

ve
space

**GET TO
KNOW US...**



WELCOME

to the **ve**
space



ANITA LOWE

Founder & CEO

WELCOME TO OUR BOUTIQUE GLOBAL SOURCING AND EVENT MANAGEMENT COMPANY

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 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



Sue Burgess

Strategic Client Director



Lesley Tyler

Director of Operations
and Client Success



Kayley Westall

Global Sourcing Team
Manager



Kira Clinton

Senior Event Manager



Rachael Sale

Senior Event Manager



Paulina Zapala

Senior Event Manager



Emma Gales

Global Sourcing Specialist



Jen Green

Senior Global Sourcing
Specialist



Philippa Scott

Senior Global Sourcing
Specialist



Emily McGrory

Global Sourcing Specialist



INTRODUCING VIP



THE VESPACE INTERNATIONAL PORTFOLIO

THE VESPACE INTERNATIONAL PORTFOLIO

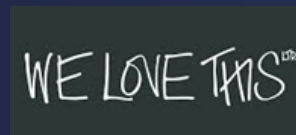
VESPACE INTERNATIONAL PORTFOLIO is a collection of related brands, focused on delivering bespoke services within the events sector, to specific customer markets, each with a different flavour and style.



- Global Sourcing
- Delegate Management
- Event Production
- Event Management



- Activations
- Launches
- Experiential insights
- Collaborations
- Brandwork



- Concept Development and Narrative
- Full Creative (2D & 3D)
- Build, Design, Print & Production
- Experiential Campaigns
- Roadshows
- Brand Activations
- Conferences and Corporate Events



- Event Production
- Video Production
- Event Photography
- Creative Design
- Studio Space



- Automotive experts
- Full-service event and incentive management



WE ARE AWARD WINNING!

2025 - GOLD - Best Intermediary Agency
2025 - Personality of the Year, Chris Parnham
2025 - Finalist for Best Event Provider and Rising Star of the Year - Holly Traynor-Paget
2024 - Silver Award for Best Intermediary Agency
2024 - Silver Award for Best Event Provider
2023 - Gold Award for Best Event Provider
2023 - Silver Award for Best Intermediary Agency
2022 - Gold Award for Best Intermediary Agency (less than 40 employees)
2022 - Bronze Award for Best Event Provider 2021 Gold Award for Best Crisis Response
2021 - Gold Award for Best Intermediary Agency (less than 40 employees)
2020 - Silver Award for Best Intermediary Agency (less than 40 employees)
2019 - Silver Award for Best Intermediary Agency (less than 40 employees)
2018 - Bronze Award for Best Intermediary Agency (less than 40 employees)

2019 Top 20 Agency (ACE)
2019 Top 10 Incentive Agency (ACE) 2019 Fastest Growing Agency (ACE)
2019 Silver Award for Best Agency to Work For (ACE)
2019 'Agency to Watch' 2019 'Top Challenger Agency'
2018 'Agency to Watch' 2018 'Top Challenger Agency'

2023 - Sydelle Estibeiro (Chilled)
2022 - Kira Clinton
2020 - Olivia Unsworth
2019 - Josephine Bradley
2018 - Will Dalzell



2023 - Raj Takar
2023 - Paulina Zapala
2022 - Lottie Davis
2021 - Hay-Yeung Tang
2021 - Will Dalzell

BUSINESS TRAVEL PEOPLE AWARDS

2024

Kim Cavilla -
People Manager of
the Year

FINALIST

2023

Meeting and
events team of the
year

HIGHLY
COMMEDED

2022

Account
Management Team
of the Year

CN AGENCY AWARDS

2022

Pioneer of the Year -
Anita Lowe

EVCOM London Live and Film Awards

2024

Best Agency Culture

GREENGAGE SUSTAINABILITY AWARD

2025

Platinum Individual
Award for Positive
Impact

Anita Lowe

Best Event
Management
Company
(FINALIST)

2023

GOLD Sustainability
incentive of the
year

2022

Sustainability
Initiative of the Year
Agency (FINALIST)





OUR CORE SERVICES

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

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

**VENUE FINDING INCLUDING GROUP ACCOMMODATION
(9 PLUS ROOMS)**

EVENT MANAGEMENT AND LOGISTICS

EVENT PRODUCTION AND CREATIVE CONTENT

DELEGATE MANAGEMENT

**THEMING, ENTERTAINMENT, ACTIVITIES, ACTIVATIONS,
PLACEMAKING AND ENLIVENMENT**



WE'RE ACCREDITED

From Sustainability to HR and Cyber Security, we've got the accreditations and processes in place to service your business safely and responsibly.



INVESTORS[®]
IN PEOPLE

ico.
Information Commissioner's Office



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

REAL - We are real, our company is a blend of different people and personalities. We have pride & 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

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

WHY WORK WITH US



AWARD-WINNING

Both the company and our people!



ACCREDITED

ECOSmart, We Invest in People and ISO 27001.



RELATIONSHIPS

More than 35 years of experiences building strong relationships with hotels and venues across the globe.



PERSONAL APPROACH

We're hands on and will support you throughout your event.



VENUE KNOWLEDGE

We visit venues across the UK, Europe, Asia, UAE and America.



SPECIALIST TEAM

We have our very own in-house production and creative experts.



COMPLIMENTARY VENUE SOURCING

We're commission based so there are no charges for our team's knowledge and experience if your booking goes ahead.



SHARING KNOWLEDGE

We host a variety of Client events showcasing venues and event services.



SAFETY CONSCIOUS

We carry out health and safety risk assessments and work with venues for Covid-related requirements.



OUR SERVICES

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. We've also received a CDP Assessment rating of B and a "Committed" badge from EcoVadis. 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.



EVENT MANAGEMENT

Our events team excel in understanding the unique needs of businesses and executing events that align with their objectives. 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.



How to BOOK a venue with us

INITIAL ENQUIRY

Balfour Beatty booker submits their booking request via portal, booking form, email or telephone. veSpace will acknowledge receipt of your request and agree a timeline for response.

PROPOSAL STAGE

veSpace will source venue options to match the brief provided and put together a proposal with available venues and pricing.

CONFIRMATION

veSpace will confirm the venue on behalf of Balfour Beatty. Booker to provide: SBU Code, Purpose of the Event, Employee ID, PO (if applicable), approving managers email confirmation and business unit.

CONTRACT STAGE

veSpace will send through the venues contract for your approval and will sign the contract on your behalf and return to the venue.

FINALS

Prior to the event taking place, if your numbers change advise veSpace who will amend the booking with the venue on your behalf.

BILLING & RECONCILIATION

veSpace will provide the venue with the billing instructions for all elements of the booking as per the Balfour Beatty bookers request.

PAYMENT

veSpace will make payment on behalf of Balfour Beatty.

FEEDBACK

veSpace will send a post-event questionnaire gathering feedback.



BalfourBeatty@vespace.co.uk



+44 (0) 1793 792200



vespace.myeventsportal.co.uk

EVENT PRODUCTION

Meticulous management from inception to execution, guarantees 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.



SUSTAINABLE PRODUCTION

OUR FOUR PILLARS

REDUCE

REUSE

REPAIR

RECYCLE

We believe unforgettable events should not cost the Earth. Whether it's buzzing conferences, dramatic live shows, or flawless broadcasts, we bring creativity and technical flair without sacrificing sustainability.

1

SMARTER TRANSPORT & LOGISTICS

We minimise transport emissions by using local crew and suppliers wherever possible, coordinating deliveries to reduce trips and selecting energy-efficient vehicles.

4

CUTTING CONSUMABLES

We reduce single-use items by switching to digital alternatives, reusable signage, and modular staging.

2

SUSTAINABLE MATERIALS

From staging to signage, we prioritise recycled, recyclable, and responsibly-sourced materials. Where this isn't possible, we ensure reuse or recycling post-event.

5

ENGAGING OUR CLIENTS

We share sustainability options with every proposal, helping clients choose creative solutions that balance impact with responsibility.

3

RESPONSIBLE POWER USE

We design events with energy efficiency in mind - using LED technology, low-power projection, and smart power distribution to cut unnecessary consumption.

6

DIGITAL-FIRST OFFICE CULTURE

We've shifted to digital workflows - drastically reducing paper usage. Smart monitoring keeps printer supplies in check and waste minimal.



DELEGATE MANAGEMENT

Here at veSpace, we have our own Delegate Division headed up by our Delegate Dynamic Director. 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.

SUSTAINABILITY



- 🎯 Greengage ECOSmart Accredited
- 🎯 CDP Assessment – B Rating
- 🎯 “Committed” Badge from EcoVadis
- 🎯 Set to achieve Carbon Neutral by 2035
- 🎯 Carbon Measuring & Offsetting available on all events
- 🎯 Investors in People Accredited
- 🎯 Paid Volunteering Days for all Employees



OUR INTERNATIONAL REACH



Did you know, across our team we speak **17 different languages!**

Arabic
Cantonese
Dutch
English
French
German
Hindi
Italian
Konkani

Luxembourgish
Malay
Mandarin
Marathi
Norwegian
Polish
Portuguese
Russian
Spanish

In 2024, we delivered onsite event management in over **30 countries!**

In 2024, we booked venues in over **40 countries!**

WHERE WE ARE

Our head office is based in Swindon in the beautiful south-west of England. We always 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, Leeds, Wakefield Derby & Scotland!

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

With all of offices, we also have lots of remote workers who are based all over.

Our event experts could be next door!





**We look forward to working
with you and your team!**



Sue Burgess
Strategic Client
Director

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