



The Association of Electricity Distribution Undertakings in Namibia, AEDU Namibia

Enquiries: L. P. Hanekom
P.O. Box 1594, Oshakati, Namibia
Tel: [065] 220 229 / 081 125 7800 Fax: [065] 222 688
E-mail: lhanekom@ope.com.na

12 December 2018

Dear Madam/Sir,

SPONSORSHIP REQUEST FOR THE 10th AMEU/AEDU NAMIBIA BRANCH ANNUAL TECHNICAL CONFERENCE

13-15 MARCH 2019, at the Dome Conference Centre, Swakopmund, Namibia

Kindly be informed that the AMEU/AEDU Namibia Branch is an organisation for non-profit and therefore depends strongly on sponsorships for the successful organizing of events. Expenses for the above mentioned event will be as follows:

<u>Description</u>	<u>Amount</u>	<u>Sponsorship-Company</u>
Bus Hire (2 x 14 Seater Busses) Return W/Bay Airport to Swk	10,000.00	
Venue Hire: 13 March 2019	10,000.00	
Arrival Coffee / Tee for Wednesday morning	6,000.00	
Tea Break (Morning) for 150 people	10,000.00	
Lunch-Bufferet – for 150 people	35,000.00	
Tea Break (Afternoon) for 150 people	7,225.00	
Soft Drinks Juice/Drinks for 150 people	7,000.00	
Venue Hire: 14 March 2019	10,000.00	
Arrival Coffee / Tee for Wednesday morning	6,000.00	
Tea Break (Morning) for 150 people	10,000.00	
Lunch-Bufferet – for 150 people	35,000.00	
Soft Drinks Juice/Drinks for 150 people	7,250.00	
Braai for Thursday evening-13 March(100)	38,250.00	
Beverages for Braai	5,000.00	
Braai Venue Hire	8,500.00	
Conference Files	16,800.00	
Conference Chairs & Tables for Exhibitors	3,000.00	
Flowers	4,500.00	
Gifts for Guest Speakers	4,500.00	
Adverts & Media	12,000.00	
Security	2,000.00	
Total Amount	N\$248,025.00	

You are hereby cordially invited to please sponsor one or more of above mentioned items. Kindly indicate next to the relevant item. We need to give a deposit beforehand, and would really appreciate it if you could provide feedback by latest **31 January 2019**.

Please confirm your sponsorship with our **Ms Paulina Nambela**: pnambela@ope.com.na Tel: 065-220229 / 0812736393 or **Mr. Leon Hanekom (Branch Chairperson)** at (065) 220229 or lhanekom@ope.com.na.

Yours faithfully,


LEON HANEKOM
CHAIRPERSON: AMEU/AEDU NAMIBIA BRANCH

AEDU Namibia Committee: L. P. Hanekom (Chairperson), F. Mbango (Vice Chairperson), Ms H. Kasheeta, J. Iyambo, M. Kavalata
AEDU Namibia is the Namibian Branch of the AMEU Southern Africa (Association of Municipal Electricity Undertakings of Southern Africa)