



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 38th ANNUAL
DINNER FRIDAY, 17 JULY 2020, 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
38th 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
PACKAGE #1 #2 #3
ADVERTISEMENT
LUCKY DRAW PRIZE CONTRIBUTION
DOOR GIFTS

Details on each of the above can be found from pages 2 to 4. Please complete and submit all pages of this booking 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



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## 1. DINNER TABLE / SEAT RESERVATION

RATES	NO. OF TABLE/SEAT	TOTAL AMOUNT PAYABLE
S\$1,800.00 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\$180.00 per seat (Including Vegetarian Food / Muslim Food upon request )	_____ Pax Chinese Food	S\$ _____
	_____ Pax Vegetarian Food	S\$ _____
	_____ Pax Muslim Food	S\$ _____

### \*Notes :

- a. Tables purchased shall be for 10 pax of one choice of cuisine. Requests for alternative meal option are subjected to an additional charge of S\$180.00 per pax.

## 2. PACKAGES

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

**EARLY BIRD PROMOTION S\$4,400.00**

**(This promotion is valid till 01 March 2020)**

Package 1 includes the following:

- ✓ 1 (One) Table (Size : 1.82m x 0.92m) and 1 (One) Standing Banner space to display your company products at ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner on 17 July 2020 from 5pm to 11pm.
- ✓ 1 (One) Table (10pax) at ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner on 17 July 2020.
- ✓ 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 August 2020 - July 2021).
- ✓ Credit Mention of your company on ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner's Stage Backdrop

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

**EARLY BIRD PROMOTION S\$3,860.00**

**(This promotion is valid till 01 March 2020)**

Package 2 includes the following:

- ✓ 1 (One) Table (10pax) at ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner on 17 July 2020.
- ✓ 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 August 2020 - July 2021).
- ✓ Credit Mention of your company on ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner's Stage Backdrop

# ASHRAE

A N I N T E R N A T I O N A L O R G A N I Z A T I O N



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**c. PACKAGE #3 - S\$3,888.00**

**EARLY BIRD PROMOTION S\$3,500.00**

**(This promotion is valid till 01 March 2020)**

Package 3 includes the following:

- ✓ 1 (One) Table (10pax) at ASHRAE Singapore Chapter 38<sup>th</sup> Annual Dinner on 17 July 2020.
- ✓ 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 August 2020 - July 2021).

**\*Notes :**

- a. Please note that all packages are non-exclusive (i.e. not limited to 1 company only).
- b. Package 1 is limited to a maximum of 8 companies, on a “first come, first served” basis.
- c. All credit mention of company will be presented in alphabetical order.
- d. Kindly note that the early bird promotion (10% discount) is only applicable for **Dinner tables and Packages** upon full payment received on or before **01 April 2020**. **This promotion is valid till 01 March 2020; no cancellation or refund for confirmed orders.**

**3. ADVERTISEMENT**

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

TYPE	RATE(*)	PAYABLE
Standing Banner at Entrance to Ball Room	S\$1,000.00	
Souvenir Magazine ROP (Full Page, Full Colour) <b>PLUS</b> Standing Banner at Entrance to Ball Room	S\$2,200.00	
Souvenir Magazine Back Cover (Full Page, Full Colour) - Limited to 1	S\$3,000.00	
Souvenir Magazine Inside Front Cover (Full Page, Full Colour) - Limited to 1	S\$2,000.00	
Souvenir Magazine Inside Back Cover (Full Page, Full Colour) - Limited to 1	S\$2,000.00	
Souvenir Magazine ROP (Full Page, Full Colour)	S\$1,500.00	
Souvenir Magazine ROP (Half Page, Full Colour)	S\$900.00	
To Insert Company’s Brochure into Goodie Bags	S\$750.00	

**\*Notes :**

- a. Advertisement space for Back Cover, Inside Front Cover and Inside Back Cover shall be on a first-come first-served basis.
- b. Rates for advertisement exclude artwork, new film and colour separation work, these will be quoted separately by the printer to the advertiser, if required.
- c. Please submit advertisement artwork (in JPEG/PDF at minimum 300DPI) by **15 May 2020, Friday 12 Noon**
- d. Please contact **Ms Elta Tan (Mobile: 9387-4249)** for co-ordination of advertisement.
- e. All payment should be received not later than **01 May 2020** upon booking confirmation.
- f. The ASHRAE Singapore Chapter reserves the right not to publish the advertisement if payment is not received by **1 May 2020**.

**ASHRAE**

**A N I N T E R N A T I O N A L O R G A N I Z A T I O N**

**4. LUCKY DRAW PRIZE CONTRIBUTION**

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

NOs.	DESCRIPTIONS	AMOUNT (Value)
1	Cash / Shopping Vouchers	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____
2	Prizes	
	a. _____	S\$ _____
	b. _____	S\$ _____
	c. _____	S\$ _____

**\*Notes:**

- a. Please contact **Mr Francis Lee (Mobile: 9674-5288)** not later than **01 May 2020, 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 Annual Dinner Committee.

**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 May 2020**, for sponsorship of door gifts.
- b. All door gifts to be delivered to **Orchard Hotel on 17 July 2020 before 2.00 pm**. Please contact **Mr Francis Lee (Mobile: 9674-5288)** for delivery arrangements.