



The ESP Difference...
Your Total Resource for Meetings & Events!

CAPABILITIES STATEMENT

Certified in Virtual Event & Meeting Management as of August 2020

Designed for industry professionals to master virtual event strategies with key components unique to planning virtual meetings & events.

Certification sponsored by MPI (Meeting Professionals International) and ELI (Event Leadership Institute)



PHYSICAL ADDRESS

4109 Gateway Court
Suite #300
Colleyville, Texas 76034

MAILING ADDRESS

PO Box 998
Grapevine, Texas 76099
Office 817.267.6698



www.espinc-usa.com



Event Source Professionals Inc



@espiesuprplanr

WBENC 2005113472
DUNS 782110993
CAGE 594E3
GSA GS07F0680W
TIN 75-2375221

Women's Business Enterprise National Council



Contract Holder
GS-07F-0680W

CORE COMPETENCIES

Event Source Professionals, Inc. (ESP) is a Texas-based meeting and event planning corporation with a 32-year history of serving an extensive list of top corporate, association and government clients. We are located in the Dallas / Fort Worth Metroplex but operate across the U.S. and in various countries around the world. In addition, ESP is a Certified Woman-Owned Business and has a **GSA Multiple Award Schedule** with the primary NAICS 561920. Some of our specialized programs include:

- TRADE SHOWS
- CONFERENCES -Virtual & Live
- CONVENTIONS
- PRODUCT LAUNCHES
- SALES INCENTIVE PROGRAMS
- R&D INVESTIGATOR MEETINGS
- CORPORATE TEAM BUILDING
- EXECUTIVE RETREATS
- TRAINING MEETINGS
- GOVERNMENT MEETINGS

SERVICE CAPABILITIES

- MEETING, CONVENTION AND EXHIBIT MANAGEMENT
- VIRTUAL AND HYBRID MEETINGS
- VENUE / SITE SELECTION
- CONTRACT NEGOTIATIONS
- TIMELINE DEVELOPMENT
- RISK ASSESSMENT & SECURITY PLANS
- HEALTH & SAFETY PLANS FOR COVID PROTOCOLS
- FOOD & BEVERAGE
- CUSTOM WEB-BASED REGISTRATION SOFTWARE
- ADVANCED AUDIO-VISUAL TECHNOLOGY
- WEB-CASTING/LIVE STREAM
- TRAVEL (IATA CERTIFIED)
- AIR & GROUND TRANSPORTATION
- COLLATERAL DESIGN & PRODUCTION
- DETAILED ACCOUNTING & INVOICE RECONCILIATION

LEADERSHIP

Charlotte Davis, CMP | President

Charlotte@espinc-usa.com

Charlotte Davis is a certified meeting planner who has been involved in the meetings and special events industry for more than 30 years. In 1988, she took her visionary talents, entrepreneurial desire, and commercial and government acumen to offer a total resource for all meeting and event needs at budget-friendly pricing which resulted in the conception of ESP.



Dara Hall, CMP, CMM, CVEMM | Executive Vice President

Dara@espinc-usa.com

Dara Hall joined ESP in 1996 after spending more than a decade in tradeshow management for the Dallas Market Center, the world's largest wholesale market. Since joining ESP, Dara has injected her "big picture" thinking and her passion for customer service with her corporate upbringing that keeps her eye on the bottom-line budget into ESP's day-to-day operations, marketing, and public relations efforts.

