

Stallholders' Handbook 2023 Eisteddfod

EISTEDDFOD
Llŷn ac Eifionydd
5-12 Awst 2023





2023 Llŷn and Eifionydd National Eisteddfod

Date: 5-12 August (tradestands to open at 10:00 on 5 August)

Location: Boduan, Pwllheli

Maes address: Boduan, Pwllheli, Gwynedd LL53 6DW

Booking dates: 10:00, 1 March – 1 May

You must sign that you accept all our terms and conditions before we accept any application.

Background

The Eisteddfod is Wales' largest cultural festival, based on almost 850 years of tradition. We are a celebration of our language and culture, and everything on the Maes is held in Welsh. Attracting over 160,000 visitors annually, we travel around Wales visiting a different area every year.

The Maes

The Pavilion is usually in the middle of the Maes, with a number of smaller pavilions and tents dotted around the field, including Y Babell Lŷn, Y Lle Celf, Maes D, Tŷ Gwerin, Pentref Plant, Llwyfan y Maes and much more, offering all kinds of performances and sessions from morning till night.

Our caravan and campsite are located close to the Maes, with over 1,000 caravans staying for the week every year.

With rows of stalls of all kinds on the Maes, the Eisteddfod is an excellent place to showcase your product or service, for an affordable price.

We attract over 200 stalls, including quality Welsh gifts and crafts, souvenirs, books, jewellery, art, musical instruments and much more. Many companies and organisations choose to launch new products or services at the Eisteddfod, with fantastic potential for coverage – and sales.

Join us at the Eisteddfod to promote your company – you won't be disappointed!

Booking a Stand on the Maes

Types of Stands available

a. 3m x 6m Stands

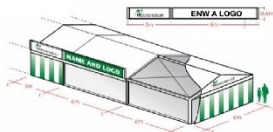
Metal frame with roof and sides in pvc material, and wooden floor. Carpet available for the wooden floor. Stalls are secured overnight with a pvc sheet. We provide a banner rail above the stand for a sign, and one ramp per stand (not per unit)

Measurements

Frontage - 3m | **Depth** - 6m | **Height** - 2.4m from the ground (not the floor) to unit eave, and 3.5m to apex (8'00" and 11'00"). Measurements from the floor may vary.

Banner rail - 2 metal bars along the top of the stand with 610mm between the two (2'00")

No internal divisions unless requested for orders of multiple units



b. Wooden Chalets 3m x 2.5km

Canopy opens upwards and front doors fold back. One key provided per chalet to lock overnight, with spare key kept onsite. No ramps provided.

Limited number of double chalets available



c. Artisan



Opening hours: 10:00 – 18:00 (with the possibility of extended hours if required)

Exhibition stalls and space for craftspeople, with high quality space in a single building, attracting 20-30 exhibitors.

Units are located around the sides and in the central block, with a popular café area also located within the building.

Aluminium framed structure with solid plastic walls. Price inclusive of:

- Carpet
- Use of small storage area within structure
- Name board above unit
- Lockable doors and overnight security
- Toilet behind building for exhibitors' exclusive use
- Exhibition shell scheme panels

****Minimum booking size – 2m x 2m****

No equipment placed or goods sold outside each trader's allocated space.

Availability depends on sufficient demand for stands. The Eisteddfod reserves the right to reimburse all monies received if insufficient demand.

New for 2023

a. Third Sector and Charities' Hub

Brand new exhibition space for charities, with an attractive cafe area, offering a great space for meeting and chatting. This development aims to be a busy hub for the third sector on the Maes, offering a reduced price for exhibition space for charities.

Similar to Artisan, the units are located around the sides and in a central block, with sturdy plastic wall, and the price includes:

- Carpet
- Charity's name above the unit
- Exhibition shell scheme panels

Minimum booking size – 2m x 2m, and availability depends on sufficient demand

b. Bwthyn Gwerin

The Pentref Gwerin is one of the most popular areas on the Maes. Home to the Tŷ Gwerin iconic yurt, the Pentref attracts thousands of visitors every day. The Bwthyn Gwerin is an exhibition space for groups and organisations involved in the Welsh folk scene. Its style is similar to the Tŷ Gwerin, modern whilst respecting our traditions over the centuries. Various exhibition sizes available. Email stondinau@eisteddfod.cymru for details.







Booking Space or a Building

You can book a space for your own exhibition trailer or small building, and these will be located where space permits around the Maes.

Looking to book a building rather than a stand? We're here to help you to organise everything, including water, electricity, partitions, carpet etc. Contact stondinau@eisteddfod.cymru to discuss all your needs and for an estimation of the cost as soon as possible.

Electricity

Electricity points available for stalls, wooden huts and internal exhibition spaces.

	Supply
	13 amp (double socket) 13 amp (extra)
	Single phase (blue CEEform connection) 16 amp 32 amp 64 amp

Electrical installation work at the Eisteddfod field should be completed or approved, by Eisteddfod contractors and must comply with the current requirements of the Institute of Electrical Engineers (17th edition) BS 7671 or BS 7909 for temporary electrical systems.

No one should interfere with any electrical equipment without the electrical contractor's permission. The only exception to this being contractors/unit holders dealing with their OWN equipment.

The Eisteddfod retains the right to refuse to install, or to disconnect any sub-standard electrical equipment.

No electricity generators allowed on site.

Any additional tasks for our electricians must be accompanied by a Purchase Order via our office.

Stallholders' electricity is switched off between 20:00 and 08:00. Contact us if you need electricity overnight.

Water

Water taps will be located around the Maes for general use. Need water on your stand? You can order the following:

Sink, cold water tap and wastewater collection to a tank below the sink. The tank will be emptied, and the wastewater collected when needed.

You are responsible for disposing wastewater if you do not have a sink and tap on your stall. It is your responsibility to conform to the latest environmental laws. Wastewater should not be disposed on our land under any circumstances.

If you need your sink in a particular location, send us a clear plan by 1 June. Extra costs will be incurred if we need to move a sink once you're on site, unless you provided us with a clear plan beforehand.

Tables and Chairs

Tables and chairs are available to order. The chairs are plastic, and the trestle tables measure 1.83m x 0.76m

WIFI and PDQ payment machines

We use Communication STEM to provide WIFI and PDQ machine hire for stallholders.

The Service

With huge pressure on both 3G and 4G networks during the festival, there may be congestion and reduced performance at peak times.

Our WIFI service uses the latest technology with performance measurement tools to ensure a high-quality user experience at outdoor events such as the Eisteddfod.

The WIFI service and PDQ machines (available for pre configuration with existing or temporary merchant accounts) will be available for ordering pre-event for collection upon arrival.

The use of “rogue” WIFI networks and payment terminals will be monitored and strictly policed, with traders being instructed to switch them off if they cause interference or disruption to other traders or the Eisteddfod itself.

WIFI and GPRS PDQ machines

GPRS machines work using a mobile data SIM card, similar to a mobile phone. If there's poor mobile phone reception, GPRS machines will not work. Priority is given to mobile phone signals and any signal available is quickly absorbed.

WIFI PDQ machines are configured to work from an internet connection installed around the site. We have full control over this connection, and transactions will process in a few seconds, providing you and your customers with an efficient service.

Communication STEM engineers will be onsite throughout the week to offer technical support

Information on how to book and pay for this service will be available once your stall payment is confirmed.

What Happens Next

Booking for stalls, exhibition space, site pitches and buildings runs from 1 March until 1 May. You can pay in full straight away, or in instalments over a three-month period. Every stand must be fully paid for before we allow access to the Maes.

We'll contact you to choose your location after 1 May. We'll be doing this in chronological order, based on the date and time of your original booking. We're doing this to try and ensure that the process is simpler for everyone and that we don't need to move anyone during the run-up to the festival.

Order your water and electricity when booking your stand – it's all on the same form – to make it easier for you and for us.

We hope you'll find the new ordering system easy to use, cutting down on admin time. If you have questions or queries at any time during the process, send us an email, stondinau@eisteddfod.cymru and we'll be happy to help.

We look forward to welcoming you to Boduan and to the Llŷn and Eifionydd Eisteddfod, and to working with you throughout the booking process and during the week itself.