



# ASHRAE

*Technology for a Better Environment*

## ASHRAE SINGAPORE CHAPTER

Regd Address: 121 Genting Lane #04-00, c/o Hussmann Tempcool, Singapore 349572

Mailing Address: Bukit Merah Central, PO Box 0626 Singapore 911535

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14<sup>th</sup> June 2010

Dear Sir/ Madam,

### **ASHRAE SINGAPORE CHAPTER 28<sup>th</sup> ANNUAL INSTALLATION DINNER**

ASHRAE Singapore Chapter will be holding its 28<sup>th</sup> Annual Installation Dinner at **Novotel Clark Quay on Tuesday, 3<sup>rd</sup> August 2010, from 6:30pm to 11:30pm**. The theme of the event will be **"MODELING FOR A SUSTAINABLE WORLD"**.

On behalf of the Organizing Committee, we would like to cordially invite you together with your spouse, colleagues and friends to join us in the annual event.

This installation dinner aims to provide everyone with a golden opportunity to establish, expand and enlarge your marketing contacts and network. We are inviting Chapter members, consultants, developers, manufacturers and suppliers to attend and will be expecting more than 500 distinguished guests. **Dr. Teo Ho Pin, Mayor of North West CDC** has accepted our invitation as Guest of Honor to grace the occasion.

ASHRAE Singapore Chapter is a non-profit organization which is set up to advance the science of Heating, Refrigeration, Air-conditioning and Ventilation. We provide continuing education in the said sciences to serve humanity and promote a sustainable world.

In order to make this major event a successful one, we seek your kind support through the purchase of dinner tickets, advertisement in souvenir magazine, setup of banner and/ or contributing of lucky draw prizes and door gifts.

Attached here within is our Reply Form together with rates for various sponsorships that is seeking your kind support and confirmation. Please complete and return the form, together with your cheque payment to us by the deadline as below:

- 9<sup>th</sup> July 2010 – Banner & Souvenir Magazine
- 21<sup>st</sup> July 2010 – Gift & Table Booking

We have also attached a list of contact details of the members of the Organizing Committee. Please do not hesitate to contact us should you require any further assistance.

On behalf of ASHRAE Singapore Chapter, we thank you in advance for your kind support and looking forward to seeing you at the Dinner.

Yours Sincerely,

Henry Yeo (Mr.)

**Chairman, 28<sup>th</sup> Installation Dinner Organizing Committee**  
**ASHRAE SINGAPORE CHAPTER**



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### REPLY FORM

**ASHRAE SINGAPORE CHAPTER 28<sup>th</sup> ANNUAL INSTALLATION DINNER**  
**"MODELING FOR A SUSTAINABLE WORLD"**  
 TUESDAY, 3<sup>rd</sup> AUGUST 2010, 6:30PM – 11:30PM  
 NOVOTEL CLARK QUAY, PHOENIX BALLROOM, LEVEL 6

Kindly fill up as below and forward back to us at **fax: +65 67430206** or **email: [laureengan@ymail.com](mailto:laureengan@ymail.com)**

Attention to: Ms. Lauren Gan/ Ms. Catherine Teng  
**28<sup>th</sup> Installation Dinner Organizing Committee**  
 ASHRAE Singapore Chapter  
 C/O Hussmann Tempcool (S) Pte Ltd  
 121 Genting Lane, #04-00,  
 Singapore 349572

**Contact Person:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**ASC Membership:** (Yes/ No) \_\_\_\_\_ If YES, please indicate Membership No: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**We are/ I am interested:** (please tick accordingly as below)

<b>1. DINNER TABLE/ SEAT RESERVATION</b>	
<b>2. ADVERTISEMENT</b>	
<b>3. PRIZE CONTRIBUTION FOR LUCKY DRAW</b>	
<b>4. SPONSORSHIP PACKAGE</b>	
<b>5. DOOR GIFTS</b>	

(Please refer and fill up the detail of selection from page 3 to 5 and forward to us together with this Reply Form.)

Enclosed herewith is a cheque of **S\$** \_\_\_\_\_ **Bank:** \_\_\_\_\_

**Cheque No.:** \_\_\_\_\_ made payable to **"ASHRAE Singapore Chapter"**.

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### 1. DINNER TABLE/ SEAT RESERVATION

RATES	NO. OF TABLE/ SEAT	TOTAL AMOUNT PAYABLE
<b>S\$980.00 per table</b> (10 pax) (Including Vegetarian Food/ Muslim Food upon request)	Table(s) Chinese Food	<b>S\$</b> _____
	Table(s) Muslim Food	
	Table(s) Vegetarian Food	
<b>S\$100.00 per seat</b> (Including Vegetarian Food/ Muslim Food upon request)	pax Chinese Food	<b>S\$</b> _____
	pax Muslim Food	
	pax Vegetarian Food	

\*Note: There will be no alcohol served but participants are welcome to purchase drinks at hotel rates.

### 2. ADVERTISEMENT

We will like to confirm our booking for the following advertisement(s):

TYPE	RATE (*)	PAYABLE
Standing Banner at Entrance to Ball Room – Limited to 5	S\$500.00	
Souvenir Magazine Back Cover (Full Page, Full Colour) – Limited to 1	S\$2,700.00	
Souvenir Magazine Inside Front Cover (Full Page, Full Colour) – Limited to 1	S\$2,200.00	
Souvenir Magazine Inside Back Cover (Full Page, Full Colour) – Limited to 1	S\$1,700.00	
Souvenir Magazine ROP (Full Page, Full Colour)	S\$1,100.00	
Souvenir Magazine ROP (Full Page, Black & White)	S\$700.00	
Souvenir Magazine ROP (Half Page, Black & White)	S\$400.00	

\*Notes:

- Advertisement space for Back Cover, Inside Front Cover and Inside Back Cover shall be on "First-come-first-served" basis with cheque enclosed for payment.
- Rates for advertisement exclude artwork, new film and colour separation work** which will be quoted separately by the printer to the advertiser.
- Please submit advertisement artwork (in JPEG/ PDF @ minimum 300DPI) to the printer by **Friday, 9<sup>th</sup> July 2010 by 12 Noon**.
- Please contact **Mr. Francis Lee (Mobile: 96745288)** for co-ordination of advertisement.
- All payment should be received **14 working days/ not later than 6<sup>th</sup> July 2010** upon booking confirmation.
- Should payment not received by 6<sup>th</sup> July 2010, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement.



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### 3. PRIZE CONTRIBUTION FOR LUCKY DRAW

We wish to contribute the following Cash Voucher/ Prize(s) for the Lucky Draw:

NOs.	DESCRIPTIONS	AMOUNT (Value Worth)
1.	<b>Cash / Shopping Vouchers</b>	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____
2.	<b>Prizes</b>	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____

\*Notes:

- Please contact **Ms. Lauren Gan (Mobile: 91815586)** not later than **21<sup>st</sup> July 2010**, (Wednesday) for sponsorship of lucky draw prizes.
- For bulky items, please provide a collection letter for the winner to arrange for self collection.
- Categorization of lucky draw prizes (eg. 1<sup>st</sup>, 2<sup>nd</sup> 3<sup>rd</sup> etc) from various sponsors is solely at the discretion of ASHRAE Singapore Chapter Installation Dinner Committee.

### 4. SPONSORSHIP PACKAGE – **\$3,000.00**

Package inclusive of:

- ✓ 1 (One) Table (10pax) in ASHRAE Singapore Chapter 28<sup>th</sup> Installation Dinner on the 3<sup>rd</sup> August 2010.
- ✓ 1 (One) Full Page (ROP) full colour advertisement in the Souvenir Magazine.
- ✓ 1 (One) Banner Space for your company's logo (1 Logo) on the homepage of ASHRAE Singapore Chapter Website with a hyperlink to your company's website (from July'10 – June'11).
- ✓ Credit Mention of your company's logo as "Sponsored by" on ASHRAE Singapore Chapter 28<sup>th</sup> Installation Dinner's
  - Stage Backdrop
  - Entrance Arch

\*Notes:

- Please note that the above Sponsorship Package as above is **not** exclusive/ limited to 1 company only.
- There will be no alcohol served but participants are welcome to purchase drinks at hotel rates.
- All Credit Mention of Company's Logo will be presented in alphabetical order.
- Advertisement space provide as per above mentioned **exclude artwork, new film and colour separation work** which will be quoted separately by the printer to the advertiser.
- Please submit advertisement artwork (in JPEG/ PDF @ minimum 300DPI) to the printer by **Friday, 9<sup>th</sup> July 2010 by 12 Noon**.
- Please contact **Mr. Francis Lee (Mobile: 96745288)** for co-ordination of advertisement.
- Sponsorship payment should be received **14 working days/ not later than 6<sup>th</sup> July 2010** upon booking confirmation.
- Should payment not received by 6<sup>th</sup> July 2010, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement.



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### 5. DOOR GIFTS

We wish to contribute the following items for Door Gifts:

DESCRIPTIONS	QUANTITY
a. _____	500 nos.
b. _____	500 nos.
c. _____	500 nos.

Notes:

- Please contact **Ms. Laureen Gan (Mobile: 91815586)** not later than **21<sup>st</sup> July 2010**, (Wednesday) for sponsorship of door gifts.
- All door gifts to be delivered to **Novotel Clark Quay, Phoenix Ballroom, Level 6**, on the **3<sup>rd</sup> August 2010**. Please contact **Mr. Clayton Miller (Mobile: 83371762)** for arrangement of delivery.



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### ASHRAE SINGAPORE CHAPTER 28<sup>th</sup> INSTALLATION DINNER COMMITTEE MEMBERS

NO.	NAME	DESIGNATION/ IN-CHARGE	CONTACT NO.	EMAIL ADDRESS
1.	Dr. Chandra Sekhar	Advisor	9783 6694	<a href="mailto:bdgscs@nus.edu.sg">bdgscs@nus.edu.sg</a>
2.	Mr. David Lau	Advisor	9755 5475	<a href="mailto:david@krugerasia.com">david@krugerasia.com</a>
3.	Mr. Gadam Sivakumar	Advisor	9235 0728	<a href="mailto:gadam.sivakumar@siemens.com">gadam.sivakumar@siemens.com</a>
4.	Mr. G.S. Tan	Advisor	9635 3460	<a href="mailto:gstan@tempcool.com.sg">gstan@tempcool.com.sg</a>
5.	Mr. Henry Yeo S.K.	Chairman	9635 6101	<a href="mailto:henry.yeo@hubacontrol.com.sg">henry.yeo@hubacontrol.com.sg</a>
6.	Ms. Laureen Gan	Treasurer & Secretary	9181 5586	<a href="mailto:laureengan@ymail.com">laureengan@ymail.com</a>
7.	Mr. Francis Lee	Publication Lead	9674 5288	<a href="mailto:francis@airverclean.com">francis@airverclean.com</a>
8.	Mr. Nick Ho	Event Coordinator	9691 1962	<a href="mailto:nickho@tempcool.com.sg">nickho@tempcool.com.sg</a>
9.	Mr. Clayton Miller	Program/Gift Coordinator	8337 1762	<a href="mailto:miller.clayton@gmail.com">miller.clayton@gmail.com</a>
10.	Mr. David Chow	Advertisement/Table Sales	9182 9748	<a href="mailto:chow_03_king@yahoo.com.sg">chow_03_king@yahoo.com.sg</a>
11.	Ms. Laurie Koh	Advertisement/Table Sales	6268 0100	<a href="mailto:laurie@acez.com.sg">laurie@acez.com.sg</a>
12.	Ms. Leong Su Anne	Advertisement/Table Sales	6268 0100	<a href="mailto:suanne@acez.com.sg">suanne@acez.com.sg</a>
13.	Mr. James Toh	Advertisement/Table Sales	9189 8770	<a href="mailto:james@acez.com.sg">james@acez.com.sg</a>
14.	Ms. Jothis	Advertisement/Table Sales	6100 4822	<a href="mailto:adminsg@hubacontrol.com.sg">adminsg@hubacontrol.com.sg</a>
15.	Mr. Victor Tan	Advertisement/Table Sales	9828 5512	<a href="mailto:victor.tan@aggreko.com.sg">victor.tan@aggreko.com.sg</a>

Information on Table Booking, Advertisement and Door Gift, please contact **Ms. Laureen Gan** at **91815586**.