

Table Selection Process for the 92nd DCAT Annual Dinner, Sponsorship and Waiting List Policy and Procedure

Adopted: June 29, 2016, Board of Directors

Amended: July 12, 2017, 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 91st DCAT Annual Dinner of March 2017. The policy was amended for the 92nd DCAT Annual Dinner to reflect any changes in dates and procedures.

POLICY STATEMENT:

It is the policy of DCAT that Registered Member Companies who 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 November 1st 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.

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 92nd DCAT Annual Dinner will be priced as follows:

- Zone 1, Table of 10 \$6,000.00 (Ballroom Floor)
- Zone 2, Table of 6* \$3,600.00 (Balcony)
- Zone 3, Table of 10 \$3,300.00 (Back portion of Ballroom Floor)

The determination of tables for the annual dinner will be in three phases:

PHASE 1: Confirmations, Relinquishments, Questions and Answers - September 26, 2017 to November 1, 2017

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 November 1, 2017 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 7, 2017

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 7th, 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 (link will be live on September 29th.)

The lottery times for each zone on November 7th are as follows:

Zone 1 – 10:30 am ET

Zone 2 – 11:15 am ET

Zone 3 – 11:45 am ET

PHASE 3: Table Selection Process - November 29 – December 1, 2017:

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.

If an Eligible Table Holder has agreed to be an annual dinner sponsor, the procedure for the dinner sponsorship will be taken into consideration at the time of the selection process. (See procedure for annual dinner sponsorship below.)

Eligible Table Holders will select their table(s) in groups of 15-20 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 with groups of 15-20 until all tables are selected in each zone.

Should a member company representative be unable to attend the web 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, they will be placed at an available table(s) by the DCAT Executive Director.

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.

- Schedule for Table Selection

Wednesday, November 29, 2017

Selection Order #1 – 35

Selection Order #36 – 70

ZONE 1 (Lottery Numbers #1 – 70)

9:30AM – 10:30 AM (ET)

11:00AM – 12:00 PM (ET)

Thursday, November 30, 2017

Selection Order # 71 – 100

Selection Order #101 – 125

ZONE 1 (Lottery Numbers #71 - 125)

9:30AM – 10:30 AM (ET)

11:00AM – 12:00 PM (ET)

Friday, December 1, 2017

ZONE 2 (Selection Order #1 – 25)

ZONE 3 (Selection Order #1 – 32)

ZONE 2 & ZONE 3

9:30AM – 10:30 AM (ET)

11:00AM – 12:00 PM (ET)

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 **by 5:00 pm ET on January 12, 2018.**

To cancel your table(s), you must contact the DCAT Table Coordinator Brooke DiGiuseppe at Brooke@dcat.org or 609-208-1888, ext. 7011. Cancellations received before **5:00 pm ET, February 9, 2018** 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 9, 2018.**

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 are located in the first two rows of Zone 1 and are \$6,000 for the 92nd DCAT Annual Dinner, 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 who 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 who 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 1st 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 1st 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.