

Online Beverage Pre-order Form- Instructions

1. Once you have clicked the link for the online beverage pre-order form, it will take you to the New York Hilton site. You will need to log in or register to create an account. If you registered for the 2019 DCAT Annual Dinner, you do not have to register again. Please use the same email and password from 2019.
2. Log into your account and search for the **DCAT** event (March 24, 2022).
3. Once you select the **DCAT** event, you will be brought to a landing page.
4. On the left side of the screen click on **Catering**. Please note, you must submit a beverage pre-order form for each table that your company holds.
5. Click through the options to select your beverages. The site has a shopping cart functionality, so if you want to start the order and come back later to finish, any selected items will remain in your cart until you proceed to check out.
6. Proceed to checkout by clicking on ***Item(s) in your cart***. This button is located directly above the red **Call Me** button. You will notice a delivery/pickup date next to each item ordered; please make sure **Thu 3/24/2022** is selected. You do not need to specify a time as the hotel will set that time for you.
7. Once you review your order, please click **Secure Checkout**. This next page will prompt you for your information. Please note: where it says booth/room, you will need to enter your **dinner table number**.
8. Accept the terms and conditions.
9. At checkout, enter your credit card information to finalize the order.
10. You will receive an email confirmation that the order has been placed, as well as your credit card receipt.

****Please be advised that all pre-orders should be placed by Thursday, March 17, 2022.**

FAQs:

Does my company need to pre-order beverages for our dinner table(s)?

Yes, you will need to pre-order beverages for your company's table(s). Some beverage options will have limited availability the evening of the dinner, therefore we require each table holder to submit the pre-order beverage form.

Do I have to complete this form for each table that my company hosts?

Yes, you must submit a beverage pre-order form for each table that your company holds.

Who is the contact at the New York Hilton if I am having any issues with my order form?

For any questions or issues regarding the beverage pre-order site, please contact Kristen Kruck-Bautista, Event Experience Manager, at Kristen.Kruck@hilton.com.

Can I go back into my order if I need to make any changes after it has been processed?

Yes, you are able to modify your order up to 72 hours before the dinner by logging into your account and clicking on the "My Orders" tab at the top of the screen. This will show you all of the orders that have been placed. Select the order that you would like to change. From this screen you will have the ability to cancel an order, modify or remove items, change contact information, print or email your receipt and/or upload any notes. If you remove an item or modify an item and the balance is reduced, an automatic refund will be generated.

If you would like to add more items you will need to place a new order, as new items cannot be added to orders that have already been processed.

What is the deadline for placing my pre-order beverage form via the site?

All pre-orders must be completed via the site by **Thursday, March 17, 2022**.