Kayem Foods
INCORPORATED

Event Request Form

Thank you for inquiring about a possible sampling visit from Kayem Foods Inc. at your upcoming event. Kayem Foods Inc. is committed to supporting our community-based events and fundraising efforts for local organizations and charities. Please note that we require all event requests be submitted by March 1 of the year the event takes place, or 6 weeks prior to your event (whichever comes first). We will respond in writing, whatever the decision may be. The event organizer is responsible for securing all appropriate permits.

Contact Information

Today's Date: _____ Name: _____

Organization: _____ Phone: _____

Address: _____ Email: _____

Event Information

Please give a description of your organization and the purpose of this event: _____

_____

_____

_____

_____

_____

Name of Event	Event Date:

Organization Requesting event: _____ Sampling start time: _____ End time: _____

Event Location: _____ On-Site Contact: _____

City,State, Zip: _____ Contact Cell: _____

Event Details/ Additional Information

What type of event are you requesting the sampling for? ☐ Charitable/Non-profit Tax ID # _____ ☐ Community Other _____

Estimated number of people attending event: _____

Has Kayem sponsored this event in the past? ☐ No ☐ Yes (please explain)

_____

Is the event location public or private property? Public ☐ Private ☐

Is propane allowed on-site? (Fire permit may be required) No ☐ Yes ☐

Are there any size restrictions for Kayem supplies? No ☐ Yes (please explain) ☐

_____

Will any other food vendors be present? No ☐ Yes (please explain) ☐

_____

What other equipment /materials will be provided? _____

_____

Please list any tie-ins, media or sponsorship opportunities provided: _____

_____

As the Event Organizer, it is your responsibility to secure all of the appropriate permits, including but not limited to, the Temporary Food Vending Permit from the town or city where the event is to occur. All events require a Temporary Food Vending Permit issued through the Health Division of the town/city where event is being held. Some towns/cities may require additional permits. Please check with the town/city to ensure that you have all of the necessary permits for your event. Additionally, all events held on private property must receive written permission from property owner(s). Kayem Foods Inc. will not be responsible for obtaining a Temporary Food Vending Permit unless otherwise noted in writing. The Kayem Team will bag & bundle trash, but electricity and trash removal is the responsibility of the Event Organizer. If you have any questions, please contact Sarah Scoville at Sarah.Scoville@kayem.com.

To submit form, you can email by hitting SUBMIT button below, or mail to:

Submit Event Request Form

Event Marketing Coordinator, Kayem Foods, Inc.,
75 Arlington Street, Chelsea, MA 02150.

For Office Use Only:

☐ Approved ☐ Not Approved NSM Signature_____ Date:_____

☐ Approved ☐ Not Approved Event Marketing Signature_____ Date:_____