2020 FOOD TRUCK FEST VENDOR APPLICATION
AND REQUIREMENTS

To celebrate Chicago’s food truck industry, the Department of Business Affairs and Consumer Protection (BACP) is accepting applications for the 2020 “Food Truck Fests” to be held at Daley Plaza, located at 50 W. Washington Street.

This year’s “#ChiFoodTruckFest” is scheduled to begin Friday, April 3, 2020, and take place every Friday through September 25, with noted exceptions. The number of spaces available at Daley Plaza is limited.

To participate in any of this year’s Fest dates, please drop off a completed 2020 application and supporting documentation to:

Department of Business Affairs and Consumer Protection – Attn: Outreach and Education
City Hall
121 N. LaSalle St., Room 805
Chicago, IL 60602

You can also email these documents to BACPOutreach@cityofchicago.org.

To be considered for April Fest dates, applications and required documents must be submitted no later than Wednesday, February 10, 2020.

What you need to know:

- Mobile Food Vehicle operators must submit their completed application before being considered for an event date.

- Applicants must be properly licensed by the City of Chicago as a mobile food vehicle, whose primary function is the preparation and sale of food, either prepackaged or cooked onboard.

- Applicants will be evaluated prior to selection for proper sanitation certification and the ability to produce high volume sales. Trucks must reflect the highest possible standards in terms of sanitation, food handling and personnel training.

- Participants and their employees must maintain the highest degree of cleanliness and professionalism at the event at all times.

- All equipment being provided by the vendor must meet City of Chicago safety and health standards.

- Menu items proposed for events must be on your pre-approved menu. Beverages may not be sold at events where indicated on application.

- Menu items on your application should be priced no higher than in the applicant’s normal operation.

- Menu prices or signs may not be altered during an event.

- Food trucks are responsible for paying their own taxes.
VENDOR REQUIREMENTS:

1. Special Event Food License (offered for 180 days or for 1 year)
   a. Submit the completed application to Greg Adams at greg.adams@cityofchicago.org and CC BACPOutreach@cityofchicago.org.
   b. The Special Event Food License must be active during any Fest event the applicant is participating in.

2. Certificate of Insurance (COI) that meets the requirements detailed below.

3. $100 per event administrative fee, to be paid to BACP prior to date of event.

4. A certified food manager must be on the truck at all times of operation.

5. Food Truck must be fully operational, including the service of utensils, paper plates/serving containers, plastic forks, knives, etc.

6. **Cardboard, to be placed under the truck** for protection against ground stains on the Plaza.

7. Trucks must arrive between 9:15 AM and 9:30 AM on the day of the event to gain access to Daley Plaza. Trucks will not be allowed to depart earlier than allowed by security (typically, 3:00 PM).

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INSURANCE REQUIREMENTS

Applicants will be required to provide an original Certificate of Insurance (COI) evidencing the insurance minimums, detailed below, for the dates agreed upon as specified in detail on attached documents (labeled Daley Plaza COI).

Approval of a Food Truck Fest vendor application is contingent on applicant naming the City of Chicago, Public Building Commission of Chicago, and MB Real Estate Services, Inc. as additional insureds. Applicants must also submit a copy of the endorsement using ISO form CG 20 26-11 85 and HA 99 13-01 87 or equivalent. Applicant’s certificate of insurance must also evidence a waiver of subrogation in favor of the City of Chicago, its employees, elected officials, agents, or representatives.

**CERTIFICATE HOLDER**

MB REAL Estate Services Inc.
1203 Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

Bodily Injury -- $1,000,000 per occurrence; Property Damage--$2,000,000 Aggregate; Automobile Liability $1,000,000; Umbrella Liability Policy - $2,000,000; Workers Comp - $500,000
POLICY AND PROCEDURES

1. Trucks will be allowed to line-up on Clark Street as early as 9am
2. Trucks will be allowed onto the plaza beginning at 9:15am
3. No trucks will be allowed onto the plaza after 10am sharp – NO EXCEPTIONS
4. Reduce Speed
5. No Generators
6. Food Sells start at 11am and ends at 3pm
7. All trucks are required to have a cardboard under their truck to catch oil leaks. (If there is an oil the responsible truck will be asked to pay the cleaning fee)

EXITING THE PLAZA

- Reduce speed
- Trucks exit (in one single line) in the order they entered the plaza.
- Truck closest to the exit (near the fountain) will be the first truck to exit.
- All trucks should wait for clearance signal from security and/or Daley Center staff before moving from their parked position.
- Trucks are not allowed to "cut the line".
- Point of contacts should notify employees to NOT drive off the line.
# 2020 FOOD TRUCK FEST VENDOR APPLICATION

*Contact Information - Please type or print clearly:*

<table>
<thead>
<tr>
<th>Truck Name:</th>
<th>Key contact name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Key contact address:</td>
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<tr>
<td>Vendor main phone:</td>
<td>Key contact home phone:</td>
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<tr>
<td>Owner’s Name:</td>
<td>Key contact (Truck) cell phone:</td>
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<td>Owner’s home phone:</td>
<td>Key contact work phone:</td>
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<tr>
<td>Owner’s cell phone:</td>
<td>*Key contact email:</td>
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<tr>
<td>Owner’s work phone:</td>
<td>Alternate contact name, phone &amp; email:</td>
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<tr>
<td>Owner’s email:</td>
<td>Social media accounts: (e.g. twitter @chicagobacp)</td>
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</tbody>
</table>

*primary mode of contact

☐ I have read this application and the accompanying materials. I hereby agree that, if I am selected for participation, I will abide by all rules, regulations and requirements.

<table>
<thead>
<tr>
<th>Signature of Owner or Corporate Officer</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Name (type or print)</td>
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<table>
<thead>
<tr>
<th>Signature of key contact person</th>
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<tr>
<td>Title</td>
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<td>Name (type or print)</td>
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