

**TRADESTANDS
2023**

Terms and Conditions

WELSH LANGUAGE RULE

The Festival is held through the medium of Welsh and stallholders must therefore respect the Welsh language rule.

Signs and materials

All notices on the inside and outside of stands have to be in Welsh or be bilingual, but Welsh should be first and more prominent than any other language used.

Your signs and pamphlets will need to be in Welsh or bilingual too.

Activities

Remember - all activities within the stand should be in the Welsh language.

If you're organising a lecture, a discussion or a performance of any kind, please remember that everything must be held through the medium of Welsh – please ensure that everyone is aware of this.

All exhibitors must comply with this rule.

Language

Stallholders should bear in mind that the National Eisteddfod is held through the medium of the Welsh language and that they will receive queries from visitors and customers in Welsh. The stallholder must, therefore, have at least one Welsh speaking member of staff available at all times - this person can be fluent, an experienced learner or someone just starting to learn.

If you don't feel confident enough to learn and speak some Welsh, we can also place an advert on our website for you, free of charge, advertising any jobs that you might have over the Eisteddfod period, be it for Welsh speakers for your stand or just an extra pair of hands! We will contact you in May / June.

Welsh language online course

If you, or anyone else within your company or organisation need a little help with your Welsh before the week, there is a free Welsh language 10 hour online course available through the following link:

<https://learnwelsh.cymru/work-welsh/work-welsh-courses/work-welsh-taster-courses/>

The 10 hour welcome courses are completely free, and are available at your convenience.

The 'Welcome' taster course introduces everyday greetings and phrases, and has been developed as part of the Work Welsh programme. The 'Welcome Back' course is a follow-up to the 'Welcome' course and will help you learn more Welsh. If you would like to know more about learning Welsh as an individual or as an organisation/company please visit the Welsh Learners Village on the Eisteddfod Maes during the week.

Translators

The translating company **Cymen** will be on the Maes during the week and can offer simultaneous translation for any event which you might have at the Eisteddfod. Please contact Cymen for more information and costs cymen@cymen.co.uk.

The Association of Welsh Translators and Interpreters (Cymdeithas Cyfieithwyr Cymru - 01248 371839 www.cyfieithwycymru.org.uk) can offer advice and suitable translators for any work at a favourable rate.

OPENING HOURS

The Maes opens at 08:00 hours. There will be **no access to anyone** before 08:00.
No entry or re-entry after 21:00, although there will be entertainment on site until 23:00 hours.

All stands are expected to be open no later than 10:00 each morning and remain open until at least 18:00 hours in the evening.

Saturday 5 August - Saturday 12 August, 10:00 – 18:00 hours

If the weather is favourable and the Pavilion and Food Village busy, it could benefit some stands to stay open later.

INSURANCE – PROPERTY & PUBLIC LIABILITY

It is the responsibility of the hirer to protect any workers or members of the public from danger or risk of danger, and to conform to any relevant Health & Safety legislation.

- a. All site hirers will be responsible for indemnifying the National Eisteddfod and/or its Officials against any liability by the Eisteddfod including (without limitation) costs, expenses or legal damages in respect of:-
 - i. Bodily Injury including Death or Disease to any person
 - ii. Loss or Damage to property, happening within the site of the National Eisteddfod of Wales whether caused directly or indirectly by any action by the Hirer.
- b. The National Eisteddfod and /or its Officials do not accept any responsibility for loss or damage to hirers' property and /or vehicles brought onto and kept on the Eisteddfod site, unless it can be proved that the National Eisteddfod is responsible either through act or omissions for the injury or loss.

Stall holders are required to have a limit of indemnity under their Public Liability of at least £1,000,000. Before the Eisteddfod grants occupation to the hirer, the hirer must provide the Eisteddfod with evidence that he/she has such insurance.

We will contact everyone before the Eisteddfod for a copy of their insurance.

Towergate can offer insurance for exhibitors at events such as the Eisteddfod. Please call 02920 444 555 quoting 'Eisteddfod' for further information and a quotation.

Towergate, 4 Neptune Court, Vanguard Way, Cardiff CF24 5PJ.

<https://www.towergate.com/locations/cardiff>

DAMAGE

You will be responsible for any damage to a stand/building (accidental or on purpose), and you should ensure adequate insurance for accidental damage. You should also contact the Head of Technical Operations if you:

- plan to alter or change the structure;
- are unsure on any aspect of the suitability of the structure for your needs.

HEALTH AND SAFETY

According to the Management of Health & Safety Regulations 1999, you are required to carry out an assessment of the risks to which you, your employees (including voluntary helpers) or members of the public could be subjected to because of your activities. We will contact everyone before the event in order to complete a risk assessment form.

Further information can be obtained from the Health & Safety Executive's web site - www.hse.gov.uk and if you require assistance or advice, please contact the Technical Team.

FIRE FIGHTING EQUIPMENT

Your risk assessment should pay particular attention to the risks associated with fire. Should your activities produce a risk of fire, for example through the use of electrical equipment, soldering

equipment, LPG gas etc., then you should have adequate and appropriate means of fighting such fires, and should have someone present at all times, who is conversant with the use of the equipment.

Should you not have firefighting equipment appropriate to the risks, or the risks posed are considered unacceptably high, the Eisteddfod reserves its right to terminate your occupancy.

Fire extinguishers will be placed at the end of each row of stands

In case of fire in a stand, dial 999 and state your location as the Eisteddfod Maes (or 112 on a mobile).

If it is not possible to get help by using a phone, go to one of the Eisteddfod buildings, where a radio will be available: Eisteddfod Office, Site Office or the entrances. If you happen to be near the emergency services site, please go there for help.

ALCOHOL

Under the Premises Licence Act 2003, alcohol is now available on the Eisteddfod Maes but its use and sale will be strictly controlled by the Eisteddfod:

- only persons authorised by the Eisteddfod will be allowed to distribute or sell alcohol;
- outlets controlled by the Eisteddfod, and allowed to sell alcohol will be the sit down restaurant area and a mobile bars in the Food Village;
- official receptions, launches etc., but the Eisteddfod will have to be informed of when the event will take place. It will be your responsibility to ensure that alcohol is not served to anyone under age.
- other applications to sell alcoholic products on a retail basis for off-site sales e.g. Welsh liquors, whisky etc., will be dealt with on an individual basis;

PRS AND PPL – MUSIC LICENSE

If you plan to play music on your stand during the National Eisteddfod you are required by law to be licensed to do so.

PPL (Phonographic Performance Limited) and **PRS for Music** are separate organisations with different sets of licensing rights for the use of music.

PPL collects and distributes licence fees for the use of recorded music on behalf of record companies and performers, while **PRS for Music** collects and distributes royalties for the use of musical compositions and lyrics for composers, writers and publishers. You may need a permit from the two organisations.

PPL: If you play recorded music (ie CDs, tapes, DVDs) you will need a PPL licence.

PRS: If you play music, whether live, on TV, radio, CD or DVD you will need to pay royalties to PRS for Music. The daily fees are shown below and are dependent on the size of the stand.

The Eisteddfod, in agreement with PPL and PRS, can organise this licence on your behalf. You will receive a copy of the licence on the first morning of the Eisteddfod and it will need to be displayed within the stand.

COLLECTIONS

Collections, the selling of raffle tickets, badges and other items while walking around the Eisteddfod Maes is prohibited - this should be restricted to the appropriate stand.

If this rule is not adhered to, one written warning will be given before terminating the tenancy.

FREEDOM ON THE MAES

No person/society is allowed to hold functions/events (that are not official Eisteddfod functions/events) including processions and protests on the Eisteddfod Maes that may be a nuisance or annoyance or may interfere with the proceedings or the enjoyment thereof by any person or persons attending the festival. This includes any site/sites hired to them.

Nobody is allowed to impair the proceedings or destroy the property of other organisations on the Eisteddfod Maes. Any criminal activities are prohibited on the Eisteddfod Maes.

BREACH OF TERMS

In the event of any breach of any terms or conditions of letting and/or hiring the Eisteddfod may (without prejudice to any other remedy available to it) terminate such letting and /or hiring immediately and without notice, in which event no hiring charges and /or rental or part thereof shall be returnable to the hirer or hirer committing such a breach as aforesaid. Further, the Eisteddfod can in future refuse a unit or site to the hirer or hirer who has been responsible for a breach of one or more of these Terms /Conditions.

COMPLAINTS

Any complaints must be made to the Eisteddfod Chief Executive in writing within seven days of the Eisteddfod.

CANCELLATION

The Eisteddfod reserves the right to refuse any application. If a stallholder wishes to cancel an application after booking a stand, the following terms will apply:

- Cancellation before 1 April, the Eisteddfod retains 10% of the full cost
- Cancellation before 1 May, the Eisteddfod retains 20% of the full cost.
- Cancellation before 1 June, the Eisteddfod retains 30% of the full cost.
- Cancellation before 1 July, the Eisteddfod retains 40% of the full cost.
- Cancellation after 1 July, the Eisteddfod retains 50% of the full cost.

SUSTAINABILITY

Even though there will be plenty of recycling bins around the Maes, we are encouraging traders to consider cutting down on the amount of leaflets and pamphlets that are produced in order to reduce waste and the festival's impact on the environment. We ask you to read our Sustainability Policy and pledge to help us.

DRASTIC ON PLASTIC

The Eisteddfod supports the AIF UK's (Association of Independent Festivals) **#drasticonplastic** campaign and like many other festivals, we have already banned the use of plastic straws for drinks and single-use plastic bottles.

The Eisteddfod site in 2023 will be a no single use plastic site.

We would appreciate if all traders could bear this in mind when the time comes to purchase merchandise and freebies for the stands.

More information here: <https://aiforg.com/independent-festivals-commit-to-eliminating-single-use-plastic-by-2021/>

LEAVE NO TRACE

The Eisteddfod operates a Leave No Trace Policy. You should not leave anything behind after your visit. Make sure you take all materials with you. If they are left behind for us to dispose of them, you will be charged for this service.

RESPECT

- Traders should not disturb the proceedings or the atmosphere of the Eisteddfod, or prevent any activities or destroy the property of other organisations.
- Too much noise should be avoided – noise which could affect the Eisteddfod activities and programme and also other traders.
- We ask all traders and exhibitors to respect Eisteddfod property by **not** placing stickers and posters on signs and building around the Maes as this means that the Eisteddfod cannot re-use some signs and also have to pay for cleaning buildings. We will provide special areas to display posters and we ask you kindly to put one poster only in these spaces to be fair to all. The Eisteddfod will invoice all exhibitors who cause damage and extra cleaning costs.
- Please respect the environment and recycle - it is the National Eisteddfod's policy to reduce the effect of the festival on the environment, and you are kindly asked for your co-operation. We would also like to see less rubbish - recycling bins for paper, cardboard and plastic etc. will be situated around the Maes.