



# Pinpoint your next venue with ease

Located is a premier, global hotel site selection company — founded on a principal belief that securing the best venue can be done swiftly and efficiently.

Our approach to locating and securing the perfect venue **saves you time, money, and effort**. We've streamlined the process from sourcing to contract execution. And, with experience servicing a widely diverse client base, we know how to secure contract terms that mitigate financial liabilities and risk.

## Saving you time

We are constantly building our professional network and scouting new venues across the globe. Why? So that we can move quickly when you call and make recommendations to fit your unique needs.



## Saving you money

We'll leverage our deep relationships with hotel partners and strongly negotiate on your behalf, protecting your budget.

Our services are offered at no cost to you — we are paid by the hotel you choose for your group.



## Saving you effort

Our proprietary process eliminates the back-and-forth of calls and emails that keep you from focusing on the rest of your responsibilities.

Simply tell us what you need, and we'll ensure all arrangements exceed your expectations.



Scan to learn more or visit us at [www.locatedworldwide.com](http://www.locatedworldwide.com)

*From corporations to non-profits, Located helps countless clients place programs worldwide. Whether you're hosting a room block for an overnight or extended stay, planning a meeting for 10 people or a citywide convention for 10,000, Located is ready to assist.*

## How we get it done

### START SMART

Understand scope and success of past programs, and establish program objectives and related requirements; then, leverage Located's industry resources to identify best venue options.

### SOURCE STRATEGICALLY

Develop, submit and manage RFP process with all potential venues, in real-time; compile responses and provide expert guidance to help narrow down top choices.

### NEGOTIATE SKILLFULLY

Engage top-chosen venues in negotiations, while securing contract terms that mitigate financial liabilities and risk.

### EXECUTE SUCCESSFULLY

Facilitate the contract signing process, and construct schedule of venue-related tasks and deadlines through our PMP platform.



### Located Partner Network

With our vast network of partners in nearly every major city in the US, we can help your program beyond the room accommodations. Allow us to connect you to our partners specializing in:

- Air / Ground Transportation
- AV, Lighting, Sound & Tech
- Décor & Talent Bookings
- Destination Expertise
- Event Planning & Production
- Housing and Registration
- Restaurant Sourcing

### Ensuring your success is what makes us successful

Located serves as an extension of your team — quickly understanding your program and its goals.

We work on your behalf to ask the hard questions and get everything answered — providing the decision-making information you need and the exceptional service you deserve.

***It's a commitment we make to earn your continued business, one program at a time.***

### What our clients and partners have to say

*"Located is a perfect fit for us. They support our values and have shown they can quickly adapt to changing requirements."*

*- Client Review*

*"The team at Located is a bright spot in the sea of site selection companies because they truly care that each client receives the best from them and the hotel they are contracting!"*

*- NSO Review*

*"I cannot believe how fast you work. I've been working with another agency and it's never this organized."*

*- Client Review*

### Ready when you are

Whether you're ready to source a program venue or looking for expert advice to start preparing, we're here to help.

### Contact Sam

M: 1+516-509-8054

E: [sarlen@locatedworldwide.com](mailto:sarlen@locatedworldwide.com)



**Sam Arlen**  
**Client Services Associate**