

14 August 2007

Our Ref : BIA/AnnualDinner07/RL/an/Let-TableSales

Dear Members,

Table Reservation & Sponsorship

Hong Kong Institute of Architects Annual Dinner 2007

Theme – The Wild Wild West

I am proud to present to you the theme of our Institute's Annual Dinner 2007- **The Wild Wild West**.

The HKIA Annual Dinner – will be launched on 24 November 2007. Again, this will be one of the most important occasions for the Institute throughout the year. Being slightly different from the Annual Ball, this new event will be a less formal, more cozy gathering for ALL members. It will be a night to celebrate members' achievements, their contribution to the community and profession. It will be the time for the Institute to conclude its performance over the year. It will also be a great re-union for all old boys and old girls, a party for everyone to chitchat and mingle, a stage to perform...It will be more, it will be fun!

Mrs Lam Cheng Yuet-ngor, Carrie, JP , Secretary for Development of the Hong Kong Special Administrative Region Government will also be our Guest of Honour in the event.

Participation of a wider spectrum of members to the Annual Dinner is anticipated. In addition to the usual corporate tables, individual tickets will be available for this Dinner.

Please note all parking spaces are limited. Parking is available from 6:30pm till gate closed. The parking fee will be with the compliments of HKIA for those who reserve a table.

Free shuttle vans will be available for members travelling from the Hong Kong Country Club to Admiralty MTR station at 11:00pm/ 11:15pm/ 11:30pm respectively.

Please send in your reservation early in order to secure good tables. We look forward to seeing you and your esteemed guests at the Dinner.

Yours sincerely



Dr Ronald LU, FHKIA
President

Enclosed: (A) Table Reservation Form, (B) Invitation for Sponsorship & Advertisement.

Reservation of Tables/ Seats
Hong Kong Institute of Architects - Annual Dinner 2007

Date: Saturday, 24 November 2007
Time: 7:30pm to 11:00pm
Venue: The Lawn, Hong Kong Country Club.
Guest of Honour: Mrs Lam Cheng Yuet-ngor, Carrie., JP , Secretary for Development of the Hong Kong Special Administrative Region Government
Reservation: Tables can be reserved now by completing the attached reservation form and returning it to the HKIA Secretariat together with your cheque made payable to "The Hong Kong Institute of Architects"
Table Allocation:

- Table will be allocated by the Organizing Committee on a first-come-first-served basis.
- Table will be ROUND TABLE settings.
- Priority will be given to reservations with payment.

Others:

- Free Cocktails from 7:30pm to 8:00 pm
- Buffet dinner
- Entertaining performance
- Lucky Draws

Dress Code: Western Cowboy Attire

Return To	: The Hong Kong Institute of Architects - Attn: Ms Alison NG/ Mable HUNG
Address	: 19/F One Hysan Avenue, Causeway Bay, HK
Contacts	: (Tel)2805 7293/ 2805 7297 (Fax) 2519 6011

RESERVATION			
I/We would like to reserve <u>Table(s)/ Seat(s)</u> of	Basic Booking HK\$	No.	SUB TOTAL
• Corporate Table – Table of 12 seats (with complimentary parking tickets)	8,000		
• Individual Seat (Reservation to be made in pairs from 2 seats onwards)	650		
Total			_____

PAYMENT (Note: Cancellation after 15 October 2007 will not be entitled to refund.)
 Enclosed is a Cheque No. _____ of HK\$ _____ payable to "The Hong Kong Institute of Architects"

CONTACTS	
I/we would like to name my/our Table as :	_____
Company Name :	_____
Contact Person :	_____
Address :	_____
Tel No. :	_____
Email :	_____
	Fax No : _____
	Signature _____
	/Chop _____

Sponsorship Details
Hong Kong Institute of Architects - Annual Dinner 2007
American Western Theme - THE WILD WILD WEST

Date : Saturday, 24 November 2007
 Time : 7:30pm to 11:00pm
 Venue : The Lawn, Hong Kong Country Club.
 Our Guests : Mrs. LAM CHENG Yuet-ngor, Carrie, JP, Guest of Honour, Government officials, Presidents of various professional institutes, developers, architects, their clients and other honourable guests of around 360 people.

TYPES of SPONSORSHIP:

Major Sponsor

(Please contact Alison NG at 2805 7293/ Mable HUNG at 2805 7297 for details)

With sponsorship amount not less than HK\$100,000, the Organising Committee is prepared to offer the following (details subject to further discussion):

- 6 side-by-side pages, 4-colour advertisement in programme book (HK\$48,000).
- Name and logo of sponsor to appear on promotion flyers (2,000 copies), event programme book cover (400 copies) and all other promotional materials, including advertisements in the HKIA website (<http://www.hkia.net>).
- Sponsor may co-ordinate with the Organizing Committee on other associated events for promotion of company business.
- 1 complimentary table for 12 persons at the Annual Dinner (value at HK\$8,000)

Advertisement in HKIA Annual Dinner Programme Book

(Please refer to Appendix B)

Programme Book will be distributed to each of the guest at the beginning of the Annual Dinner.

<u>Category</u>	<u>Cost</u>	<u>Colour</u>
One full-page	HK\$6,000	black & white
	HK\$9,000	4-colour
Two side-by-side full-pages	HK\$11,000	black & white
	HK\$16,000	4-colour

Lucky Draw Prizes and Table Prizes

(Please refer to Appendix B)

You may also consider sponsoring one or more of our lucky draw prizes or table prizes. Attached is a list of suggestions for your selection, provision of your own products will also be considered.

Others

Sponsors may co-ordinate with the Organizing Committee on other appropriate modes of sponsorship.

HKIA Annual Dinner 2007 – 24 November 2007 at The Lawn, Hong Kong Country Club

Return To The Hong Kong Institute of Architects - Attn : Alison NG/ Mable HUNG
 Address 19/F One Hysan Avenue, Causeway Bay, HK
 Contact (T) 2805 7293 (F) 2519 6011 or 2519 3364

PLEASE REPLY BEFORE 15 September 2007

A. MAJOR SPONSOR

Please tick

We would like to be the major sponsor of the Annual Dinner. Please contact me for further discussion. (Please provide contact information in Section D below)

B. ADVERTISEMENT

Please tick

We would like to place an advertisement in the Hong Kong Institute of Architects Annual Dinner 2007 Programme Book.

Please send us a copy of the Programme Book when published. (Please '✓' where appropriate)

<input type="checkbox"/>	One full page	(black & white)	at @HK\$6,000
<input type="checkbox"/>	Two side-by-side full pages	(black & white)	at @HK\$11,000
<input type="checkbox"/>	One full page	(4 colour)	at @HK\$9,000
<input type="checkbox"/>	Two side-by-side full pages	(4 colour)	at @HK\$16,000

Enclosed here Output Film and a set of printout for HKIA's incorporation.

OR

Enclosed here a CD-ROM and our preferred layout for HKIA's preparation for the advertisement.
 I understand that an artwork fee of HK\$500 will be required for such preparation.

SIZE OF PROGRAMME BOOK

- Page size of the programme book is 290mm (W) x 140mm (H) in landscape format.
- Please reserve bleeding edge of not less than 8mm on each side.

SUBMISSION REQUIREMENTS

1. Advertisers may supply their own artwork and output film.
2. Alternatively, our graphic designer can prepare simple compliment with the company name, logo, address and contacts for the advertisers. Additional fee for such artwork will be HK\$500 per advertisement and our graphic designer will contact you directly later on.
3. Advertisers should supply their contents like company name, address and telephone in **MS Word Document** format; while company logo and other images should be in high-resolution **TIFF** format or **Adobe AI** format of at least 350 dpi, saved in CD-ROM.
4. No extra cost for film production is required.

IMPORTANT NOTES

- Advertisers are responsible for the truth and accuracy of the submission.
- HKIA is authorized to publish the information without verification.
- Advertisers shall indemnify the HKIA, its members and/any person suffered from any loss or damages resulted from such publication. HKIA reserves the right to treat the submitted materials graphically to fit the design concept of the programme book.

I have attached our company logo in Adobe AI format for publication in the event programme book.
____ (Please save your logo in CD-ROM in high-resolution TIFF or Adobe AI format.)

C. PAYMENT (Note: Cancellation after 02 October 2007 will not be entitled to refund.)

Please put a '✓' in the appropriate box provided above.

Please deliver your crossed cheque (payable to '**The Hong Kong Institute of Architects**') and/or the gift(s) to Hong Kong Institute of Architects at 19/F One Hysan Avenue, Causeway Bay, Hong Kong. Thank you.

Enclosed is a cheque of HK\$ Cheque No.

D. OTHER SUGGESTIONS

We would like to propose alternative form of sponsorship for the Annual Dinner, as follows:

E. CONTACTS

Name of Sponsor _____

Contact Person _____ Email _____

Tel No.: _____ Fax No. _____

Address: _____

Signature: _____ Date _____