flooring 3

## G

Gas Cylinders 12, 14  
Generators 12, 16  
Goods transportation 10

## H

Health and Safety 12, 14

## I

Information Technology 6  
Inspection 11  
Insurance 14  
Internet 6

## L

Language 15  
Location 15

## M

Merchant Account Number 6

## N

Noise 15

## O

Opening 10, 19  
Ordering 7

## P

Parking 10  
Payment 7  
PDQ Machine 6  
Post 15  
Posters 15  
PRS and Licensing 16  
Publicity 16

## R

Risk Assessment 12  
Rubbish and Recycling 11

## S

Sale of goods 16  
Security 9, 17  
Setting up 9, 19  
Sharing a stand 17  
Space (Hiring a Plot of Land) 3  
Stands 3, 19  
Sub-letting 17

## T

Tickets 8, 19

## V

Vehicles 8, 9, 10

## W

Water 5  
Wi-Fi 6  
Woodhouse 3