

**Thursday 26<sup>th</sup> June 2025 – 1pm**

North Gallery Rooms 12 & 13

Excel London

Royal Victoria Dock

1 Western Gateway

London E16 1XL

To: All Members

In accordance with the Memorandum and Articles, please accept this letter as formal notice of the Event Supplier and Services Association Ltd 2025 Annual General Meeting, which is being held on Thursday 26<sup>th</sup> June 2025 in North Gallery Rooms 12 & 13 at Excel London, Royal Victoria Dock, 1 Western Gateway, London E16 1XL.

An outline of the day is as follows.

- 11:30 arrival for registration, followed by lunch and networking
- 13:00 AGM, Board elections and presentations

#### **Voting and Form of Proxy**

Voting will be conducted online prior to the AGM itself. All votes are anonymous. As per the association rules, Full Members and Associate Members are entitled to one vote per company. There will be no on the day voting at the AGM. A link to access the online voting portal will be emailed out to each member main contact eligible to vote at 2pm on Thursday 19<sup>th</sup> of June 2025. The portal will close Wednesday 25<sup>th</sup> of June at 5pm.

#### **Stand for Election to the ESSA Board**

Should you wish to stand for election to join the ESSA Board\* please complete and return the enclosed Nomination Form to [gordon@essa.uk.com](mailto:gordon@essa.uk.com) by no later than 11am Thursday 19<sup>th</sup> June 2025 together with a short profile and photograph.

*\*Full and Associate Members are eligible to apply.*

**Register your attendance:** The AGM is a free to attend event.

**Send your apologies:** If your company is unable to be represented at the AGM you can record your apologies for absence via <https://www.essa.uk.com/essa-agm-apologies>

Yours sincerely



Andrew Harrison  
ESSA Director

#### **Attached:**

2024-2025 ESSA Board Record of Attendance  
Form of Proxy  
ESSA Board Nomination Form 2025  
2025 Agenda  
2024 AGM Minutes  
ESSA Ltd 2024 Financial Statements