

**GET TO KNOW
US...**

**ve
Space**

WELCOME

to the **ve**
space



ANITA LOWE
Founder & CEO

WELCOME TO OUR BOUTIQUE GLOBAL SOURCING AGENCY.

Where elegant event solutions are delivered by creative experts.

Established by Founder and CEO, Anita Lowe along with her husband Chris. Anita's hands on approach has given us over **35 YEARS OF EXPERIENCE**, delivering an unparalleled service and unforgettable experiences for our clients.

Our dedication to excellence has been recognised through prestigious awards, including at the 2024 M&IT Awards for **Best Event Provider and Best Intermediary Agency**. We're delighted to be nominated once again in these two categories for the 2025 awards, as well as nominations for Rising Star for Holly Traynor-Paget, and Personality of the Year for our Chief Strategy Officer, Chris Parnham.

We're also proud recipients of **GOLD** at the Greengage Sustainability Awards for Sustainability Initiative of the Year Agency. Trust us to bring your vision to life with creativity, precision, and a commitment to sustainability.

Your Dedicated Team



EMMA TILLS

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KAYLEY WESTALL

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Our Core **Services**

**Global Venue
Sourcing**

**Team
Building**

Entertainment

Away Days

**Offsite
Meetings
&
Workshops**

As one of the UK's **leading global venue sourcing and event agency** we provide you:

- A three-stage rate negotiation process
- Savings delivery
- Spend control
- Reporting visibility
- A cost avoidance strategy
- Process efficiency

Global **SOURCING**

When it comes to planning an event, choosing the perfect venue is crucial. The venue sets the tone and atmosphere for the event and can greatly impact its success.

That's where our team of venue specialists come in...



Being such an important element to your meetings and events, the perfect venue can determine the difference between perfection and lower than expected delegate feedback scores. From the right space, to the right staff, the catering, the bedroom commitments, as well as a multitude of other vital considerations, these factors play a part in ensuring a memorable experience and success in meeting your objectives.



Our venue sourcing experts help businesses navigate the complexities of identifying suitable venues, saving you time, money, and stress, ensuring we deliver the right solution, seamlessly and without fuss. We take the time to listen to our clients objectives, taking the time to understand what they like and don't like, to source that perfect venue.



With sustainability an ever more essential part of the venue journey, we're proud to be **ECOsmart accredited**. This means we're not afraid to ask the questions and ensure the venues we put forward not only meet your business objectives, but it also incorporates your sustainability initiatives.



Last year, we booked venues in over 30 countries!

How to **BOOK** a venue with us

INITIAL ENQUIRY

Enquiry received via portal, telephone or email and response time agreed between yourself and our team member. We will ensure any mandatory information at this stage. We will ask lots of questions to ensure we're capturing everything we need, in order to meet your requirements. We're happy to take recommendations from you if you've got some ideas in mind, but please allow us to make the first approach to the venue so we can secure the best possible deal.

PROPOSAL STAGE

Team member to contact venue/s with the enquiry, conduct a three-phase rate negotiation process, obtain added value and provisionally hold space followed by sending you a proposal.

VENUE SELECTION

We will confirm the booking on your behalf.

CONTRACT STAGE

We will request and scrutinise the contract on your behalf, and you will not receive a copy of this until we are sure everything is in order. We will also be sure to highlight any important terms and conditions, such as cancellation policies and minimum numbers. veSpace will sign the contract on your behalf, only upon receipt of a valid PO.

FINAL DETAILS

We will work with you to liaise all of the booking details with the venue on your behalf providing you with our best-in-class consultative service. Alternatively, if you prefer to do this yourself, we'll support with that. Your booking is then ready to go live!

POST EVENT & INVOICING

The final invoice is received, and we will ensure we are satisfied with this ahead of sending to you.

Team member to complete a courtesy call to request feedback on both the venue and our service.

Where appropriate we will recommend UK site inspections and can accompany you on these.



You can email us at:

GlobalSourcing@vespace.co.uk



Or call us at:

+44 (0) 1793 792200



Or visit our portal:

vespace.myeventportal.co.uk

Some of our **Additional Services**

Speak to your buyer for advice if you feel we can support with these services

Delegate **MANAGEMENT**

Here at veSpace, we have our own **Delegate Division** headed up by our Delegate Dynamics Director. We understand that BMW currently use a different supplier for this service however we are able to liaise in with your supplier to ensure a seamless process from venue find to delegate attendance. This division came alive following feedback from our clients and we decided that delegate management was such an integral part of an event that it deserved its own division.



The systems our team utilise are industry leading allowing for bespoke registration websites and apps, customised delegate management, instant reporting and digital badging.



A variety of different styles of badge can be offered, through a selection of digital and onsite printing methods. Our service includes the on-site management of this process meaning a stress-free registration environment for your team and delegates.



As an organiser, you will receive event specific reports that will show all of the necessary data required of your delegates such as names, contact details, job roles, emergency contacts, dietary and accommodation requirements and much much more. The reports can be pulled and sent to your team as often as you wish.

In addition to the above, we manage a dedicated email inbox to handle delegate queries and changes, saving you time to focus on the event itself in the lead up.

Did you know our team speak 18 different languages? We can support you all over the globe!

Event **MANAGEMENT**

Whilst we are not BMW's contracted supplier for Event Management, our events team excel in understanding the unique needs of businesses. They execute events that align with objectives. We even have a dedicated Automotive team. From meticulously planning every detail to flawlessly executing the event on the day, we are committed to delivering a truly tailored experience.



We bring together a wealth of knowledge and expertise and have years of experience in the industry with a proven track record of consistent high-quality delivery. Whether it's multi-day internal conference, a bespoke sales event, or even a departmental meeting, our team act as an extension of your own team to ensure your event is a resounding success.



Our award-winning team of event managers oversee every aspect of the planning process, from budgeting and logistics to sourcing the perfect speaker or entertainment that ensures your event is one to remember.



Through our EVENTsmart service, we can ensure sustainability is at the forefront of your event delivery, measuring event impact, and offering ways to offset this throughout the planning process, and considerations on site.

Event **PRODUCTION**

Within veSpace we are able to offer the additional service of Event Production. Providing meticulous management, inception to execution, guaranteeing a seamless and memorable experience for all attendees, all goals that are realised by our event production service with a track record that speaks volumes.



Professional photography, and broadcast quality videography for your event requirements, be that for promotion, as part of your content delivery or as stunning highlights to your spectacular event.



Graphic design and presentation design by experienced in-house team to boost your creative content and maximise delegate engagement.



Bespoke set and stage design for your chosen space with the very latest in video, audio and lighting equipment, with your event show produced by one of our production team with flawless execution.

ACTIVATIONS

We know you've organised activations in the past, from 'Arts and Cars' for BMW, 'Not Normal' for MINI and 'Spirit of Ecstasy – Centenary Celebration' for Rolls Royce'. We've got vast experience in car launches, activations, placemaking and enlivenment.

- **Premium, End-to-End Delivery:** We craft and execute luxury-led brand activations that can reflect BMW's precision, innovation, and premium status.
- **Immersive, Experience-Driven Concepts:** Engaging, multisensory environments that connect emotionally with target audiences - from VIPs to lifestyle consumers.
- **Tech-Enabled Innovation:** Cutting-edge digital integrations (AR/VR, live data, interactive tech) to amplify brand storytelling and on-site engagement
- **Sustainable & Scalable:** Environmentally conscious design, with modular builds that scale from local dealership events to global showcases..
- **Data-Backed Impact:** Real-time analytics, engagement metrics, and clear post-activation insights to demonstrate ROI and optimise future campaigns.

WHERE

we are

Our head office is based in Swindon in the beautiful south-west of England. We love visitors so feel free to drop in and say hello!

As well as our head office, we are spread all over the UK, with offices in London, Loughborough, Leeds, Derby & Edinburgh.

Not only that, we also have an office and a team in Dubai!

Alongside our offices, we also have lots of remote workers who are based all over the country.

Our event experts could be next door!



Our **VALUES**

ELEGANT



With calm and poise, we always deliver the right solution, seamlessly and without fuss.

TOGETHER



We are passionate about our objectives and share in our successes. Everything we do, we do as a team.

INNOVATIVE



We are creative and experimental, finding new ways of delivering our best

REAL



We are real, our company is a blend of different people and personalities. We have pride and respect for each other and we recognise we are individuals.

FOCUSED



We are on it. Driven and efficient. Delivering success for us and our clients.

ve Space



globalsourcing@veSpace.co.uk



veSpace.co.uk



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