



Technology for a Better Environment

ASHRAE SINGAPORE CHAPTER

159 Sin Ming Road #07-02 Lobby 2 Amtech Building, Singapore 575625

BOOKING FORM

ASHRAE SINGAPORE CHAPTER 36th ANNUAL INSTALLATION DINNER
FRIDAY, 20 JULY 2018, 6.00PM - 11.00PM
Orchard Hotel Singapore

Kindly fill up below form and reply by email to

Ms Elta Tan at elta.ascsecretariat@gmail.com

Attention to : Ms Elta Tan
36th Annual Dinner Organizing Committee
ASHRAE Singapore Chapter
159 Sin Ming Road #07-02 AMTECH Building, Lobby 2
Singapore 575625

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 #1 #2 #3
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 : _____

ASHRAE

AN INTERNATIONAL ORGANIZATION

ASHRAE SINGAPORE CHAPTER

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1. DINNER TABLE / SEAT RESERVATION

RATES	NO. OF TABLE/SEAT	TOTAL AMOUNT PAYABLE
S\$1,600.00 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\$160.00 per seat (Including Vegetarian Food / Muslim Food upon request)	_____ Pax Chinese Food	S\$ _____
	_____ Pax Vegetarian Food	S\$ _____
	_____ Pax Muslim Food	S\$ _____

*** Tables purchased shall be for 10 pax of one choice of cuisine. Should there be other choices, there will be an additional charge of S\$160.00 per pax.*

2. ADVERTISEMENT

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

TYPE	RATE(*)	PAYABLE
Standing Banner at Entrance to Ball Room	S\$550.00	
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\$1,800.00	
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 (Half Page, Full Colour)	S\$750.00	

*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 **01 June 2018, Friday 12 Noon**
- Please contact **Ms Elta Tan (Mobile: 9387-4249)** for co-ordination of advertisement.
- All payment should be received **not later than 01 June 2018** upon booking confirmation.
- Should payment not received by **01 June 2018**, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement.

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. _____ b. _____ c. _____	S\$ _____ S\$ _____ S\$ _____
2	Prizes a. _____ b. _____ c. _____	S\$ _____ S\$ _____ S\$ _____

*Notes:

- a. Please contact **Mr Francis Lee (Mobile: 9674-5288)** not later than **01 June 2018, Friday**, for sponsorship of lucky draw prizes.
- b. For bulky items, please provide a collection letter for the winner to arrange for self-collection.
- c. 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 PACKAGES

a. PACKAGE #1 - S\$4,888.00 (Maximum 8 display tables available)

EARLY BIRD PROMOTION S\$4,400.00

Package#1 inclusive of:

- ✓ 1 (One) Table (Size : 1.82m x 0.92m) and 1 (One) Standing Banner space to display your company products for ASHRAE Singapore Chapter 36th Installation Dinner on 20 July 2018 from 5pm to 11pm.
- ✓ 1 (One) Table (10pax) for ASHRAE Singapore Chapter 36th Installation Dinner on 20 July 2018.
- ✓ 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 2018 - June 2019).
- ✓ Credit Mention of your company's logo as "Sponsored by" on ASHRAE Singapore Chapter 36th Installation Dinner's
 - Stage Backdrop
 - Entrance Arch

b. PACKAGE #2 - S\$4,288.00

EARLY BIRD PROMOTION S\$3,860.00

Package#2 inclusive of:

- ✓ 1 (One) Table (10pax) for ASHRAE Singapore Chapter 36th Installation Dinner on the 20 July 2018.
- ✓ 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 2018 - June 2019).
- ✓ Credit Mention of your company's logo as "Sponsored by" on ASHRAE Singapore Chapter 36th Installation Dinner's
 - Stage Backdrop
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c. PACKAGE #3 - S\$3,888.00

EARLY BIRD PROMOTION S\$3,500.00

Package#3 inclusive of:

- ✓ 1 (One) Table (10pax) for ASHRAE Singapore Chapter 36th Installation Dinner on the 20 July 2018.
- ✓ 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 2018 - June 2019).

*Notes:

- a. Please note that the above Sponsorship Packages as above is **not** exclusively/limited to 1 company only.
- b. All Credit Mention of Company's Logo will be presented in alphabetical order.
- c. Booth with Table (1.82m x 0.92m) for displaying company products / Video / Promotional material. (Maximum 8 which subjects to place availability) to be provided as per above mentioned
- d. Advertisement space to be provided as per above mentioned **exclude artwork, new film and colour separation work** which will be quoted separately by the printer to the advertiser.
- e. Please submit advertisement artwork (in JPEG/PDF at minimum 300DPI) to the printer by **01 June 2018**.
- f. Please contact **Ms Elta Tan (Mobile: 9387-4249)** for co-ordination of advertisement.
- g. Sponsorship payment should be received **not later than 01 June 2018** upon booking confirmation.
- h. Should payment not received by **01 June 2018**, ASHRAE Singapore Chapter shall reserve the right not to publish the advertisement.
- i. **Kindly note that the early bird promotion (10% discount) is only applicable for Dinner tables and Sponsorship Packages upon full payment received on or before 01 April 2018. This promotion is valid till 01 April 2018; no cancellation or refund for confirmed orders.**

5. DOOR GIFTS

We wish to contribute the following items for Door Gifts:

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

*Notes :

- a. Please contact **Mr Francis Lee (Mobile: 9674-5288)** not later than **01 June 2018**, for sponsorship of door gifts.
- b. All door gifts to be delivered to **Orchard Hotel** on **20 July 2018, 2.00 pm**. Please contact **Mr Francis Lee (Mobile: 9674-5288)** for delivery arrangements.

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