



## Introducing EventShaper...

So, let us take a moment to tell you a little bit about ourselves; who we are, why we are here.

EventShaper is an award-winning Events Management company established and headed up by one of the industry's leading Operations Directors, Lou Kiwanuka and as a team have been working, collectively, in the industry for over 30 years. Our wealth of experience, and industry contacts, means we know only too well that no event is ever the same. What's more, we know that whether it's a clients' first event or twenty first event, it's as important today as it was on its initial launch.

Our experience in running some of the UK's and Europe's largest B-2-B and B-2-C events means that whether an event is for 400 or 40,000 no event is too big or too small. Experts in our field, we at EventShaper are able to confidently take on all events, be it national or global exhibitions, indoor or outdoor events, consumer or trade events, conferences and awards dinners.

## The EventShaper Team...

Our team pride ourselves on not only our professional attitude, ability and service ethics, but also by how friendly and approachable our clients find us. Our versatility and approachability means we have a glass 'full' attitude all the time, because, thanks to our knowledge and capabilities, nothing fazes us. With a wealth of operational management team, we are certain she will make a valuable addition to your event.

## EventShaper...what we do!

- EventShaper manages the logistic elements of events on behalf of multiple event owners
- Our focus is exhibitions and events for both B2B and B2C markets, UK and overseas, from one off events to large scale yearly or biannual events
- EventShaper is an outsourced resource that is engaged by the client for the following reasons:
  - Temporary or longer term staffing issues
  - Lack of in-house experience
  - Our ability to react and flex to client requirements
  - Our reputation in the industry for being progressive and efficient
  - Bringing fresh ideas and processes into their events
  - Saving money - from reducing any need for in-house staff but also by taking advantage of our influencing power
- Our operations team advise, manage and carry out the following:
  - Contractor liaison including tender process (if applicable), selection and fulfilment.
  - Venue Liaison for operational activities.
  - Research and creation of exhibitor manuals and operational communications.
  - Exhibitor liaison.
  - Up to date Health and Safety advice incl. acting as Principle Designer & Contractor under CDM Regulations.
  - Planning, assigning and managing operational budgets.
  - Logistical management of exhibitors.
  - Management and ordering of show supplies, including build, graphics, telecoms and furniture.
  - Operational management of feature build, show areas.
  - Onsite management personnel before, during and after the event.
  - Post event reviews and budget analysis.

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