

mission statement

“ The Conference and Venue Agency prides itself on being able to offer an efficient and professional service managed by approachable accomplished and experienced co-ordinators.

The service is FREE, FAST and EFFICIENT catering for all your requirements...”

next steps

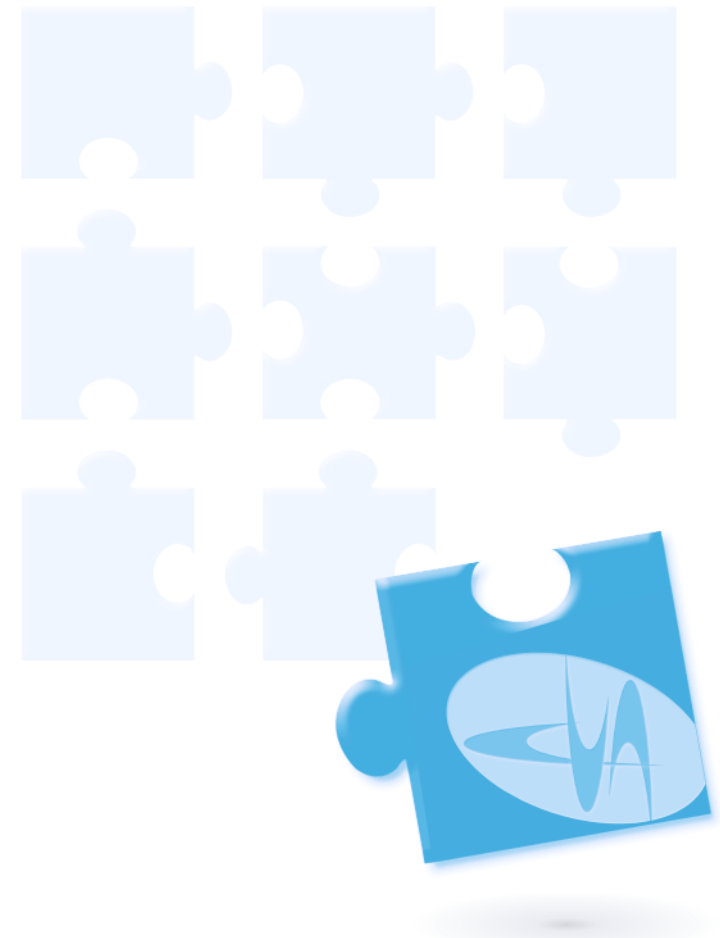
For more information  
please contact:

The Conference & Venue Agency  
Compton Place Road  
Eastbourne  
East Sussex BN21 1EB

Sales office: 08700 114555  
Events office: 08700 114333

Fax: 08700 114777  
Email: team@tcva.co.uk

[www.tcva.co.uk](http://www.tcva.co.uk)



## Are you planning any of these?

- ❖ annual dinner
- ❖ business promotion
- ❖ conference
- ❖ corporate hospitality
- ❖ exhibitions
- ❖ incentive weekends
- ❖ meetings & seminars
- ❖ product launch
- ❖ road shows
- ❖ training course



Courtesy Pembrokeshire County Council

### corporate hospitality

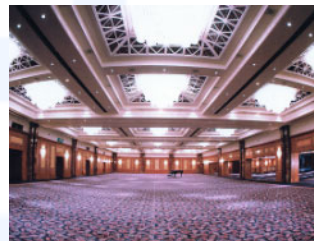
We offer a broad range of services to cater for unique business events including themed events, incentive packages and team building activities.



Stapleford Park  
Melton Mowbray

### accommodation booking

Another FREE service ensuring that all delegate needs are catered for using our efficient centralised booking system.



Royal Lancaster Hotel  
London

### travel arrangements

Our contacts within the industry enable us to negotiate the most competitive rates for you.

### venue finding

This FREE service covers both UK & International venues and facilities

### event management

We can manage any event from conception to completion for a negotiated fee based on the scope of your event.



SECC, Glasgow

... helping to make your event a success