



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

29 March 2005

Dear Sir/ Madam,

ASHRAE SINGAPORE CHAPTER
23rd Annual Installation Dinner and Dance

The ASHRAE Singapore Chapter is holding its 23rd Annual Dinner and Dance at the **Pan Pacific Hotel on Saturday, 14 May 2005, from 7.00pm to 2.00am.**

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 500 guests this year and the Organizing Committee is working hard to plan for an enjoyable evening for all of you.

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. As such, we depend very much on your kind support to raise funds to organize such meaningful and educational activities.

Therefore, we request your kind support to make this event a success. Your support through purchasing of dinner tickets, advertising in the Souvenir magazine or/and contributing in cash or in any kind for our lucky draw prizes will make this event more successful & a memorable one.

I have attached herewith the reply form together with rates for dinner table / dinner seat / advertisement space for your kind support and confirmation. Please complete and return the form, together with your cheque payment to us before 20 April 2005. 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 seeing you at our D & D.

Yours sincerely,

Wang Yih Chyuan
Chairman
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ASHRAE Singapore Chapter – 23rd D&D Committee Members

No	Name	Designation/In-charge	H/p	Email
1.	Albert Sin	Advisor	9-6576486	Albert_sin@lta.gov.sg
2.	Wang Yih Chyuan	Chairman	9-0129223	yihchyuan.wang@asia.meap.com
3.	Gwen Tan	Secretary	9-0188926	gwen.tan@asia.meap.com
4.	Siva Kumar	Treasurer	9-0047370	Gadam.sivakumar@siemens.com
5.	James Ong	Souvenir Magazine Coordination	9-4550717	jamesltong@yahoo.com.sg
6.	Raymond Chang	Coordination	9-8160207	rcduffer@pacific.net.sg
7.	C J Wong	Advertisement/Table Sales	9-0063366	cj.wong@amasia.com.sg
8.	Leong Cheng Wee	Advertisement/Table Sales	9-6615330	leongcwsy@pacific.net.sg
9.	Ken Lim	Advertisement/Table Sales	9-8526550	ken.lim@sg.york.com
10.	Steven Leong	Advertisement/Table Sales	9-7865483	Steven.leong@itt.com

Information on Table Booking/Advertisement

Please contact Mr. Leong Cheng Wee, Mr. Ken Lim, Mr. C J Wong, Mr. Steven Leong

Information on Donation of Prizes / Cash vouchers

Please contact Mr Siva Kumar.

***NOTE:**

Sponsor for lucky draw prizes

- 1) Please kindly contact the D&D Committee latest by 12 noon, 13 April 2005 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, acknowledgement during the dinner will be made.
- 2) Categorization of lucky draw prizes (1st, 2nd, 3rd, etc) from various sponsors is solely at the decision & discretion of the D&D Committee.



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REPLY FORM

23rd ANNUAL INSTALLATION DINNER AND DANCE
SATURDAY 14 MAY 2005, 7PM – 2AM
PAN PACIFIC HOTEL - PACIFIC BALLROOM

To : Mr Siva Kumar (Treasurer)
23rd Dinner & Dance Organizing Committee
ASHRAE Singapore Chapter
C/o Blk 8, Lorong Bakar Batu #04-10
Singapore (348743)
Tel: 6-7411736 (HP 9-0047370), Fax: 6-7411682

1) DINNER TABLE / SEAT RESERVATION

RATES	NO. OF TABLE / SEAT	TOTAL AMOUNT PAYABLE
\$900.00 per table (10 pax)		
\$95.00 per seat		

2) ADVERTISEMENT

I would like to place the following advertisement(s) in the Souvenir Magazine (please indicate where appropriate):

LOCATION	TYPE	RATE (*)	TOTAL AMOUNT PAYABLE
Back Cover	Colour	S\$2,500	
Inside Front	Colour	S\$2,000	
Inside Back	Colour	S\$1,500	
Full Page	Colour	S\$900	
Full Page	Black & White	S\$700	
Half Page	Black & White	S\$400	

*** 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 to the printers by **Wednesday, 13 April 2005**.
- 4) Please contact James Ong (Hp: 94550717) for co-ordination of advertisement. All final artworks require vetting and acknowledgement from respective advertisers.
- 5) All advertisements submitted should be in the appropriate printing format.
- 6) **All payments are to be made by 27 April 2005 upon final artwork confirmation. Should payment not be received by 27 April 2005, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement for the advertiser.**



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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) _____	

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

Please contact Mr Siva Kumar (Hp: 9-0047370) 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 : _____