



ASHRAE

Technology for a Better Environment

ASHRAE SINGAPORE CHAPTER

Registered Address : c/o Hussmann Tempcool (Singapore) Pte Ltd 121 Genting Lane Singapore 349572

20 May 2011

Dear Sir/Madam,

ASHRAE SINGAPORE CHAPTER 29TH ANNUAL INSTALLATION DINNER

ASHRAE Singapore Chapter will be holding its 29th Annual Installation Dinner at **Grand Copthorne Waterfront Hotel on Friday, 29 July 2011, from 6.30pm to 11.30pm**. The theme of the event will be **"SUSTAINING ASHRAE THROUGH LEADERSHIP - THE ROLE ASHRAE MEMBERS PLAY AS LEADERS IN SUSTAINABLE DESIGN AND PRACTICE"**.

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. **Mr Tai Lee Siang, President of Singapore Green Building Council** 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 July 2011 - Banner & Souvenir Magazine
- 18 July 2011 - 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,

Liew Kwong Chin (KC)
Chairman, 29th Installation Dinner Organizing Committee
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REPLY FORM

**ASHRAE SINGAPORE CHAPTER 29TH ANNUAL INSTALLATION DINNER
FRIDAY, 29 JULY 2011, 6.30PM - 11.30PM
GRAND COPTHORNE WATERFRONT HOTEL**

Kindly fill up as below and forward back to us at **fax : +65 6743 0206** or **email : cathteng@tempcool.com.sg**

Attention to : Ms Catherine Teng
29th Installation Dinner Organizing Committee
ASHRAE Singapore Chapter
c/o Hussmann Tempcool (S) Pte Ltd
121 Genting Lane
Singapore 349572

Contact Person : _____ Designation : _____

Tel : _____ Fax : _____

Email Address : _____

ASC Membership: (YES / NO) If YES, please indicate Membership No : _____

Company Name : _____

Address : _____

Postal Code : _____

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

- DINNER TABLE / SEAT RESERVATION
- ADVERTISEMENT
- PRIZE DISTRIBUTION FOR LUCKY DRAW
- SPONSORSHIP PACKAGE
- DOOR GIFTS

(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\$ _____ made payable to "ASHRAE Singapore Chapter"

Cheque No. : _____ Bank : _____

Email Address : _____

Signature : _____ Date : _____



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1. DINNER TABLE / SEAT RESERVATION

RATES	NO. OF TABLE/SEAT	TOTAL AMOUNT PAYABLE
S\$1,200.00 per table (10 pax) (Including Vegetarian Food / Muslim Food upon request)	_____ Table(s) Chinese Food	S\$ _____
	_____ Table(s) Vegetarian Food	S\$ _____
	_____ Table(s) Muslim Food	S\$ _____
S\$130.00 per seat (Including Vegetarian Food / Muslim Food upon request)	_____ Pax Chinese Food	S\$ _____
	_____ Pax Vegetarian Food	S\$ _____
	_____ Pax Muslim Food	S\$ _____

*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\$550.00	
Souvenir Magazine Bookmark (Printing on one side only) – Limited to 1	S\$ 2,950.00	
Souvenir Magazine Back Cover (Full Page, Full Colour) - Limited to 1	S\$2,800.00	
Souvenir Magazine Inside Front Cover (Full Page, Full Colour) - Limited to 1	S\$2,400.00	
Souvenir Magazine Inside Back Cover (Full Page, Full Colour) - Limited to 1	S\$1,800.00	
Souvenir Magazine ROP (Full Page, Full Colour)	S\$1,200.00	
Souvenir Magazine ROP (Full Page, Black & White)	S\$750.00	
Souvenir Magazine ROP (Half Page, Black & White)	S\$450.00	

*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 at minimum 300DPI) to the printer by **Saturday, 9 July 2011 by 12 Noon.**
- Please contact **Mr Francis Lee (Mobile : 9674 5288)** for co-ordination of advertisement.
- All payment should be received **not later than 6 July 2011** upon booking confirmation.
- Should payment not received by 6 July 2011, 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	Cash / Shopping Vouchers	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____
2	Prizes	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____

*Notes :

- Please contact Ms Catherine Teng (Tel : 6745 9911) not later than **18 July 2011, Monday**, 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 (e.g. 1st, 2nd, 3rd, etc.) from various sponsors is solely at the discretion of ASHRAE Singapore Chapter Installation Dinner Committee.

4. SPONSORSHIP PACKAGE - S\$3,000.00

Package inclusive of :

- ✓ 1 (One) Table (10pax) in ASHRAE Singapore Chapter 29th Installation Dinner on the 29 July 2011.
- ✓ 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 2011 - June 2012).
- ✓ Credit Mention of your company's logo as "Sponsored by" on ASHRAE Singapore Chapter 29th Installation Dinner's
 - Stage Backdrop
 - Entrance Arch

*Notes :

- Please note that the above Sponsorship Package as above is **not** exclusively/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 at minimum 300DPI) to the printer by **Saturday, 9 July 2011 by 12 Noon**.
- Please contact **Mr Francis Lee (Mobile : 9674 5288)** for co-ordination of advertisement.
- Sponsorship payment should be received **not later than 6 July 2011** upon booking confirmation.
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5. DOOR GIFTS

We wish to contribute the following items for Door Gifts :

DESCRIPTIONS		QUANTITY
a.	_____	600 nos.
b.	_____	600 nos.
c.	_____	600 nos.

*Notes :

- a. Please contact Ms Catherine Teng (Tel : 6745 9911) not later than **18 July 2011, Monday** for sponsorship of door gifts.
- b. All door gifts to be delivered to **Grand Copthorne Waterfront Hotel** on the 29 July 2011. Please contact Mr Clayton Miller (Mobile : 8337 1762) for arrangement delivery.



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ASHRAE SINGAPORE CHAPTER 29TH INSTALLATION DINNER COMMITTEE MEMBERS

NO.	NAME	DESIGNATION/IN-CHARGE	CONTACT NO.	EMAIL ADDRESS
1.	Mr G S Tan	Advisor	9635 3460	gstan@tempcool.com.sg
2.	Mr Henry Yeo S K	Advisor	9635 6101	henry.yeo@hubacontrol.com.sg
3.	Mr K C Liew	Chairman	8218 2600	liew_kwong_chin@trane.com
4.	Mr Francis Lee	Publication Lead	9674 5288	francis@airverclean.com
5.	Mr Nick Ho	Event Coordinator	9691 1962	nickho@tempcool.com.sg
6.	Mr Clayton Miller	Program/Gift Coordinator/ Secretary	8337 1762	miller.clayton@gmail.com
7.	Mr Norman Ng	Advertisement/Table Sales	9818 5983	norman.nct@gmail.com
8.	Er Matthew Kwek	Advertisement/Table Sales	9850 5637	matthewkwek@gmail.com
9.	Ms Phoebe Tan	Advertisement/Table Sales	9729 0412	phoebe.tan@asia.meap.com
10.	Ms Mabel Cheng	Advertisement/Table Sales	8218 2411	mabelcheng@trane.com
11.	Ms Debbie Tan	Advertisement/Table Sales	9786 6240	debbietan@tempcool.com.sg