

**ASHRAE**

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

**Secretariat:** 44 Jalan PJU 1A/10, Taman Perindustrian Jaya, 47200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.  
Tel: 603-7846 2496 / HP: 6012-2861 319 Fax: 603-7847 4460  
E-mail: mashrae.my@gmail.com Website: [www.ashrae.org.my](http://www.ashrae.org.my)

30<sup>th</sup> July 2010

Dear Sir,

**ASHRAE MALAYSIA CHAPTER'S 25<sup>th</sup> ANNUAL DINNER 2010**

It is going to be a Silver Jubilee celebration for ASHRAE Malaysia Chapter after going through 25 years of fun and sweat. Let us celebrate this year's special anniversary with **GRAND** annual dinner. In the past we always use this opportunity to have fun and get-to-know each other better. We are delighted to inform that ASHRAE Malaysia Chapter will be hosting its **25<sup>th</sup> Annual Dinner on Friday, 12<sup>nd</sup> November 2010 from 5.00pm-12.00 mid night, at Manhattan Ballroom, Berjaya Times Square Hotel, Kuala Lumpur.**

MASHRAE as a non-profit organization would like to take this opportunity to invite you to join us to raise funds for promoting the objectives of the Chapter in the advancement of the science of heating, refrigerating and air-conditioning.

It is our sincere desire to see all Chapter members, consultants, developers, contractors, manufacturers, suppliers and friends participate in this annual event and your support can be rendered in one or more of the following ways:-

<b><u>DESCRIPTION</u></b>	<b><u>COLOUR</u></b>
<b>1. Mini Exhibition / Advertisement</b>	
a) 1 Full colour <b>Centre Page</b> with advertisement displayed at the dinner hall either at right or left side of the front stage, exhibition space plus 1 dinner table FOC. ( Limited to one place on a first come first serve basis)	RM10,888.00
b) 1 Full colour page at <b>Back Page</b> , with advertisement displayed at the dinner hall either at right or left side of the front stage, exhibition space plus 1 dinner table FOC (Sponsor for item (a) has 1 <sup>st</sup> preference for choice of advertisement display – either left or right side of front stage)	RM9,388.00
c) 1 Full colour page <b>Inner Front</b> , with advertisement displayed at the dinner hall either at right or left side of the wall exhibition space plus 1 dinner table FOC.	RM8,888.00
d) 1 Full colour page <b>Facing Inner Front</b> , with advertisement displayed at the dinner hall either at right or left side of the wall, exhibition space plus 1 dinner table FOC.	RM8,888.00
e) 1 Full colour page <b>Inner Back</b> , with advertisement displayed at the dinner hall either at right or left side of the wall, exhibition space plus 1 dinner table FOC	RM8,688.00
f) 1 Full colour page, with advertisement displayed at the dinner hall either at right or left side of the wall or opposite to stage, exhibition space plus 1 dinner table FOC.	RM6,688.00
g) 1 Full Color Page advertisement with exhibition space plus 1 dinner table FOC. (Limited exhibition space on a 1 <sup>st</sup> come basis)	RM4,888.00

**Note:**

- a) Exhibition & ballroom advertisements are at sponsor's responsibilities. The chapter only provide wall space of banner size of 12'(H) x 9'(L) to sponsors. (Refer to Appendix A). **The fee to print and erect the banner at venue is RM1,700 per banner. This is a separate and excluded cost from the package above. Artwork of the banner is by sponsors.**
- b) Space Size of Exhibition booth is L9' x W9' c/w 3' x 6' table, 2 chairs and power socket only.

<b>2. Souvenir Programme Advertisement</b>	<b><u>Black &amp; White</u></b>	<b><u>Color</u></b>
½ Page (with 1 complimentary dinner ticket)	RM 788.00	RM1,188.00
Full Page (with 2 complimentary dinner tickets)	RM1,388.00	RM1,988.00

3. **Dinner Tickets**  
Cost per ticket = RM148/=

4. **Dinner Table**  
Cost per dinner table (for 10 pax) = RM1,480.00

A separate reply slip is attached herewith. Kindly confirm your support by return fax and to be followed by your payment in the form of "Crossed Account Payee" cheque made payable to "**MALAYSIAN CHAPTER OF ASHRAE**" to reach us not later than **12<sup>nd</sup> September 2010**.

Thank you.

Yours sincerely,  
**ASHRAE MALAYSIA CHAPTER**



**DENNIS LIM**  
**CHAIRMAN**  
**ORGANISING COMMITTEE 2010**

## REPLY SLIP

To: The Chairman, Organizing Committee  
 25<sup>th</sup> Annual Dinner 2010  
**ASHRAE MALAYSIA CHAPTER**  
 44 Jalan PJU 1A/10, Taman Perindustrian Jaya  
 47200 Petaling Jaya.  
 Selangor

Tel/Fax: 03-7847 4460  
 HP : 012-2861 319  
 E-mail : mashrae.my@gmail.com

Contact: Ms. Jessie Chong

Our Company \_\_\_\_\_ would like to support your Chapter's **25<sup>th</sup> Annual Dinner on Friday, 12<sup>nd</sup> November 2010, 5.00 pm – 12.00 midnight** at **Manhattan Ballroom, Berjaya Times Square Hotel, Kuala Lumpur** in the following manner:

- |   | <u>(Please tick as appropriate)</u> |                          |
|---|-------------------------------------|--------------------------|
|   | <u>Black &amp; White</u>            | <u>Colour</u>            |
| <b>1. <u>Mini Exhibition / Advertisement</u></b>  |                                     |                          |
| a) <b>RM10,888/-</b> : 1 full colour <b>Centre Page</b> with advertisement displayed at the dinner hall either at right or left side of the front stage, exhibition space plus 1 dinner table FOC. (Limited to one place on a 1 <sup>st</sup> come 1 <sup>st</sup> serve basis)   | <input type="checkbox"/>            | <input type="checkbox"/> |
| b) <b>RM9,388/-</b> : 1 full colour <b>Back Page</b> with advertisement displayed at the dinner hall either at right or left side of the front stage, exhibition space plus 1 dinner table FOC<br>(Sponsor for item (a) has 1 <sup>st</sup> preference for choice of advertisement display – either left or right side of front stage ) | <input type="checkbox"/>            | <input type="checkbox"/> |
| c) <b>RM8,888/-</b> : 1 full colour page <b>Inner Front</b> with advertisement displayed at the dinner hall either at right or left side of the wall , exhibition space plus 1 dinner table FOC   | <input type="checkbox"/>            | <input type="checkbox"/> |
| d) <b>RM8,888/-</b> : 1 full colour page <b>Facing Inner Front</b> with advertisement displayed at the dinner hall either at right or left side of the wall, exhibition space plus 1 dinner table FOC   | <input type="checkbox"/>            | <input type="checkbox"/> |
| e) <b>RM8,688/-</b> : 1 full colour page <b>Inner Back</b> with advertisement displayed at the dinner hall either at right or left side of the wall , exhibition space plus 1 dinner table FOC  | <input type="checkbox"/>            | <input type="checkbox"/> |
| f) <b>RM6,688/-</b> : 1 full colour page, with advertisement displayed at the dinner hall either at right or left side of the wall or opposite to stage, exhibition space plus 1 dinner table FOC   | <input type="checkbox"/>            | <input type="checkbox"/> |
| g) <b>RM4,888/-</b> : 1 Full Color Page Advertisement with Exhibition Space plus 1 dinner table FOC. ( Limited Space available on a first come first serve basis)   | <input type="checkbox"/>            | <input type="checkbox"/> |

We **confirm and agree** to the following:-

- c) Exhibition & ballroom advertisements are at sponsor's responsibilities. The chapter only provides wall space of banner size 12'(H)x9'(L) to sponsors. (Refer to Appendix A). **The fee to print and erect the banner at venue is RM1,700 per banner. This is a separate and excluded cost from the package above. Artwork of the banner is by sponsors.**
- b) Space Size of Exhibition booth is L9' x W9' c/w 3' x 6' table and 2 chairs only.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 2. <b><u>Advertisement</u></b><br>½ page (with 1 complimentary dinner ticket)<br>Black & White – RM788.00 / Colour – RM1,188.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| Full page (with 2 complimentary dinner tickets)<br>Black & White – RM1,388 / Colour – RM1,988.00                                | <input type="checkbox"/> | <input type="checkbox"/> |

3) **Dinner Tickets**

We require..... ticket(s) @ RM148.00 each. Total RM .....

4) **Dinner Table**

We require ..... table(s) @ RM1, 480.00 each. Total RM .....

Enclosed herewith is our cheque No..... for RM .....  
made payable to "MALAYSIAN CHAPTER OF ASHRAE" (crossed account payee).

**ADVERTISEMENT**

**Artwork (film) for advertisement in the souvenir program is be sent to the above stated address by 30<sup>th</sup> Sept 2010. If you do not have the artwork (film), the charges are as stated below. Artwork done in MS Word, Excel or Powerpoint and others are not acceptable as imagesetters cannot output films from these documents.**

**A) Film charge ONLY from these documents: Colour @ RM218 & Black & White @ RM118.**

**B) For those who wish us to do the artwork or work from the layout done in Word, Excel or Powerpoint, the cost is as follows:-**

**1) Simple – With Compliments Advertisement message with company logo & up to 3 photos**

**- Colour @ RM298 (inclusive of film) and Black & White @ RM198 (inclusive of film)**

**2) Others – Non "With compliments" Advertisement**

**- Colour @ RM448 (inclusive of film) and Black & White @ RM348 (inclusive of film)**

Signature : \_\_\_\_\_ Company : \_\_\_\_\_

Name : \_\_\_\_\_ Address : \_\_\_\_\_

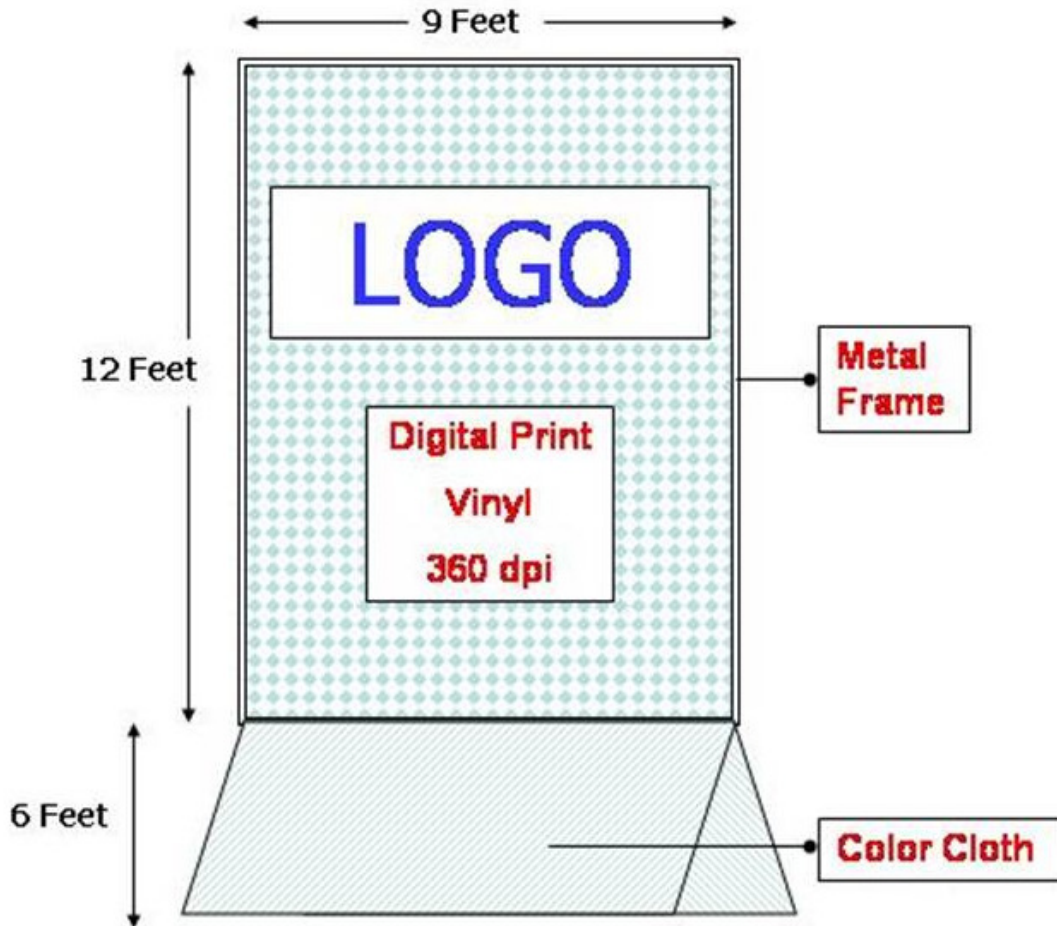
Designation : \_\_\_\_\_ Tel / Fax : \_\_\_\_\_

Date : \_\_\_\_\_ E-mail : \_\_\_\_\_

Company Stamp : \_\_\_\_\_

## Appendix A

### DESIGN & DIMENSION OF THE BILLBOARD/BANNER



- 1) Prepare your company logo artwork for output in a CD.
- 2) Contact contractors of your choice.
- 3) Contractors will rent metal structure to you but the Vinyl will be sent to you after the event.
- 4) Full payment should be made upon installation on event day.
- 5) Cheques should be made to the Contractor.
- 6) Confirmation in writing of your company booking the billboard/banner to be sent to MASHRAE Secretariat using the enclosed pink form.
- 7) You can appoint your own contractor if you able to get better pricing but must maintain to the design and dimension as shown above.
- 8) MASHRAE is responsible to identify the space/area and location for the display billboard/banner for exhibits.