



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

18th June 2009

Dear Sir / Mdm,

ASHRAE SINGAPORE CHAPTER 27th ANNUAL INSTALLATION DINNER

ASHRAE Singapore Chapter will be holding its 27th Annual Installation Dinner at the **Meritus Mandarin (Orchard Road) on Friday, 31st July 2009, from 6.30pm to 12am**. The theme of the event will be “**SUSTAINING THE FUTURE BY RE-BUILDING OUR PAST**”.

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

This installation dinner aims to provide everyone with a golden opportunity to re-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 guests. **Dr Amy Khor Lean Suan, Senior Parliamentary Secretary, Ministry of the Environment and Water Resources** has accepted our invitation as Guest of Honour 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 and to 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 the souvenir magazine, setup of banner and/or contributing of lucky draw prizes.

Attached here within is the 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 **8 July 2009** (Banner & Souvenir Magazine) or **24 July 2009** (Gifts & Table Booking). Attached is also a list of contact details of the members of the Organizing Committee. Please feel free to contact us should you require any assistance.

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

Yours sincerely,

Victor Tan Han Fung
Chairman, 27th Installation Dinner Organizing Committee
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ASHRAE Singapore Chapter – 27th Installation Dinner Committee Members

No	Name	Designation/In-charge	H/p	Email
1.	David Lau	Advisor	9755 5475	david@krugerasia.com
2.	Gadam Sivakumar	Advisor	9235 0728	gadam.sivakumar@siemens.com
3.	Tan GS	Advisor	9635 3460	gstan@tempcool.com.sg
4.	Victor Tan	Chairman	9828 5512	victor.tan@aggreko.com.sg
5.	Chanel Lee	Treasurer & Secretary	9616 6191	chanel.lee@aggreko.com.sg
6.	Francis Lee	Publication Lead	9674 5288	francis@airverclean.com
7.	Nick Ho	Event Coordinator (Dinner)	9691 1962	nickho@tempcool.com.sg
8.	Wesley Ong	Event Coordinator (Program)	9191 9939	wesley@boss.com.sg
9.	Muthuchelvam Raju	Gift Coordinator	9238 3544	workwithraju@gmail.com
10.	Leong Cheng Wee	Advertisement / Table Sales	9661 5330	leongcwsy@pacific.net.sg
11.	Deepak Gulabrai Sawlani	Advertisement / Table Sales	9159 6350	deepak.sawlani@siemens.com
12.	Abhishekh Kumar Shukla	Advertisement / Table Sales	8382 6942	abhishekh.shukla@gmail.com

Information on Table Booking/Advertisement

Please contact **Chanel Lee (Hp: 9616 6191)**.



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REPLY FORM

27th ANNUAL INSTALLATION DINNER
“SUSTAINING THE FUTURE BY RE-BUILDING OUR PAST”
 FRIDAY 31 JULY 2009, 6.30PM – 12AM
 MERITUS MANDARIN (ORCHARD RD) – MANDARIN BALL ROOM (6th FLR, MAIN TOWER)

To : Miss Chanel Lee
 27th Installation Dinner Organizing Committee
 ASHRAE Singapore Chapter
 C/O AGGREKO (SINGAPORE) PTE LTD
 322 JLN AHMAD IBRAHIM
 SINGAPORE 629151
 Tel: 9616 6191, Fax: 6862 0182

1) DINNER TABLE / SEAT RESERVATION

RATES	NO. OF TABLE / SEAT	TOTAL AMOUNT PAYABLE
\$900.00 per table (10 pax)		
\$95.00 per seat (Including Vegetarian Food / Muslim Food Request)	_____ pax Chinese Food _____ pax Muslim Food _____ pax Vegetarian Food	

***Note:**

- a. Tables having Vegetarian or Muslim meals can be expanded to 12 pax for the additional seats.
- b. There will be no alcohol served but participants are welcome to purchase drinks at hotel rates. Alternatively, there is no corkage charges for duty paid hard liquor / wines, and hence do feel free to bring your own.

2) ADVERTISEMENT

I would like to confirm the following advertisement(s) for your installation dinner:

TYPE	RATE (*)	PAYABLE
14' Banner on Either Side of Main Stage – Limited to 2	S\$1,000	
Standing Banner at Entrance to Ball Room – Limited to 5	S\$500	
Souvenir Magazine Back Cover (Color) – Limited to 1	S\$2,700	
Souvenir Magazine Inside Front Cover (Color) – Limited to 1	S\$2,200	
Souvenir Magazine Inside Back Cover (Color) – Limited to 1	S\$1,700	
Souvenir Magazine Full Page (Color)	S\$1,100	
Souvenir Magazine Full Page (Black & White)	S\$700	
Souvenir Magazine Half Page (Black & White)	S\$400	



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*** Note :**

- 1) Allocation of advertisement space for back cover, inside front, and inside back shall be on a 'first-come-first-served' basis with cheque enclosed for payment.
- 2) **Rates for advertisement exclude artwork, new film and colour separation work** which will be quoted separately by the printer to the advertiser.
- 3) Please submit advertisements and artwork (JPEG / PDF @ min 300 DPI) to the printers by **Friday, 10 July 2009 (NOON)**.
- 4) Please contact **Francis Lee (Hp: 9674 5288)** for co-ordination of advertisement.
- 5) All payments are to be made by **8 July 2009** upon final artwork confirmation.
Should payment not be received by **8 July 2009**, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement.

3) PRIZE CONTRIBUTION FOR LUCKY DRAW

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

S/No	ITEMS	AMOUNT
1	Cash Voucher Worth	S\$
2	Prizes worth a total amount of	S\$
	a) _____	
	b) _____	
	c) _____	

***NOTE:**

- 1) Please kindly contact **Ms. Chanel Lee (Hp: 9616 6191)** latest by 12 noon, 24th July 2008 for the sponsorship of lucky draw prizes. A collection letter will be taken for bulky items so that the winner will arrange for a self collection.
- 2) Categorization of lucky draw prizes (1st, 2nd, 3rd, etc) from various sponsors is solely at the decision & discretion of the Installation Dinner Committee.



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Enclosed herewith is a cheque of S\$ _____ (Bank
Cheque No.....) made payable to "ASHRAE Singapore Chapter".

Please contact **Ms. Chanel Lee (Hp: 9616 6191)** for collection of cash & prize vouchers.

Name : _____

ASC Membership : (YES / NO)

If YES, please indicate Membership No: _____

Organization : _____

Address : _____

Telephone No. : _____ Fax No. _____ Email : _____

Signature : _____

Date : _____