



Eisteddfod yr Urdd

Denbighshire

25 – 30/05/2020

Trade Stands and Stalls Application Forms



Form A



Eisteddfod

| OFFICE USE ONLY | |
|-----------------|--|
| RHIF CAIS | |
| DYDDIAD | |
| BLAENDAL | |

APPLICATION FOR A TRADE STAND URDD NATIONAL EISTEDDFOD SIR DDINBYCH 25 MAY - 30 MAY 2020

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 **01 March 2020**

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 50% 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) | £680 (+VAT) | | | | £800 (+VAT) | | |
| Stand 3m (width) x 9m (depth) | £800 (+VAT) | | | | £950 (+VAT) | | |
| Carpet (per 3 x 6 unit) | £120 (+VAT) | | | | £120 (+VAT) | | |
| Carpet (per 3 x 9 unit) | £150 (+VAT) | | | | £150 (+VAT) | | |

HIRING A PLOT FOR YOUR OWN TRAILER / STAND

[Please be aware that space is very limited, and we may not be able to facilitate your request]

| | Price | Measurements (m) (minimum 10m ²) | Total (£) |
|---|-------------------------------|--|-----------|
| Plot Only: (minimum 10m ²) Third Sector | £40 per m ² (+VAT) | Front: Depth: Total (m ²): (including area for guy ropes /canopy/stairs) | |
| Plot Only: (minimum 10m ²) Private Sector | £50 per m ² (+VAT) | Front: Depth: Total (m ²): (including area for guy ropes /canopy/stairs) | |

HIRING A 3m x 2.5m WOODEN CHALET

| | | Number of Chalets | Total (£) |
|------------------------------------|------------------------------------|----------------------|-----------|
| Barn Door Chalet Third Sector | £500 (+ VAT) per 3m x 2.5m unit | | |
| Barn Door Chalet Private Sector | £575 (+ VAT) per 3m x 2.5m unit | | |

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

Additional Services

| Item | Price | No. | Total (£) |
|---------------------|------------|-----|-----------|
| Table (1.8m x 1.2m) | £25 (+VAT) | | |
| Chair | £10 (+VAT) | | |

Water (Not available in the Chalets or in some Woodhouses. Please contact the Urdd office with any enquiries)

| Supply | Price | No. | Total (£) |
|---|-------------|-----|-----------|
| External Cold Water Tap | £285 (+VAT) | | |
| Cold water tap, sink and waste water unit | £450 (+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) | £235 (+VAT) | | |
| 16 amp (blue plug, for exhibition trailers) | £235 (+VAT) | | |
| 32 amp 1 phase (Blue plug) | £435 (+VAT) | | |
| 63 amp 1 phase (Blue plug) | £650 (+VAT) | | |
| 32 amp 3 phase (Red plug) | £850 (+VAT) | | |
| 63 amp 3 phase (Red plug) | £950 (+VAT) | | |
| Light (fluorescent) | £120 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) | £245 | | |
| Additional Broadband Internet Connection via cable | £115 each | | |
| 1 st Wireless Internet Connection (One Device) | £190 | | |
| Additional Wireless Internet Connection | £75 each | | |
| * PDQ (card payment machine) - £235 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) 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 Etherlive 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 | £235 | | |

| | |
|--|--|
| Merchant Account Number (if ordering 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 20th April 2020.
- 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 | £ |

**Payment Details**

A **50%** deposit or the full amount payable must be sent with every application no later than 01 March 2020

I will pay by:

- ☐ **Cheque** payable to Eisteddfod yr Urdd 2020.
- ☐ **Credit card**..... phone 01678 541 009 to pay by card
- ☐ **Or BACS payments**using the following information:

Account Name: Urdd Gobaith Cymru Eisteddfod Genedlaethol Sir Ddinbych 2020

Account Number: 71731017

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.: | |
|--------------------------------|--|

You will receive an invoice for the remaining balance. **A location on the site plan will not be allocated to you, or passes sent if payment has not been received in full by 26 April 2019.**

| | | SubTotal |
|----------------------------------|--|----------|
| Total of Form B (Stand/Plot) | | |
| Total of Form C (Extra Services) | | |
| Total of Form Ch (IT Services) | | |
| | | |
| TOTAL | | £ |

RISK ASSESSMENT FORM

Name of Organisation.....

Address

.....

The Person Responsible.....

SignatureDate of Assessment

| Hazard | Person at Risk? | Controls to minimise Risk |
|--------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

FIRE ASSESSMENT

| | | |
|---|---------------|--|
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| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 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> |