

# Table Selection Process, Sponsorship and Waiting List Policy and Procedure for the 93<sup>rd</sup> DCAT Annual Dinner

Adopted: June 29, 2016, Board of Directors

## BACKGROUND STATEMENT:

Due to the closure of the Waldorf Astoria in 2016, the DCAT organization moved the DCAT Annual Dinner to the New York Hilton Hotel. At that time, the Board of Directors adopted a new table selection process for the DCAT Annual Dinner. The new policy abolished the long-standing practice of member companies being seated at the same table each year. Instead, member companies were asked to participate in an annual lottery system and selection procedure to determine their tables for the Annual Dinner. The new policy was implemented for the 91<sup>st</sup> DCAT Annual Dinner of March 2017. The policy is amended each year to reflect any changes in dates and procedures.

## POLICY STATEMENT:

It is the policy of the DCAT organization that Registered Member Companies that purchased a full table(s) at the previous Annual Dinner (hereinafter referred to as "Eligible Table Holders") be eligible for the next Annual Dinner. Any Eligible Table Holder that has not renewed their membership by October 31<sup>st</sup> of each year, will lose the right to hold any and all tables.

Each year, the DCAT organization intends to follow the policy and procedure outlined below. Again, as a result of the newly established policy and procedure, member companies will not occupy the same table every year, giving all members an opportunity to sit in different locations.

Please note that the DCAT organization's policy requires a price adjustment to dinner tables in the odd-numbered years in order to meet increases in food and beverage costs. The dinner table price increase is set for the next two years and will not be adjusted again until the DCAT Annual Dinner in March of 2021. Table payments are due no later than **5:00 pm ET, January 11, 2019**. Tables not paid for will go to members currently on the waiting list for a table.

The staff will develop a list of Eligible Table Holders based on the zones in which their table(s) were located from the previous Annual Dinner and confirmed payment of annual dues.

### Dinner tables at the 93<sup>rd</sup> DCAT Annual Dinner will be priced as follows:

- Zone 1, Table of 10      \$6,200.00 (Ballroom Floor)
- Zone 2, Table of 6      \$3,720.00 (Balcony)
- Zone 3, Table of 10      \$3,500.00 (Back portion of Ballroom Floor)

The procedure for securing Annual Dinner Tables will be in the following phases:

### PHASE 1: Confirmations, Relinquishments, Questions and Answers - October 1, 2018 to October 26, 2018

Eligible Table Holders received a letter from DCAT on October 1<sup>st</sup> outlining the key dates and information for the 2019 Annual Dinner process. Eligible Table Holders must determine if they want to continue to attend the DCAT Annual Dinner, release any of their tables, or change their table location to a lower or higher price point. Eligible Table Holders will have until October 26, 2018 to make this decision.

If an Eligible Table Holder does not advise DCAT of any change requests, it will be assumed that the Eligible Table Holder wants to move forward with the lottery and selection procedure. Requests for changes will be made on a first-come, first-served basis and DCAT cannot guarantee that tables in all zones will be available.

**PHASE 2: Lottery Determining the Order for Selection of Tables - November 8, 2018**

The Lottery shall determine the order in which Eligible Table Holders in Zones 1, 2 and 3 will select their table(s) location. The Lottery will take place at DCAT headquarters in Robbinsville, NJ and will be made available live to any Eligible Table Holder via a Go-To-Webinar session. The Lottery will be managed by DCAT staff.

Prior to November 8<sup>th</sup>, all Eligible Table Holders will be notified to confirm the zone(s) where their table(s) are located. This notice will also include a reminder for the day and time as well as instructions for joining the Lottery Go-To-Webinar session.

Member companies do not have to be present to be assigned the order of table selection. The list of the companies in the order in which they will select will be posted immediately following the webinar on [www.dcatweek.org](http://www.dcatweek.org).

The lottery times for each zone on November 8<sup>th</sup> are as follows:

- Zone 1 – 10:00 AM ET
- Zone 2 – 10:45 AM ET
- Zone 3 – 11:30 AM ET

**PHASE 3: Table Selection Process - November 28 – 29, 2018:**

Prior to the Table Selection Process, all Eligible Table Holders will be notified to re-confirm the order in which they will select. This notice will include a reminder for the day and time as well as instructions for joining the Table Selection Go-To-Webinar session.

Eligible Table Holders will select their table(s) beginning with the lowest lottery number. On the date and time specified, a representative for your company will join the Go-To-Webinar session to select your table(s). The table(s) you select will be marked with your company name and therefore no longer available to others. This procedure will continue until all tables are selected in each zone.

Should a member company representative be unable to attend the webinar session, they may elect to have the DCAT Executive Director choose for them by pre-arranged written consent.

If the representative for the Eligible Table Holder does not participate at the time specified, a table(s) will be chosen for them by the DCAT Executive Director.

- Schedule for Table Selection

**Wednesday, November 28, 2018**

Selection Order #1 – 50  
Selection Order #51 – 100

**ZONE 1**

9:30 AM – 10:30 AM (ET)  
11:00 AM – 12:00 PM (ET)

**Thursday, November 29, 2018**

ZONE 2 (Selection Order #1 – 26)  
ZONE 3 (Selection Order #1 – 31)

**ZONE 2 & ZONE 3**

9:30 AM – 10:30 AM (ET)  
11:00 AM – 12:00 PM (ET)

The procedure for the lottery and selection process will be repeated each year. Member companies will not occupy the same table every year, giving all members an opportunity to sit in different locations.

Member companies that are not Eligible Table Holders and would like to purchase tables or single seats, can request to be added to the wait list and follow the wait list procedure. Eligible Table Holders requesting an additional table(s) can request to be added to the wait list and follow the wait list procedure. However, these requests will not be satisfied until the selection process is completed by all Eligible Table Holders.

#### **PHASE 4: Invoices, Payments and Cancellations:**

After the Table Selection Process, all Table Holders will receive an invoice through DCAT's secure online system for reserving and paying for your Annual Dinner Table(s). The invoice will display the Zone # where your table(s) are located along with the total amount due.

Please note that your Annual Dinner Table payment is due no later than **5:00 pm ET, January 11, 2019**.

To cancel your table(s), you must contact the DCAT Director of Event Management Katelyn Weeks at [kweeks@dcat.org](mailto:kweeks@dcat.org) or 609-208-1888 ext. 7008. Cancellations received before **5:00 pm ET, February 11, 2019** will receive a refund less a \$50 administrative fee. Due to venue guarantees, absolutely no refunds can be made after **5:00 pm ET, February 11, 2019**.

#### **PROCEDURE FOR ANNUAL DINNER SPONSORS:**

Each year, a designated number of tables will be reserved for member companies that would like to be an Annual Dinner Sponsor. The Sponsor Zone tables for the 93<sup>rd</sup> DCAT Annual Dinner are located in the first two rows of Zone 1 and are \$6,200 per table, which is not considered part of the sponsorship fee.

Sponsorship may be limited at times and therefore table assignments in the Sponsor Zone will be on a first-come, first-served basis.

An Annual Dinner Sponsor that is an Eligible Table Holder may elect to have **one** table in the Sponsor Zone. It is not mandatory. If the Sponsor holds more than one table, other tables outside the Sponsor Zone table(s) are subject to the lottery and the selection procedure as stated above.

An Annual Dinner Sponsor that is not an Eligible Table Holder may have one table in the Sponsor Zone. However, the sponsorship and payment for the table in the Sponsor Zone does not automatically entitle the member company to a table in any zone the following year unless they were awarded a table through the wait list process.

#### **PROCEDURE FOR MEMBER WAIT LIST:**

On or after November 8<sup>th</sup> of each year, member companies may request to have their names added to the wait list for a table at the Annual Dinner. Member companies must ask to be added to the wait list each year.

Tables will be provided to member companies based on such factors as the number of consecutive years they have asked to be placed on the waiting list, a record of support for the DCAT organization, and the number of years as a member company.

A member company that was on the wait list and receives a table will automatically be included in the lottery and selection process for the table's zone the following year.

#### **PROCEDURE FOR SINGLE OR MULTIPLE SEATS:**

Member companies may purchase up to four seats at the annual dinner. Availability is not guaranteed and will be announced via email to the membership and on the DCAT website.

On or after November 8<sup>th</sup> of each year, member companies may request to have their names added to the wait list for up to four seats, which will be distributed on a first-come, first-served basis.

#### **ADDITION OF NEW TRADITION ADDED TO TABLE SELECTION:**

At a meeting of the DCAT Board of Directors in December 2016, it was determined that the company whose lottery number in Zone 1 was last, will select first the following year.