



FUNDRAISING INFORMATION

We love partnering with community organizations to raise money and do great work – and fundraising is just a little bit easier when delicious panini are involved! Any non-profit or community organization is welcomed to apply for a fundraising event at Hot Table, where we will donate 25% of your event sales to your group.

HOW DOES IT WORK?

BEFORE YOUR EVENT:

- Begin planning your event several weeks in advance to allow for proper promotion.
- Work with your organization to identify several dates and times that would work for you.
- Contact a store manager to finalize a date and time for your event.
- Once you have received approval, we will provide you with Hot Table branded flyers for promoting your event.
- Send out your flyers to all of your supporters and ask them to bring them along on the day of the event.

AT YOUR EVENT:

- Have your supporters present your flyers to the cashier during checkout. This allows us to earmark all sales that should go toward your fundraiser.

AFTER YOUR EVENT:

- Within a week, we will contact you with the final amount of money your organization raised.
- Within a few weeks of your event, you should receive a check from us totaling 25% of event sales (minus proceeds from tax).

IS MY GROUP ELIGIBLE?

Charities, churches, schools, athletic teams, scout troops, or other community organizations considered non-profits by the IRS are welcomed to apply. We will also review applications from community organizations without non-profit status. These groups must provide supporting W-9 tax ID information. See the Fundraiser Agreement for details. Hot Table maintains sole discretion in approving an organization's fundraising request.

RULES OF ENGAGEMENT

We want your fundraising event to be a success, and to that end, we ask that you please follow these guidelines:

- Do not distribute flyers in or near Hot Table.
- Do not target Hot Table's followers and/or tag Hot Table on social media when promoting your event.
- Catering products and gift cards may not be purchased in conjunction with your event.



FUNDRAISER AGREEMENT

The following information must be completed in order to process and schedule your event. Please note, our fundraiser program is a charitable donation program – not a discount. Please submit this form to the store manager of the Hot Table location you wish to hold your event.

EVENT INFORMATION

RESTAURANT LOCATION FOR EVENT: _____
DATE / TIME OF EVENT: _____

ORGANIZATION INFORMATION

ORGANIZATION NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT NAME AND TITLE: _____
PHONE: _____
EMAIL: _____

MAILING ADDRESS FOR CHECK

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

IMPORTANT TAX INFORMATION

ORGANIZATION'S FEDERAL TAX I.D. # _____

Please check one box below that applies to your organization.

- Recognized by the government as a non-profit organization (or authorized sub-group). Please attach a copy of your tax-exempt certificate or other official documentation recognizing non-profit status. If your organization is a public school, government agency, church, or local chapter of a national non-profit group, no documentation is required.
- Not recognized by the government as a non-profit organization. Please note that you will be required to complete a Tax ID form (W-9) in order for your check to be processed. You will be asked to complete and sign this form.

AGREEMENT TERMS

Approval of this agreement is at the sole discretion of Hot Table. The organization listed above will be the sole promoter of this fundraising event, valid only at the designated Hot Table location during the agreed upon date and time. No guarantees or warranties of any kind are made by either party as to the anticipated success of this event. The proceeds for the event will be 25% of the pretax sales receipts where the event flyer was scanned during checkout for all food and beverages, excluding catering products and gift card purchases. A check will be mailed to the organization within a few weeks after the event and after submission of all necessary tax information.

By signing this contract, I agree that my event flyers, both printed and digital, are to be distributed prior to the event, and under no circumstances are my event flyers to be distributed in or near Hot Table, and under no circumstances am I permitted to promote my event online by targeting Hot Table followers and/or tagging Hot Table on social media, or all event proceeds will be voided.

These terms above are agreed to and accepted by:

ORGANIZATION REPRESENTATIVE: _____ ON THIS DATE OF: _____

(not valid until signed by organization representative and general manager of designated restaurant and returned to organization's contact)