



ASHRAE

ASHRAE SINGAPORE CHAPTER

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. **SINGAPORE CHAPTER**

Mailing Address : Bukit Merah Central, P.O. Box 0626, Singapore 911535

16 September 2006

ASHRAE Members

Dear Sir,

ASHRAE SINGAPORE CHAPTER
24th Annual Installation Dinner and Dance

The ASHRAE Singapore Chapter is holding its 24th Dinner and Dance at Furama Riverfront Hotel on Friday, 24 November 2006, from 7.00 pm to 2.00 am

On behalf of the Organizing Committee, I would like to cordially invite you together with your spouse and friends to join us in this annual event. This will be a good occasion for you to renew acquaintances, establish new contacts and enlarge your networking as we are inviting Chapter members, consultants, developers, manufacturers and suppliers to attend. We are expecting more than 600 guests this year and the Organizing Committee is working hard to plan for an enjoyable evening for all of you.

As you may well know, ASHRAE Singapore 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. As such, we depend very much on your support to raise funds to organize such meaningful and educational activities.

Therefore, we request your kind support to make this event a success. You could help by purchasing dinner tickets and taking up advertisement space in our Souvenir magazine or/and contributing in cash or in any kind for our lucky draw prizes. We will be acknowledging and thanking all the supporting advertisers in our website with our D&D magazine and hope to be able to provide greater networking and exposures to you.

I have attached herewith the reply form together with rates for dinner table / diners seats / advertisement space for your kind support and confirmation. Please complete and return the form, together with your cheque payment to us before 3rd November 2006. 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.

Thank you in advance and I do look forward to seeing you at our Dinner & Dance.

Yours sincerely,
ASHRAE SINGAPORE CHAPTER

Tan Gek Suan
Chairman
24th D&D Organizing Committee

a. REPLY FORM

<p>24th ANNUAL INSTALLATION DINNER AND DANCE FRIDAY 24 NOVEMBER 2006, 7.00P.M. – 2.00A.M FURAMA RIVERFRONT HOTEL, 3rd Floor Grand Ballroom</p>

To : The Treasurer
24th Dinner & Dance Organizing Committee
ASHRAE Singapore Chapter
51 Bukit Batok Crescent #05-01 Singapore 658077
Tel: +65 96615330 Fax: +65 64811102

1) DINNER TABLE / SEAT RESERVATION

Rates	NO. OF TABLE / SEAT	TOTAL AMOUNT PAYABLE
\$800.00 per table		
\$90.00 per seat		

2) ADVERTISEMENT

I would like to place the following advertisement(s) in the Souvenir Magazine (please indicate where appropriate). Contact James Ong (HP 9-4550717) for co-ordination of advertisement.

LOCATION	TYPE	RATE (*)	TOTAL AMOUNT PAYABLE
Back Cover	Colour	S\$2,800	
Inside Front	Colour	S\$2,000	
Inside Back	Colour	S\$1,500	
Full Page	Colour	S\$1,000	
Full Page	Black & White	S\$900	
Half Page	Black & White	S\$500	

- i) Allocation of advertisement space for back cover, inside front and inside back shall be on a 'first-come-first-serve' basis with cheque enclosed.
- ii) Rate for advertisement excludes artwork and colour separation.
- iii) Please submit all advertisements and artwork to the printers by 30/9/06.

3) EXHIBITION DISPLAY TABLE AT THE FOYER IN FRONT OF THE BALLROOM

I would like to display our products and brochures at a display table at the foyer in front of the ballroom. Contact James Ong (HP 9-4550717) for co-ordination of display table.

Rates	NO. OF TABLE(S)	TOTAL AMOUNT PAYABLE
\$500.00 per display table		

4) PRIZE DONATION 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 a) _____ b) _____ c) _____	S\$

NOTE: Please contact the D&D Committee latest by 3/11/2006 for the collection of lucky draw prizes. Should the committee receive any prize after the cut-off date, acknowledgement of sponsors in the D&D Souvenir Magazine may not be possible. However, the MC will make acknowledgement during the dinner.

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

Please contact Mr Leong Cheng Wee (HP 96615330) 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 : _____

Company Stamp : _____

ASHRAE Singapore Chapter – 24th D&D Committee Members

No	Name	Designation / In-charge	H/P	Email
1.	Tan Gek Suan	Chairman	96353460	gstan@tempcool.com.sg
2.	Steven Leong	Advisor	97865483	sun63992328@yahoo.com
3.	James Ong	Secretary / Coordination / Souvenir Magazine	94550717	jamesltong@yahoo.com.sg
4.	Leong Cheng Wee	Treasurer	96615330	leongcwsy@pacific.net.sg
5.	Raymond Chang	Advertisement / Table Sales	98160207	rcduffer@pacific.net.sg
6.	Norman Ng	Advertisement / Table Sales	68977879	

Information on Table Booking / Advertisement, please contact G.S. Tan, Steven Leong, Raymond Chang, Leong Cheng Wee, Norman Ng and James Ong.

Information on Donation of Prizes / Cash Vouchers, please contact Leong Cheng Wee / Steven Leong

*NOTE:

1) Please contact the D&D Committee latest by 3/11/2006 for the collection of lucky draw prizes. Should the committee receive any prize after the cut-off date, acknowledgement of sponsors in the D&D Souvenir Magazine may not be possible. However, the MC will make acknowledgement during the dinner.

2) Categorization of lucky draw prizes (1st, 2nd, 3rd, etc) from various sponsors is solely at the decision & discretion of the D&D Committee.